



# **Use of ICT For Effective Administration**

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# **IQAC OFFICE DURING PREPERATION OF SSR**



**IQAC Cluster India**







# Expectations of NAAC

## Use of Technology

- as a learning resource
- in academic and administrative aspects
- for managing the activities of HEIs
- for data management
- for access to stakeholders
- for quick and easy retrieval of documents.



# Important Applications / Tools

- MS Office :
  - Word,
  - Excel,
  - PowerPoint etc.
- A fast, simple and secure browser (e.g. Google Chrome)
- Adobe Acrobat Reader



## **Documents to be kept ready by Office**

- Staff lists, Appointment letters, PAN, Aadhar UDID, emails etc.
- Students data / Other State / Foreign/ Divyanggan (PH)
- Year wise Students lists for assessment period (with Registration No., email, Mobile number, Program etc. for SSS)
- Category wise list of students
- Scholarships and Free ships lists



## List of Documents continued...

- Program wise results
- Students activities, extension, outreach...
- Annual Budget, Audited statements of Accounts
- Courses taught across all programs
- List of Programs offered (CBCS / elective)
- Examination Details.



# Departmental Documents

- List of Computers
- Other IT infrastructure
- ILMS and subscription of e-resources
- Library users
- Social Initiatives
- List of Field Projects, internships





## Use of function keys

- Effective use of function keys will increase efficiency.
- F1 : key is normally used in many applications to get help regarding use of that application or tool.
- F2 : Select a file from a folder and press F2, name of the file will be highlighted and you can change the name



## Use of function keys in Microsoft Word

- Press Alt + Cntrl + F2 to get File Open window
- Cntrl + F2 for Print Preview Window
- Select a word and press Shift + F3 first letter of the word will be changed to upper case
- If you again press Shift + F3 the whole word will be in upper case.



## **Use of function keys in Microsoft Word**

- ‘F4’ or ‘Cntrl + y’ will be used to redo the previous action if any.
- Alt + F4 can be used to close the current active window and it can also be used to shut down the computer.
- F5 will open Find and Replace window
- F7 will start Spell and Grammar Check



## Use of function keys in Microsoft Word

- Shift + F7 will open Thesaurus
- F10 will activate menu bar and shortcut to Menu options will be displayed
- Shift + F10 will work as right click
- F12 will open Save As option
- Cntrl + F12 will give you Open New Document window
- Shift + F12 will save the document
- Cntrl + Shift + F12 Will open Print window



# Smart work in Microsoft Word

- Press Alt + 0188 you will get  $\frac{1}{4}$
- Press Alt + 0189 you will get  $\frac{1}{2}$
- Press Alt + 0190 you will get  $\frac{3}{4}$
- Press Alt + 0215 you will get ×
- Press Alt + 0247 you will get ÷
- Press Alt + 0174 you will get ®
- Press Alt + 0169 you will get ©





# Smart work in Microsoft Word

- Page layout & Page Setting
- Tab Setting
- Inserting table
- Tanking Total in a table
- Layout of a table
- Using multiple files



# Retrieval of documents

- Retrieval means getting quick access to right document at right time
- e-documents are available 24 hours a day
- Retrieval will depend on the system of documentation
- Can be accessed by selected users or by all
- Prepare standard document management guide for easy retrieval.



# **Outcome : Return on Investment**

- Reduced Paper Usage
- Time saving for retrieval
- Saving in storage space
- Increased productivity
- Reducing human error



**Outcome**





**THANK YOU...**

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