



Shri Sharda Bhavan Education Society's
YESHWANT MAHAVIDYALAYA, NANDED

The Best College Award By SRTMU Nanded
College with Potential for Excellence (Status Awarded By UGC)
Reaccredited "A+" Grade (IV Cycle) by NAAC
DST-FIST Sponsored College

A Report on
"One Week National Workshop
"SMART-ADMIN"
(SKILLS FOR MODERN ADMINISTRATIVE RESPONSIBILITIES USING TECHNOLOGY)
Computer Training Programme for College Administrative Staff
(2nd February to 10th February, 2026)

Organized by
Department of Computer Science & IT,
Yeshwant Mahavidyalaya, Nanded

In collaboration with
Internal Quality Assurance Cell (IQAC)
Yeshwant Mahavidyalaya, Nanded

Report Submitted By
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Yeshwant Mahavidyalaya, Nanded

2025-26

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Brochure of the Workshop



Shri Sharda Bhavan Education Society's
YESHWANT
MAHAVIDYALAYA, NANDED

The Best College Award by S.R.T.M. University, Nanded
College with Potential for Excellence (Status Awarded by UGC)
Re-accredited "A" Grade (IV Cycle) by NAAC
DST-FIST Sponsored College

Organizes

One Week National Workshop

On

“SMART-ADMIN”

(Skills for Modern Administrative Responsibilities using Technology)

Computer Training Programme for College Administrative Staff

2nd February to 10th February, 2026

Organized by

Department of Computer Science & IT,
Yeshwant Mahavidyalaya, Nanded

In collaboration with

Internal Quality Assurance Cell (IQAC)
Yeshwant Mahavidyalaya, Nanded

College Website

For more details, visit:

<http://ymnanded.in/>

Chief Patrons

Hon'ble Shri. Ashokraoji Chavan
Member of Parliament, Rajya Sabha, India.
Former Chief Minister, Govt. of Maharashtra & President, SSBES, Nanded

Hon'ble Mrs. Ameeta A. Chavan
Former MLA, Bhokar Constituency & Vice-president, SSBES, Nanded

Hon'ble Shri. D.P. Savant
Former Minister of Higher Education, Govt. of Maharashtra & Secretary, SSBES, Nanded

Hon'ble Dr. R. K. Shendarkar
Joint Secretary, SSBES, Nanded

Hon'ble U. S. Nimbalkar
Treasurer, SSBES, Nanded

Convener & Chief Organizer
Dr. Ganeshchandra N. Shinde
Principal, Yeshwant Mahavidyalaya, Nanded
Former Pro V. C., S. R. T. M. University, Nanded

Organizing Secretaries
Dr. S.G. Jadhav
Head, Dept. of CS & IT

Dr. P.B. Tamsekar
Asst. Prof. Dept. of CS & IT
Member, IQAC

Organizing Committee

Dr. L. V. Padmarani Rao	Professor & Head, Dept. of English Coordinator, IQAC
Dr. S. L. Shinde	Professor, Dept. of Botany Co-Coordinator, IQAC
Dr. M.S. Dudhate	Asst. Prof. Dept. of English IQAC Member
Dr. P. B. Pathak	Asst. Prof. Dept. of CS & IT
Dr. Mrs S.M. Shinde	Asst. Prof. Dept. of CS & IT
Mr. G. B. Chounste	Asst. Prof. Dept. of CS & IT
Ms. A.K. Bhosle	Asst. Prof. Dept. of CS & IT
Mr. S.S. Mahindrakar	Asst. Prof. Dept. of CS & IT
Ms. A.S. Khan	Asst. Prof. Dept. of CS & IT
Ms.N.S.Agrawal	Asst. Prof. Dept. of CS & IT

Schedule of the Workshop

Day	Date	Topic / Activity	Resource Person
Day 1	02 Feb 2026	Computer Fundamentals & Basic Operations	Dr. S.G. Jadhav
Day 2	03 Feb 2026	Windows OS, File Management & Data Handling	Dr. P.B. Tamsekar
Day 3	04 Feb 2026	MS Word, MS Excel & PowerPoint for Office Work	Dr. Mrs S.M. Shinde
Day 4	05 Feb 2026	Internet, Email, Online Meetings & Government Websites	Mr. G. B. Chounste
Day 5	06 Feb 2026	AI Tools & Troubleshooting, Password Management & Data Backup	Ms. A.K. Bhosle Dr. P. B. Pathak
Day 6	07 Feb 2026	Tally (Basic - Part I)	Dr. Krishna Nilawar
Day 7	07 Feb 2026	Tally (Basic - Part II)	Dr. Krishna Nilawar
Day 8	08 Feb 2026	Tally (Basic - Part II)	Dr. Krishna Nilawar

Venue: DATA CENTER, Department of CS & IT, Yeshwant Mahavidyalaya, Nanded

Note:

- Registration is mandatory.
- No Registration Fees.

Last date for registration 31st January 2026, 5 pm

Registration Link: <https://forms.gle/cVvc6JITMqJvgD27>



Dear Sir/Madam

The Department of Computer Science & IT, in association with the IQAC, Yeshwant Mahavidyalaya, Nanded, is organizing a One Week Computer Training Programme for College Administrative Staff (SMART-ADMIN) from 2nd February to 7th February 2026. This hands-on workshop is designed to strengthen digital skills required for day-to-day administrative work, including computer fundamentals, office automation tools, internet and email usage, online meetings, government portals, data security practices, and the use of simple AI tools for improved office productivity. The programme aims to enhance efficiency, accuracy, and professionalism in administrative functions through practical learning and guided sessions.

