

RAYAT SHIKSHAN SANSTHA'S

SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA

Academic Year: 2019-2020

**Report of IQAC and Office organized  
A One Day Workshop for Non-teaching Staff  
On  
Simple and Smart Way of Accounting  
(Under Lead College Scheme)**

**Organized by: IQAC and Office**

**Name of Activity: A One Day Workshop for Non-teaching Staff**

**Day / Date: Monday, 21<sup>st</sup> March 2022**

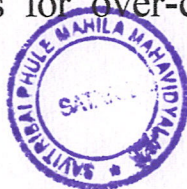
**✚ Introduction:**

Under Lead college scheme of Shivaji University, Kolhapur, IQAC and office organized a one day workshop on '**Simple and Smart Way of Accounting**' on **Monday, 21<sup>st</sup> March 2022** at 11:30 am to 4:00pm. The subject chosen for workshop is the need of present educational scenario. Office management always considered at the centre of educational process. Institute has to provide all required physical and academic facilities to the students for their overall development which depend on the office and administrative staff. They must have the knowledge of their role in the academic development and enhancement of the college. They have to take opportunity of all facilities provided to them for their betterment which helps to enhance the quality of institute. Moreover they should be aware of NAAC and their role in assessment process, with this specific object the present workshop was organized on Monday 21<sup>st</sup> March 2022 by "Internal Quality Assurance Cell" (IQAC) and Office

**✚ Objectives:**

The objectives of the workshop

- To create awareness among the non-teaching staff about how to contribute in academic enhancement of the institute.
- To acquaint them new and smart techniques of accounting.
- Develop concrete strategies for over-coming the barriers in office work



- Explain the concept of Smart and smart documentation
- To inculcate the human values and responsibilities.
- To provide training of computer technology, Talley ERP-9andAuditing System

#### ✚ Participants:

- ✚ Clerks from lead colleges and from Audit department, Rayat Shikshan Sanstha, Satara (48)
- ✚ Resource persons: 1. Shri. Kiran Kulkarni (Kirtane –Pandit Firm, Pune)  
2. Shri. Abhijeet Bhosale (MDB, Info Tech, Kolhapur)  
3. Shri. Suryakant Pore (Coordinator, KIIT Satara)

#### Description of Activity:

To guide the non-teaching staff, Shri. Kiran Kulkarni (Kirtane –Pandit Firm, Pune)  
2. Shri. Abhijeet Bhosale (MDB, InfoTech, Kolhapur)  
3. Shri. Suryakant Pore (Coordinator, KIIT Satara) were invited as a resource persons. They were felicitated by Prin. Dr. Shivling Menkudale, the president of workshop. He addressed the participants very intellectually and fluently.

In the first session, Shri. Abhijeet Bhosale **DMD** /InfoTech, Kolhapur explained in detail about the Tally ERP software and highlighted some content of Tally ERP like company creation, receipt and payment, fees and advances, vouchers, ledgers, creditors & debtors, and other related accounting terms, and its proper accounting entries. He also gave the guidance to the participants t about the new implications and changes in Tally software. At the end of his session participants raised some questions, Mr. Bhosle gave the solution for each question.

In the Second Session Kirtane and Pandit Associate Pune firms officer CA. Kulkarni Sir are attended the first session. After this first session CA. Kulkarni Sir explained all the drawback of previous accounting (Mannual) system. CA. Kulkarni sir gave the proper guidance regarding Auditing of every branch of Rayat Shikshan Sanstha. Sir is also guided the participants about to avoid the mistakes and errors in accounting. He is also told to participants in coming years every branch is becoming digital in accounting with Tally ERP. CA. Kulkarni Sir also solves the queries raised by some participants in proper and efficient manner.



In the 3<sup>rd</sup> session Mr. Suryakant Pore sir introduced the purpose of the workshop. He highlighted some issues in Tally software that are faced by various educational institutions. He gave the directions to the participants regarding new trends in accounting and auditing. Whatever changes in Tally software in new editions are explained in detail with some examples.

