

Digitized Administrative Office

Skill Development: Conference / Seminar / Workshop



One Day State Level Workshop on “Effective Mechanism for Quality Assessment, Auditing & Accounting” More than 120 participants from various colleges of the State participated in this Seminar.



Workshop on **“Computer Directive, Email Etiquettes PPT, and Google Drive”**



Workshop on **“Maintaining Accounts and Budget”**.



IQAC Workshop on “Role of ICT for College Administration – Issues and Challenges”



Presentation on **“Accounting Practices”** in IQAC State Level Workshop.



IQAC Workshop on “Administrative Skills”.

Visited and Appreciated Administrative Office Automation



Dr. Rohidas Kale Joint Director and Mr. Gangadhar Date A.O Mumbai



Dr. Subhash Waghmare Director, Board of Examinations



Principal and Office Staff Gurukul College of Commerce, Ghatkopar

Digitized Administrative Office

Staff Achievement



- Ms. Keyaa Mukherjee – Office Superintendent**
 - Nominated consecutive second time as a Senate Member of University.
 - Article on “**Digitized – Administrative Office**” was invited and published in Platform Magazine ISSN 2347-5242, Kolkata.
 - Article on “**Digitized Administrative Office – The Need of the Hour**” was invited and published in “**Wageshwari**” Issue No 31, Annual Magazine. The article was added in **issue special** by MMP Shah College, Matunga.
 - Invited as External Auditor & Resource Person by several SNTD and Mumbai University Colleges.



Ms. Ujwala Padhye, Ms. Sneha Raorane, Ms. Keyaa Mukherjee, Mr. Kacharu Jadhav, Mr. Sher Singh and Mr. Prashant Chaugule won prizes in **sports activity**.

Staff Skills

Staff rendered services in college activities/ events apart from their job profile. They are also invited by visitors/ outsiders for events like birthday parties, weddings, etc.



- **Mr. Ankush Polekar** decorates flower Rangoli for activities / events in college. He also writes the notice boards as he is having artistic handwriting.
- **Mr. Sher Singh** and **Suresh Chaugule** both are invited during NSS Camp to cook food for volunteers.
- **Mr. Sher Singh** is very good at balloon decoration he decorates for activities / events in college. He is also invited for Birthday Parties, Weddings, etc. by the outsiders.
- **Mr. Suresh Chaugule** does flower decoration during Shree Satyanarayan Pooja

Team Building and Recreational Activities

College organizes various **Recreational & Stress Relief Activities** such as New Year Celebration, Family Picnic, Satyanarayan Pooja & Haldi Kum-kum.