About the College:

Shri Sharda Bhavan Education Society laid the foundation of Yeshwant Mahavidyalaya Nanded, in 1963 and ever since, it has emerged as one of the premier institutions of higher learning in the region of Marathwada. The academic programs run by the college are an amalgam of traditional, add-on, need-based and career-oriented courses, taught by a team of experienced and efficient faculty. The college has nineteen research centers in Arts, Commerce and Science disciplines with thirty-eight faculties as research guides guiding hundred and fifty research students on the campus.

Yeshwant Mahavidyalaya has a long-standing academic tradition of excellence in research and scholarship. Here in the Yeshwant campus students are groomed for curricular, co-curricular and extracurricular excellence.

The dedication and the teamwork of stakeholders have won several laurels to the institution. The college is identified as **College with Potential for Excellence (CPE)** by UGC New Delhi; received the **Green Champion Award** by MGNCRE, Ministry of Education, Government of India, New Delhi; and has been re-accredited with "A+" grade (IV Cycle) by **NAAC Bengaluru in October 2023**. The college has been awarded the Best College Award, the Best Principal Award, the Best Teacher award and the Best NSS Officer Award by SRTMU, Nanded. The college magazine Yashodeep has been awarded the 1st prize by SRTMU, Nanded, more than a couple of times. The college is the proud recipient of Grants under PM- USHA Scheme during 2023-24.

The college is the proud recipient of the Maharashtra State Level

first prize, the parent university level first prize and the Nanded district level first prize for the gender equality programs executed on the campus under the Government of Maharashtra activity titled "Jagar Janivancha". The institution reaches the zenith to receive The Indira Gandhi Best NSS Program Officer Award from the hands of His Excellency, Honorable Shri Pranab Mukherjee in New Delhi.

About Department of Computer Science & Information Technology:

The Department of Computer Science & Information Technology, established in 1990, has consistently experienced steady growth across all aspects of its operations and has played a pivotal role in fostering a dynamic and forward-thinking academic atmosphere within the College.

As a premier department, it offers high-quality undergraduate and postgraduate programs, along with specialized certificate courses. Additionally, it provides exceptional infrastructure and facilities to support research and consultancy activities. The department plays a key role in meeting the increasing demand for skilled professionals specializing in Computer Science and Information Technology.

The department has consistently delivered outstanding academic results, with students achieving University ranks at both the undergraduate and postgraduate levels. Furthermore, its alumni hold prominent positions across various industries.

About Internal Quality Assurance Cell (IQAC):

The Internal Quality Assurance Cell (IQAC) of Yeshwant Mahavidyalaya, Nanded has been established in 2004 and ever since it has been active in establishing quality benchmarks for the progress of the college. With the first IQAC coordinator as Dr. Radha Girdhari, followed by Dr. Neeraj Salunkhe and Dr. Neeraj Pande during the NAAC Second cycle; with Dr. M. M. V. Baig as the coordinator, the college faced the Third Cycle of NAAC.

The IQAC of the college has been reshuffled according to the NAAC guidelines with Dr. L.V. Padmarani Rao as the coordinator since 2019. The IQAC of the college has been vibrant in bringing about quality initiatives on the campus;

has been instrumental in developing three software on the campus like the institutional Accession Stock Management System (ASMS), IQAC Information Management System (IIMS) and Yeshwant Learning Management System (YLMS). IQAC published two books titled A Handbook of Policies and Guidelines and Exploring the Yeshwant Mahavidyalaya Campus Biodiversity as a healthy practice. The college has received PM USHA grants; applied for NIRF Ranking; and successfully implemented the Paramarsh scheme of UGC, New Delhi. The college is extremely happy to have stood "A" grade in all the three cycles and A+ in the NAAC Cycle IV Accreditation during October 2023.

The Theme of the Workshop:

The theme of the workshop, "SMART-ADMIN: Skills for Modern Administrative Responsibilities using Technology," focuses on empowering college administrative staff with essential digital competencies required in today's technology-driven academic environment. The workshop emphasizes practical use of computers, office automation tools, internet and online communication platforms, digital record management, data security practices, and the effective application of simple and free AI tools to enhance efficiency, accuracy, and professionalism in administrative work.

Objectives of the Workshop:

- To build confidence in basic computer usage
- To improve efficiency in daily administrative work
- To enable use of Internet, Email, Online Meetings & Government portals
- To promote data security through password & backup practices
- To introduce simple and free AI tools for office productivity
- To assess learning through test and feedback

For Assistance Contact:

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Dr. S. L. Shinde	7588151967
Dr. M.S. Dudhate	9850993772
Dr. S.G. Jadhav	9423140192
Dr. P. B. Tamsekar	9922793939

Preface

In the present era of digital transformation, the role of technology in administrative functions has become indispensable. Educational institutions are increasingly adopting digital tools and platforms to ensure efficiency, transparency, and accuracy in their operations. Recognizing this need, the Department of Computer Science & IT, Yeshwant Mahavidyalaya, Nanded, in collaboration with the Internal Quality Assurance Cell (IQAC), organized a One Week National Workshop on “**SMART-ADMIN**” (**Skills for Modern Administrative Responsibilities using Technology**) for college administrative staff.

