



Rayat Shikshan Sanstha, Satara

SADGURU GADAGE MAHARAJ COLLEGE, KARAD

Autonomous College

Internal Quality Assurance Cell - 2022-23

RUSA - NAAC Mentoring Activities

**A Workshop on “Office Administration &
NEP-Academic bank of Credits”**

Sunday, 22nd January, 2023

Academic Year: 2022-2023



Rayat Shikshan Sanstha's

Sadguru Gadge Maharaj College, Karad.

(An Autonomous College affiliated to Shivaji University, Kolhapur)

RUSA Beneficiary and NAAC Designated Mentor College

RUSA-NAAC Mentoring Activities for mentee Colleges 2022-23

INTERNAL QUALITY ASSURANCE CELL

Organised

A Workshop on 'Office Administration & NEP-Academic bank of Credits'

Sunday, 22nd January, 2023 Time: 09.30 a.m. Venue- A1-11

- **In the Chair** :- **Dr. Mohan M. Rajmane**
Principal, SGM College, Karad

Programme Flow

Inaugural Ceremony: 9.30 a.m -10.00

- **Welcome & Introduction** :- **Dr. S.G. Parte**
Asst. Prof, S.G.M. College, Karad
- **Presidential Remarks** :- **Dr. Mohan M. Rajmane**
- **Vote of Thanks** :- **Shri. S.J. Godse**
Asst. Prof, S.G.M. College, Karad

Session –I - Office Administration

First Session

Time: 10.00 a.m. to 11.15. a.m.

- **Resource Person** :- **Mr. R.Y. Gaikwad**
Registrar, S.G.M.College,Karad
- **Vote of Thanks** :- **Dr.S.E.Jadhav**
Asst. Prof, S.G.M.College,Karad

Session –II - NEP-Academic bank of Credits

Second Session

Time: 11.30 a.m. to 1.00p.m.

- **Resource Person** :- **Ms. S.V. Mahajan**
Asst. Prof.,S.G.M.College,Karad
- **Vote of Thanks** :- **Dr.S.E.Jadhav**
Asst. Prof, S.G.M.College,Karad

Lunch Break: 1.00 p.m. -2.00 p.m.

Session - III - Office Administration & Documentation

Time: 2.00 p.m. to 3.30 p.m.

- **Resource Person** :- **Mr. R.Y. Gaikwad**
Registrar,S.G.M.College,Karad
- **Vote of Thanks** :- **Dr. K.H.Patil**
Asst.Prof, SGM College, Karad

Session -IV - NEP-Academic bank of Credits

Time: 3.40 p.m. to 5.00 p.m.

- **Resource Person** :- **Ms. S.V. Mahajan**
Asst.Prof, SGM College, Karad
- **Vote of Thanks** :- **Dr. K.H.Patil**
Asst.Prof, SGM College, Karad

Valedictory Ceremony: 5.00p.m -6.00 p.m.

- **Welcome & Introduction** :- **Prof.Dr. G.B. Kalyanshetti,**
Dean, Faculty of Humanities, SGMCK
- **Presidential Remarks** :- **Shri. N.R. Suryawanshi**
Vice Principal, SGMCK
- **Vote of Thanks** :- **Prof.Dr.A.K.Patil**
Dean, Faculty of Commerce & Management
SGMCK

Rayat Shikshan Sanstha's

Sadguru Gadage Maharaj College, Karad

(An Autonomous college)

RUSA-NAAC mentoring Activities

Internal Quality Assurance Cell (IQAC) 2022-23

organised

A Workshop on 'Office Administration & NEP-Academic bank of Credits' on Sunday, 22nd January 2023 at 9.30 am in A1 -11

In the Chair: Shri. S.A. Patil, Vice- Principal, S.G.M. College, Karad

Resource Persons: Shri. R.Y. Gaikwad, Ms. S.V. Mahajan

A Report

I am happy to present the report of a workshop on **Office Administration & NEP-Academic bank of Credits** held on Sunday 22nd January 2023 in A1-11. The workshop was chaired by Shri. S.A. Patil, Vice-Principal, S.G.M. College, Karad.