The concluding session was valedictory session in which chief guest Dr. Mrs. S. S. Gharge Vice-Principal of the college, at her auspicious hands some certificates are distributed. The function was presided by Dr. S. S. Pawar ,Vice Principal of college and with the vote of thanks by Mr. Surykant Pore the program was over. The workshop was compered by Mr. N. D. Bansode Assistant Professor from Department of Commerce. The chief guests' introduction and object and significance of workshop was explained by Dr. Mrs. Jayashri Aphale, IQAC Co-ordinator and organizing coordinator of workshop.

The presidential address was given by Prin. Dr.Shivling Menkudale, Auditor Rayat Shikshan Sanstha. He motivated the participants in lively manner and took feedback openly by asking them various questions. He assured to provide them full support for academic development. Prin. Dr. Vijaysinh Sawant and Prin. Dr.Shivling Menkudale inspired Clerks to participate in Computer and skill oriented training courses and value based courses. Shri. Niranjan Pharande compered and Vice Principal Dr.S.S.Pawar expressed the vote of thanks on behalf of all. The Coordinator of Lead College Scheme Dr .Mrs.Sunita Gharge has guided and supported for the organization. All the Heads and Colleagues were present for the inaugural session.

#### **Output:**

- ✚ Clerical Staff became aware of their role in academic and Economical enhancement of the institute.
- ✚ Clerks came to know various concepts of office management and the process of documentation for the college.
- ✚ Clerks understood their responsibility and role.
- ✚ They became aware of the significance of Computer literacy





Photos



Registration



Introduction: Dr. Mrs. Jayashri Aphale



Shri. Avinash Bhosale guiding the participants/ Prin. Dr. Vijaysinh Sawant at inaugural Programme





Shri.Kiran Kulkarni, Kirtane-Pandit Firm Pune Firm

Valedictory Programme



Presidential Address by Prin.Dr.Shivling Menkudale,Auditor,Rayat Shikshan Sanstha,Satara

*Sophale*  
**IQAC**  
 Co-ordinator



*Shivling Menkudale*  
**Principal**  
 Savitribai Phule Mahila Mahavidyalaya  
 SATARA.



Rayat Shikshan Sanstha's

**Savitribai Phule Mahila Mahavidyalaya, Satara**

**“A WORKSHOP ON SIMPLE AND SMART WAY OF  
ACCOUNTING FOR NON-TEACHING STAFF”**

*organized by*

**IQAC, in collaboration with Office under  
Lead College Scheme**

Monday, 21/3/2022

**Table Programme**

Time : 11.30 am

### **Inaugural Programme (Session-I)**

- ◆ **Welcome** : **Dr. Mrs. J. A. Aphale**  
(IQAC Co-ordinator, S.P.M.M., Satara)
- ◆ **Inaugrator** : **Hon. Dr. Vijaysinh Sawant**  
(Principal, D.P.Bhosale College, Koregaon)
- ◆ **President** : **Hon. Prin. Dr. Shivling Menkudale**  
(Auditor, Rayat Shikshan Sanstha, Satara)
- ◆ **Resource Persons** : **Hon. Shri. Kiran Kulkarni** (Senior Manager)  
Kirtane and Pandit C. A. Firm, Pune)  
: **Shri. Abhijit Bhosale**  
(MDB, InfoTech, Kolhapur)  
: **Shri. Suryakant Pore**  
(Co-ordinator, KIIT, Satara)
- ◆ **Vote of Thanks** : **Dr. S. S. Pawar** (Vice Principal, S.P.M.M.S.)

