



Workshop for Non-teaching Staff On E-technology for Office Efficiency

The Work-Shop for Non-Teaching Staff of the Colleges under Konkan Region was organized at our College on 22nd February, 2013.

Inaugural Session.

The Chief Guest for Inaugural Session was Dr. Babasaheb Kadam, Hon'ble Joint Director, Department of Higher Education, Konkan Region, Panvel. In keynote Address he brought to the notice of participants M.C.S.R. rules and other administrative information. The opening remark was put by the Principal, Dr. Vaidehi Daptardar.

Second Session - E-Office, M.K.C.L.

The speaker of this session was Mr. Kiran Patil, Co-Ordinator, M.K.C.L. (who looks after University of Mumbai's all M.K.C.L. related work) He gave valuable information related to online procedure of admissions, enrollment and eligibility, examination forms with power point presentation. It evoked a good response as it was very important issue for the colleges these days.

Third Session - Pension, Service Book and Grant related information and GR's

In the post lunch session the speaker was Mr. Bajirao Patil, Accounts Officer, Accounts & Treasury, Mantralaya, Mumbai. Within a short time he briefed about Pension, Service Book, Cash Book, simple method of P.F. calculation and current G.R.s of the Government of Maharashtra. It was followed by interactive open session.

Fourth Session - e-Sevarth.

This session began at 4.00 pm, and the speaker for this session was Mr. Yashwant Sonar, Assistant Accounts Officer, Accounts and Treasury, Mantralaya. He made power point presentation on HTE Sevarth, a newly introduced salary software by the Government of Maharashtra for their employees. Mr. Yashwant Sonar is one of the Trainers of Government for E Sevarth.

Valedictory Session - Effective Communication in English

The speaker for this session was Mr. M.P. Sadekar, a well known Lawyer, Advisor and Hon'ble Member of our Local Managing Committee. He spoke on how to communicate effectively with each other, orally and also gave guidance about official written correspondence by giving number of examples of Effective Communication. He gave this guidance which was very useful as it is used in daily life of office employees. The workshop ends with happiness on the face of participants because the workshop was informative and having good interactive knowledge sharing sessions.

Total 44 participants attended the workshop, who gave very good feedback and sent letters of appreciation to the college.

- Sameer Tambe
Co-ordinator

