

Bharati Vidyapeeth's
Dr. Patangrao Kadam Mahavidyalaya, Sangli
Internal Quality Assurance Cell
Workshop for Non teaching Staff on
'IT- Awareness'
Report

The Workshop on 'IT Awareness' organised on 29/06/2020 for non-teaching staff begun with Inaugural function and was inaugurated at the auspicious hands of Hon Principal Dr. D.G Kanase, Management Council Member, Shivaji University Kolhapur. He in his inaugural speech briefed the purpose of the workshop. He also mentioned that non-teaching staff is the backbone of the educational institution and are considered as the support group, in attaining the mission and vision of the institution. They are indeed partners of teachers and college administrators in office management. He also mentioned that there is a need to update the IT knowledge of non teaching staff in enhancing the efficiency and productivity of the administrative staff.

After inaugural address, session I begun with topic 'IT- awareness' by resource person Mr. Amol Vande, Assistant Professor from Department of Computer Science overviewed the hands-on training and made non teaching staff aware about the various software tools available, which can add on, more speed, accuracy and efficiency in their typing skills. He made the participants comfortable with typing tutor software and made them learn the basic techniques by having hands-on experience on the actual software. So that they can use the keyboard efficiently. He focused on various tips, about how to use fingers on keyboard so they can type or edit the content quickly. He also explained usage of various keyboard shortcuts, how to create G-mail account and also explained how to have regular backup and save daily official work periodically in case of technical failure. The workshop was very informative.



(Dr. D. G. Kanase)

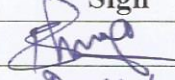
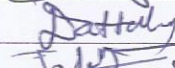
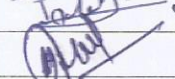
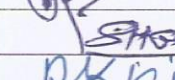
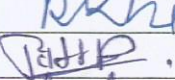
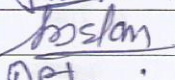
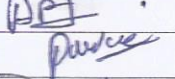
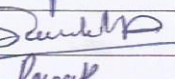
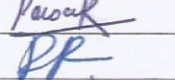
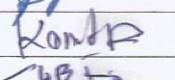
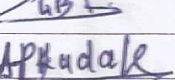
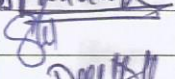
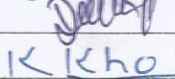
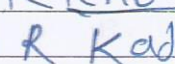
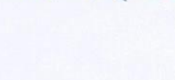




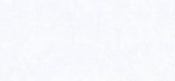
PRINCIPAL

Dr. Patangrao Kadam Mahavidyalaya,
Sangli.-416416.(Sangliwadi.)

Bharati Vidyapeeth's
Dr. Patangrao Kadam Mahavidyalaya, Sangli
Internal Quality Assurance Cell
IT Awareness Workshop for Non-Teaching Staff

Date- 29/06/2020

Attendance

Sr. No.	Name	Sign
1	Shri. B.H. More	
2	Shri. D. H. Mohite	
3	Shri. S.V. Jadhav	
4	Shri. S.B. Jadhav	
5	Shri S. H. Gurav	
6	Shri R. K. Patil	
7	Shri A. J. Pathan	
8	Shri S. M. Kadam	
9	Mrs. A. P. Tatale	
10	Shri. V.V. Pawar	
11	Mrs. A.A. Suryawanshi	
12	Shri. P. P. Pawar	
13	Shri. A.A. Pawar	
14	Shri. V.G. Kamble	
15	Shri L. B. Chavan	
16	Shri. A. P. Kudale	
17	Shri. S.G. Kapase	
18	Shri. D.V. Yadav	
19	Shri A. Khot	
20	Shri. Rohit Kadam	



Bharati Vidyapeeth's
Dr. Patangrao Kadam Mahavidyalaya, Sangli
Internal Quality Assurance cell
Workshop for Non teaching Staff on
'Office Management and Administrative Training'

The Internal Quality Assurance Cell of Dr. Patangrao Kadam Mahavidyalaya organized a day-long workshop on Office Management and Administrative Training' for all office staff on 30th June 2020. The purpose of the workshop was to create awareness among the staff about their duties and responsibilities as well as to motivate them for better office management. Hon Principal Dr. D. G. Kanase, Science Faculty In- charge Dr. P. M. Patil, Arts Commerce Faculty In-charge Mr. T. R. Sawant

The Principal of the college chaired the programme and emphasized that institutional development depends not only on the development of its faculty members, but also on the development of non-teaching staff. He focused on non teaching staff's duties, relation of these staff with students and teachers and highlighted that it must be positive. He also emphasized on non teaching staff should update their knowledge according to changes in the educational system. They should love their work. They should focus on their responsibilities while working in the office. He enlightened all non teaching staff about good administration and healthy management.

