



Rayat Shikshan Sanstha's

**Chandraroop Dakle Jain College of Commerce,
Shrirampur**

INTERNAL QUALITY ASSUARANCE CELL

This is to inform all the teaching and administrative staff – members that a workshop / staff training programme will be arranged on "A Training Program On Record Keeping and Office Management."
On 9th Feb. 2016.

Venue : Hall No. 4 (B-Wing)
Time : 03:30 P.M.

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


IQAC
Co-ordinator




Principal
C. D. Jain College of Commerce,
Shrirampur

**Rayat Shikshan Sanstha's
C. D. Jain College of Commerce, Shirampur
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, Shirampur on 9th 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.

IQAC 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.



Dr. Bhor L. D.
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

S.N.	Name of the Participant Staff-Member	Signature
1.	Sasane S.D	
2.	Ghotekar D.B.	
3.	Chandratre Y.V.	
4.	Mr. Sayyed S.B.	
5.	Kalamkar R.B.	
6.	Wadekar P.S.	
7.	Mrs. Gujar P.S.	
8.	Dr. Bawake B.B	
9.	Prof. Juggal S.A	
10.	Raut Balasambh Babasaheb	
11.	Nivek m more	
12.	Jagtap M.B	
13.	Lande P.D	
14.	Zaware S.S.	
15.	Changarde B.R.	
16.	Chodalce B.G	
17.	Sayyed A.K.	
18.	Bhawsar B.S	
19.	Kulkarni S.V.	
20.	Waghmare B.S.	



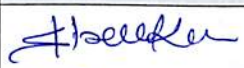
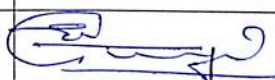
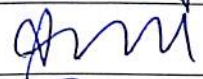


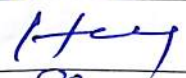

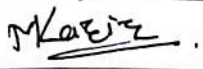


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C. D. Jain College of Commerce, Shrirampur
Staff Training Program**

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S.N.	Name of the Participant Staff-Member	Signature
21.	SATRAKAR P.P	
22.	Gunjal S.V.	
23.	patel S.P	
24.	S.Y. Deshmukh	
25.	Shri. Bhingardne R.D	
26.	Shri. Lata S.Y	
27.	Dr. Gawali S.H.	
28.	Karje M.A.	
29.	Khandare S.V.	
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PRINCIPAL
C D Jain College of Commerce
Shrirampur