



MOVING TOWARDS PAPERLESS ADMINISTRATION.

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Introduction:-

- This paper mainly focuses on importance of paperless Administration, challenges, solutions to go towards paperless administration, how to make effective use of technology for paperless administration, benefits of paperless administration, effective use of **3 R's Reduce, Reuse, Recycle** and the effective paperless educational management system.



Strategies for a paperless administration: -



1. Reduce offline junk mail.

8. Newsletters for Communications.

2. Recycle all papers and newspapers

7. you can send agenda of the meeting and take survey online

3. Make use of reusable bags and carry items.

6. Attendees can register and submit payment online.

4. Use various electronic tools including desktop, computers, laptops, tablets and phones.

5. For meetings promote video conferencing use Zoom, Google meet, WebEx Etc.



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General Best Practices For The Paperless Administration



Effective Paperless Educational Management System.

Students profiling

1

Parent communication

4

Online admission

2

Library management

5

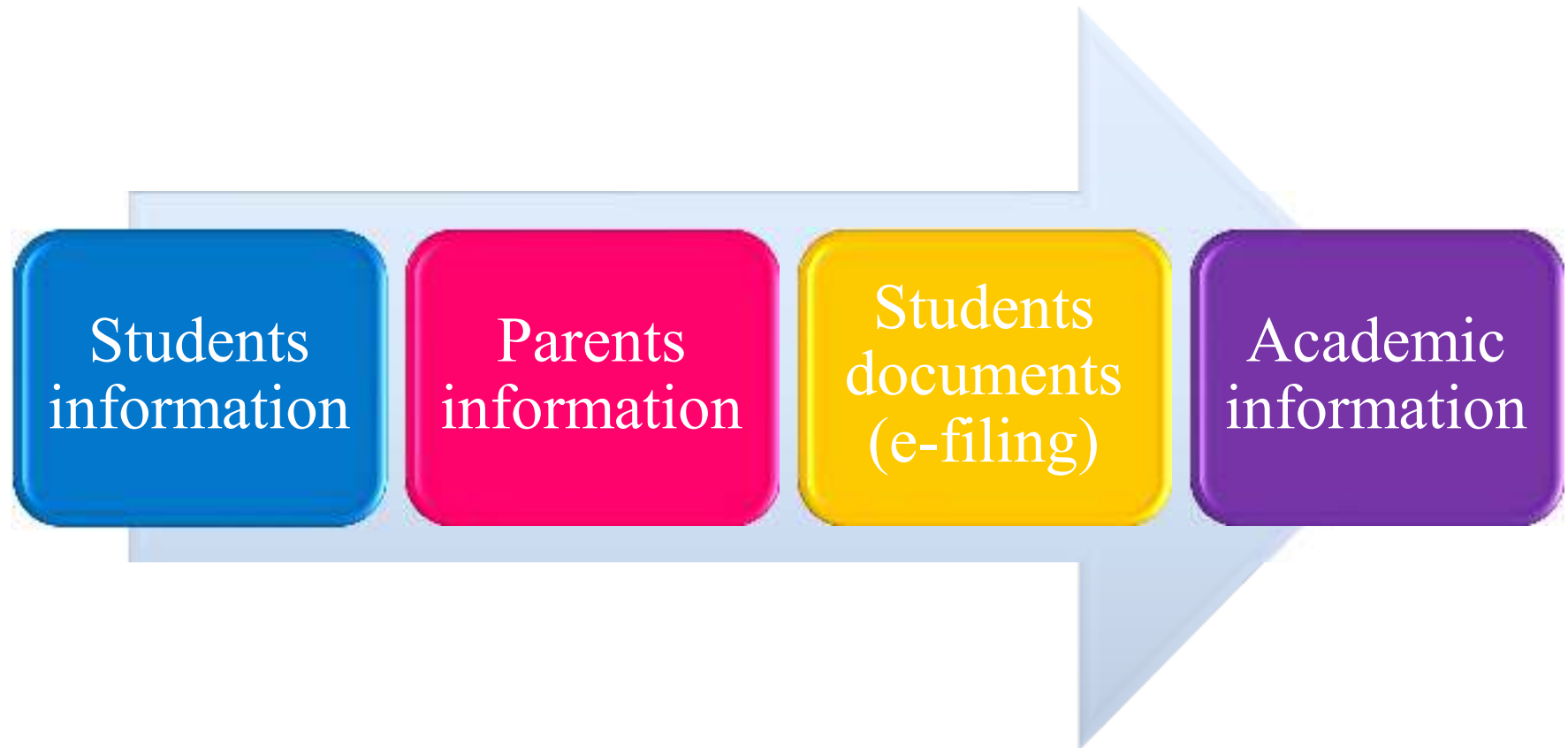
Fees & instalments

3

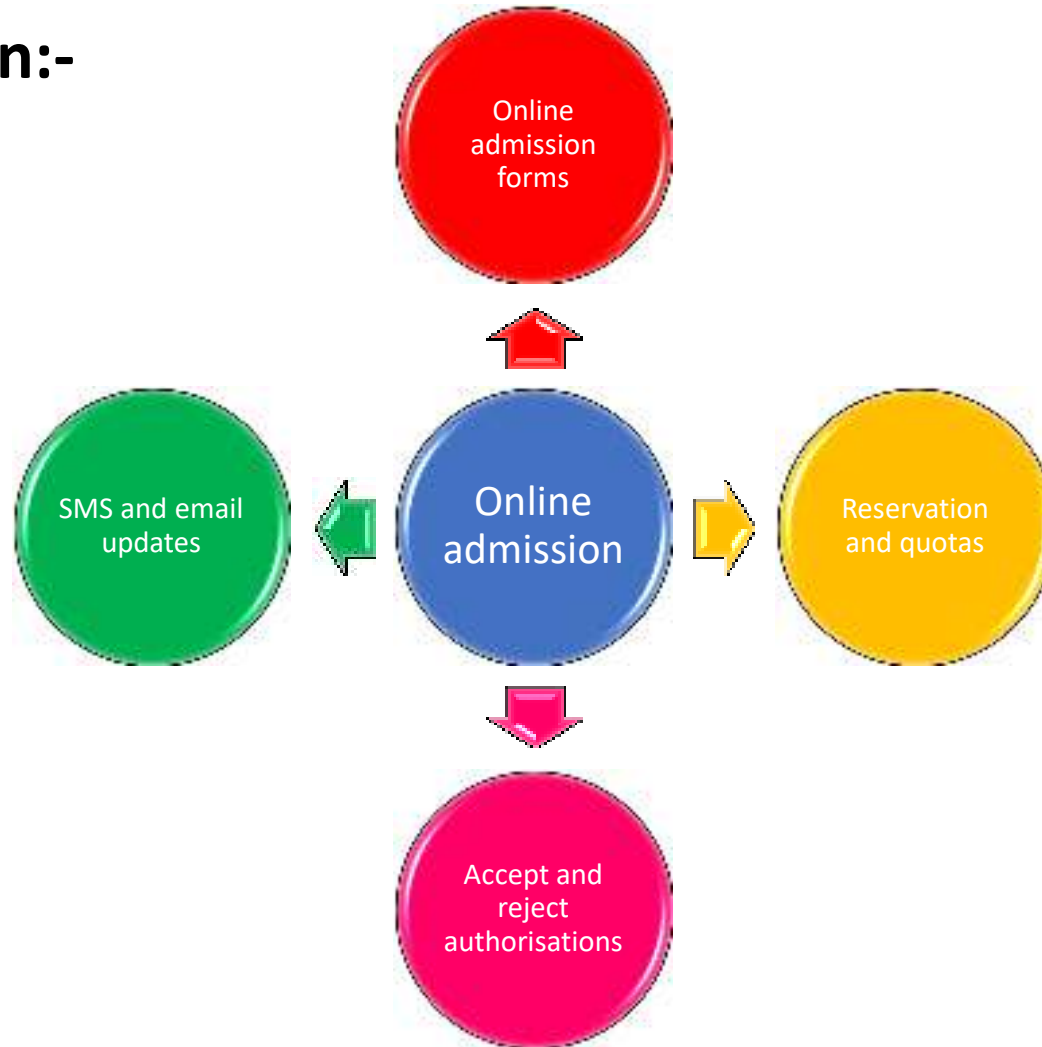
Live chat forum

6

1. Students Profiling: -



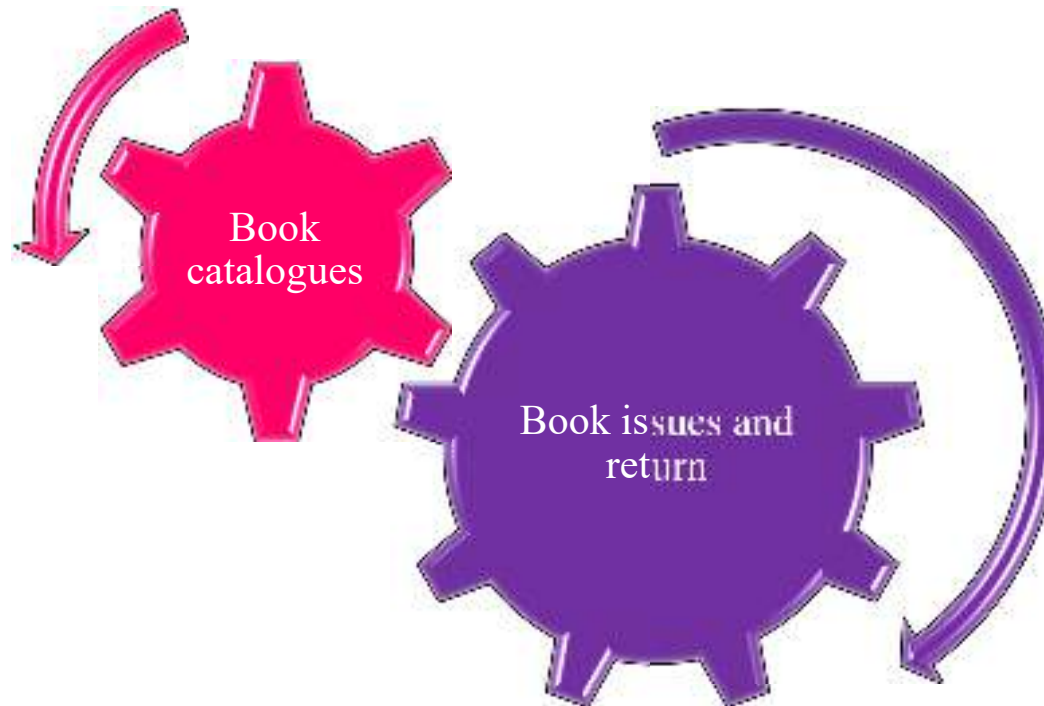
2. Online Admission:-



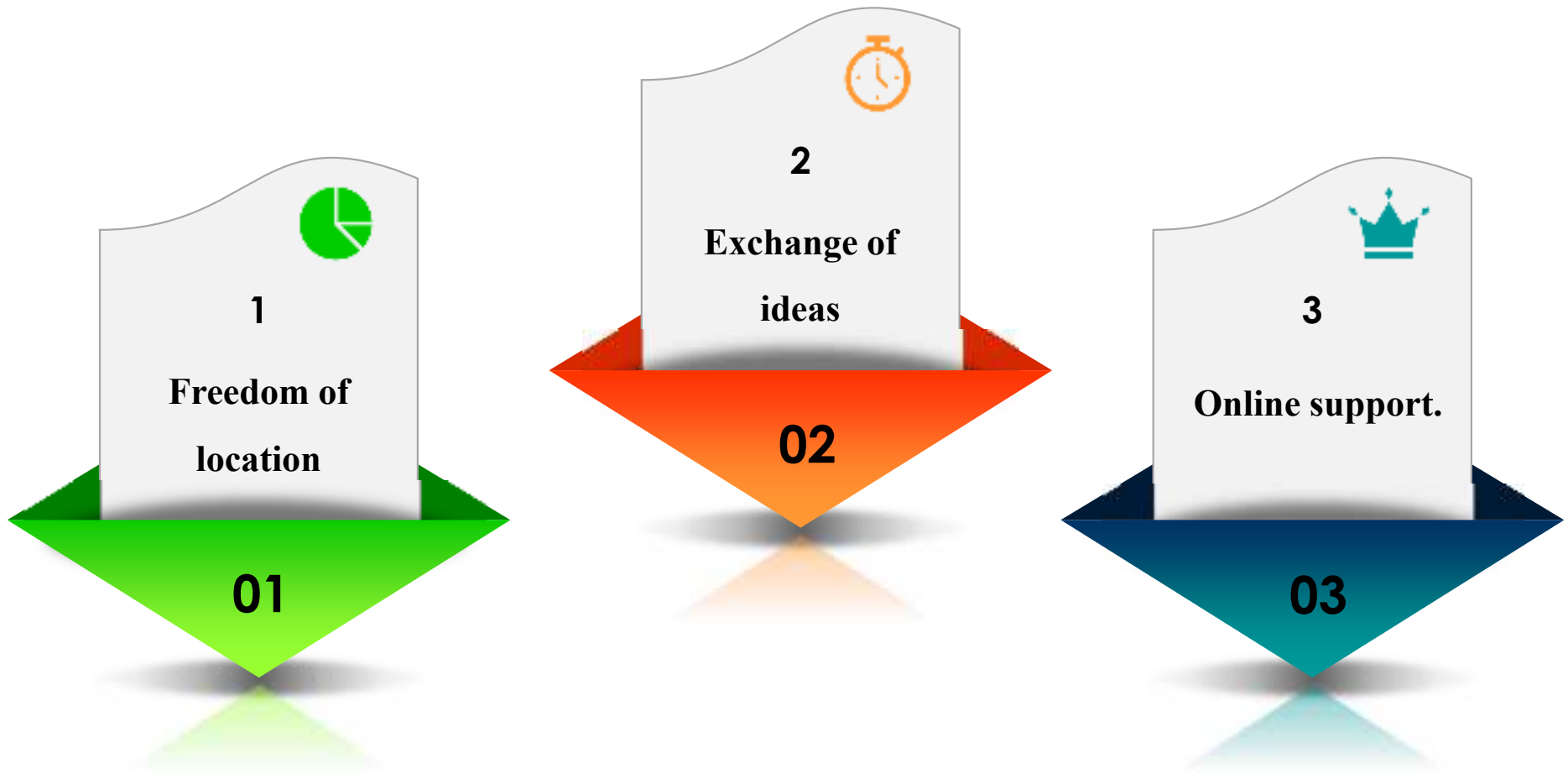


3.Fees and instalments: -

4. Library Management: -



5.Live Chat Forum: -



References: -

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Thank
you

