

Title of the programme: 'Workshop on Office Management for Non-teaching Staff'.

Topic : Office Managment

Speaker/Guest: Mr Navin Agrawal, Dr Pravin Joshi, Dr Vijay Nikam, Asst. Prof. Ashish Gupta.

Chairman: Dr. S C Gulhane, Secretary, Prerna Sewa Mandal.

Date : 17th and 19th April 2021

Time : 11.00am to 2.00pm

Objectives:

1. To create awareness among Non-teaching staff about Office Management.
2. To Provides essential knowledge about how to manage office work and how to maintain files.
3. To teach soft skills to non-teaching staff so that staff will able to communicate with parents and students effectively.
4. To provide knowledge about computing skills.
5. To provide knowledge about how to maintain accounts in the office.

Highlights:

Day 1[17th April 2021]

1. Ms. Afsha Khan welcomed and introduced the speakers of the program Mr Navin Agrawal and Dr Pravin Joshi.
2. Mr Navin Agrawal enlightened on how to perform official work effectively, how to maintain official files.
3. Dr Pravin Joshi spoke on effective communication and dissemination of information to the non-teaching staff.
4. Vote of thanks was proposed by Ms Reena Urkande.

Reena
Programme Co-ordinator
Prerna College of Commerce

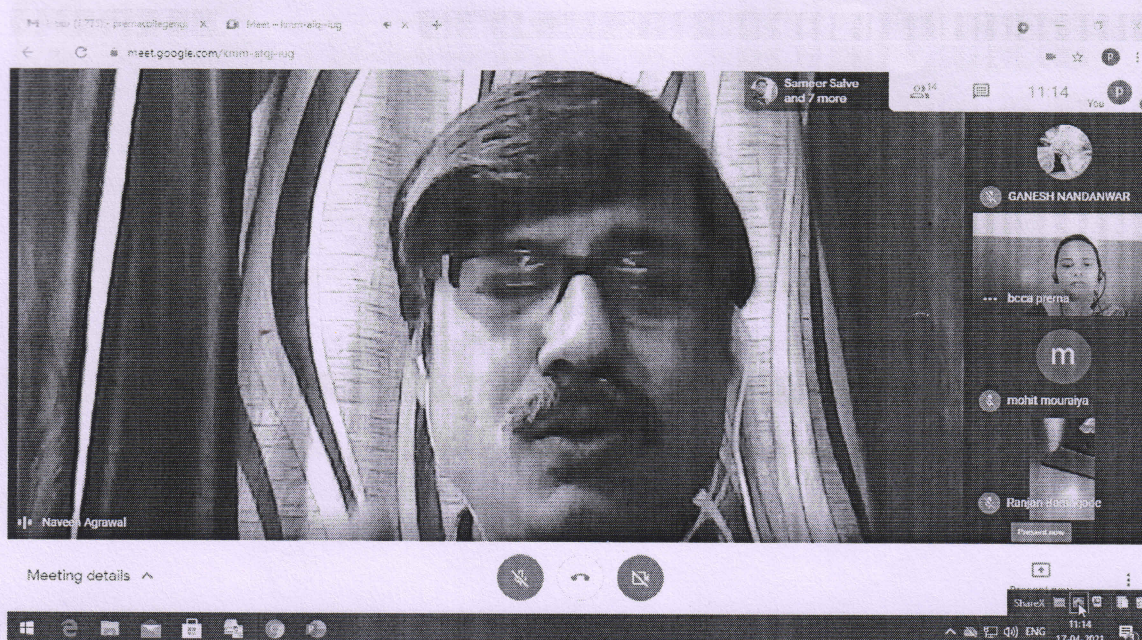
Day 2 [19th April 2021]

1. Ms Neha Samundre welcomed and introduced the speakers of the program Asst. Prof. Ashish Gupta and Dr Vijay Nikam.
2. Mr Ashish Gupta explained about accounting and different types of accounts and how to maintain accounts in the office.
3. Mr. Vijay Nikam trained the non-teaching staff about MS-excel, how to create list in MS-excel, How to sort the list, How to set formulae for calculation.
4. Vote of thanks was proposed by Ms Shweta Mankar.

Outcomes:

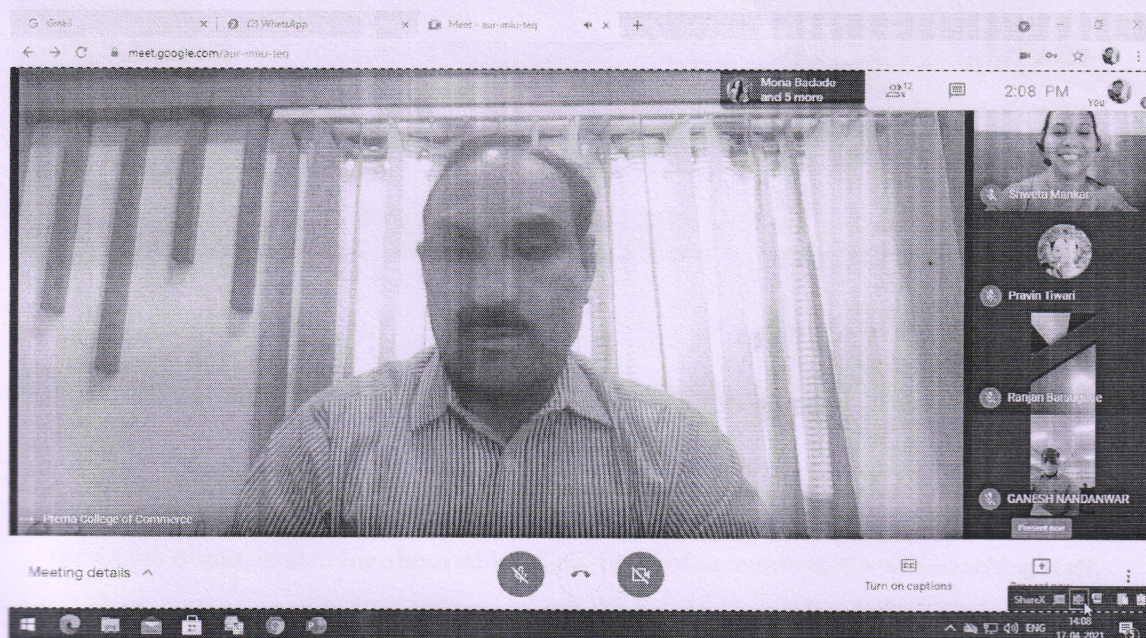
1. The Non-teaching staff learnt the various administrative skills, soft skills, communication skills, accounting skills and computing skill.
2. Non-teaching staff learnt how to maintain files in the office.
3. Non-teaching staff now able to effective communicate with the parents and students.
4. Non-teaching staff get the knowledge about accounting, types of accounts, how to perform journal entry.
5. Non-teaching staff now able to create list Ms-excel, sort the list, set the formulae for calculation.

No. of Beneficiaries: 12

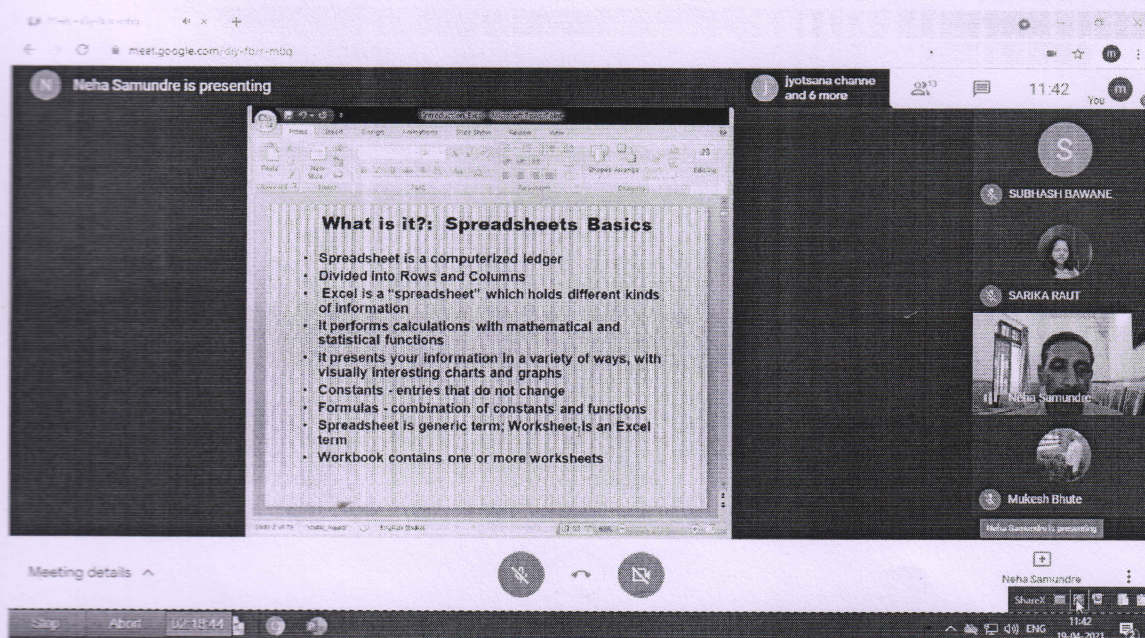


Reet
Programme Co-ordinator
Prerna College of Commerce

Mr Navin Agrawal enlightening on administrative skills and maintenance of files.



Dr Pravin Joshi, explaining effective communication to the non-teaching staff.



Dr Vijay Nikam, explains the basic of Ms-Excel to the Non-teaching staff.

