



WORKSHOP FOR CLEARICAL STAFF ON ADMISSION AND EXAMINATION PROCEDURE ON ICT BASED TECHNIQUES”

Department of Computer Science
and IQAC

Organizes

ONE DAYS TRAINING PROGRAMME ON

“ADMISSION AND EXAMINATION PROCEDURE
ON ICT BASED TECHNIQUES “

Dated


IQAC Co-Ordinator
Adarsh Mahavidyalaya, Omerga
Tq. Omerga Dist. Osmanabad (MS)

03rd November, 2021


PRINCIPAL
Adarsh Mahavidyalaya, Omerga
Tq. Omerga, Dist. Osmanabad (M.S.)

ORGANIZING COMMITTEE

Sr.No.	Faculty	Contribution
1.	Dr. Garud D.P.	Principal
2.	Mr. Mulajkar A.R.	Coordinator ,Trainee
3.	Smt. Takale A.V.	Trainee
4.	Prof. Mali S.B.	IQAC Coordinator

Around 15 non-teaching staff members attended the above said programme. The training programme inaugural session was started by coordinator of the event Mr. Mulajkar A.R., Prof. Mali S.B., IQAC coordinator, emphasized on the importance of computer knowledge in day to day administrative work. She also informed the participants that the programme is a regular practice for non-teaching staff. The detailed schedule of training sessions were as follows:

Sr.No.	Timing	Resource person	Topic Covered
1	10:00 am To 12:00 pm	Mr. Takale A.V., Assistant Professor, Dept. of Computer Science, Adarsh College,Omerga	MS-Office,2010
2	1:00 pm To 3:00 pm	Mr. Mulajkar A.R., Assistant Professor, Dept of Computer Science, Adarsh College,Omerga	Introducing Excel, Advanced Excel
3	4:00 pm To 5:00 pm	Mr. Takale A.V., Assistant Professor, Dept of Computer Science, Adarsh College,Omerga	Introducing apps under Google

All the sessions were very effective.

Adarsh 19/10
Head
 Dept. Of Computer Sci.
 Adarsh Sr.College Omerga

OUTCOMES OF THE PROGRAMME ARE AS FOLLOWS:

- The Clerical staff learned how to handle the data of thousands of students like fees, roll numbers, class, internal assessment, admission etc.
- By learning the advanced tools of excel they learned how to do result analysis using advanced excel formulas.
- Exposing to the apps like Google meet, Google form, Zoom
- They learnt how to use Google form to collect the data regarding feedback, subject optional form, registration needed after the pandemic situation.

