NAAC SPONSORED ONE DAY NATIONAL LEVEL WORKSHOP ON
“SKILL DEVELOPMENT FOR ADMINISTRATIVE STAFF”

REPORT OF THE WORKSHOP ORGANIZED BY KLE SOCIETY’S SHRI MRITYUNJAYA ARTS, COMMERCE AND POST GRADUATE STUDIES IN COMMERCE, DHARWAD.

IQAC initiative NAAC Sponsored One Day National Level Workshop on “Skill Development for Administrative Staff” was organized on 28th August, 2019 at K.L.E Society’s, Shri Mrityunjaya Arts, Commerce and Post Graduate Studies in Commerce, Dharwad.

Dr.V.B.Hiremath, NAAC Assessor, Bangalore, was the Inaugurator of the workshop. Inaugurating the workshop by lighting the lamp he stated that, “Administrative Staff” plays a vital role in the smooth functioning of any institution. He congratulated IQAC and the staff for organizing NAAC sponsored one day workshop specially for Administrative staff which is usually a rare event. He opined that office of any institution is like a feather in its cap. He emphasized on the Strengths, Weaknesses, Opportunities and Challenges of institutions. Further, he stated that it is essential to carry out SWOC Analysis. He stated that it is the need of the hour to update administrative staff in skills like communication, letter drafting, KCSR, Office related software, budgets and audit reports preparation etc..

Dr. Krishnamurthy Desai, Rtd. Principal, Directorate of Training Institute, Koppal, the Resource Person for the First Technical Session elaborated on Karnataka Civil Service Rules governing the varied types of leaves that can be availed, aspects of the Fixation of the pension. He gave hints to prepare Service Register and files to be maintained in an office establishment. The technical session was followed by an interactive session in which the resource person clarified the doubts of the participants.

Shri.Kapeel Bhandarkar, Chartered Accountant and Company Secretary, was the Resource Person for the Second Technical Session. He created Awareness on Accounts, Audits, GST, Tax Deduction at Source and suggested some tips to take care of the usual mistakes committed in accounts management. The entire session was participatory and was very much beneficial.

139 staff from various institutions were the beneficiaries of the workshop. On the analysis of the feedback obtained from the participants it was found that the workshop was excellent throwing light on most essential topics.

The dream of organizing a National Level Workshop was realized with timely co-operation and sponsorship extended by NAAC. The IQAC and the organizing
committee is extremely grateful to the NAAC for the acceptance of the proposal and sponsoring the entire event.

Prof. V.V. Patil, Principal, S.M. College, Dharwad, presiding over the function, stressed that, time to time updating of office staff skills should be routine and regular practice and technically efficient staff would be an asset to the institution.

Miss. Sushma and Ashwini invoked the all mighty. Dr. M.P. Anuradha, IQAC Co-ordinator welcomed the gathering and delivered plenary speech about the workshop. Prof. (Smt) S.S. Sangolli, Organizing Secretary, introduced the inaugurator. Prof. Sanjana Holimath introduced Resource Persons, Dr. N.C. Patil proposed vote of thanks. Prof. Soumya Kuber Compered the programme. Dr. C.S. Hasabi, Member, UGC Advisory Committee, for KLE institutions graced the function. All the faculty members were present in the workshop.

Dr. V.B. Hiremath, NAAC Assessor, Bangalore, Inaugurated the workshop by lighting the lamp.
Dr. Krishnamurthy Desai, Rtd. Principal, Directorate of Training Institute, Koppal, the Resource Person for the First Technical Session lighting the lamp.
Inaugural address by Dr. V. B. Hiremath, NAAC Assessor, Bangalore,

Dr. Krishnamurthy Desai, Rtd. Principal, Directorate of Training Institute, Koppal, the Resource Person for the First Technical Session, addressed the participants on the topic “Office Establishment and KCSR”
Shri. Kapeel Bhandarkar, Chartered Accountant and Company Secretary, was the resource Person for the Second Technical Session addressed the participants on the topic “Accounts and Audits”.