



# Shri Mahaveer College

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



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## 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   |

*Neelima*  
IQAC  
Co-ordinator  
Shri Mahaveer College



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## A Report on "Office Automation Seminar"

**NAME OF ACTIVITY:** Office Automation Seminar

**DATE & DURATION:** 6<sup>th</sup> 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

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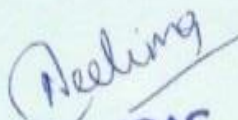
## NOTICE

Date: 29/10/2023

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



Principal  
Shri Mahaveer College



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Co-ordinator  
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FLYER/POSTER:

**Shri Mahaveer College**  
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**One Day Seminar  
on  
Office Automation**

**DATE: 6<sup>th</sup> November, 2023**

**Office  
Automation**

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*Ashish*  
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**ABSTRACT OF THE SESSION:** SMC organized “Office Automation” Seminar on 6<sup>th</sup> 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.

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## GLIMPSES:



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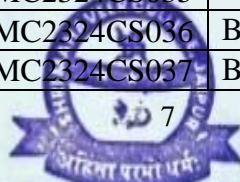
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## LIST OF PARTICIPANTS:

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## ATTENDANCE SHEET:

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

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## FEEDBACK ANALYSIS:

SEMINAR FEEDBACK ANALYSIS								
Sr.no	Attributes	Total Feed Back	Total Feed Back- 47					Remark
			>80% Objective Achieved, 60 to 79 %- Satisfactory, Below 60%, Need improvement					
1	Do you think Seminar was useful for you?	47	Yes	No	Parti al	---	---	Objective Achieved (90.69%)
			43	0	4	0	0	
			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	Parti al	---	---	Objective Achieved (93.02%)
			44	0	3	0	0	
			93.02	0.00	6.97	0.00	0.00	
3	Opinion on Rating the speaker for the Seminar	47	Outst andin g	Excell ent	Good	Aver age	Satisfac tory	Objective Achieved - Outstanding & Excellent (100%)
			45	2	0	0	0	
			95.34	4.65	0	0	0	
4	Audience Query Response by the Speaker	47	Outst andin g	Excell ent	Good	Aver age	Satisfac tory	Objective Achieved (100%)
			47	0	0	0	0	
			100	0	0	0	0	
5	Overall experience about the Seminar	47	Outst andin g	Excell ent	Good	Aver age	Satisfac tory	Objective Achieved - Outstanding (93.02%)
			44	0	3	0	0	
			93.02	0	6.97	0	0	

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## SAMPLE CERTIFICATE:



### Shri Mahaveer College

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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
--	--

  
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