### **Session-II**

- ◆ **Resource Persons** : **Hon. Shri. Kiran Kulkarni** (Senior Manager)  
Kirtane and Pandit C. A. Firm, Pune)  
: **Hon. Shri. Abhijit Bhosale**  
(MDB, InfoTech, Kolhapur)

### **Session-III**

- ◆ **Resource Persons** : **Shri. Suryakant Pore** (Co-ordinator, KIIT)

### **Valedictory Session**

- ◆ **President:** : **Prof. (Dr.) Mrs. Sunita Gharge**  
(Vice-Principal, S.P.M.M., Satara)
- ◆ **Auspicious Presence:** **Dr. S. S. Pawar**  
(Vice Principal, S.P.M.M., Satara)





Rayat Shikshan Sanstha's  
Savitribai Phule Mahila Mahavidyalaya, Satara  
IQAC & Office

Organized

A One Day workshop on ' Simple and smart way of Accounting for Non -Teaching Staff '

Date :-Monday, 21/03/2022

Time:11:00 To 04:00

Sr. No.	Name of Participant	Name of the College	Mobile No.	E-Mail ID	Signature
1	shinde priyanka ramchandra	KIIT (Y.C. college)	8421833454	priyankashinde689@gmail.com	
2	Nikaran Shrikant Dinkar	Audit Department, R.S.S. Satara	9970361038	stoj.nikarane25@gmail.com	
3	Shamun Vishal Bawa Sahab	Audit Department	9922830376	vishalshamun47@gmail.com	
4	Phalake Dilip Sachinram	---	9429923739	u-c	
5	Amit Arun Yadav	---	9545311331	amitoofficefile@gmail.com	
6	Magytrao D Salunkar	---	7960125913	mdsalunkar1971@gmail.com	
7	Sadhu Dhananjay Balenishna	K.B.P. Poly Satara	9657454869	accountant@kbpoly.ac.in	
8	Dixit Sumeet Shridhar	Audit dept.	9527339929	sumeetdixit7@gmail.com	
9	Sanjay Somnaji Patil	Audit Dep.	9422400005		
10	Ugale Jogesh Dattaram	---	9623127001	ijogesh7@gmail.com	











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Sr. No.	Name of Participant	Name of the College	Mobile No.	E-Mail ID	Signature
11	Pawar Suddip J	Andrt Dep.	9423260582	Saundip.pawar@rediffmail.com	
12	Jangam Mahaling Dharmaraj	-11-	9975799161	Jangammahar997@gmail.com	
13	Kasargamkar Sanjay Subhash	-11-	7741995100	-	ssksk103
14	Kasargade Sadashiv Peshwarada	-11-	9421216440	-	<del>Beprade</del>
15	Upadhye Ajit Jaykumar	-11-	9960121523	upadhyeajit@yahoo.com	
16	Sahulde Bipin Dajirao	-11-	9225537695	-	
17	Shitole Shrikant Vithal	-11-	989093163	Shrikantshitole@gmail.com	
18	More Pranikumar	-11-	8555913840	-	
19	Mone Sagar Dattatray	-11-	9552713193	sagarmane96@gmail.com	
20	Korpe Abhijeet Tanaji	-11-	9822492803	abhijeetkorpe28@-11-	





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Time:11:00 To 04:00

Sr. No.	Name of Participant	Name of the College	Mobile No.	E-Mail ID	Signature
21	Jadhav Adhijit Manikumar	Audit Dept.	9685945807	adhi.jadhav.d@gmail.com	Sudh
22	Shri Shinde Anna Manoj	Audit Dep.	9429861766	annashinde1995@rediffmail.com	SJ
23	Jayshree Ashok Pawar	Audit Dep.	8257129559	jps0441996@gmail.com	Pooja
24	Sambesh Balkrishna Patil	K.B.P. Engrg. college	9921231812	accountreaction@kbyces.edu.in	Pooja
25	Shri Botajee Dipak Ramdas	Ismitilalchh Mulla Law College Satara	978539990	botajeedipak@gmail.com	Pooja
26	Raisali Samantprasad Jaisingh	Mulhik College Satara	9202151205	samantprasad065@gmail.com	Pooja
27	Bhosale shirajji Sheem	Audit. Dept.	9532489474	amst.cu...	Shirajji
28	Bhosale Anirash Suresh	Mahila Collage Satara	9146538803	Sudhakarsh.bhosale@gmail.com	Shirajji
29	Dr. Chharge S.S.	S.P.M.M, Satara	9623739723	ghangksunnita@gmail.com	Shirajji
30	Nilam Laxudhas Bate	S.P.M.M. Satara	8605701421	nilambate96@gmail.com	Bate





