

Participants

Non-Teaching Staff

Non-Teaching Staff of the Higher Education Institutions Government / Aided / Private / SF

- Administrative Staff
- Library Staff
- Office of the Controller of Examinations
- Computer Technicians
- System Administrators

Condensor

Dr. S. Vidya - IQAC Coordinator

Organizing Committee

Dr. S. Saira Banu - IQAC Asst. Co-ordinator

9940930131

Dr. Magdalene Abraham - IQAC Asst. Co-ordinator

9443831143

Mrs. B. Chandirika

Dr. S. Arul Micheal Selvi

Ms. A. Mable Jasmine Shoba

Dr. L. Meena

Mrs. R. Meenakshi

Mr. H. Vincent

Mrs. C. Sujatha

Patrons

Dr. Sr. M. FRANCISCA FLORA
Secretary
Fatima College, Madurai

Dr. Sr. G. CELINE SAHAYA MARY
Principal
Fatima College, Madurai

MR. B. T. BANGERA
Managing Director,
Hi-Tech Arai Pvt. Ltd., Madurai

Invited Speakers

- ➔ **Mr. Boomi Balasubramanian**
Founder & CEO, Intersect IQ
Digital Strategy Advisor
- ➔ **Dr. V. Senthil**
Assistant Professor, IT Manager
Thiagarajar School of Management
Madurai
- ➔ **Dr. I. Kaspar Raj**
Director, Computer Centre
Gandhigram Rural Institute-
Deemed to be University
Gandhigram



HI-TECH ARAI LIMITED

Ars-HTA

A ONE-DAY NATIONAL SEMINAR FOR NON-TEACHING STAFF ON

*"Office Automation In Higher Education
Institutions - A Strategic Approach"*

Jointly Organized by

**IQAC - Fatima College, Madurai
&
Hi-Tech Arai Pvt. Ltd, Madurai**

February 09, 2019

Venue : Jubilee Hall, Fatima College

About

Fatima College, Mary Land, Madurai,

is a Post Graduate and Research institution for Women affiliated to Madurai Kamaraj University. It is a Catholic Minority Institution established and run by St. Joseph's Society of Madurai of the Congregation of the Sisters of St. Joseph of Lyon, France. This institution came into existence through the tireless efforts of the missionary sisters of St. Joseph of Lyon and the zeal and heroic sacrifice of Rev. Sr. Rose Benedict, the Founder of the College, in 1953. The college strives to sustain excellence, quality and relevance while equipping the students to meet the demands of Higher Education in India.

The College has been accorded the Status of 'College with Potential for Excellence' and 'A' Grade during all the 3 cycles of NAAC. The college secured 27th & 65th rank in the College category of the NIRF Rankings 2017 & 2018 respectively. Presently, the college has a strength of 4510 Students, 204 Teaching Staff and 95 Non-Teaching Staff.

Hi-Tech Arai Private Limited

is an Automotive Industry situated in Madurai. Established in 1985, it is a joint venture with Arai Seisakusho Co Ltd, Japan and Mitsubishi Corporation, Japan. It manufactures Oilseals, Valvestem Seals, Moulded Rubber parts, O rings, reed valve assemblies and aluminium die castings. The Company has IATF 16949 certification and has ISO 14001 Certification for its Environmental Management Systems and EN ISO 50001:2011 for its energy management systems. The mission of the company is to produce High Quality products at competitive prices combined with on time Delivery strictly adopting Environmental friendly processes. The philosophy of the Company is transparency in Decision Making, Team Spirit and Social Responsibility. This venture of Hi -Tech Arai Pvt. Ltd., in joining hands with Fatima College is towards fulfilling its Corporate Social Responsibility (CSR).

About the Seminar

Digitalization offers opportunities for marked transformation in all sectors, industries, and Higher Education Institutions (HEIs). HEIs have to be proactive and take measures to handle increased competition, at all fronts in the global level. Administrative and other support services at HEIs, which have previously been seen as peripheral functions, have become central when fulfilling the new demands posed by global competition. Significant work requirements in the back office have embarked HEIs on a journey to automate administrative processes through Digital Transformation. The Non-Teaching staff of the HEIs have been involved in various key functions like managing student and teacher profiles, coordination of examination and assessment procedures, financial management, records & files maintenance, scheduling of meetings, events and appointments, management of data related to alumni or public relations. These can be managed with greater efficiency by office digitalization. Automation of back office thereby becomes a strategic approach to ensure the realization of a vision in the digitalized era.

Objective

The objective of this National Seminar is

✎ To enhance the knowledge and understanding about the implementation and application of Digital Technologies in back office and administrative services of Higher Education Institutions among the Non-Teaching, Administrative and Support Staff.

The expected outcome of the conference is shared knowledge and experiences on the realization of strategic objectives of HEIs through digital transformation of processes tailored to digital natives.

Registration Details

Kindly confirm your participation through E-Mail on or before February 5, 2019 Registration Fee per participant- Rs.200/- can be paid in Cash / Cheque / DD drawn in favour of The Principal, Fatima College, Madurai payable at Madurai. Spot registration is also permitted.

✉ iqac@fatimacollegemdu.org

Name: _____

Designation: _____

Department: _____

Educational Qualification: _____

Institution: _____

Address: _____

Mobile No.: _____