The Inaugural function of the workshop started at 10.00 am with the words of welcome by Prof. Dr. A.K. Patil. In his welcome speech, he asserted that the college is a NAAC designated mentor college and a UGC PARAMARSHA beneficiary. The college has been empowering 10 mentee colleges in all aspects of NAAC. He said that the college under IQAC has organized 22 activities for mentee colleges from Dec 2019 till date which include National level seminars, workshops, Guest lectures at the respective places of mentee colleges. He asserted that these activities have been organized on Sundays to ensure the larger participation of all the faculty of mentee colleges. He said that under RUSA- NAAC Mentoring activities, the IQAC proposed to organize 6 workshops on various systems & procedures as prescribed by NAAC. Further he said that today's event is one of these activities. He welcomed the Chair, the mentors and all the faculty of mentee colleges.

In his welcome address, Shri. S.A. Patil asserted that NAAC expects that each and every HEI should come in the fabric of assessment and accreditation. For this purpose, he assured all the faculty members to provide all kinds of help in terms of logistics, expertise to the Mentee colleges to acquire the NAAC Accreditation to help them achieve the benefits.

The inaugural Function came an end by the proposal of vote of thanks delivered by Dr. Girish Kalyanshetti, IQAC Coordinator, SGM College, Karad.

The First session on Office Administration started at 10.25 am with an introduction of the mentor Shri. R.Y. Gaikwad, Registrar, S.G.M. College, Karad. The Mentor delivered his talks on Office Administration in NAAC context and elaborated on the importance of office ethics, duty, various tabular work, routine work etc.

In the Second session, he highlighted on the Office Documentation in NAAC. He asserted that the Head of the office needs to be charged to motivate all his staff and contribute the college in gaining a good grade. The session came to an end by vote of thanks delivered by Dr.S. G. Parte.

There was a Lunch session at 1.30 p.m.

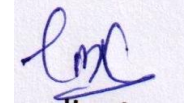
The Third session was started at 2.30 p.m. with the words of welcome & introduction by Shri. M.N. Gaikwad. It was followed by Mentoring lecture by Ms. S.V. Mahajan, Assistant Professor, Department of Statistics, S.G.M. College, Karad. She spoke on National Education Policy. She elaborated on the role of Students in ABC.

In the Fourth session that began at 3.30 p.m., the mentor S.V. Mahajan demonstrated on the ABC portal and explained the procedure of student's registration on the same. Dr.K.H.Patil expressed vote of thanks for the session.

After the four sessions, there was an informal session wherein the faculty members of mentee colleges expressed their views about the workshop and all asserted that the Mentor college has always been supportive to them by conducting such kind of academic activities on the campus and assured the mentor college that they will prepare for NAAC under the guidance of IQAC of the Mentor college and will initiate the NAAC procedure.

The Valedictory session started at 5.30 p.m. The Chief Guest was Shri. N.R. Suryawanshi, Vice- Principal and Prof. Dr. G.B. Kalyanshetti, IQAC Coordinator presided over the session. In his valedictory speech, Shri.Suryawanshi encouraged the mentee colleges to take initiatives to get their accreditation and told the house that IQAC will be conducting workshops on Sundays from 1st January 2023 to 29th January 2023 on the issues like Innovation Ecosystem, Library, Student Support, Academic bank of Credits etc. He asked the entire faculty of mentee colleges to attend all the workshops and get the benefits. Prof. Dr. A.K. Patil expressed vote of thanks for the session.

89 faculty members from Arts & Commerce College, Undale, Arts & Commerce college, Koynanagar, Arts & Science college, Daulatnagar, Shri. Venkateshwara College of Science, Peth, College of Education, Malkapur, B.D. Desai College, Patan, Krishna Mahavidyalay, Rethare, MangalaitaiJagtap College, Umbraj and K.C. College, Talmavle & Warna Mahavidyalaya, Aitwade KHactively participated in the proceedings of the workshop.



Coordinator
IQAC
S.G.M.College, Karad





Note cam lite

Address : null,Karad rural,Maharashtra,India

Latitude : 17.3027989°

Longitude : 74.1898621°

Altitude : 11.984912 meter

Date : 01/22/2023 10:09 am

Accuracy : 20.0 meter

Time zone : GMT+05:30

Note : SGM College Karad



Note cam lite

Address : null,Karad rural,Maharashtra,India

Latitude : 17.3028085°

Longitude : 74.1898489°

Altitude : 11.984936 meter

Date : 01/22/2023 10:41 am

Accuracy : 20.0 meter

Time zone : GMT+05:30

Note : SGM College Karad