



**Gondia Education Society's**  
**J. M. PATEL ARTS, COMMERCE & SCIENCE COLLEGE,**  
**BHANDARA**

**REPORT**

One-Day Online Administrative Training Programme (ATP)  
on

**“IT Management in Office Administration”**

organized by the  
**Internal Quality Assurance Cell**  
for Non Teaching Staff

**Date: Saturday, 19<sup>th</sup> December 2020**

One-day online Administrative Training Programme (ATP) on the Topic **“IT Management in Office Administration”** for Non Teaching Staff was organized by the IQAC of the College on Saturday, 19<sup>th</sup> December 2020.

Dr. Sunil Ganatra, Associate Professor of Chemistry, Institute of Science, Nagpur, was the Resource Person for the Training Programme. Principal Dr. Vikas Dhomne, presided over the ATP.

Dr. Vikas Dhomne Principal of the College, in his welcome speech elaborated on the wide spectrum of Information Technology used in office administration and motivated all the participants to maximize the use of Information Technology in office administration. He also apprised the participants about some of the latest trends in Information Technology.

The Resource Person Dr. Sunil Ganatra, in Technical Session-I, give a detailed presentation on the different softwares that are available for maintaining Office records and using them effectively for generating reports for NAAC/AISHE/NIRF etc. In Technical Session- II, he made a presentation on how every institution should develop its own SOPs for proper documentation. According to Dr. Ganatra, proper documentation helps in improving the efficiency of the Office staff and Office procedures.

Dr. S. W. Dafare, the Convener of the programme, delivered the concept note and introduced the Resource Person.



IQAC Co-ordinator, Dr. Karthik Panicker and the members of the IQAC took efforts for the success of the programme.

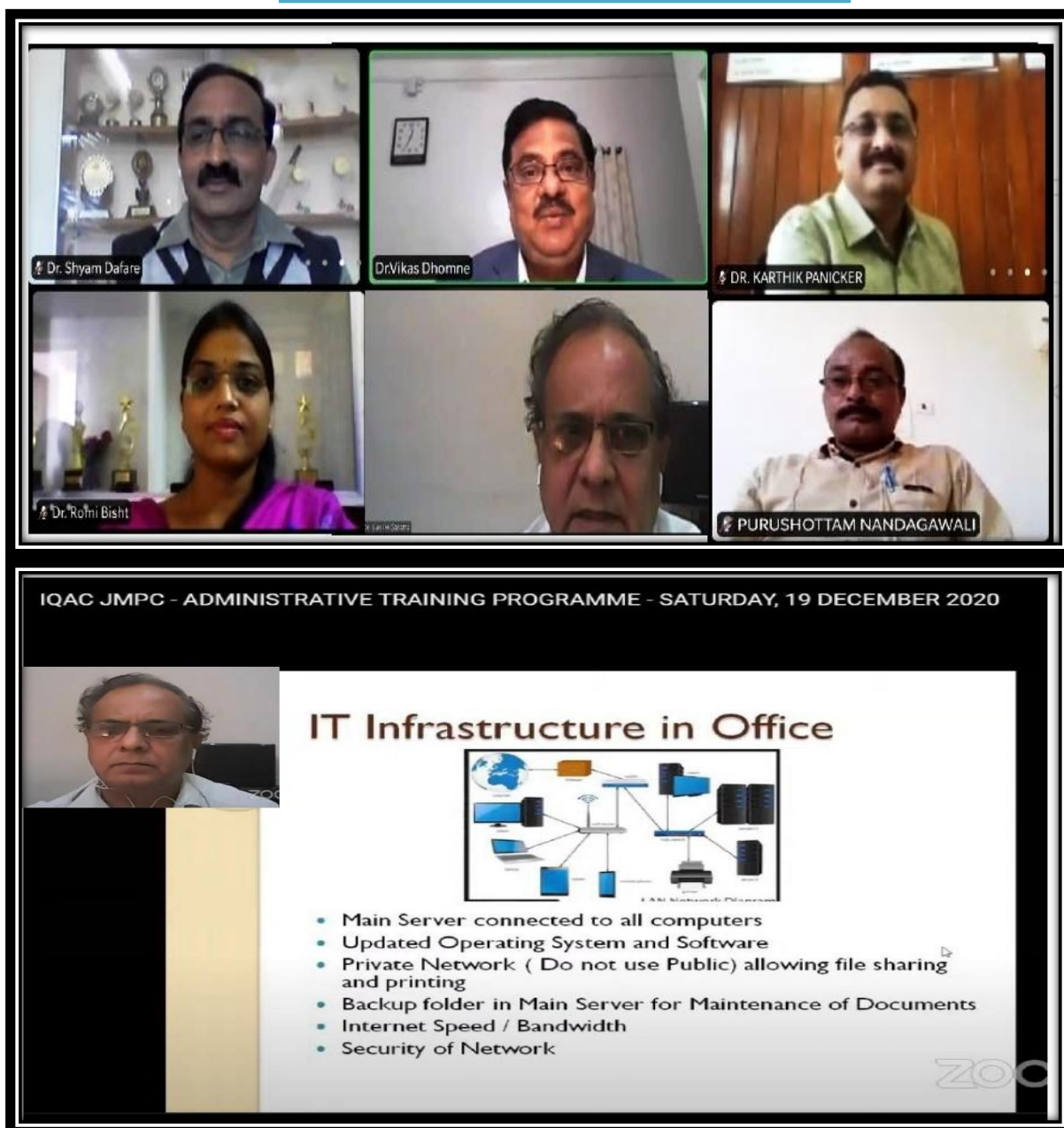
IQAC Member Dr. Romi Bisht, compered the proceedings. Registrar of the College, Shri. P. L. Nandagawali, proposed the vote of thanks.

