



**MAHARASHTRA
MAHAVIDYALAYA, NILANGA**

Criterion III

Research, Innovations & Extension

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Metric: 3.2.2.1

2018-23

EST. 1970



MAHARASHTRA SHIKSHAN SAMITTI'S

MAHARASHTRA MAHAVIDYALAYA, NILANGA

(Arts, Commerce, Science, Information Technology & Vocational)

Re-Accredited "B+" Grade (CGPA-2.62)
NILANGA – 413521 Dist. Latur (Maharashtra State)



DR. M.N. KOLPUKE
M.Sc. Ph.D.(Zoology)
Principal

During The Year 2021-22

“One Day Workshop on Office Automation”

Jointly Organized by

Maharashtra Mahavidyalaya, Nilanga

&

MasterSoft ERP Solution Pvt. Ltd., Nagpur

Name of the Activity	Date	Time	Venue	No. of Students Present/Participated
One Day Workshop on Office Automation	02/07/2021	11.00Am	Lab No. 9	19

Objectives of the Activity:

1. Introduction to Office Automation Tools

- **Objective:** Familiarize participants with common office automation tools, including word processors, spreadsheets, email clients, and project management software.
- **Outcome:** Participants will understand the purpose and basic functions of these tools.

2. Enhancing Productivity

- **Objective:** Demonstrate how to use automation features to increase efficiency and productivity in daily office tasks.
- **Outcome:** Participants will learn how to automate repetitive tasks, manage time better, and optimize workflow.

3. Integrating Tools and Software

- **Objective:** Show how to integrate different office applications to streamline processes and data management.
- **Outcome:** Participants will understand how to connect tools (e.g., integrating email with calendar or project management tools) for a more cohesive work environment.


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4. Data Management and Analysis

- **Objective:** Teach participants how to use office automation tools for effective data management and analysis.
- **Outcome:** Participants will gain skills in organizing, analysing, and visualizing data using spreadsheets and other data tools.

5. Automating Routine Tasks

- **Objective:** Introduce techniques for automating routine office tasks such as data entry, report generation, and scheduling.
- **Outcome:** Participants will be able to set up and use macros, templates, and other automation features to reduce manual effort.

A Brief Report:

On 02/07/2021, Maharashtra Mahavidyalaya, Nilanga, hosted a highly successful one-day workshop on "Office Automation," presided over by Dr. M. N. Kolpuke, the Principal. The event featured Mr. Shaikh Mubarak, Assistant Manager at MasterSoft ERP Solution Pvt. Ltd., Pune, as the chief guest and trainer. The workshop aimed to enhance participants' skills in using various office automation tools and techniques, covering topics such as productivity enhancement, data management, and effective integration of office applications.

Mr. Mubarak led the sessions with a focus on practical applications of automation tools, including word processors, spreadsheets, and project management software. Participants engaged in hands-on exercises, learning how to streamline repetitive tasks, optimize workflows, and improve communication and collaboration through automation. Dr. D. S. Choudhari, Co-ordinator of the IQAC, highlighted the significance of these tools in modern office environments and acknowledged the valuable insights provided by Mr. Mubarak.

In closing, Mr. A. V. Jadhav delivered the vote of thanks, expressing gratitude to all involved, including Mr. Mubarak for his expertise, Dr. Kolpuke for his leadership, and Dr. D. S. Choudhari for his coordination. The workshop received positive feedback from attendees, who appreciated the practical knowledge and skills gained, marking the event as a notable success in advancing office automation proficiency among the participants.

Outcomes of the Activity:


1. Increased Familiarity with Automation Tools

- **Outcome:** Participants will have a basic understanding of various office automation tools and their functions, including word processors, spreadsheets, email clients, and project management software.

2. Enhanced Productivity and Efficiency

- **Outcome:** Participants will be able to implement automation techniques to reduce time spent on repetitive tasks, streamline processes, and increase overall productivity.

3. Improved Data Management Skills


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- **Outcome:** Participants will know how to effectively manage, organize, and analyze data using automation features in spreadsheets and other data management tools.

4. Effective Tool Integration

- **Outcome:** Participants will understand how to integrate different office applications to create a cohesive workflow, including linking emails with calendars, managing tasks with project management tools, and automating data updates.

5. Enhanced Communication and Collaboration

- **Outcome:** Participants will be skilled in using collaboration platforms and communication tools to improve team interactions, file sharing, and project coordination.

6. Practical Automation Techniques

- **Outcome:** Participants will have hands-on experience with practical automation techniques, such as setting up macros, creating templates, and automating routine tasks.

7. Knowledge of Best Practices and Troubleshooting

- **Outcome:** Participants will be equipped with best practices for using office automation tools effectively and will be able to troubleshoot common issues that arise.

8. Understanding of Security and Compliance

- **Outcome:** Participants will be aware of data security and compliance requirements related to office automation and will know how to safeguard sensitive information.

9. Hands-On Experience

- **Outcome:** Participants will gain practical experience through exercises and real-world scenarios, enhancing their ability to apply what they've learned in their own work environments.

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MAHARASHTRA SHIKSHAN SAMITI'S

MAHARASHTRA MAHAVIDYALAYA, NILANGA

(Arts, Commerce, Science, Information Technology & Vocational)

NILANGA – 413521 Dist. Latur (Maharashtra State)

PH – (02384)242015 Fax (02384)243015 E-mail- principalmmnilanga@gmail.com

DR. M. N. KOLPUKE

M.Sc., Ph D.Zoology

Principal



Date: 21-06-2021

To,

The Manager

MasterSoft ERP Solution Pvt. Ltd.