Dr. P.M.Patil focused on the time management. She explained how the time is important for doing excellent work. How the time management helps you to prioritize your tasks. She also focused on five reasons why time management is so significant.

Mr. T. R. Sawant emphasized on the college administration. Each and every person should take their own responsibility properly, to achieve good administration. He also explained three basic administrative skills. All non-teaching staff from different departments were attended in the workshop. The entire workshop was managed by Dr. N. V. Gaikwad Assistant Professor from Department of Geography.



(Dr. D. G. Kanase)

PRINCIPAL

Dr. Patangrao Kadam Mahavidyalaya,
Sangli.-416416.(Sangliwadi.)

Bharati Vidyapeeth's


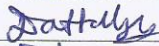




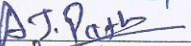

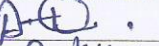
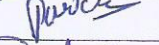
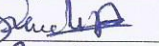



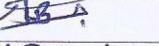
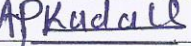
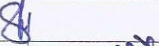



Dr. Patangrao Kadam Mahavidyalaya, Sangli

Internal Quality Assurance Cell

Workshop on Office Management and Administrative Training

Date- 30/06/2020

Attendance

Sr. No.	Name	Sign
1	Shri. B.H. More	
2	Shri. D. H. Mohite	
3	Shri. S.V. Jadhav	
4	Shri. S.B. Jadhav	
5	Shri S. H. Gurav	
6	Shri R. K. Patil	
7	Shri A. J. Pathan	
8	Shri S. M. Kadam	
9	Mrs. A. P. Tatale	
10	Shri. V.V. Pawar	
11	Mrs. A.A. Suryawanshi	
12	Shri. P. P. Pawar	
13	Shri. A.A. Pawar	
14	Shri. V.G. Kamble	
15	Shri L. B. Chavan	
16	Shri. A. P. Kudale	
17	Shri. S.G. Kapase	
18	Shri. D.V. Yadav	
19	Shri A. Khot	
20	Shri. Rohit Kadam	



Bharati Vidyapeeth's
Dr. Patangrao Kadam Mahavidyalaya, Sangli
Internal Quality Assurance cell
Workshop for Non teaching Staff on
'Communication and Writing skills in Workplace'
Report

One day workshop for non reaching faculty on 'Communication and Writing skills in Workplace' was organised on 1st July, 2020. Professor Dr. J. V. Kurhekar (Head, Department of Microbiology) and Mrs.U.A. Desai (Associate Professor, Department of Marathi delivered lectures in this workshop.

Dr. J. V.Kurhekar, In her speech on communication skills elaborated on the role of effective communication in work place for their smooth functioning of the institution. She emphasized on the necessity and need of speaking in English. She briefed on 7Cs of effective communication viz.,conciseness,consideration, clarity,concretness,courtesy and correctness.

Mrs.U. A.Desai focused on writing skills. She explained how good writing skills are important in today's workplace. How writing skills can help non teaching staff to understand clearly and quickly,to communicate updates,and events etc. She also mentioned writing skills is just one of the colour the rainbow of skills for any employee.

This event was managed by Mrs.R.S. KambleAssistant Professor, Department of Physical Education



(Dr. D. G. Kanase)

PRINCIPAL

Dr. Patangrao Kadam Mahavidyalaya,
Sangli.-416416.(Sangliwadi.)

Bharati Vidyapeeth's


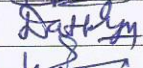
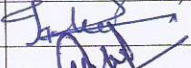

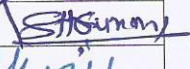
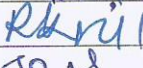
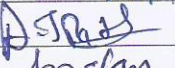
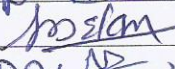
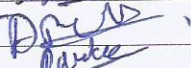
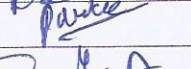
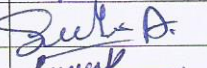
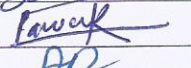

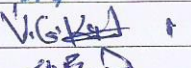
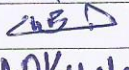
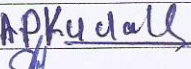

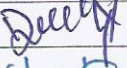
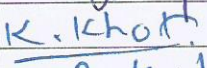
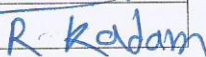
Dr. Patangrao Kadam Mahavidyalaya, Sangli