The workshop was conducted from **2nd February to 10th February 2026** with the objective of enhancing the digital competencies of administrative personnel. The programme was designed to be practical-oriented, focusing on hands-on training in computer fundamentals, office automation tools, internet usage, data management, AI tools, and basic accounting using Tally. The enthusiastic participation from various colleges reflects the growing awareness and importance of digital literacy among administrative staff.

The successful organization of this workshop marks a significant step towards building a digitally empowered administrative workforce, capable of adapting to modern technological advancements in higher education institutions.

The successful completion of the **One Week National Workshop “SMART-ADMIN”** would not have been possible without the constant support, guidance, and encouragement of several individuals and authorities.

I express my sincere gratitude to **Dr. Ganeshchandra N. Shinde**, Principal, Yeshwant Mahavidyalaya, Nanded, for his visionary leadership, continuous motivation, and valuable guidance. His encouragement played a crucial role in organizing this workshop and promoting digital initiatives within the institution.

I am grateful to **Dr. L. V. Padmarani Rao (Coordinator, IQAC)** and **Dr. S. L. Shinde (Co-Coordinator, IQAC)** for their valuable support and for strengthening quality initiatives through such programmes.

I sincerely thanks to **Dr. S. G. Jadhav, Head, Department of CS & IT**, as well as all the **resource persons, organizing committee members, and staff of the Department of Computer Science & IT** for their dedicated efforts in conducting the sessions and ensuring the smooth execution of the workshop.

Finally, I extend my appreciation to all the **participants** for their active involvement, enthusiasm, and willingness to learn, which contributed significantly to the success of the workshop.

Title of the Workshop : **One Week National Workshop “SMART-ADMIN”**

Date of the Workshop : 2nd February to 10th February 2026

Organized by : **Department of Computer Science & IT,**
In collaboration with **Internal Quality Assurance Cell (IQAC),**
Yeshwant Mahavidyalaya, Nanded

Venue : Data Center, Department of CS & IT,
Yeshwant Mahavidyalaya, Nanded

Participants : Administrative staff from various colleges.



Inaugural Session

Introduction

In today's rapidly evolving digital landscape, the role of technology in administrative functions has become crucial for ensuring efficiency, accuracy, and transparency in higher educational institutions. Administrative staff are required to handle a wide range of responsibilities such as documentation, data management, communication, and coordination through digital platforms. Recognizing this need, the **Department of Computer Science & IT, Yeshwant Mahavidyalaya, Nanded, in collaboration with the Internal Quality Assurance Cell (IQAC), organized a One Week National Workshop on "SMART-ADMIN" (Skills for Modern Administrative Responsibilities using Technology) from 2nd February to 10th February 2026.**

The workshop was designed as a practical-oriented Computer Training Programme for college administrative staff, focusing on developing essential digital skills required for day-to-day office work. The programme emphasized hands-on training, enabling participants to learn by doing, which significantly enhanced their understanding and confidence.

The workshop commenced on **Day 1 (2nd February 2026)** with a session on Computer Fundamentals & Basic Operations, where participants were introduced to the basic concepts of computers, hardware, software, input-output devices, and system navigation. The focus was on building confidence among participants who had limited exposure to computers.

On **Day 2 (3rd February 2026)**, the session on Windows Operating System, File Management & Data Handling provided participants with practical knowledge of organizing digital records through file and folder management, ensuring systematic handling of office data.

The **Day 3 (4th February 2026)** session focused on MS Word, MS Excel, and PowerPoint, which are essential tools for office work. Participants were trained to prepare official documents, manage data efficiently, and create presentations, thereby improving their overall productivity.

On **Day 4 (5th February 2026)**, participants were introduced to Internet usage, Email communication, Online Meetings, and Government Websites. This session enabled them to use digital communication tools effectively and access various online services required in administrative work.

The **Day 5 (6th February 2026)** session covered AI Tools along with Troubleshooting, Password Management, and Data Backup. Participants explored modern AI tools such as ChatGPT and Canva for improving office efficiency, along with learning essential practices for data security and system troubleshooting.

The workshop further included **Day 6, Day 7, and Day 8 sessions (7th & 8th February 2026)** on Tally (Basic), where participants were introduced to computerized accounting.

They learned company creation, ledger preparation, voucher entry, and report generation, which are useful for assisting accounts-related work in the office.

Throughout the workshop, each session was conducted with a strong emphasis on practical learning, where participants actively engaged in hands-on exercises under the guidance of expert resource persons. This approach ensured better understanding, skill development, and confidence building among the participants.

Overall, the workshop successfully addressed the need for digital empowerment of administrative staff, enabling them to perform their duties more efficiently and adapt to the evolving technological environment in higher education institutions.