Nagpur

Sub:- **Regarding providing a resource person for the
One Day Training / Workshop.**

Sir,

This is with reference to the subject mentioned above: our college is using MasterSoft ERP solutions. As you are well aware, that there are many updates in this software, we wish to organize a One Day Training on Office Automation on 02-07-2021.

You are requested to send one of your experts as a resource person for this workshop and train our non-teaching staff regarding the use and updation of MIS software.

Looking forward for your cooperation.

Thank you.

Received

etc.

*Dr. M. N. Kolpuke
21/6/21*

(Dr. M. N. Kolpuke)

Principal

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DR. M. N. KOLPUKE

M.Sc., Ph D. Zoology

Principal



Date: 02-07-2021

To,

Mr. Mubarak Shaikh
Assistant Manager
MasterSoft ERP Solution Pvt. Ltd.
Nagpur

Sub:- **Vote of Thanks...**

Dear Sir,

Maharashtra Mahavidyalaya, Nilanga wishes to extend our sincere gratitude towards you for accepting our invitation as a resource person for the One Day Workshop on Office Automation held on 02/07/2021.

Your valuable guidance has provided important inputs to our staff.

Thank you.

(Handwritten signature)
(Dr. M. N. Kolpuke)

Principal

Maharashtra Mahavidyalaya
Nilanga-413521 Dist.Latur

Received

Orc.



Maharashtra Mahavidyalaya, Nilanga
Tq. Nilanga Dist. Latur.
&
MasterSoft ERP Solutions Pvt. Ltd. Nagpur

Jointly organized
One Day Workshop
On

“OFFICE AUTOMATION”

Date:- 02-07-2021

Programme Details

President : **Dr. M. N. Kolpuke**
(Principal, Maharashtra Mahavidyalaya, Nilanga)

Chief Guest & Trainer : **Mr. Shaikh Mubarak**
(Assistant Manager, MasterSoft ERP Solution Pvt. Ltd. Nagpur)

In Presence of : **Dr. D. S. Choudhari**
(Co-ordinator, Internal Quality Assurance Cell)

Felicitation Program

Dr. M. N. Kolpuke : Mr. S. S. Mane
Mr. Mubarak Shaikh : Dr. M. N. Kolpuke
Dr. D. S. Choudhari : Mr. D. G. Mane

Speech

Introductory Speech - Dr. D. S. Choudhari
Chief Guest Address - Mr. Mubarak Shaikh
Presidential Address - Dr. M. N. Kolpuke
Vote of thanks - Mr. A. V. Jadhav
Anchor - Mr. D. G. Mane


Principal

Maharashtra Mahavidyalaya
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MasterSoft

Accelerating education

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Jointly organized

One Day Workshop

On

“OFFICE AUTOMATION”

Date:- 02-07-2021



ERP Team Member:- **Mr. Shaikh Mubarak** (Assistant Manager)

Sr	Name of the Official	Designation	Mobile No.	Signature
1	Mane Suhas Shivajirao	O.S.	8888207219	
2	Patil Pavan Vijaykumar	Head-clerk	9970005522	
3	Mane Dattaraj Gundaji	Sr clerk	944380024	
4	Shri. Jadhav Anand V.	Sr. clerk	9096845767	
5	Tosale Satosh Anand	Sr clerk	9420088904	
6	Hawade Vijay	Clerk		
7	Musande Ganesh Shankarrao	Lab Assistant	9090299210	
8	Gadiwan Namdev Kashinath	Lab Assistant	8605050533	
9	Shaikh Atik. Kasimsab	Clerk	9767197063	
10	Wale Chamech Vishwasrao	Lib. Assistant	9158535837	
11	Kumbhar Shidheshwar-Santam	LAB Asst	9096070785	
12	Thete Pravin Laxmanrao	Jr. clerk	9404271176	
13	Dhapi Gopal	Clerk	8983176446	
14	Lonche Ramesh B.	Clerk	9890995097	
15	Gadiwan N.V.	Clerk		
16	Gardi V.S	Librarian	9158533897	
17	Shahapur Anand B.	clerk	8459641980	
18	Hawade Vijay	Clerk		
19	Pawar Bheerat Baburao	Clerk	9637190245	
20				

Master Soft ADE (Engineer)

Principal



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Date:- 02-07-2021

Photographs





Maharashtra Shikshan Samiti's

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Mr. Suhas Shivajisao Mane

has actively participated in

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Mr. Mubarak Shaikh

Assistant Manager

MasterSoft ERP Solution Pvt. Ltd.

Nagpur

Dr. M. N. Kolpuke

Principal

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Mr. Pavan Vijaykumar Patil.

has actively participated in

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Mr. Mubarak Shaikh

Assistant Manager

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Mr. Dattatraya Gundaji Mane

has actively participated in

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Mr. Angad Vasant Rao Jadhav.

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Mr. Ramesh Babruwan Londhe.

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Mr. Santosh Gunvant Torsele.

has actively participated in

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Mr. Namdev Kashinath Gadiwan.

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Mr. Bhagwat Babruwan Pawar.

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Mr. Atik Karimsab Shaikh.

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Mr. Sachin ryankatrao chambharge.

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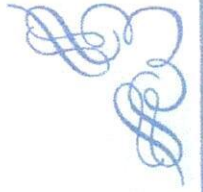
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Mr. Vijay Jaidrathrao Deshmukh.

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Mr. Tanveer Dastagir Maniyar.

has actively participated in

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Ms. Anjana Janaradan Rangdal.

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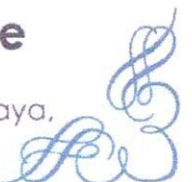
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Mr. Tukaram Pandurang Bole.

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Mr. Sidheshwar Sangram Kumbhar.

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