



Shree Chandulal Nanavati Women's Institute & Girls' High School's  
(Since 1947)

# MANIBEN NANAVATI WOMEN'S COLLEGE

(Affiliated to SNDT Women's University, Mumbai)

BEST COLLEGE (2018-2019)

Reaccredited with 'A' by NAAC for the 3rd Cycle (2016-2021)

Vallabhbai Road, Vile Parle (West), Mumbai-400 056. Contact: +91-22-4825 1722, 85915 90241

E-mail: mnwcollege@hotmail.com • Website: mnwc.edu.in

Chairman, Mg. Committee  
Smt. Himadri S. Nanavati

Principal  
Dr. (Mrs.) Rajshree Trivedi

## BEST PRACTICE 3 :- Digitization of the Administrative work

1 **Title of the Practice: Digitization of the Administrative work**

2 **Goals:** To create a system to manage correspondence

To develop an Inventory management system to suit the requirements of the college

To develop a system for managing the fees and records of the students

To maintain and store all employee records in digitized formats 3

### The Context:

The administrative staff manages the correspondence between various stake holders within and outside the college through the inward and outward registers. Although it is a common method followed by all institutions there were some inherent problems like delay in receiving correspondence by the respective staff which sometimes resulted in missing important dates, using a lot of paper etc.

The services and leave records of all the employees are filed by the administrative staff. But it was found the some documents in case of some employees were missing.

The college caters to a greatly diversified student population, offering various programmes and choice of subjects. The fees vary depending upon the programmes selected, choice of subject by the student, caste, scholarships etc. It was a mammoth task for the Administrative staff to keep track of all the details.

It is in this context that the Administrative staff initiated the process of digitization of the Administrative work.

4 **The Practice:**

• **Correspondence Management System:**

**The following methodology was adopted:**

- Creating an individual user account which was secure.
- Creating a system for auto generation of inward and outward number.
- Digital signature facility for the Principal for authentication of the electronic document.
- Option for Marathi typing for state level correspondence.

• **Inventory Management System:**

**The following methodology was adopted:** ○ A store room was created and a store keeper was dedicated to monitor the consumption and distribution of the resources.

- Special software was created to keep track of the entire inventory.



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- Over a period of time, with the help of Junior Clerks the requirements were categorized to maintain an optimum number under each item in the store.
- A register is maintained, where the concerned staff has to sign when he/ she uses any of the resources.

- **Fees Collection and Student Information Software:**

**Methodology:**

- Developing a software application to assist administrative staff and the students with the admission process and other aspects related to students.
- Creating a system that generates profile and forms for the Second and Third year students.
- Configuring the fees for various combinations of subjects into the system, which then automatically gives the correct amount of fees to be paid by the students and printed fee receipts are given to the students.
- Storing the profiles of all the students.
- Creating a system to generate and print leaving certificates of students.
- Training the staff to operate the system by the IT experts.

- **Employee Service and Leave Records:**

**The following methodology was adopted (Service records):**

- Collecting all the records of all the employees
- Preparing a master check list to track missing documents.
- Requesting all staff members to submit documents, which they had not submitted previously.
- Scanning and storing the data in Document Management System.
- Digitalization of records by the students of Office Management and Secretarial

Practice as a part of their internship

- Filing of the hardcopy of documents in respective employees personal folders located in the record room, which have different color codes for easy identification of files.

**The following methodology was adopted (Leave Records):**

- All leave records for all the employees after 2006 were collected.
- A new format in an excel sheet was created.
- It is regularly updated.

**Evidence of Success:**

- **Correspondence Management System:** ○ It has led to timely delivery of documents to concerned staff / authorities.
  - Alerts and reminders from the system helped Administrative team to respond to correspondence in time.
- **Inventory Management System:** ○ The system has ensured adequate availability of resources at all times.
  - It has reduced wastage and costs as usage of resources is closely monitored.



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- **File Management Process:** o The exact file and its location in the record room is available in the Document Management Software. o The task of locating documents has become very simple, less time consuming and more effective.
  - **Fees Collection and Student Information Software:**
    - o There is a quantum leap in number of admission handled by the office staff. They are able to process 200 admissions per day instead of 70.
    - o It was easy to tally the amount of fees collected to number of students admitted on a daily basis.
    - o The college did not have to depend on external agencies for printing admissions forms, leaving certificate, bonafide certificate etc., as they are now printed in-house.
  - **Employee Service and Leave Records:** o Easy accessibility of documents by staff members as records are available online. o It has minimized the scope for errors
    - o Employees can easily get information about balance leave as all records are available online.
    - o A CD of the service and leave records was prepared and given to the respective staff.
- 6 **Problems:**
- o Problems related to failure of technology
  - o Paper work has not reduced substantially.

*PP Trivedi*

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