Objectives of the Workshop:

- To build confidence in basic computer usage
- To improve efficiency in daily administrative work
- To enable use of Internet, Email, Online Meetings & Government portals
- To promote data security through password & backup practices
- To introduce simple and free AI tools for office productivity
- To assess learning through test and feedback

Detail Schedule of the Workso:p:

Day	Date	Topic	Resource Person
Day 1	02 Feb 2026	Computer Fundamentals & Basic Operations	Dr. S.G. Jadhav Head, Dept. of CS & IT
Day 2	03 Feb 2026	Windows OS, File Management & Data Handling	Dr. P.B. Tamsekar Asst. Prof., Dept. of CS & IT
Day 3	04 Feb 2026	MS Word, MS Excel & PowerPoint for Office Work	Dr. Mrs S.M. Shinde Asst. Prof., Dept. of CS & IT
Day 4	05 Feb 2026	Internet, Email, Online Meetings & Government Websites	Mr. G. B. Chounste Asst. Prof., Dept. of CS & IT
Day 5	06 Feb 2026	AI Tools & Troubleshooting, Password Management & Data Backup	Ms. A.K. Bhosle, Dr. P. B. Pathak Asst. Prof., Dept. of CS & IT
Day 6	07 Feb 2026	Tally (Basic – Part I)	Dr. Krushna Nillawar Asst. Prof., Dept. of Commerce
Day 7	07 Feb 2026	Tally (Basic – Part II)	
Day 8	08 Feb 2026	Tally (Basic – Part II)	
Valedictory Function and Feedback, Certificate Distribution			

Detail Syllabus of the Workshop

DAY 1: Computer Fundamentals & Basic Operations

Resource Person: Dr. S.G. Jadhav

- Introduction to computer
- Hardware & software
- Input and output devices
- Desktop, taskbar, start menu
- Keyboard and mouse usage
- Proper startup, shutdown & restart

Outcome: *Confidence in handling computers.*

DAY 2: Windows OS, File Management & Data Handling

Resource Person: Dr. P. B. Tamsekar

- Creating and organizing folders
- File naming conventions & extensions
- Copy, move, rename, delete files
- Searching files
- Zip & unzip files
- Pen drive usage & safe removal
- Outcome: Systematic digital record management.

DAY 3: MS Word, MS Excel & MS Power Point for Office Work

Resource Person: Dr. Mrs. S.M. Shinde

MS Word

- Official letters, notices & circulars
- Formatting, page setup
- Tables, headers & footers
- Save as PDF & printing

MS Excel

- Attendance & stock registers
- Basic formulas (SUM, COUNT, AVERAGE)
- Sorting & filtering data

PowerPoint

- Creating simple presentations
- Slides, layouts, images
- Running slide shows

Outcome: *Professional documents, data handling & presentations.*

DAY 4: Internet, Email, Online Meetings & Government Websites

Resource Person: Mr. G.B. Chounste

- Internet basics & safe browsing
- Effective Google searching

- Creating & using Gmail
- Email etiquette & attachments

Online Meetings

- Google Meet / Zoom basics
- Creating, joining & scheduling meetings
- Screen sharing & chat features
- Online meeting etiquette

Government Websites

- Surfing education & administrative portals
- Downloading forms, circulars & notifications
- Uploading documents & checking updates

Outcome: Confident online communication and portal usage.

DAY 5: AI Tools & Troubleshooting, Password Management & Data Backup

Resource Person: Ms. A. K. Bhosle, Dr. P.B. Pathak

AI Tools for Daily Office Work

- Introduction to Artificial Intelligence
- ChatGPT – drafting letters, notices, emails
- Google Gemini – rewriting & summarizing
- Google Translate – English ↔ Marathi
- Grammarly (Free) – grammar correction
- Canva & Gamma AI – notices, certificates & PPTs
- Voice-to-Text tools

Troubleshooting, Password Management & Data Backup

- Basic system troubleshooting
- Printer, keyboard, mouse & internet issues
- Creating strong passwords
- Password safety & two-step verification
- Data backup using pen drive & Google Drive

Outcome: *Self-reliance and data protection.*

DAY 6: Tally (Basic – Part I): Introduction & Setup

Resource Person: Dr. Krushna Nillawar

- Introduction to accounting (very basic)
- Manual vs computerised accounting
- Introduction to Tally Prime
- Uses of Tally in college administration
- Understanding Gateway of Tally
- Creating a company in Tally

DAY 7: Tally (Basic – Part II): Transactions & Reports

Resource Person: Dr. Krushna Nillawar

- Concept of ledger (simple explanation)

- Creating basic ledgers:
 - ✓ Cash
 - ✓ Bank
 - ✓ Office expenses
- Voucher entry:
 - ✓ Payment voucher
 - ✓ Receipt voucher
 - ✓ Contra voucher

DAY 8: Tally (Basic – Part II): Transactions & Reports

- Viewing basic reports:
- Cash book
- Bank book
- Day book
- Tally data backup & restore (basic awareness)

Day Wise Takeaways of the Workshop:

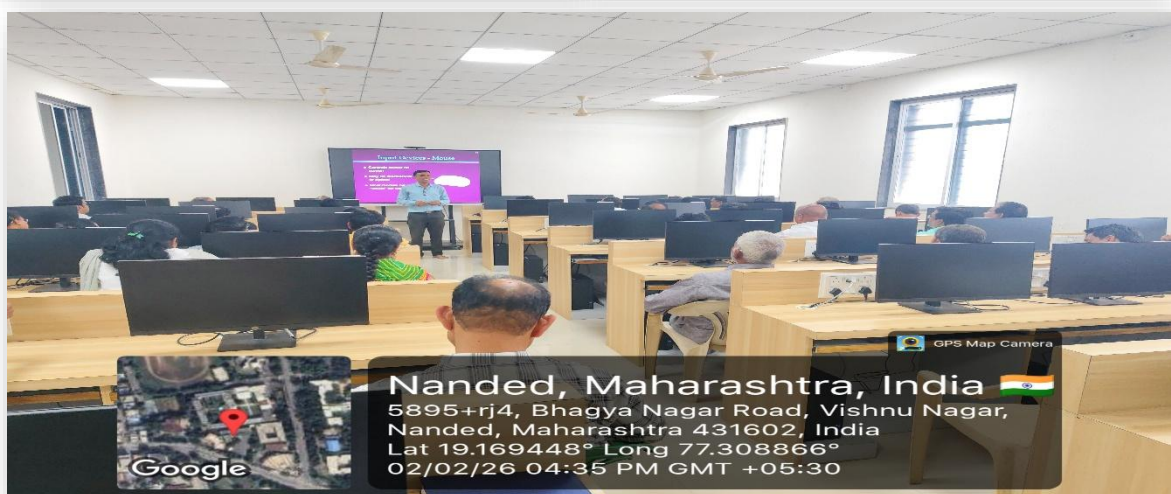
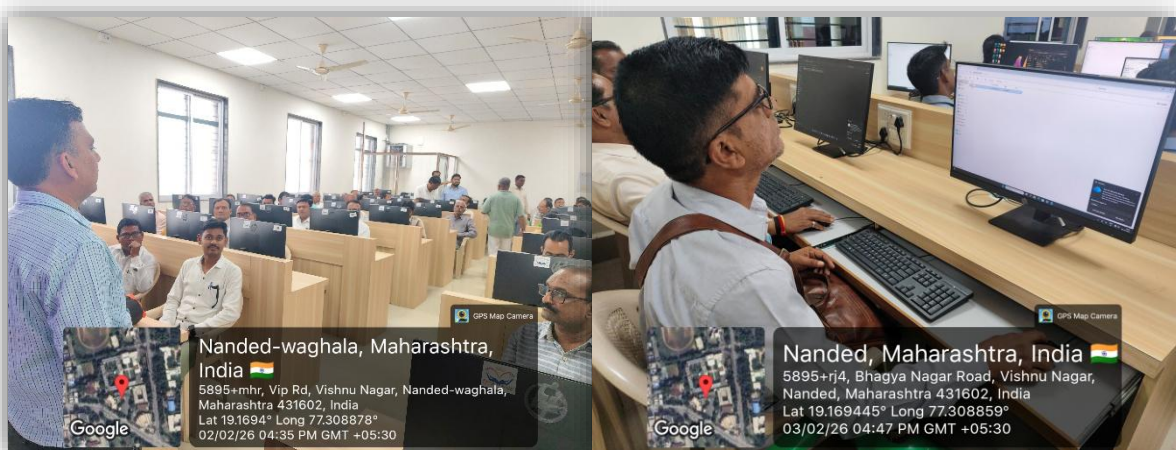
Day 1: Computer Fundamentals & Basic Operations

Resource Person: Dr. S.G. Jadhav

The first day focused on introducing participants to the **basic concepts of computers**, including hardware, software, input-output devices, and essential components of a computer system. The session also covered the **desktop environment, taskbar, start menu**, and proper use of keyboard and mouse. Hands-on practice was provided for **startup, shutdown, and basic operations**, helping participants overcome hesitation in using computers.

Key Takeaways:

- Understanding of basic computer components and functions
- Improved confidence in handling keyboard and mouse
- Ability to navigate desktop and system interface
- Awareness of proper startup and shutdown procedures



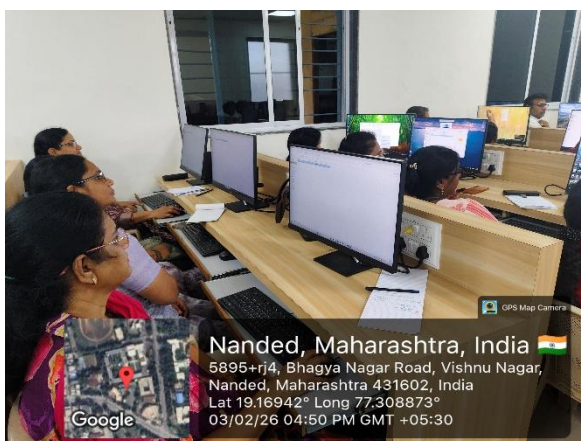
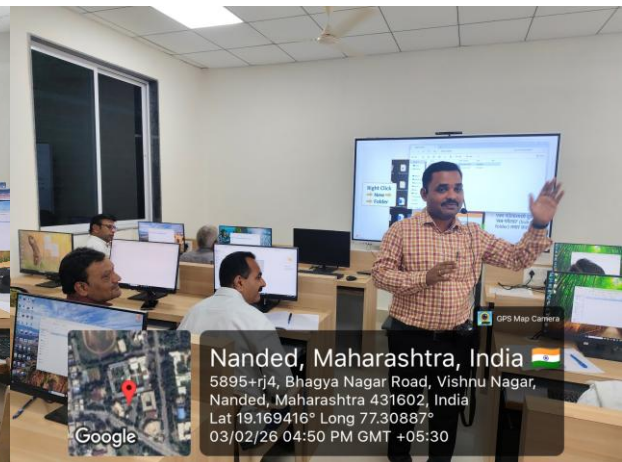
Day 2: Windows OS, File Management & Data Handling

Resource Person: Dr. P.B. Tamsekar

The session emphasized **Windows operating system basics and file management techniques**. Participants learned how to create, organize, rename, and delete files and folders systematically. Practical exercises included **searching files, using zip/unzip features, and handling pen drives safely**.

