

Registration Details:

- *Registration Fees-Rs.200/- for each participant.
- *Note: Please inform immediately by Phone regarding your participation to facilitate smooth functioning.

Mode of Payment

- *In person.
- *Payment can be made through: DD drawn in favour of The Principal, KLE'S, S.M. College, Dharwad or NEFT to below mentioned details

Bank Name : VIJAYA BANK
Name of the Account holder : The Principal,
KLE'S, S.M. College of
Arts and Commerce, Dharwad.
A/C No : 105801010004446
IFSC Code : VIJB0001058
Branch Address : Guruprasad Building, Near
NTTF, Dharwad.

Those who make online payment are requested to enclose the Xerox copy of the payment along with the registration form.



K.L.E. Society's

**Shri Mrityunjaya College of Arts, Commerce and
Centre for Post Graduate Studies in Commerce, Dharwad.**

Re-Accredited by NAAC with B' Grade in 3rd Cycle
Durgadevi Temple Road, Dharwad-580008
(Karnataka State)

Ph: Office 0836-2442447

Email : smcollegedharwad@gmail.com

NAAC Sponsored

One Day National Level Workshop

ON

"Skill Development for Administrative Staff"

Organized by

**Internal Quality Assurance Cell
REGISTRATION FORM**

Name:

Designation:

College:

Address:

E-Mail:

Cell No:

Payment Details:



K.L.E. Society's

**SHRI MRITYUNJAYA
COLLEGE OF ARTS, COMMERCE AND
CENTRE FOR POST GRADUATE STUDIES
IN COMMERCE, DHARWAD.**

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"Skill Development for Administrative Staff"

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Internal Quality Assurance Cell



Date: 28th August, 2019 Time: 10.00 a.m.

Venue: Auditorium

All are cordially invited

Organizing Secretary
Prof. (Smt) S.S. Sangolli

IQAC Co-ordinator
Dr. (Smt) Anuradha M.P.

PRINCIPAL
Prof. V.V. Patil

SMC Pariwar

About the Society:

The K.L.E Society was established by selfless and dedicated services of seven teachers revered as the 'Saptarshis'. They had the vision and foresight for the upliftment of the downtrodden and the illiterate. Their efforts were further nourished and nurtured by the founder members. The doctrine of the society lays special emphasis on the principles of truth, love, service and sacrifice. Ours is a multifaceted organization with more than 254 institutions, imparting quality and value-based education in Science, Arts, Commerce, Medicine, Engineering, Law and Management, Education etc. The KLE Society has achieved Horizontal and Vertical growth under the dynamic leadership of our Chairman Dr. Prabhakar Kore ^{M.P.} who has placed the KLE Society on the global map. At present our society is well equipped to meet any global challenges.

About the College:

K.L.E Society's, Shri Mrityunjaya College of Arts and Commerce, Dharwad affiliated to Karnatak University, Dharwad was started in the year 1973 as an independent Commerce College by His Holiness Shri Mrityunjaya Swamiji of Murughamath, Dharwad. The college was handed over to the KLE Society in 1975, during which Arts stream was started. During 2018 Post Graduate Studies in Commerce was introduced. The college is imparting meaningful and value-based education, moulding students, producing successful graduates and responsible citizens.

About the Workshop:

The establishment of Internal Quality Assurance Cell (IQAC) by Accredited institutions is a major step in assuring quality standards. It is the prime responsibility of IQAC to plan, initiate and supervise various quality enhancement activities to cater to the needs of all its stakeholders. The administrative unit plays a vital role in any institution. Today the administrative staff has to carry out an increased range of responsibilities with the introduction of new technologies in the fields of Enquiry and Correspondence, Students' Admissions, Examination Process, Accounts and Audits, Pay Bills, Fixation of Pension etc. In this backdrop, this workshop is organized to uplift the skills of administrative staff by eminent resource persons.

Objectives:

- 1) To develop and update administrative system.
- 2) Inter institutional information exchange.
- 3) To ensure efficient, progressive performance of administrative staff to reach optimum satisfaction index of the stakeholders.

Themes:

- 1) File Management.
- 2) Applicability of KCSR
- 3) Hints for Accounts and Audits.

Participants:

Any Administrative Staff like Office Superintendent, FDA, SDA, Accountant, Technical Staff etc.
Atleast 2 participants are requested to attend the workshop from each institution.

Programme Schedule:

- 1) Inaugural Function at 10.00 a.m.
- 2) Technical Session – I : On Office Establishment and KCSR at 11.00 a.m
- Lunch Break: 1.30 to 2.30 p.m.**
- 3) Technical Session – II : On Accounts and Audits at 2.30 p.m.
- 4) Valedictory Function at 4.00 p.m.

Executive Committee:

Chief Patron: **Dr. Prabhakar Kore**, ^{M.P.}
Chairman, K.L.E. Society, Belagavi.

Patrons : **Dr. V. I. Patil**, ^{MLA}
Director, K.L.E. Society, Belagavi.

Shri. C. V. Basavanal
Chairman, LGB

Members of LGB

Principal Prof. V. V Patil

Organizing Committee:

- 1) Dr.(Smt)Anuradha M.P. IQAC Co-ordinator. 9448510605
- 2) Prof.(Smt)S.S.Sangolli, IQAC Co-coordinator.6361492231
- 3) Prof. Shilpa Kongi, Member 8310169613
- 4) Shri.R. D.Biradar, Member 9448408269
- 5) Smt. Vanita. R. Karki, Member 8105860398
- 6) Members of IQAC