Reevy
Programme Co-ordinator
P. College of Commerce

meeting [14] - mohitkushya@gmail.com X Meet - Gyanendra...

meet.google.com/diy-fixer-misq

Neha Samundre is presenting

GANESH NANDAN... and 5 more

11:12 You

Mona Badade

Neha Samundre

Sameer Salve

Ranjan Barsagade

Meeting details

ShareX

11:12

19-04-2021

ENG

2021 19-04-2021

Accounting Principles: Ashish Gupta

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Basis of Dreamtech Papers

Journal

Date	Particulars	L.F.	Debit Amount	Credit Amount
2010				
March 1	Cash A/c Dr To Dreamtech Private Capital A/c (Being capital introduced by cash)		4,00,000	4,00,000
March 3	Purchase A/c Dr To Cash A/c		2,50,000	
March 5	No Entry			
March 6	(Being cash paid for purchase of machinery)			
March 8	Transfer A/c Dr To Machine A/c		30,000	30,000
March 9	Machine A/c Dr To Cash A/c (Being cash paid for Machine purchase)		90,000	90,000
March 10	Machine A/c Dr To Cash A/c (Being cash paid for Machine purchase)		90,000	90,000
March 15	Machine A/c Dr To Cash A/c (Being cash paid for Machine purchase)		90,000	90,000
March 16	Cash A/c Dr To Machine A/c		90,000	
March 17	Machine A/c Dr To Cash A/c (Being cash paid for Machine purchase)		90,000	90,000
March 18	Machine A/c Dr To Cash A/c (Being cash paid for Machine purchase)		90,000	90,000

Mr Ashish Gupta, explaining about accounting, types of accounts to the non-teaching staff.

Ashish Gupta
Ashish Gupta

Prerna
Programme Co-ordinator
Prerna College of Commerce

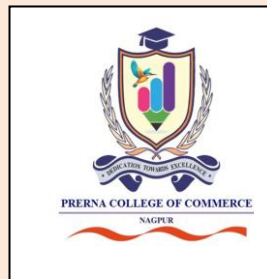


PRERNA COLLEGE OF COMMERCE

Reshimbag Square, Nagpur

(Run By Prerna Sewa Mandal)

NAAC Accredited with "B Grade"



Two-day Workshop (Online)

For

Non-Teaching Staff

Topic: - Office Management

Saturday 17th and Monday 19th April 2021

Timings: - 9.30 am to 2.30 pm.

Inauguration of the Workshop

Patrons



Prof. R. C. Gulhane
President
Prerna Sewa Mandal,
Nagpur.



Dr. S. C. Gulhane
Secretary
Prerna Sewa Mandal,
Nagpur.



Dr. Pravin Joshi
Director
Prerna College of Commerce
Nagpur.

Schedule of the Program

Resource Persons	Date and Timings	Topic
 Mr Navin Agarwal Registrar, Dada Ramchand Bakhru Sindhu Mahavidyalaya Nagpur	Saturday 17th April 2021 9.30 am to 10.30 am.	Office Management General Administration and Maintenance of files

Resource Persons	Date and Timings	Topic
 Dr Pravin Joshi Director Prerna College of Commerce, Nagpur.	Saturday 17th April 2021 11.30 am to 12.30 pm.	Effective Communication and Dissemination of Information
	Monday 17th April 2021 1.00 pm to 2.00 pm.	Behavior with students and parents. Stress Management
 Dr Ashish Gupta Assistant Professor Prerna College of Commerce, Nagpur.	Monday 19th April 2021 09.30 am to 10.30 am.	Maintaining Accounts
 Dr Vijay Nikam Assistant Professor Prerna College of Commerce, Nagpur.	Monday 19th April 2021 11.00 am to 12.00 noon.	Microsoft Excel

Valedictory Program

Monday, 19th April 2021

Time 1.00 pm to 2.00 pm

Chief Guest



Dr. S. C. Gulhane

Secretary

Prerna Sewa Mandal, Nagpur

Organizing Committee

	<p>Dr Bharti Deshmukh Head, Department of Computer Science and Computer Application, Perna College of Commerce, Nagpur. Mobile No.9403209892</p>		<p>Dr Shivani Katakwar Head, Department of Commerce, Perna College of Commerce, Nagpur. Mobile No.9822729240</p>
	<p>Dr Liladhar Rewatkar Assistant Professor Perna College of Commerce, Nagpur. Mobile No.9665145250</p>		<p>Dr Priyadarshni Keshetty Assistant Professor, Perna College of Commerce, Nagpur. Mobile No.8793593074</p>
	<p>Ms Reena Urkande Assistant Professor, Perna College of Commerce, Nagpur. Mobile No.9503386563</p>		<p>Ms Afsha Khan Assistant Professor, Perna College of Commerce, Nagpur. Mobile No.8657052426</p>
	<p>Mr Tanuj Meshram Assistant Professor, Perna College of Commerce, Nagpur. Mobile No.9529716992</p>		<p>Mr Chandarashekhhar Topale Assistant Professor, Perna College of Commerce, Nagpur. Mobile No.9595401387</p>

Registration Link: - <https://forms.gle/S5p52DSMGD4u5ja58>

Online Platform: - Google Meet (Link will be provided before 15 minutes of the program.)

Feedback Form: - Link will be sent after the each program