Key Takeaways:

- Organized approach to file and folder management
- Understanding file types and extensions
- Ability to perform file operations efficiently
- Safe usage of external storage devices



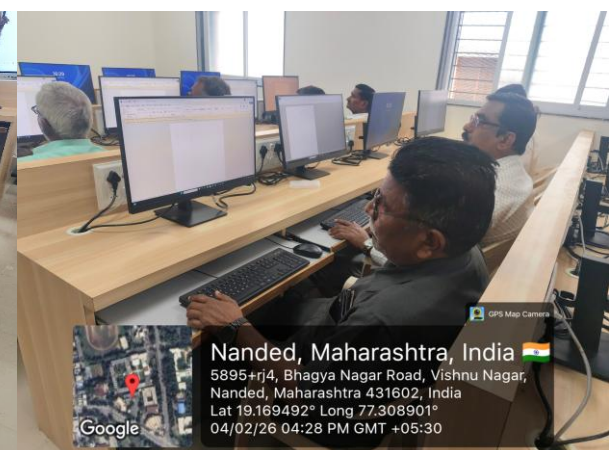
Day 3: MS Word, MS Excel & PowerPoint for Office Work

Resource Person: Dr. Mrs. S.M. Shinde

This session focused on **office automation tools** essential for administrative work. Participants practiced creating **official documents in MS Word**, handling data using **MS Excel (formulas, sorting, filtering)**, and preparing **basic presentations using PowerPoint**. The session was highly practical and relevant to daily office tasks.

Key Takeaways:

- Ability to prepare professional office documents
- Basic skills in Excel for data management
- Understanding of presentation creation in PowerPoint
- Improved efficiency in handling office tasks digitally



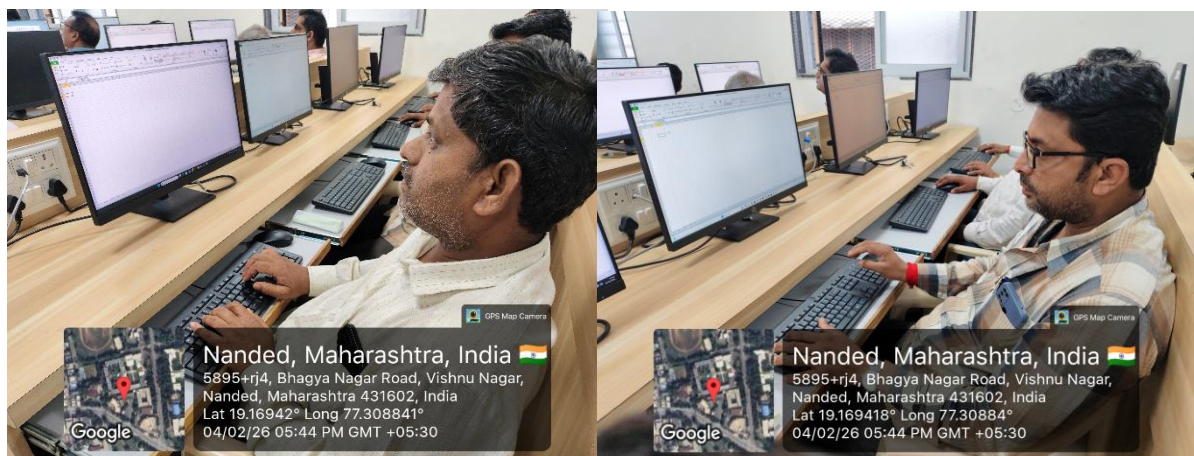
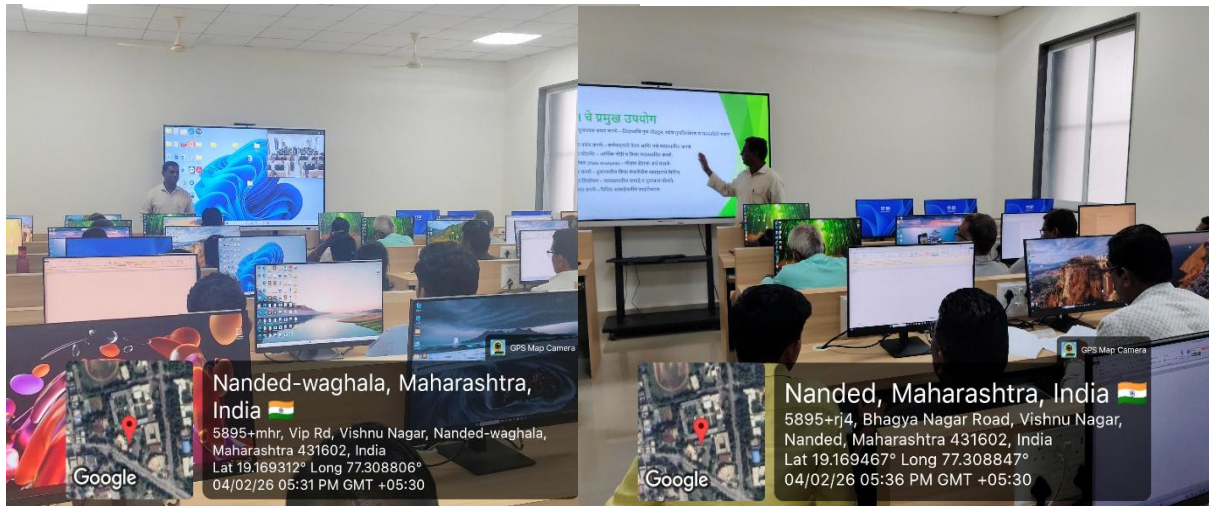
Day 4: Internet, Email, Online Meetings & Government Websites

