

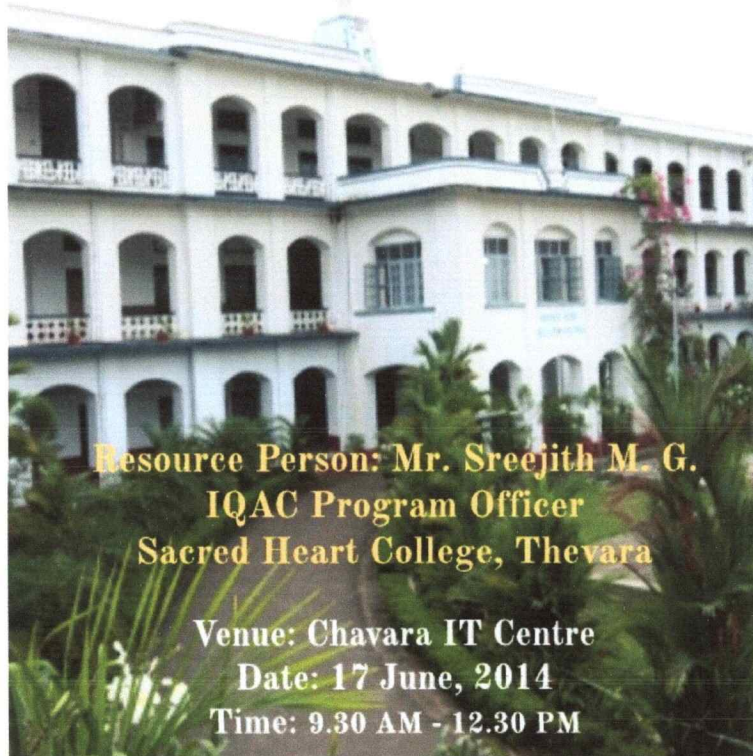
SACRED HEART COLLEGE, THEVARA
Training Programme on Office Automation

Date: 17th June, 2014

Time: 9.30 am to 12.30 pm

IQAC, Sacred Heart College (Autonomous), Thevara

Training on
Office Automation



REPORT

Background

Office automation refers to the collective hardware, software and processes that enable automation of the information processing and communication tasks in an organization. It involves using computers and software to digitize, store, process and communicate most routine tasks and processes in a standard office. Basically human intervention, inaccuracies, and errors would be less with office automation. In view of this IQAC of Sacred Heart College, Thevara organized a training programme on **Office Automation** for the administrative staffs of the college.

Inaugural Session

The program started with a silent prayer. Dr. K.M Johnson, IQAC coordinator of Sacred Heart College, Thevara welcomed the participants and the resource person. He introduced the resource person and spoke about the context of conducting the program. Rev. Fr. Prashant Palackappillil CMI, Principal, Sacred Heart College, inaugurated the program and delivered the inaugural address. The technical session was handled by Mr. Sreejith M. G., IQAC Programme officer, Sacred Heart College, Thevara.

Technical Session

In the technical session Mr. Sreejith explained about the office automation and how it helps the institution collect, manage, and analyze securely everyday tasks and processes. During his presentation he highlighted that a powerful office automation systems can reduce manual effort, errors and store a large amount of data in little space. He also pointed that office automation not only streamline day-to-day tasks but also speed up information retrieval. He also introduced various office automation tools that would make life in the office easier.

In the concluding session Mr. V. A. Jose Superintendent, Sacred Heart College, Thevara congratulated IQAC for organizing such program and on behalf of the administrative staff proposed vote of thanks to the resource person and the organizing committee.

PHOTO



Sri. Srejith M. G. introducing the Office Automation Softwares (17/06/2014)

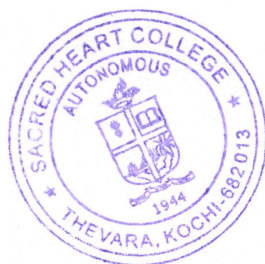
SACRED HEART COLLEGE (AUTONOMOUS), THEVARA


Training on Office Automation

17 June 2014

List of Participants

Sl. No.	Name
1.	Mr. A. L. Thomas
2.	Mr.Saju A J
3.	Mr. Reji Joseph
4.	Mr. George Thaddeus
5.	Mr. Johnson S. V.
6.	Mr. T. V. Jude
7.	Mr. Babu T A
8.	Mr. K. J. Lukose
9.	Mr. Jose Mathew
10.	Sr. Marykutty Joseph




Dr. Johnson X Palackappillil
Principal
Sacred Heart College (Autonomous)
Thevara, Kochi-682 013