



Shree Rahul Education Society's (Regd.)

# SHREE L. R. TIWARI DEGREE COLLEGE

(Arts | Commerce | Science) UGC Recognition under sec 2(f) of the UGC Act 1956 | Approved by Government of Maharashtra | NAAC Accredited with Grade "A" (1st Cycle) | Affiliated to University of Mumbai | College Code -1064 | ISO Certified 9001:2015 | Hindi Linguistic Minority institution



## IQAC CELL OF SLRTDC IN COLLABORATION WITH SKLTDC

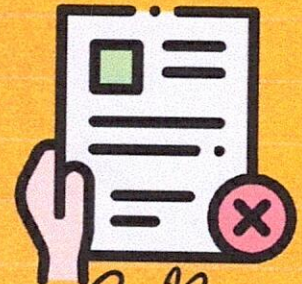
*Organises*

**"Paperless System and Audits:  
Strategies for an Efficient Office"**

**Expert:**

**Ms. Keyaa Mukharjee**

(Member of IQAC- Maniben Nanavati Women's  
College, Senate Member of SNDT Women's University)



*Go Paperless*



**05<sup>th</sup> December 2024  
(Tuesday)  
02:00 pm**

**VENUE: OFFICE, SLRTDC**

 [slrtdc@rahuleducation.com](mailto:slrtdc@rahuleducation.com)

 [www.slrtdc.in](http://www.slrtdc.in)

 **1800 210 1002**





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### Report: Paperless System and Audits – Strategies for an Efficient Office

**Event Date:** 5th December 2024

**Venue:** IT Lab, Shree L. R. Tiwari Degree College (SLRTDC)

Shree L. R. Tiwari Degree College (SLRTDC), in collaboration with Shree K. L. Tiwari Degree College (SKLTDC), successfully organized a knowledge-sharing session on "Paperless System and Audits: Strategies for an Efficient Office." The event brought together administrative staff from SLRTDC, Shree L. R. Tiwari Junior College, Shree L. R. Tiwari College of Engineering, and other Higher Education Institutions (HEIs) under the Rahul Education umbrella.

#### Expert Speaker:

Ms. Keyaa Mukharjee, an IQAC Member at Maniben Nanavati Women's College and Senate Member of SNDT Women's University, led the session.

#### Key Highlights of the Session:

Ms. Mukharjee provided in-depth insights into the importance and implementation of digitized systems to enhance office efficiency and governance:

- **Integrated ERP System:** Streamlining administrative functions through centralized digital platforms.
- **Customized ERP System:** Tailoring ERP solutions to specific institutional needs.
- **Student Information Management System (ERP):** Managing student data with precision and efficiency.
- **Teachers MIS:** Facilitating data-driven decision-making for faculty management.
- **Digitized Administration:** Enhancing workflow through paperless processes.
- **Digitization in Good Governance:** Ensuring transparency and accountability in institutional management.
- **Segregation of Records Section-Wise:** Organizing records systematically for ease of access.



**Execution of DCRM as per Quality Management System:** Implementing a Document and Record Control Management system to meet quality standards.

**Outcome:**

The session provided participants with actionable strategies for implementing digitization in administrative processes. It underscored the role of technology in promoting good governance and improving the operational efficiency of educational institutions.

**Conclusion:**

The event owes its success to the collaborative efforts of Shree K. L. Tiwari Degree College and the expertise shared by Ms. Keyaa Mukharjee. Her practical insights were instrumental in fostering a deeper understanding of the shift towards a paperless ecosystem in higher education administration.

This session marks another step forward in Rahul Education's commitment to innovation and quality in education management.

*Vaishali*

Dr. Vaishali Kothiya

**IQAC Coordinator**

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
Kanakiya Park, Mira Road (E).  
Dist. Thane - 401107, Maharashtra



Dr. Sanjay Mishra

**I/C Principal**

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
Kanakiya Park, Mira Road (East),  
Dist. Thane - 401107, Maharashtra













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Name of the Event: "Paper less system and Audits: Strategies for an efficient office"  
Name of the Department/Committee/Cell/Club: IQAE  
Name of the Speaker: Ms. Keyaa Mukharjee Date: 5/12/2024