Resource Person: Mr. G. B. Chounste

The fourth day covered **internet usage, email communication, and online tools**. Participants learned how to create and manage emails, send attachments, and follow proper email etiquette. The session also included **online meeting platforms (Google Meet/Zoom)** and navigating **government websites** for downloading and uploading official documents.

Key Takeaways:

- Effective use of internet and Google search
- Professional email communication skills
- Ability to participate in online meetings
- Familiarity with government portals and online services



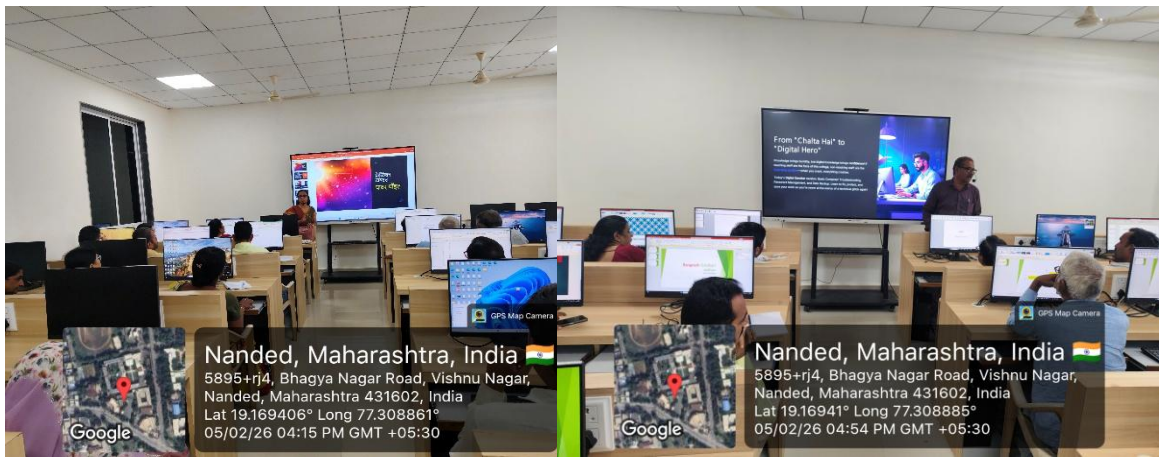
Day 5: AI Tools & Troubleshooting, Password Management & Data Backup

Resource Persons: Ms. A.K. Bhosle & Dr. P.B. Pathak

This session introduced participants to **modern AI tools** such as ChatGPT, Google Gemini, Canva, and translation tools for improving office productivity. Additionally, participants were trained in **basic troubleshooting techniques**, password creation, and **data backup methods using pen drive and cloud storage**.

Key Takeaways:

- Awareness and use of AI tools for office work
- Improved problem-solving skills for basic technical issues
- Understanding of strong password practices
- Importance of data backup and digital security



Day 6: Tally (Basic - Part I)

Resource Person: Dr. Krushna Nillawar

This session introduced participants to **basic accounting concepts and Tally software**. Participants learned about **computerized accounting, Tally interface, and company creation**. The session provided hands-on experience in understanding the basic structure of accounting in Tally.

Key Takeaways:

- Basic understanding of accounting concepts
- Familiarity with Tally interface and navigation
- Ability to create a company in Tally
- Awareness of Tally's role in office/accounts work



Day 7: Tally (Basic - Part II)

Resource Person: Dr. Krushna Nillawar

The session focused on **ledger creation and voucher entries** in Tally. Participants practiced creating basic ledgers such as cash, bank, and expenses, and learned how to enter **payment, receipt, and contra vouchers**.

Key Takeaways:

- Understanding of ledger creation
- Ability to record basic financial transactions
- Practical exposure to voucher entries
- Improved confidence in handling accounting entries



Day 8: Tally (Basic – Part II Continued), Feedback & Valedictory

Resource Person: Dr. Krushna Nillawar

The final day covered **viewing financial reports such as cash book, bank book, and day book**, along with **data backup and restore processes in Tally**. The workshop concluded with a **feedback session, certificate distribution, and valedictory function**, marking the successful completion of the programme.