122 Non-Teaching Staff from different colleges of Maharashtra participated in the Administrative Training Programme. E-certificates were issued to the participants.

### GOOGLE DRIVE LINKS

Registration form link	<a href="https://docs.google.com/forms/d/1SNdT2jle3PN8ztjI3Yyeh_aJyNxFkc54lceBHblnKJI/edit?usp=sharing">https://docs.google.com/forms/d/1SNdT2jle3PN8ztjI3Yyeh_aJyNxFkc54lceBHblnKJI/edit?usp=sharing</a>
Feedback form link	<a href="https://docs.google.com/forms/d/1A6p4x3iqUsI2LUkp93csp2B7DS4FVFzOs69gvB3KHf0/edit?usp=sharing">https://docs.google.com/forms/d/1A6p4x3iqUsI2LUkp93csp2B7DS4FVFzOs69gvB3KHf0/edit?usp=sharing</a>

### SCREENSHOTS OF THE EVENT



**IQAC JMPC - ADMINISTRATIVE TRAINING PROGRAMME - SATURDAY, 19 DECEMBER 2020**

**IT Infrastructure in Office**

- Main Server connected to all computers
- Updated Operating System and Software
- Private Network ( Do not use Public) allowing file sharing and printing
- Backup folder in Main Server for Maintenance of Documents
- Internet Speed / Bandwidth
- Security of Network



“अंतर्गत गुणवत्ता व हमी कक्ष” (IQAC), जे. एम. पटेल महाविद्यालय भंडारा च्या वतीने आयोजित  
कार्यशाळा

**“कार्यालय प्रशासनात माहिती तंत्रज्ञानाचा वापर”**

**सूचना**

सर्व शिक्षकेत्तर कर्मचाऱ्यांना सूचित करण्यात येते कि येत्या शनिवारी दिनांक १९, डिसेंबर, २०२० ला दुपारी १२ ते २.०० ह्या वेळात “कार्यालय प्रशासनात माहिती तंत्रज्ञानाचा वापर” या विषयावर आभासी कार्यशाळा आयोजित केली आहे. कार्यशाळेसाठी सर्व कर्मचाऱ्यांनी आपली नोंदणी करणे अनिवार्य आहे. याची नोंद घ्यावी. कार्यशाळेसाठी नोंदणी करण्यासाठी मार्गदर्शक तत्वे खाली नमूद केले आहे.

प्रमुख वक्ता व मार्गदर्शक	- डॉ. सुनिल गणात्रा, सहयोगी प्राध्यापक, रसायनशास्त्र विभाग, विज्ञान संस्था, नागपूर
अध्यक्ष -	- डॉ. विकास ढोमणे, प्राचार्य जे. एम. पटेल महाविद्यालय भंडारा
समन्वयक - अंतर्गत गुणवत्ता व हमी कक्ष	- डॉ. कार्तिक पनीकर
निबंधक	- श्री. पी. ल. नंदागवळी
कार्यक्रम समन्वयक	- डॉ. श्याम डफरे

**कार्यशाळेसाठी नोंदणी करण्यासाठी मार्गदर्शक तत्वे.**

- १) सर्व शिक्षकेत्तर कर्मचाऱ्यांनी मोबाईल मध्ये “झूम ऍप” डाउनलोड करून इंस्टॉल करावे.
- २) सर्वांनी आयोजित कार्यशाळेसाठी नोंदणी (REGISTRATION) करणे अनिवार्य आहे.
- ३) आयोजित कार्यशाळेचा व्हाट्सअप ग्रुप जॉईन करणे बंधनकारक आहे. त्याकरिता खाली दिलेल्या लिंकवर क्लिक करावे.

WhatsApp group link: <https://chat.whatsapp.com/IRdUB80wYOpGOQHnk4IZOM>

- ४) कार्यशाळेसाठी नोंदणी (REGISTRATION) करण्यासाठी खाली दिलेल्या लिंकवर क्लिक करावे.