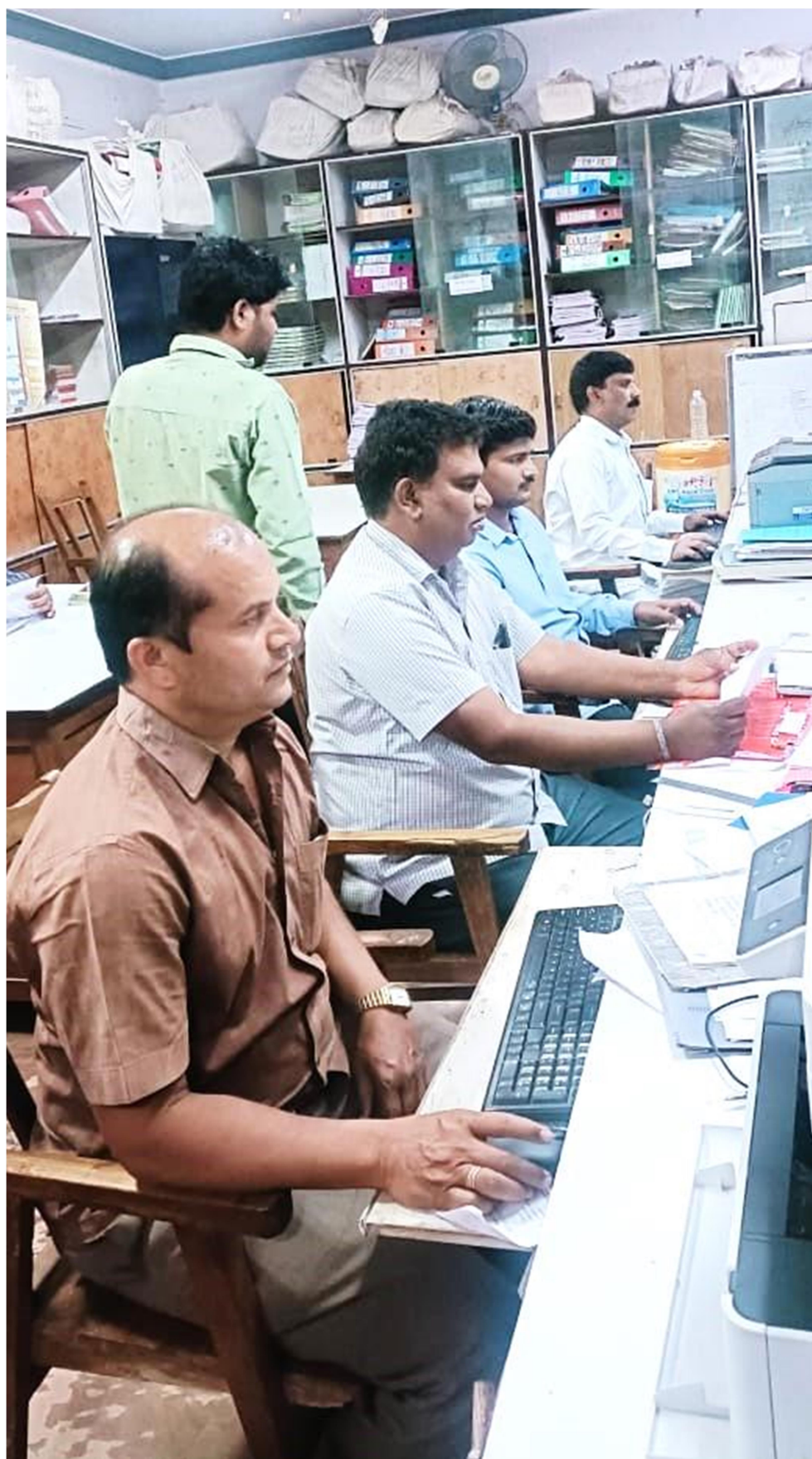
This programme was concluded by Mr. Mulajkar A.R, Mr. Takale A.V., Principal Adarsh Mahavidyalaya, Omerga, Dr. Babasaheb Ambedkar Marathwada University, They assured for conducting more such training session about in future to enhance the knowledge of staff members. Mr. Birajdar D.B. (Head cleark) thanks to IQAC and Department of Computer Science for Scheduling such a informative session.

GLIMPSES







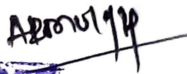


WORKSHOP PARTICIPANTS

Sr.No	Non-Teaching Staff	Designation
1	Shri. Mane D. S.	O.S.
2	Shri. Birajdar D. B.	Head Clerk
3	Shri Shaikh P.C.	Clerk
4	Smt. Kelgaonkar A.S.	Clerk
5	Shri. Sonkamble S.A.	Clerk
6	Shri. Pathak A.D	Clerk
7	Shri. Kamble K. T.	Lab.Asst.
8	Shri. Narsure S. S.	Lab.Att.
9	Shri. Kadam M. V.	Lab.Att.
10	Shri. Patage R. V.	Lia.Att.
11	Shri. Mane P. N.	Lia.Att.
12	Shri. Dhanshetty E. B.	Lia.Att.
13	Shri. Shinde K. D.	Lab.Att.
14	Shri. Bhosale S.R.	Lab.Att.
15	Shri. Masanjogi V. T.	Peon


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