

BHARATI VIDYAPEETH'S
DR. PATANGRAO KADAM MAHAVIDYALAYA, SANGLI
ONE-DAY WORKSHOP

'Administrative Functions of College'

7th February 2019

Report

In the academic year 2018-19, a one-day workshop for the non-teaching staff on 'Administrative Functions of College' was organized on 7 February 2019. The inaugural function was graced by the auspicious presence of Hon. Dr. M. H. Kadam, Director, Bharati Vidyapeeth and the chief guest Dr. Nitin Nayak. On this occasion, Dr. Nitin Nayak gave guidance on various topics to carry out administrative functions well such as distribution of workload, stress management, teamwork, and communication skills etc. Dr. Pooja Narwadkar, Principal, New Law College, Bharati Vidyapeeth, Sangli, also guided on personality development, rights and responsibilities of employee in the office. She also discussed about the ideal administrative office. Dr. D. G. Kanase, Principal and Member of Management Council, offered his opinion on ideal administration. In the second session of the workshop, Dr. S. N. Borhade, guided on financial planning of the administrative office.

The workshop was organized by Librarian, Prof. Mrs. J. D. Hatkar. She welcomed the guests. Mr. S.S. Waidande delivered introductory speech. The workshop was anchored by Prof. Dr. Prabha Patil. Mr. B. H. More expressed the vote of thanks.



(Ms. J. D. Hatkar)

Convener



(Dr. D.G. Kanase)

Principal
Bharati Vidyapeeth's
Dr. Patangrao Kadam Mahavidyalaya, Sangli





Bharati Vidyapeeth's

Dr. Patangrao Kadam Mahavidyalaya, Sangli

One Day Workshop on

“Administrative Work of College”

7th February, 2019

Attendance Sheet

Sr.No.	Name	Sign
1	Shri. Waidande S.S.	
2	Shri. More B.H.	
3	Shri. Mohite D.H.	
4	Shri. Jadhav S.V.	
5	Shri. Lohar A.S.	
6	Shri. Gurav S.H.	
7	Shri. Patil R.K.	
8	Shri. Nalawade V.R.	
9	Shri. Pathan A. J.	
10	Shri. Kadam S.M.	
11	Shri. Kumathekar S.B.	
12	Shri. Kapase S.S.	
13	Shri. Yadav D.V.	



14	Shri. Khot A.S.	<i>Khot</i>
15	Mrs. Tatale A.P.	<i>Tatale</i>
16	Mrs. Tandale A.K.	<i>Tandale</i>
17	Shri. Suryawanshi S.B.	<i>Suryawanshi</i>
18	Shri. Bhosale B.V.	<i>Bhosale</i>
19	Shri. Kadam R.B.	<i>Kadam</i>
20	Shri. Pawar V.V.	<i>Pawar V.V.</i>
21	Shri. Suryawanshi A.A.	<i>Suryawanshi</i>
22	Shri. Patil S.S.	<i>Patil</i>
23	Shri. Pawar A.A.	<i>Pawar</i>
24	Shri. Mardane V.R.	<i>Mardane</i>
25	Shri. Patankar R.B.	<i>Patankar R.B.</i>
26	Shri. Pol V.V.	<i>Pol</i>
27	Shri. Ghagare V.S.	<i>Ghagare</i>
28	Shri. Jadhav S.M.	<i>Jadhav</i>