Key Takeaways:

- Ability to view and understand basic financial reports
- Awareness of data backup and restore in Tally
- Consolidation of all learned concepts
- Overall confidence in using digital tools for office work



Valedictory Function

The **Valedictory Function** of the **One Week National Workshop “SMART-ADMIN”** was conducted with great enthusiasm and marked the successful culmination of the training programme. The session was graced by the presence of esteemed dignitaries including **Dr. Ganeshchandra N. Shinde**, Principal, Yeshwant Mahavidyalaya, Nanded, **Dr. L. V. Padmarani Rao**, Coordinator, IQAC, **Dr. S. L. Shinde**, Co-Coordinator, IQAC, **Dr. S. G. Jadhav**, Head, Department of CS & IT, **Dr. P. B. Tamsekar**, Assistant Professor, Department of CS & IT, along with all the organizing committee members.

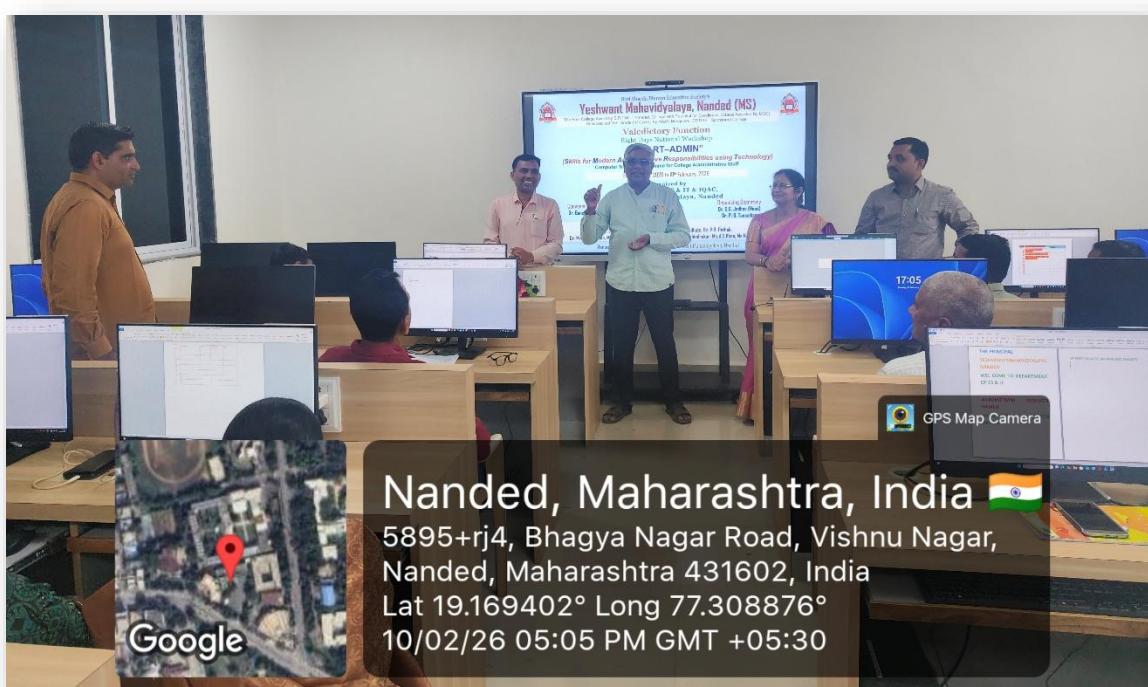


During the valedictory session, **Dr. Ganeshchandra N. Shinde** sir expressed his satisfaction and happiness regarding the successful organization of the workshop. He appreciated the **active participation and enthusiastic involvement of the administrative staff**, and highlighted the importance of such initiatives in enhancing digital efficiency within the institution.

Dr. L. V. Padmarani Rao, Coordinator, IQAC, also shared her views and commended the participants for their keen interest in upgrading their digital skills. She motivated the administrative staff to continue participating in similar training programmes in the future and emphasized the role of continuous learning in maintaining institutional quality standards.



All the dignitaries attentively **listened to the feedback shared by the participants**, who expressed their satisfaction with the **practical-oriented approach of the workshop**. Participants appreciated the relevance of the topics, hands-on sessions, and the supportive guidance provided by the resource persons. The feedback indicated that the workshop was highly beneficial in improving their confidence and efficiency in handling digital tasks.



As a part of the closing ceremony, **E-Certificates of Completion** were distributed to all the participants, acknowledging their active participation and successful completion of the workshop.



The valedictory function concluded with a note of appreciation for the organizing team and a collective commitment towards promoting **digital empowerment and skill development among administrative staff**.

Outcomes and Implementation at Yeshwant Mahavidyalaya, Nanded

- ✓ Administrative staff have started using digital tools for daily office work
- ✓ Improved efficiency in document preparation and record management
- ✓ Increased use of email and online communication platforms
- ✓ Adoption of AI tools for drafting and documentation
- ✓ Better awareness of data security and backup practices
- ✓ Initial implementation of Tally for accounts support work
- ✓ Promotion of paperless and efficient office practices

Conclusion of the One Week National Workshop “SMART-ADMIN”

The SMART-ADMIN National Workshop was successfully conducted with a strong focus on practical learning and skill development. The workshop effectively bridged the gap between traditional administrative practices and modern digital requirements. Participants actively engaged in hands-on sessions and demonstrated significant improvement in their digital competencies.