| Sr. No. | Name of the Faculty      | Department       | Signature |
|---------|--------------------------|------------------|-----------|
| 1.      | Shreekant Mishra         | Lab-Assistant    |           |
| 2.      | Vinod More               | Admin Jr. Clerk  |           |
| 3.      | Pradeep Nautani          | System Admiv     |           |
| 4.      | Dandhan Gokhankar        | Lab-Assistant    |           |
| 5.      | Supriya Sachin Natekar   | Jr Clerk         |           |
| 6.      | Poochi Thakur Magodia    | Sr Clerk         |           |
| 7.      | Shivani Chache           | P. A.            |           |
| 8.      | Kanchan Singh            | Jr-clerk         |           |
| 9.      | Satish Nayashankar yadav | lab (Asist) mech |           |
| 10.     | Devesh Ramayachya Thakur | Lab Asst (IT)    |           |
| 11.     | Quresh Sara Sharafat. H  | Lab Asst (IT)    |           |
| 12.     | Shailesh Khamkar         | Jr. Clerk        |           |
| 13.     | Rohan. R. Pate           | Lab Asst. Civil  |           |
| 14.     | Jeeran Tigulwad          | Sr clerk         |           |
| 15.     | Sapna Hat                | Admin HS         |           |
| 16.     | Mrs. Janhavi R. Naik     | B. Ed. college   |           |
| 17.     | Vivek Solanki            | SLRTDC-Jr Clerk  |           |
| 18.     | Lenita Mascarenhas       | Clerk - SLRTDC   |           |
| 19.     | Rushmi Jabale            | Clerk SLRTDC     |           |
| 20.     | Poonam Singh             | Clerk SLRTDC     |           |
| 21.     | Riddhi Ambre             | Asstt. Librarian |           |
| 22.     | Sulochana Desai          | Asstt. Librarian |           |
| 23.     | Radhika Pandey           | Clerk SLRTDC     |           |
| 24.     | Lancy Fernandes          | Lab Asst (Mech)  |           |
| 25.     | Santosh Mahekar          | Lab Asst (HMS)   |           |







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Name of the Event: Paperless system & Audit: Strategies for an Efficient office<sup>4</sup>  
Name of the Department/Committee/Cell/Club: ICRAE  
Name of the Speaker: Ms. Keyaa Mukharjee Date: 5/12/24

| Sr. No. | Name of the Faculty   | Department      | Signature |
|---------|-----------------------|-----------------|-----------|
| 1.      | Kiran K. Rane         | SLRTCE(Library) |           |
| 2.      | Vishwesh Bhat         | Lab Assistant   |           |
| 3.      | Yogendra Singh        | Lab Assistant   |           |
| 4.      | Nitin Jadhav (SLRTCE) | O.S.            |           |
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\*\*\* Education For All \*\*\*

Ref No.: SLRTDC/24-25/ 337

Date: 2<sup>nd</sup> December, 2024

To,  
**Ms. Keyaa Mukharjee**  
Member of IQAC – Maniben Nanavati Women's College,  
Senate Member of SNDT Women's University

**Subject:** Invitation to Conduct a Guidance Seminar on "Paperless Systems and Audits: Strategies for an Efficient Office"

Respected Madam,

The Internal Quality Assurance Cell of Shree L. R. Tiwari Degree College, in collaboration with Shree K. L. Tiwari Degree College, is delighted to invite you to conduct a seminar on the topic: "Paperless Systems and Audits: Strategies for an Efficient Office"

**Event Details:**

Date: 5th December 2024  
Time: 2:00 PM onwards  
Venue: College Office

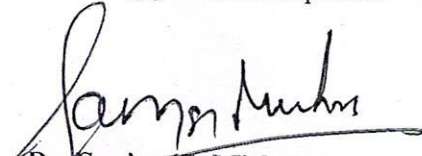
The objective of this session is to equip our administrative staff with the knowledge and tools to transition toward a paperless office environment. The session aims to:

- Enhance understanding of paperless systems and their integration into administrative processes.
- Explore strategies for efficient record management and audits using digital tools.
- Foster awareness about environmental benefits and cost savings associated with paperless workflows.

Your expertise in this domain makes you the ideal person to guide us in achieving these objectives. We believe your insights will greatly benefit our team and contribute to creating more sustainable and efficient office practices.

We would be deeply honored by your presence and look forward to your valuable contribution to this initiative.

Thanking you in anticipation.

  
Dr. Sanjay G. Mishra  
I/C Principal

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.  
Kanakia Park, Mira Road (East),  
Dist. Thane - 401107, Maharashtra



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\*\*\* Education For All \*\*\*

Ref No.: SLRTDC/24-25/ 338

Date: 5<sup>th</sup> December, 2024

To,  
**Ms. Keyaa Mukharjee**  
Member of IQAC – Maniben Nanavati Women's College,  
Senate Member of SNDT Women's University

**Subject: Appreciation for Conducting the Seminar on "Paperless Systems and Audits: Strategies for an Efficient Office"**

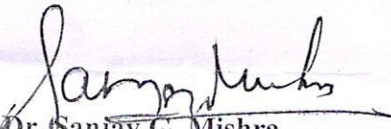
Respected Madam,

On behalf of the Internal Quality Assurance Cell of Shree L. R. Tiwari Degree College and Shree K. L. Tiwari Degree College, we extend our heartfelt gratitude for your valuable contribution as the resource person for the seminar on "Paperless Systems and Audits: Strategies for an Efficient Office" conducted on 5th December 2024.

Your session was highly enlightening and provided our administrative staff with invaluable insights into adopting paperless systems and strategies for efficient record management and audits. Your expertise in the field and your ability to simplify complex concepts made the session both engaging and impactful.

We are deeply grateful for your time and effort in making this seminar a success. We look forward to more such enriching collaborations in the future.

Thank you once again for your valuable contribution.

  
Dr. Sanjay G. Mishra.

I/C Principal

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.

Kanakia Park, Mira Road (East),  
Dist. Thane - 401107. Maharashtra



Keyaa  
5-12-24

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