Registration link: <https://forms.gle/K6FcUUaHAfP1LMuq9>

- ५) सदर कार्यशाळा झूम प्लॅटफॉर्म वर घेतली जाईल. यासाठी आवश्यक असणारी लिंक कार्यशाळेच्या एक दिवस आगोदर व्हाट्सअप ग्रुप वर दिली जाईल.

- ६) कार्यशाळेचे ई-प्रमाणपत्र सर्व नोंदणीकृत सदस्यांना “अभिमत प्रपत्र” (FEEDBACK FORM) भरल्याखेरीज मिळणार नाही.

श्री. पी. ल. नंदागवळी  
निबंधक



डॉ. विकास ढोमणे,  
Principal  
J.M. Patel College  
जे. एम. पटेल महाविद्यालय भंडारा





*Gondia Education Society's*

## **J.M.PATEL ARTS, COMMERCE & SCIENCE COLLEGE, BHANDARA**

Re-accredited 'B' Grade by NAAC Awarded the Status of 'College with Potential for Excellence' by UGC (Phase II)

Recognized as 'Centre for Higher Learning and Research' by R.T.M. Nagpur University, Nagpur Awarded Star College Scheme by DBT, GOI

### **ONE DAY ADMINISTRATIVE TRAINING PROGRAMME (ATP) FOR NON-TEACHING**

On

**INFORMATION TECHNOLOGY MANAGEMENT IN OFFICE ADMINISTRATION**



**SATURDAY, 19 DECEMBER 2020**

**12.00 P.M. TO 02.30 P.M.**

*Organised by*

**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
J.M.PATEL COLLEGE, BHANDARA**

**CHAIRPERSON**



**DR. VIKAS DHOMNE**  
Principal  
J.M.Patel College, Bhandara

**RESOURCE PERSON**



**DR. SUNIL GANATRA**  
Associate Professor in Chemistry  
Institute of Science, Nagpur

**DR. SHYAM DAFARE**  
Convenor  
Administrative Training Programme






# PROGRAMME SCHEDULE

Saturday, 19 December 2020

12.00 p.m. - 12.10 p.m.	Concept Note & Introduction of Guest	Dr. Shyam Dafare J.M.Patel College, Bhandara
12.10 p.m. - 12.20 p.m.	Welcome Address	Dr. VikasDhomne Principal J.M.Patel College, Bhandara
12.20 p.m. - 01.05p.m.	Session - I (Office Automation & Documentation)	Dr. Sunil Ganatra Associate Professor Department of Chemistry Institute of Science, Nagpur
01.05 p.m. - 01.50 p.m.	Session - II (Office Procedure & Records Maintenance)	Dr. Sunil Ganatra
01.50 p.m. - 02.25 p.m.	Question - Answer Session (Ask Questions in Chat Box)	Dr. Sunil Ganatra
02.25 p.m. - 02.30 p.m.	Vote of Thanks	SHRI. P.L. NANDAGAWALI REGISTRAR J.M.Patel College, Bhandara

## IMPORTANT INSTRUCTIONS

- ✦ Registration is Mandatory.
- ✦ All Programs related updates will be posted on **WHATSAPP GROUP** only.
- ✦ Join **WHATSAPP** Link @ 
- ✦ For Registration Click on this link 
- ✦ Issue of e-certificate to all the registered participants after submission of **FEEDBACK FORM**.
- ✦ The Programme will be held on **ZOOM PLATFORM**. Link will be shared one day before the program on the Whatsapp Group.
- ✦ Live Streaming on **JMPC Bhandara Official YouTube Channel**.
- ✦ All participants are requested to Subscribe to JMPC Bhandara Official YouTube Channel. Click on this link.  **YouTube**

## ORGANISING COMMITTEE

Dr. D.I Shahare                      Shri.Sumant Deshpande  
Dr.Vijaya Kannake                Dr. Mamta Raut  
Dr. Sunil Zanje                      Dr. Romi Bisht  
Dr. Samina Tadavi

*We look forward to the Non-Teaching Staff benefitting from the Training Programme*

**DR. KARTHIK PANICKER**  
IQAC CO-ORDINATOR  
J.M.Patel College, Bhandara



**SHRI. P.L. NANDAGAWALI**  
REGISTRAR  
J.M.Patel College, Bhandara

Dr. S.R Sharma | Dr. Pradeep Meshram | Dr. Shyam Dafare | Dr. Umesh Bansod | Dr. Anand Muley  
Dr. Veena Mahajan | Dr. Padmavati Rao | Dr. Aparna Yadav | Dr. Romi Bisht

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*Gondia Education Society's*  
**J. M. PATEL ARTS, COMMERCE & SCIENCE COLLEGE**  
**BHANDARA - 441 904 (M.S.)**

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☎ (O) 07184 - 252364, 256883 (R) 252288, Fax : 07184 - 253268 ✉ : principaljmpc@rediffmail.com 🌐 : www.jmpatelcollege.com

Ref. No. : *JMPC/0385/20-21*

Date : *11/12/2020*

✓ To

Dr. Sunil Ganatra,  
Associate Professor,  
Department of Chemistry,  
Institute of Science, Nagpur-440033 (MS)

**Subject:** Invitation as Resource Person for Administrative Training Programme on  
"IT Management in Office Administration".

