

Rayat Shikshan Sanstha's

# Chandraroop Dakle Jain College of Commerce, Shrirampur

# INTERNAL QUALITY ASSUARANCE CELL

This is to inform all the teachi	ng and admin	istrative s	taff - memb	ers that a	
workshop / staff training_programme	will be arran	ged on "	ATEa	ining	
Program On Record	Keepina	and	OFFICE	Manuel	ment!
On 9th Feb. 2016.		quice	<del></del>	managi	meret,
01 ) (37.470.			14		

Hall No. 4 (B-Wing Venue:

03:30 P.M. Time:

All the concerned members are hereby informed to attend the same.

Co-ordinator

C. D. Jain College of Commerce,

Shrirampur

## Rayat Shikshan Sanstha's C. D. Jain College of Commerce, Shrirampur **Staff Training Program**

On

"A Training Program on Record Keeping and Office Management" Report

Date: 9th FEB 2016

Time: 3:30PM

Training Program on "A Training Program on Record Keeping and Office Management" was organised by Rayat Shikshan Sanstha's C. D. Jain College of Commerce, Shrirampur on 9<sup>th</sup> FEB 2016. Total 29 staff participants were present for training programme.

**Inaugural Function** 

The Inaugural session of this training programme was chaired by Principal Dr. Mukund Pondhe (S.S.B.College of Education) and IQAC Chairman Principal Dr.L.D.Bhor.

IOAC Co-ordinator Dr. G.H.Barhate gave introductory speech for need of record keeping in college and office management.

Principal Dr. Mukund Pondhe was given the detail procedure of the documentation as per the need of University of Pune and Government of Maharashtra. How to collect data form the MIS System and now MIS Playing key role of data Management System.

Scholarship Table, University Table, Examination Table and Cash Counter records must be prepared in a unique format that everyone can understand easily. He has given many examples regarding computerised data processing and record keeping.

The Rayat Shikshan Sanstha's Audit System and their requirement, procedures and purchase committee report to maintain the financial transparency he stated the report in front of delegates.

Principal Dr. L.D.Bhor has shared his experiences as an Auditor of Rayat Shikshan Sanstha Satara and he has given emphasis on authenticity of records to be maintained. He has shared his view on computerised data and ICT tools and techniques to strengthen the data processing and management system.

Mr. Bhigardive R.D. expressed vote of thanks.

Principal.

