Shri Mahaveer College
(Affiliated to the University of Rajasthan)
A Co-educational English Medium PG College

ABOUT : Office Automation

This workshop on Office Automation is designed to enhance efficiency and productivity in modern workplaces through the use of technology. Participants will explore a range of tools and software for automating routine tasks, such as document management, data entry, and communication. The workshop covers advanced features of office applications, including automation in spreadsheets, email management, and scheduling. Attendees will learn how to streamline workflows, integrate various tools, and reduce manual errors. Practical exercises and real-world examples will help participants implement automation solutions effectively, making this workshop ideal for professionals looking to optimize their office operations and improve overall performance.

SCHEDULE : 1-Day Seminar on Office Automation

Day 1: Topics
Proficiency in Office Software Applications
Effective Use of Email and Scheduling Tools
Automation of Office Tasks - data collection, verification, and security measures to ensure a reliable and efficient Office Automation process
Data Management and Analysis

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

Gate No. 2, Mahaveer Marg, C-Scheme, Jaipur • Phone : 0141-2372139 • Mobile : 89558-40261
E-mail : shrimahaveercollege@gmail.com • Website : mahaveercollege.org

Gate No. 2, Mahaveer Marg, C-Scheme, Jaipur • Phone : 0141-2372139 • Mobile : 89558-40261
E-mail : shrimahaveercollege@gmail.com • Website : mahaveercollege.org

A Report on "Office Automation Seminar"

NAME OF ACTIVITY: Office Automation Seminar

DATE & DURATION: 6th November, 2023

TYPE OF ACTIVITY: Seminar

ORGANIZER: Shri Mahaveer College, Jaipur.

EXPECTED OUTCOMES:

CO1: Participants will be able to efficiently use various office software applications including word processors, spreadsheets and presentation software.
CO2: Participants will develop skills in managing email communications including composing, sending and organizing emails.
CO3: Participants will learn to identify tasks that can be automated using office software tools.

1-Day Seminar on Office Automation

Day 1: Topics
Proficiency in Office Software Applications
Effective Use of Email and Scheduling Tools
Automation of Office Tasks - data collection, verification, and security measures to ensure a reliable and efficient Office Automation process
Data Management and Analysis

MAPPINGS WITH PO & PSO: Mapping Levels: 1- Low, 2- Moderate, 3-Strong

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	-	-	-	-	3	-	-	-	-	-	-	-	2	3	2
CO2	-	2	-	-	-	-	-	-	3	-	-	-	3	3	2
CO3	-	-	-	-	-	-	-	-	-	-	-	3	2	3	2

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

NOTICE

Date: 29/10/2023

We are pleased to announce through this notice that a one-day seminar entitled" **Office Automation**" will be organized on 6th November, 2023. Participants are required to register themselves. Certificate will be issued to the registered participants.

Principal
Shri Mahaveer College

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

Gate No. 2, Mahaveer Marg, C-Scheme, Jaipur • Phone : 0141-2372139 • Mobile : 89558-40261
E-mail : shrimahaveercollege@gmail.com • Website : mahaveercollege.org

FLYER/POSTER:

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

ABSTRACT OF THE SESSION: SMC organized "**Office Automation"** Seminar on 6th November, 2023.The main objective of this seminar is to equip participants with the knowledge and skills necessary to streamline and optimize office operations through the effective use of technology. This seminar aims to enhance productivity and efficiency by introducing attendees to the latest office automation tools and software including word processors, spreadsheets, presentation software, email clients and scheduling tools. Participants will learn to automate repetitive tasks, manage data, and improve communication within the workplace. By the end of the seminar, attendees should be able to implement practical solutions to common office challenges, leading to a more organized and efficient and technologically adept work environment. This objective is achieved through a combination of theoretical insights and hands-on practice ensuring that participants can immediately apply what they have learned to their professional settings.

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

GLIMPSES:

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

LIST OF PARTICIPANTS:

S. No.	Name	Registration No.	Year	E Mail
1	Aakshat Agarwal	SMC2324CS001	BCA III	aakshatagarwal2004@gmail.com
2	Aashish Kharol	SMC2324CS002	BCA III	
3	Aayush Goyal	SMC2324CS003	BCA III	goyalpa@hotmail.com
4	Abhaydeep	SMC2324CS004	BCA III	mr.abhaydeepsinghrajput@gmail.com
5	Abhishek Sharma	SMC2324CS005	BCA III	
6	Ayush Mamoriya	SMC2324CS006	BCA III	
7	Chirag Navlani	SMC2324CS007	BCA III	chiragnavlani22@gmail.com
8	Darsh Sharma	SMC2324CS008	BCA III	amitcard1111@gmail.com
9	Deepak Gurnani	SMC2324CS009	BCA III	deepakgurnani377@gmail.com
10	Divyansh Agarwal	SMC2324CS010	BCA III	M.Kagarwalnwr@gmail.com
11	Fardeen Khan	SMC2324CS011	BCA III	rahiskhan7562.rk9@gmail.com
12	Farhan Ahmed	SMC2324CS012	BCA III	farhan961077@gmail.com
13	Harnish Kaur Baweja	SMC2324CS013	BCA III	harnishkaur683@gmail.com
14	Harsh Khandelwal	SMC2324CS014	BCA III	khandelwalharsh318@gmail.com
15	Harsh Sharma	SMC2324CS015	BCA III	hs7788006@gmail.com
16	Jaswant Singh	SMC2324CS016	BCA III	anitakanwar17oct@gmail.com
17	Jay Gajjar	SMC2324CS017	BCA III	jaygajjar282003@gmail.com
18	Jugraj Singh Tanwar	SMC2324CS018	BCA III	jugrajsinghtanwar@gmail.com
19	Kratika Sirswa	SMC2324CS019	BCA III	pradeep.sirswa@gmail.com
20	Lakshya Agarwal	SMC2324CS020	BCA III	anjuagarwal612@gmail.com
21	Manan Ajmera	SMC2324CS021	BCA III	mananajmera2003@gmail.com
22	Megha Yadav	SMC2324CS022	BCA III	my774291@gmail.com
23	Nabeel Ahmed	SMC2324CS023	BCA III	shakeel.ahmed0124@gmail.com
24	NamanKalwani	SMC2324CS024	BCA III	kalwani.naman1406@gmail.com
25	Nikhil Jangid	SMC2324CS025	BCA III	nikejan2293@gmail.com
26	Nikunj Kansal	SMC2324CS026	BCA III	agarwalnikunj0023@gmail.com
27	Nishita Khandelwal	SMC2324CS027	BCA III	nishitakhandelwal3112@gmail.com
28	Raghav Khandelwal	SMC2324CS028	BCA III	raghavkhandelwal454@gmail.com
29	Rajveer Pareek	SMC2324CS029	BCA III	rajveerpareek354@gmail.com
30	Rakhi Lalwani	SMC2324CS030	BCA III	n.k86187@gmail.com
31	Rakshit Gautam	SMC2324CS031	BCA III	romygrakshit@gmail.com
32	Rishita Gupta	SMC2324CS032	BCA III	rishitag63@gmail.com
33	Rishita Purohit	SMC2324CS033	BCA III	rishitapurohit200@gmail.com
34	Ritik Sain	SMC2324CS034	BCA III	sainritik32@gmail.com
35	Riya Jain	SMC2324CS035	BCA III	jriya2036@gmail.com
36	Rohit Sharma	SMC2324CS036	BCA III	
37	Samyak Jain	SMC2324CS037	BCA III	samyakjain4803@gmail.com

IQAC Co-ordinator Shri Mahaveer College

SHRI MAHAVEER COLLEGE (Affiliated to the University of Rajasthan) Mahaveer Marg C-Scheme Jaipur Phone: 0141- 2372139,8955840261 Website: shrimahaveercollege.org

38	Shashank Agarwal	SMC2324CS038	BCA III	
39	Shivam Pareek	SMC2324CS039	BCA III	shivampareek1910@gmail.com
40	Shivansh Pareek	SMC2324CS040	BCA III	shivanshpareek3@gmail.com
41	Shresth Tambi	SMC2324CS041	BCA III	shresthtambi20@gmail.com
42	Tanamaya Mittal	SMC2324CS042	BCA III	tanmaya560@gmail.com
43	Tanisha Khadolia	SMC2324CS043	BCA III	tanishakhadolia11@gmail.com
44	Upaj Gautam	SMC2324CS044	BCA III	upaj999gautam@gmail.com
45	Yash Madnani	SMC2324CS045	BCA III	yashmadnani171@gmail.com
46	YashVardhan Goyal	SMC2324CS046	BCA III	yashgoyal@gmail.com
47	Yashvi Patel	SMC2324CS047	BCA III	yashvipatel653@gmail.com

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

ATTENDANCE SHEET:

S. No.	Name	College Name	Signature
1	Aakshat Agarwal	Shri Mahaveer College	
2	AashishKharol	Shri Mahaveer College	
3	Aayush Goyal	Shri Mahaveer College	
4	Abhaydeep	Shri Mahaveer College	
5	Abhishek Sharma	Shri Mahaveer College	
6	AyushMamoriya	Shri Mahaveer College	
7	Chirag Navlani	Shri Mahaveer College	
8	Darsh Sharma	Shri Mahaveer College	
9	Deepak Gurnani	Shri Mahaveer College	
10	Divyansh Agarwal	Shri Mahaveer College	
11	Fardeen Khan	Shri Mahaveer College	
12	Farhan Ahmed	Shri Mahaveer College	
13	Harnish Kaur Baweja	Shri Mahaveer College	
14	Harsh Khandelwal	Shri Mahaveer College	
15	Harsh Sharma	Shri Mahaveer College	
16	Jaswant Singh	Shri Mahaveer College	
17	Jay Gajjar	Shri Mahaveer College	
18	Jugraj Singh Tanwar	Shri Mahaveer College	
19	KratikaSirswa	Shri Mahaveer College	
20	Lakshya Agarwal	Shri Mahaveer College	
21	Manan Ajmera	Shri Mahaveer College	
22	Megha Yadav	Shri Mahaveer College	
23	Nabeel Ahmed	Shri Mahaveer College	
24	NamanKalwani	Shri Mahaveer College	
25	Nikhil Jangid	Shri Mahaveer College	
26	NikunjKansal	Shri Mahaveer College	
27	NishitaKhandelwal	Shri Mahaveer College	
28	RaghavKhandelwal	Shri Mahaveer College	
29	RajveerPareek	Shri Mahaveer College	
30	RakhiLalwani	Shri Mahaveer College	
31	RakshitGautam	Shri Mahaveer College	
32	Rishita Gupta	Shri Mahaveer College	
33	RishitaPurohit	Shri Mahaveer College	
34	RitikSain	Shri Mahaveer College	
35	Riya Jain	Shri Mahaveer College	
36	Rohit Sharma	Shri Mahaveer College	
37	Samyak Jain	Shri Mahaveer College	
38	Shashank Agarwal	Shri Mahaveer College	
39	ShivamPareek	Shri Mahaveer College	
40	ShivanshPareek	Shri Mahaveer College	
41	ShresthTambi	Shri Mahaveer College	
42	Tanamaya Mittal	Shri Mahaveer College	
43	Tanisha Khadolia	Shri Mahaveer College	
44	UpajGautam	Shri Mahaveer College	
45	YashMadnani	Shri Mahaveer College	
46	YashVardhan Goyal	Shri Mahaveer College	
47	Yashvi Patel	Shri Mahaveer College	

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

FEEDBACK ANALYSIS:

SEMINAR FEEDBACK ANALYSIS								
Sr.no.	Attributes	Total Feed Back	Total Feed Back- 47					
			>80% Objective Achieved, 60 to 79 %- Satisfactory, Below 60%, Need improvement					
1	Do you think Seminar was useful for you?	47	Yes	No	Partial	---	---	Remark
			43	0	4	0	0	Objective Achieved (90.69%)
			90.69	0.00	9.30	0.00	0.00	
2	Did you receive all the information you expected by the Seminar?	47	Yes	No	Partial	---	---	Remark
			44	0	3	0	0	Objective Achieved (93.02%)
			93.02	0.00	6.97	0.00	0.00	
3	Opinion on Rating the speaker for the Seminar	47	Outstanding	Excellent	Good	Average	Satisfactory	Remark
			45	2	0	0	0	Objective Achieved - Outstanding & Excellent (100%)
			95.3 4	4.65	0	0	0	
4	Audience Query Response by the Speaker	47	Outstanding	Excellent	Good	Average	Satisfactory	Remark
			47	0	0	0	0	Objective Achieved (100%)
			100	0	0	0	0	
5	Overall experience about the Seminar	47	Outstanding	Excellent	Good	Average	Satisfactory	Remark
			44	0	3	0	0	Objective Achieved - Outstanding (93.02%)
			93.02	0	6.97	0	0	

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org

SAMPLE CERTIFICATE:

Shri Mahaveer College
(Affiliated to the University of Rajasthan)
A Co-educational English Medium PG College

Present this

CERTIFICATE OF PARTICIPATION

to

This is to certify that Aakshat Agarwal of Shri Mahaveer College has successfully completed the 1 day seminar on "Office Automation" held on 6th November, 2023. He / She demonstrated a strong commitment to enhance their skills and developing their knowledge.

Mr. Vimlesh Sharma
Coordinator

Principal

IQAC
Co-ordinator
Shri Mahaveer College

SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139,8955840261
Website: shrimahaveercollege.org