Internal Quality Assurance Cell

Workshop on Communication Skills in workplace for Non-Teaching Staff

Date- 01/07/2020

Attendance

Sr. No.	Name	Sign
1	Shri. B.H. More	
2	Shri. D. H. Mohite	
3	Shri. S.V. Jadhav	
4	Shri. S.B. Jadhav	
5	Shri S. H. Gurav	
6	Shri R. K. Patil	
7	Shri A. J. Pathan	
8	Shri S. M. Kadam	
9	Mrs. A. P. Tatale	
10	Shri. V.V. Pawar	
11	Mrs. A.A. Suryawanshi	
12	Shri. P. P. Pawar	
13	Shri. A.A. Pawar	
14	Shri. V.G. Kamble	
15	Shri L. B. Chavan	
16	Shri. A. P. Kudale	
17	Shri. S.G. Kapase	
18	Shri. D.V. Yadav	
19	Shri A. Khot	
20	Shri. Rohit Kadam	



Bharati Vidyapeeth's
Dr. Patangrao Kadam Mahavidyalaya, Sangli
Internal Quality Assurance cell
Workshop for Non teaching Staff on
'Laboratory safety while performing in lab'
Report

A one day workshop on 'Laboratory Safety while Performing in Laboratories' for non teaching staff was organised by the College on 2nd July, 2020. Dr. C. E. Patil (Head, Department of Physics), Dr. V. B. Awale (Head, Department of Botany), Dr. B. K. Bhavikatti (Associate Professor, Department of Microbiology), Dr. A.M. Sargar (Assistant Professor, Department of Chemistry) delivered lectures on the theme of the workshop.

Dr.C.E.Patil focused on safety rules in Physics Laboratory. While working in lab non teaching staff including lab assistant and lab attendants should follow all written and verbal instructions. He also mentioned everybody should be alert and attentive at all times. Do not perform unauthorized experiments. When working with electric circuits, each non teaching staff should confirm that the switch of the current is turned off.

Dr. V B.Awale (Head, Department of Botany) focused on safety rules implemented in Biology laboratory. He mentioned that each non teaching staff should follow basic rules that are, Be Prepared, Be Neat, Be Careful, Wear proper clothing and Be cautious with chemicals.

Mrs.B. K.Bhavikatti (Associate Professor, Department of Microbiology) stated that safety measures should be considered while working in the Microbiology labs. She emphasized on use a lab coat, wear disposable gloves when working never pipette by mouth, dispose a broken glass in the broken glass container. She also mentioned non teaching staff should understand the importance of safety in lab and should consider its priority.

Dr. A.M. Sargar (Assistant professor, Department of Chemistry) focused on lab safety while working in Chemistry laboratory. He mentioned each non teaching staff should keep their hands away from face, eyes, mouth and body while using chemicals. He also instructed about, to avoid



adverse effect of chemicals, do not pipette by mouth ever. Read the chemicals safety information. Identify the safety equipment. Do not taste or sniff chemicals.

This workshop was very informative and enlightening for all non teaching staff members which was managed by C.A.Shete Associate Professor, Department of Statistics.

The sessions were followed by the valedictory function. Principal Dr. D.G. Kanase as a Chief Guest of the valedictory function addressed the participants. He mentioned that this workshop is an association which brings all the non teaching staff under the same umbrella where they can update good academic knowledge. Congratulating the organizers of the workshop, he stated that forum where non teaching staff can interact and share their ideas. He concluded with inspiring words for non teaching staff Nothing is difficult, if you make up your mind anything can be done successfully.

Dr. A.R. Supale Co-ordinator of IQAC proposed the vote of thanks.



(Dr. D. G. Kanase)

PRINCIPAL

**Dr. Patangarao Kadam Mahavidyalaya,
Sangli.-416416.(Sangliwadi.)**

Bharati Vidyapeeth's

Dr. Patangrao Kadam Mahavidyalaya, Sangli

Internal Quality Assurance Cell

Workshop on Laboratory Safety while Performing Lab

Date- 02/07/2020

Attendance

Sr. No.	Name	Sign
1	Shri. B.H. More	BH More
2	Shri. D. H. Mohite	DH Mohite
3	Shri. S.V. Jadhav	SV Jadhav
4	Shri. S.B. Jadhav	SB Jadhav
5	Shri S. H. Gurav	SH Gurav
6	Shri R. K. Patil	RK Patil
7	Shri A. J. Pathan	AJ Pathan
8	Shri S. M. Kadam	SM Kadam
9	Mrs. A. P. Tatale	AP Tatale
10	Shri. V.V. Pawar	VP Pawar
11	Mrs. A.A. Suryawanshi	AA Suryawanshi
12	Shri. P. P. Pawar	PP Pawar
13	Shri. A.A. Pawar	AP Pawar
14	Shri. V.G. Kamble	VG Kamble
15	Shri L. B. Chavan	LB Chavan
16	Shri. A. P. Kudale	AP Kudale
17	Shri. S.G. Kapase	SG Kapase
18	Shri. D.V. Yadav	DV Yadav
19	Shri A. Khot	A. Khot
20	Shri. Rohit Kadam	R Kadam

