

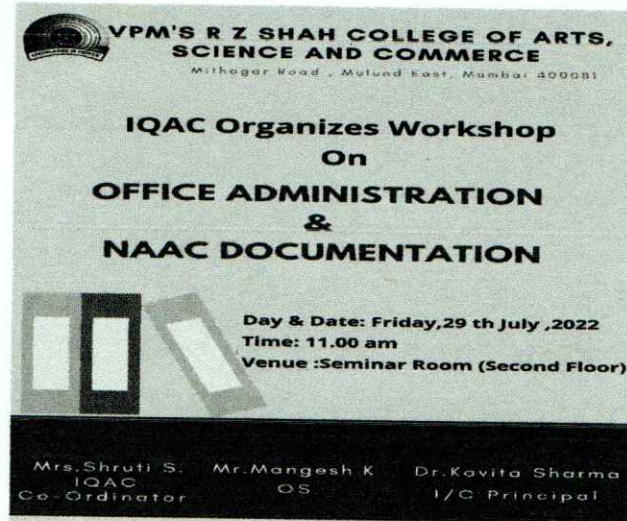


# Vidya Prasarak Mandal, Mulund (E) R Z Shah College of Arts, Science and Commerce

Established in 2003 - Affiliated to University of Mumbai

Mithagar Road, Mulund East, Mumbai - 81 | [www.vpmrzhahcollege.edu.in](http://www.vpmrzhahcollege.edu.in)

## Report of Office Administration and NAAC Documentation Workshop



IQAC OF VPMs R Z Shah College of Arts, Science & Commerce organized a workshop on **Office Administration and NAAC Documentation** for Administrative staff on 29<sup>th</sup> July 2022 from 11 am. The resource person for the workshop was Ms. Keyaa Mukherjee, Office Superintendent, Maniben Nanavati Women's College. The aim of the workshop was to provide guidance on the collection of academic and non-academic data and its proper documentation for quick access. Ms Mukherjee also explained the documentation system in use at her Institution. She also emphasized how files can be labeled and color coded for easy retrieval which will assist in the NAAC process. The resource person also mentioned using a digital filing system for mapping with various NAAC Criteria and their easy retrieval.

  
Mrs. Shruti Shouche  
**IQAC Coordinator**  
V.P.M's R.Z. Shah College of Arts, Science, Commerce  
Mithagar Road, Mulund (E), Mumbai-81



  
Dr. Kavita Sharma  
**Principal**  
V.P.M's R.Z. Shah College of Arts, Science, Commerce  
Mithagar Road, Mulund (E), Mumbai-81