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Date :- Monday, 21/03/2022

Time: 11:00 To 04:00

Sr. No.	Name of Participant	Name of the College	Mobile No.	E-Mail ID	Signature
31)	Miss Jagtap K.S	SPMM	7620750282	kamali.jagtap7620@gmail.com	[Signature]
32)	Dr. S.M. Bhosde	11	9441219744	bshkvsj@rediffmail.com	[Signature]
33	Mr. Wadlate R.P.	11	9822875052	wadlate.r.p@gmail.com	[Signature]
34	Shri Pooji J.B.	Nareye workshop	9922257820	nareye.workshop@gmail.com	[Signature]
35	Khatavkar C.R	Chh. Shivaji College Satara	9850119789	chandrashekharkhatkar@rediffmail.com	[Signature]
36	Gaikwad Kieran Dadasaheb	SPMM. satara	8975781014	gaikwad.kd8998@gmail.com	[Signature]
37	Sau. Shinde Madhvi Mangesh.	Y.C. College Satara	9156719055	maddhushinde1516@gmail.com	[Signature]
38	Jagdale Manoj Dhanu	AUCIL DNA	9130529763	bales.sajdale@rediffmail.com	[Signature]
39	Sawant Tarasem Manoj	Audit DEP	942118963	[Signature]	[Signature]
40	Pansl Shashikant Sandunay	A29d College of Educah.	9850929804	patil.shashi1969@gmail.com	[Signature]

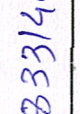

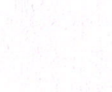



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Sr. No.	Name of Participant	Name of the College	Mobile No.	E-Mail ID	Signature
41.	Moye Krunal se.	Azad college.	7083314009	krunalmore1998@gmail.com	
42.	R.Y. Gaikwad	SGM College, Karad.			
43.	S.M. Suryawanshi	— — — — —			
44.	Pore. Bhagyashri suhar	SPPM. College	7249244248		BSPare
45.	Adagale Anjali Manohi	— — — — —	9011613533		Adagale.
46.	Kadam Sneha Suresh.	SNDT College	9922640859		<del>SNDT</del>
47.	Gosawi M.M				
48.	Gosavi. Pratiksha Vikas	SPPM College	9766197442		
49.	Sawant Tukaram Nana	Audit dep.	942118963		
50.	Jadhav Sachin Ramkrishna	Audit dep.			



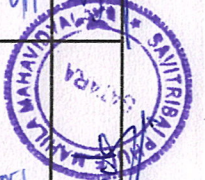
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Date :-Monday, 21/03/2022

Time:11:00 To 04:00

Sr. No.	Name of Participant	Signature of Participants		
		Session-I	Session-II	Session-III
1	Shinde Priyanka Ramchandra			
2	Mikaraj Shrikant Dinkar			
3	Sharma Vishal Iswarsheb			
4	Phalake Dilip Sacharanam			
5	Amit Arun Yadav			
6	Dhananjay Balkrishna Jadhav.			
7	Dilip Suresh Shirdhar			
8	Ugale Toyesh Dattatray			
9	Pawar Sandip Jagannath			
10	Sanjay Sonappa Patil			
11	Jangam Mahaling Dharmraj			
12	Jaydeep Ashok Pawar			
13	shri. Laxmanrao Semraj Subhash			
14	Kalingade Sadashiv Pagnanath			



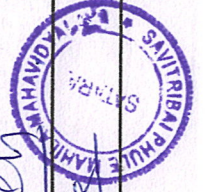
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**Date :-Monday, 21/03/2022**

