

RAYAT SHIKSHAN SANSTHA'S  
SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA  
**Academic Year: 2021-2022**  
**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) Total -51
-  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. Niranjana 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
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**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