Respected Sir,

It gives us immense pleasure to apprise you that the Internal Quality Assurance Cell (IQAC) is organizing a One-Day Online Administrative Training Programme (ATP) on the topic "**IT Management in Office Administration**" on Saturday, 19<sup>th</sup> December, 2020.

The Administrative Training Programme will be conducted on 12.00 pm onwards. The workshop will be hosted on **ZOOM platform** with live streaming on our YouTube channel. As resource person, we will be providing you ZOOM Meeting ID and Password on the evening of 18<sup>th</sup> December, 2020. We request you to login and join us by 11.50 am on 19<sup>th</sup> December, 2020.

We look forward to your valuable guidance for Administrative staff and your kind consent for the same.

Thanking you,

(Dr. Karthik Panicker)

Coordinator

Internal Quality Assurance Cell



Sincerely yours

(Dr. Vikas Dhomne)

Principal

J. M. Patel College, Bhandara  
**Principal**  
**J.M.Patel College**  
**Bhandara**





Gondia Education Society's

J.M.PATEL ARTS, COMMERCE & SCIENCE COLLEGE, BHANDARA



# ONE DAY ADMINISTRATIVE TRAINING PROGRAMME FOR NON-TEACHING STAFF

ON

## INFORMATION TECHNOLOGY MANAGEMENT IN OFFICE ADMINISTRATION



Organised by

INTERNAL QUALITY ASSURANCE CELL (IQAC)  
J.M.PATEL COLLEGE, BHANDARA



### INAUGURATION



SATURDAY, 19 DECEMBER 2020

TIME: 12.00 P.M.

CHAIRPERSON



**DR. VIKAS DHOMNE**

Principal

J.M.Patel College, Bhandara

RESOURCE PERSON



**DR. SUNIL GANATRA**

Associate Professor in Chemistry

Institute of Science, Nagpur



**SHRI. P.L.NANDAGAWALI**

Registrar

J.M.Patel College, Bhandara

**DR. SHYAM DAFARE**

Convenor

Administrative Training Programme

**DR. KARTHIK PANICKER**

IQAC Co-ordinator

J.M.Patel College, Bhandara



*We cordially invite you to join us for the Inaugural Function (Online) of this training programme*

*The Programme will be held on ZOOM PLATFORM*



**Live Streaming on JMPC Bhandara Official You Tube Channel**

*Click here to join the live stream*

[https://www.youtube.com/channel/UCcmRANJslesFrIJS6uqeE\\_A](https://www.youtube.com/channel/UCcmRANJslesFrIJS6uqeE_A)

**IQAC MEMBERS**



Dr. S.R Sharma | Dr. Pradeep Meshram | Dr. Shyam Dafare | Dr. Umesh Bansod | Dr. Anand Muley  
Dr. Veena Mahajan | Dr. Padmavathi Rao | Dr. Aparna Yadav | Dr. Romi Bisht





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Ref. No. :

Date :

19.12.2020

To,

**Dr. Sunil Ganatra**

Associate Professor,  
Department of Chemistry,  
Institute of Science, Nagpur

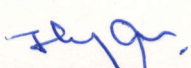
**Subject: Appreciation letter**

Respected Sir,

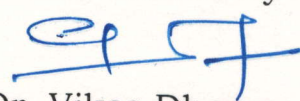
We are thankful to you for accepting our invitation and delivering a talk as a Resource Person in the online Academic Training Programme for Non Teaching Staff on **"IT Management in Office Administration"** organized by our college on Saturday, 19<sup>th</sup> December, 2020.

Your talk on 19<sup>th</sup> December, 2020 was really very informative and fruitful to Non Teaching Staff. We remain indebted to you for your kind favor in future.

Thanking you once again.

  
Dr. Shyam W. Dafare  
Convener  
Academic Training Programme



Yours Sincerely  
  
Dr. Vikas Dhomne  
Principal  
J.M.Patel College  
Bhandara



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**Registrar**  
**J. M. Patel College**  
**Bhandara**

Dr. S. W. Dafare  
Convener

Dr. Karthik Panicker  
IQAC Coordinator

**Co-ordinator, IQAC**  
J. M. Patel College, Bhandara-441904

Dr. V. P. Dhomne

Principal  
Principal  
J.M.Patel College  
Bhandara