**Time:11:00 To 04:00**

Sr. No.	Name of Participant	Signature of Participants		
		Session-I	Session-II	Session-III
19	Shri. Ajit Jaykumar Upadhye			
19	Shri - Sahurkhe Bipin Dajirao			
19	Shri Shitole Shrikant Vinobha			
19	Shri. Paavishwar S. Mane			
19	Shri Mane Sagar Dattatraya			
20	Smti Kesse Abhyout Tanvi			
21	Shri Shinde Anil Harihar			
22	Shri. Abhijit Nandkumar Jadhav			
23	Shri. Sandesh Badiram Patil			
24	Shri. Bhatjee Dipak Kanchand			
25	Shri Bhat Awinash Sindhakar			
26	Dhoshale Shyamji Shamma			
27	Dr. Gharge S.S.			
28	Nilam Lahudas Bok			



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Sr. No.	Name of Participant	Signature of Participants		
		Session-I	Session-II	Session-III
29	Dr. S.M. Bhosale			
30	Mr. Madhete R.P.			
31.	Shri R.Y. Gaikwad.			
32.	Sudhakar S.M			
33.	Khadker C.K			
34.	Gosavi M.M			
35.	Patil J.B.			
36.	Gaikwad Kiem Dadaseheb			
37.	Sau Shinde Madhuri Mangesh			
38.	Shri Sawant T.N			
39.	Sugdekar Netai Dhohal ram			
40.	Mare Krunal G.			
41.	Pore Bhagyashri Suhas			
42.	Adagale Anjali Manoh			



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Sr. No.	Name of Participant	Signature of Participants		
		Session-I	Session-II	Session-III
43.	Kadran Sridha Suresh			
44.	Mugurao D. samunkhe.			
45.	Rasal Sampatrao J.			
46	Jagtap Komal Suresh			
47	Gosavi Pratiksha Vikas			
48.	Patil shashikant Pandurang			
49	Jadhav Sachin Dattaman			
50	Sawant Tukaram Naha			
51	Sandhu Abhijit Nandkumar			
52	Kudale Alop Ramesh			
53	Sakate Pattachay Jagganabh			
54	Bhosale Baban Anandrao,			
55	Rasal Sampatrao Jotiram			
56	Bhosale Avinash Sushkanta			





"Education through self-help is our Motto-Kammaveer"  
Rayat Shikshan Sanstha's

## Savitribai Phule Mahila Mahavidyalaya, Satara.

Reaccredited by NAAC (III- Cycle) at B++ Grade with CGPA 2,80

**A WORKSHOP ON SIMPLE AND SMART WAY OF ACCOUNTING FOR NON-TEACHING STAFF**

organized by

IQAC, in collaboration with Office under Lead College Scheme

**Monday, 21<sup>st</sup> March 2022**

### *Feedback Form*

- Name of the Participant : Shri. Botale Deepak Ramchandra
- Designation : Head Clerk
- Name of the Institute : Ganpatibai Mulla Law College
- Contact No. : 970039996 Email ID: botaledeyak@gmail.com
- Overall impression (mark ✓ on proper impression)

Sr. No.	Particulars	Excellent	Very Good	Good	Average
1	Contents of the Workshop	✓			
2	Communication and Presentation Skills of Resource Persons.	✓			
3	Infrastructure and Technical Support	✓			
4	Hospitability	✓			
5	Benefits of Workshop		✓		

➤ Suggestions:

ICT, upgradation necessary -  
facility

Participant's Signature





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A WORKSHOP ON

**SIMPLE AND SMART WAY OF ACCOUNTING FOR NON-TEACHING STAFF**

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## CERTIFICATE

This is to certify that, Mr./Ms.Prof./Dr. \_\_\_\_\_ of

\_\_\_\_\_ has worked as Resource Person / Chairperson /

Convener / Co-ordinator / Organizing Committee Member / Participated in Workshop on Monday 21<sup>st</sup> March 2022.

**Dr. Mrs. Sunita Gharage**  
Lead College Scheme Co-ordinator

**Dr. Mrs. Jayshri Aphale**  
IQAC Co-ordinator

**Shri. Suryakant Pore**  
Co-ordinator, KIIT

**Prin. Dr. Shivling Menkudale**  
Convener