C. D. Jain College of Commerce,

Shrirampur

## Rayat Shikshan Sanstha's C. D. Jain College of Commerce, Shrirampur Staff Training Program

#### On

# "A Training Program on Record Keeping and Office Management"

Date: 9th FEB 2016

Time: 3:30PM

1. Sonare 5.D  2. Ahotekal D.B. Blotelof 3. Chandratre Y.V. Ohandrak 4. Mr. sayyed S.B. Seyth 5. Kalamkar R.P. Res 6. Wedenkar P.S. Mr. P.S. 8. Dr. Baudaka B. B 9. Prof. Drugal J.A. Russ 10. Raut Salasanoeb Balasahah Russ 11. Vivek m more hitmore 12. Jaztup M.B. Plefup 13. Lande P.D. Plangurde B.R. 14. Laware S.S. 15. Changurde B.R. 16. Chodalae B. a. 17. Sayyed A.K. 18. Bhawsar B.S. 19. Kulkuri S.V. 20. Waghmare B.S.	S.N.	Name of the Participant Staff-Member	Signature
3. Chandratre Y.V. Chandrat  4. Mr. sayyed C.B.  5. Kalamkar R. R.  6. Weedenkar D.S.  7. Mrs. Gujar P.S.  8. Dr. Bawake B. B  9. Prof. Jevygal S.A.  10. Rout Balasanoeb Balagsahah Rouse  11. Vivek m more  12. Jagtup M.B.  13. Lande P.D.  14. Zaware. S.S.  15. Gangarde B.R.  16. Chodalce B. C.  17. Sayyed A.K.  18. Bhawsar B.S.  Rutathur  Photograp	1.	Sonare 5.0	tus
4. Mr. sayyed S.B.  5. Kalamkar R.f. 6. Weedenker PS. 7. Mrs. Crijar P.S. 8. Dr. Brudake B. B  9. Prof. Drugal S.A. 10. Rout Salasanoeb Balogsahah Runde 11. Vivek m more 12. Jagtup M.B. 13. I andle P.D. 14. Zaware. SS. 15. Clangerde B.R. 16. Ohodalae B. G. 17. Sayyed A.K. 18. Bhawsar B.S.  First  First	2.	hotekal D.B.	Rotelof
5. Kalamlar Rf 6. Weedenkar PS. 7. Mrs. Gujar P.S. 8. Dr. Bawake B. B 9. Prof. Jeugal S.A. 10. Raut Salasanoeb Balsasahah Rause 11. Vivek m more 12. Jagtup M.B. 13. Landle P.D. 14. Laware SS. 15. Gangerde B.R. 16. Chodalce B. a. 17. Sayyed A.K. 18. Bhawsar B.S.  Buthalian	3.	chandratre Y.V.	(Thandrat
6. Weedenkar PS.  7. mrs. Grijar P.S.  8. Dr. Bawake B. B  9. Prof. Juggal J.A.  10. Rout Salasanoeb Balsasahah Rouse  11. Vivek m more  12. Jagtup M.B.  13. Lande PD.  14. Zaware. S.S.  15. Changerde B. R.  16. Ohodalae B. a.  17. Sayyed A. K.  18. Bhawsar B.S.  Physical P.D.  Physical P.D.  Asil	4.	Mr. sayyed S. B.	Say 10
7. mrs. Crijar P.S.  8. Dr. Baulake B. B  9. Prof. Jevgal S.A. Rubbe  10. Raut Salasanoeb Balagsahak Rubbe  11. Nivek m more hitmore  12. Jagtup M.B. Pletup  13. Lande P.D. Plonds  14. Laware S.S.  15. Changerde B.R.  16. Chodalce B. C.  17. Sayyed A.K.  18. Bhawsar B.S.  Prof. Jay	5.	Kalamkar R-R	R =>S
8. Dr. Baware B. B  9. Prof. Ruggal S.A. Ruber  10. Raut Salasanoeb Balagsahah Ruber  11. Nivek m more Thyore.  12. Jagtup M.B. Phetup  13. Lande P.D. Photograph  14. Laware SS.  15. Changerde B. R.  16. Chodalce B. a.  17. Sayyed A. K.  18. Bhawsar B. S.	6.	weedenkar PS.	Duf.
9. Prof. Deuggal S.A. Ruber  10. Rout Salasanoeb Balogsahah Ruber  11. Vivek m more hippore.  12. Jagtup M.B. Pletup  13. Lande P.D. Plande  14. Laware. S.S.  15. Changerde B.R.  16. Chodalae B.a.  17. Sayyed A.K.  18. Bhawsar B.S.  First	7.	Mrs. Gujar P.S.	mrs &
9. Prof. Deuggal S.A. Ruber  10. Rout Salasanoeb Balogsahah Ruber  11. Vivek m more hippore.  12. Jagtup M.B. Pletup  13. Lande P.D. Plande  14. Laware. S.S.  15. Changerde B.R.  16. Chodalae B.a.  17. Sayyed A.K.  18. Bhawsar B.S.  First	8.	Dr. Boudake. B. B	At .
10. Raut Balasanseb Balsasahah Rauses  11. Nivek m more hitmore.  12. Tagtup M.B  13. Lande P.D  14. Zaware. S.S.  15. Gangerde B.R.  16. Ohodalce B. a  17. Sayyed A.K.  18. Bhawsar B.S.  18. Bhawsar B.S.	9.		Suka July
11. Vivek m more  12. Jagtup M.B  13. Lande P.D  14. Laware. S.S.  15. Ctangerde B.R.  16. Chodalce B. a  17. Sayyed A.K.  18. Bhawsar B.S.  Physical Residual Residu	10.		Rouse
14. Laware. S.S.  15. Changerde B.R.  16. Chodalce B. a.  17. Sayyed A.K.  18. Bhawsar B.S.  19. Buy	11.	The state of the s	
14. Laware. S.S.  15. Changerde B.R.  16. Chodalce B. a.  17. Sayyed A.K.  18. Bhawsar B.S.  19. Buy	12.	Jastup M.B	Meter
15. Gangerde B.R.  16. Chodalce B.a  17. Sayyed A.K.  18. Bhawsar B.S  Brute  Ref.  Ref.  Ref.  Ref.	13.	Lande PD	Condi
16. Chodalce B. a  17. Sayyed A. K.  18. Bhawsar B.S  Frug  Asil  Frug  Asil	14.	Laware S.S.	482
17. Sayyed A.K. Asil 18. Bhawsar B.S. Buy	15.	Changerole B.R.	()A.
	16.		BRIG
	17.	Sayyed A.K.	A 8il
19. Kulkari S.V. 20. Waghmare B.S.  Mor	18.	Bhawsar B-S	BUY
20. Waghmare Bis. Boop	19.	Kulkari S.V.	Y
	20.	Waghmare B.s.	Boop

### Rayat Shikshan Sanstha's C. D. Jain College of Commerce, Shrirampur Staff Training Program

#### On

# "A Training Program on Record Keeping and Office Management"

Date: 9th FEB 2016

Time: 3:30PM

S.N.	Name of the Participant Staff-Member	Signature
21.	SATRALKAR P. P	Abelle
22.	Gunjal S.V.	
23.	perfet s.p	and
24.	S.Y. Deshmukh	62261
25.	Shis. Bhinga value RD	ame.
26.	Shri. Bhingardhe RD Shri. Harr S.y Do. Ganoli SN.	Her
27.	Do. Gawali SN.	School
28.	Karie M.A. Khandore S.V.	Maria.
29.	Khandore S.V.	Jachin
30.		
31.		
32.		
33.		713
34.		
35.		
36.		
37.		
38.		
39.		
40.		

PRINCIPAL

C D Jain College of Commerce
Shriram