

Rayat Shikshan Sanstha's
Arts, Science and Commerce College Ramanandnagar (Burli)
Report of
One day work shop on
“ Role of office administration in academic: challenges and opportunities.”
Organized by
Department of Library with IQAC on 30th January 2020

One day work shop was organised by Department of library with IQAC on Thursday, the 30th January 2020. The title of the workshop was “Role of office administration in academic: challenges and opportunities”. The workshop was organised keeping in mind to train non teaching staff .The workshop was inaugurated by Hon. Principal Dr. L. D. Kadam with a “Flower tribute to the founder of institution Padmabhushan Dr. Karmaeveer Bhaurao Patil and Late Shree Patangrao ji Kadam.” After the welcome address, Resource person Mr. R.Y. Gaikawad Registrar, Sadguru Gadage Maharaj college, Karad, has explain about office administration in academic in 1st session and in the 2nd session Mr. Nitin M. Date Jr.cl.D.G.college Satara has gave information about PFMS. Mr. Kumbhar M.R. Jr.Cl. provided vote-of-thanks at the end of afternoon in presence of Principal Dr.L.D.Kadam , recognising efforts from all office staff members, students and faculty members for making this workshop a grand success.

Outcome of Workshop

- Perform accounting tasks, including invoicing and budget tracking.
- Adept new technology, learn how to manage time, strategic planning etc.

Beneficiaries

Total no. of non teaching faculty-
29



LIBRARIAN,

**Arts, Science & Commerce College,
Ramanandnagar (Burli), Tal Palus, Dist. Sangli.**



PRINCIPAL,

**Arts, Science & Commerce College,
Ramanandnagar (Burli), Tal. Palus, Dist. Sangli.**

Photos of One day work shop on “ Role of office administration in academic: challenges and opportunities.” on 30th January 2020



Resource person Mr. R.Y. Gaikwad delivered lecture



Resource person Mr. Date N.M. delivered lecture



Resource person Mr. Date N.M.gave PMFS information



Participants of workshop

Latil
LIBRARIAN,
Arts, Science & Commerce College,
Ramanandnagar (Burlii), Tal Palus, Dist. Sangli.



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PRINCIPAL,
Arts, Science & Commerce College,
Ramanandnagar (Burlii), Tal. Palus, Dist. Sangli.