

**Rayat Shikshan Sanstha**  
**Savitribai Phule Mahila Mahavidyalaya, Satara.**  
**Academic Year: 2017 to 2018**

**IQAC organized**

**A One Day Workshop on Office Administration and Human Values in**  
collaboration with Bahai Academy, Panchgani (17/09/2018)

**Report**

'Office' is the core part of every academic institution. Students need it's help at large. Taking the fact into consideration, IQAC has organized a one day workshop for the office staff of the college in collaboration with a Bahai Academy, Panchgani, on 17<sup>th</sup> Sept. 2017.

In the present workshop Dr. Shashi Deshpande, a resource from Bahai Academy guided the administrative staff about the day to day routine work and its compliance. She also stated the significance of human values such as co-operation helping nature, sympathy, softness etc. in daily life, while doing the duties.

In the second session Shri. Navnath Bombale explained how to keep office record update and clear. Daily work helps to maintain discipline at the same time discipline doesn't mean the rule which makes man rude, this fact is explained by him tactfully. In the third session some questions were given to the participants related to the part of office work.

The workshop was inaugurated by Prin. Dr. Arun Andhale. He guided the participants and has given some significant tips to keep office update. IQAC co-ordinator Mrs. Jayashri Aphale proposed the vote of thanks. There are 13 participants who benefited with this workshop. Six participants were from nearby colleges. Participants have expressed their satisfaction in their feedbacks on this workshop.



*Jayashri Aphale*  
**IQAC**  
**Co-ordinator**

*Arun Andhale*  
**Principal**  
Savitribai Phule Mahila Mahavidyalaya  
SATARA.

*Dr. Mrs. Aphale J.A.*