

SL. No-43: One Day Workshop for NTS on Paperless Office Management

- A. Name of Activity: One day Workshop for NTS on Paperless Office Management
- B. Date of the Activity: 18.10.2022
- C. Organizers: Chakdaha College in collaboration with Srikrishna College
- D. Number of Participants: 24
- E. Speakers: Dr. Swagata DasMohanta, Principal, Chakdaha College,
Dr. Arun Kumar Nandi, IQAC Coordinator and Associate Professor of Chakdaha College

F. Flyer:

One day Workshop for NTS
on
Paperless Office Management

Organised by IQAC, Chakdaha College & Srikrishna College, Bagula

:-Hands-on Training:-

- Accounts.
- Students Affairs.
- Record Keeping etc.

:-DATE:-
18 TH
OCTOBER
2022

:-TIME:-
11.00 AM
TO
4.00 PM

:-VENUE:-
VIDYASAGAR
SABHAKASHA,
CHAKDAHA
COLLEGE

Objective: 1 : Introduce Participants to Paperless Office Concepts and Benefits

2: Explore Digital Tools and Technologies for Office Management

3: Promote Collaboration and Workflow Automation

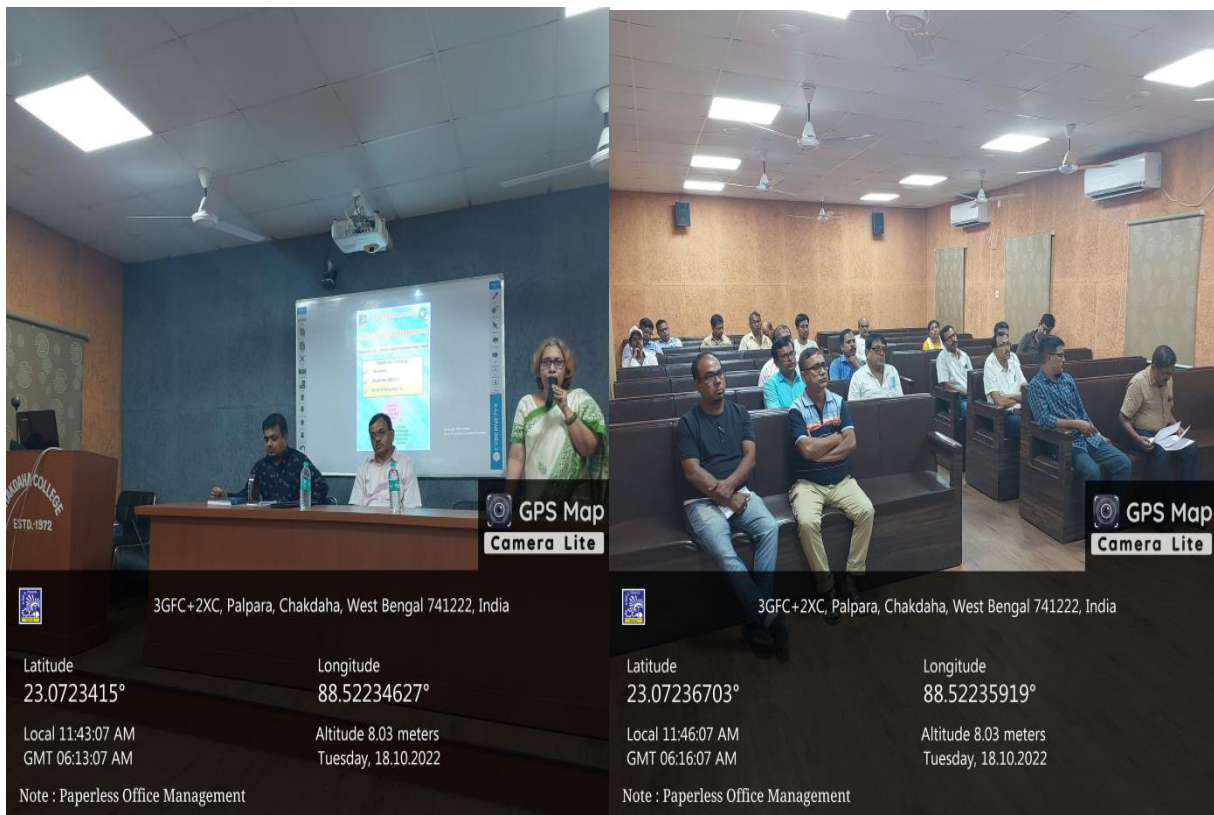
4.Evaluate and Measure Success

G. Outcome: The seminar on "Paperless Office Management" held at Chakdaha College yielded significant insights into the transition toward a digitalized work environment. Key outcomes of the seminar include:

1. **Understanding the Concept:** Participants gained a comprehensive understanding of the concept of paperless office management, exploring the benefits and challenges associated with the shift from traditional paper-based processes to digital alternatives.
2. **Technological Solutions:** Experts introduced various technological solutions and software applications designed to facilitate paperless office management. Participants were informed about document management systems, electronic signatures, and other tools aimed at reducing reliance on physical paperwork.
3. **Cost Savings:** The discussion emphasized the potential cost savings associated with going paperless. By reducing the need for paper, ink, storage space, and manual processing, institutions can achieve financial efficiencies while contributing to environmental sustainability.

4. **Training and Adoption:** Practical insights were provided on training staff and stakeholders in adapting to paperless practices. The importance of fostering a digital culture within the institution and overcoming resistance to change were key aspects explored.
5. **Environmental Impact:** Participants gained an understanding of the positive environmental impact of transitioning to a paperless office. The reduction in paper usage contributes to conservation efforts and aligns with sustainability goals.

In conclusion, the seminar on "Paperless Office Management" at Chakdaha College not only informed participants about the advantages of transitioning to a digitalized work environment but also equipped them with the knowledge and tools necessary for successful implementation within the college's administrative processes.



H. Attendance:

CHAKDAHA COLLEGE, CHAKDAHA, NADIA

One Day Workshop for NTS on 'Paperless Office Management'
Organised by IQAC, Chakdaha College & Srikrishna College Bagula

Date: 18.10.2022 :::: Venue: Vidyasagar Sabhakaksha ::: Time: 11AM to 4 PM

Sl No	Name	College Name	Designation	WhatsApp No	Signature
1	DIPNARAYAN ADHIKARY	CHAKDAHA COLLEGE	CLERK	9153604622	<i>[Signature]</i>
2					
3	Narendra Kr. Sarkar	Chakdaha College	cashier	6296209163	<i>[Signature]</i>
4	HRUDYAN	Chakdaha	NTS	9153748866	<i>[Signature]</i>
5	Arup Chy	"	NTS	7501349888	<i>[Signature]</i>
6	Tufan Banerjee	"	NTS	6295380840	<i>[Signature]</i>
7	Prithvijay Chatterjee	"	"	9153346247	<i>[Signature]</i>
8	Subhoday Chandhni	Chakdaha College	NTS	9474855955	<i>[Signature]</i>
9	Abanjalata Banerjee	Chakdaha college	NTS	9475148620	<i>[Signature]</i>
10	PradiP Debnath	Chakdaha college	NTS	9046249657	<i>[Signature]</i>
11	ABHOY RAJBANSHI	Chakdaha college	NTS	8926528489	<i>[Signature]</i>
12	Rajkumar SIKKA.	Chakdaha.	NTS.	9836375793	<i>[Signature]</i>
13	Sanjay Paul	Chakdaha college	NTS	9064451423	<i>[Signature]</i>
14	Sanjay Dasgupta	Chakdaha College	NTS	8001682893	<i>[Signature]</i>
15	Arup Chy	"	"	8726041118	<i>[Signature]</i>
16	Sujata Karmakar	"	"	9064041792	<i>[Signature]</i>

CHAKDAHA COLLEGE, CHAKDAHA, NADIA

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Sl No	Name	College Name	Designation	WhatsApp No	Signature
17	BISHNU RANJAN BISWAS	SRIKRISHNA COLLEGE	Head Clerk	9434824196	<i>[Signature]</i> 18.10.22
18	CHITRAPATI BACHHI	SRIKRISHNA COLLEGE	CLERK	9607034799	<i>[Signature]</i> 18.10.22
19	MANOJ BISWAS	SRIKRISHNA COLLEGE	CLERK	9749653221	<i>[Signature]</i> 18.10.22
20	RAHESH SAHA	SRIKRISHNA COLLEGE	CLERK	9153560222	<i>[Signature]</i> 18/10/22
21	DR. SAIKAT SARKAR	CHAKDAHA COLLEGE	Associate Professor	9433669152	<i>[Signature]</i> 18/10/22
22	DR. PRAYASH CH DAS	CHAKDAHA COLLEGE	Lab attended	9232745225	<i>[Signature]</i> 18/10/22
23	Arup Chy	Chakdaha College.	CLERK.	9474880816	<i>[Signature]</i> 18-10-2022
24	Dr. Ravindra Banerjee	Chakdaha College	Associate Professor	8220482770	<i>[Signature]</i> 18.10.2022
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