



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 Gcharge**
(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.

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

CERTIFICATE

This is to certify that, ✓ Mr./Ms.Prof./Dr. Rasal Sampatrao of
Savitribai Phule Mahila Mahavidyalaya, Satara has worked as Resource Person / Chairperson /

✓ Convener / Co-ordinator / Organizing Committee Member / Participated in Workshop on Monday 21st 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

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, 21st 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, 21st 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 21st 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, Tally ERP-9 and Auditing 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 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 attended the first session. After this first session CA. Kulkarni Sir explained all the drawback of previous accounting (Manual) 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 3rd 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

RAYAT SHIKSHAN SANSTHA'S
SAVITRIBAI PHULE MAHILA MAHAVIDYALAYA, SATARA

Academic Year: 2021-2022

A One Day Workshop on Academic Audit for Principals and IQAC Coordinators

Organized by: IQAC and Shivaji University, Kolhapur

Name of Activity: **A One Day Workshop for Principals and IQAC
Coordinators on ACADEMIC AUDIT**

Day / Date: Monday, 25th March 2022

Introduction:

Shivaji University, Kolhapur and IQAC of Savitribai Phule Mahila Mahavidyalaya, Satara organized a one day workshop on '**ACADEMIC AUDIT**' on Friday, 25th March 2022 at 11:30 am to 4:00pm. The subject chosen for workshop is the need of present educational scenario.

The objectives of the workshop :

- To create awareness among the teaching and non-teaching staff about how to contribute in academic enhancement of the institute.
- To acquaint them with the academic format prepared by University
- To develop concrete strategies for over-coming the barriers in academic work.
- To inculcate the human values and responsibilities.

Participants:

- Principals and coordinators from various colleges affiliated to Shivaji University, Kolhapur from Satara District
- **Resource persons:**
- Shri. Vilas Soyem (Deputy. Reg. Shivaji University, Kolhapur)
- Prin. Dr. P.N. Chougule (D.R.Mane Mahavidyalaya, Kagal)
- Prin. Dr.R.R.Kumbhar (Vivekanand College, Kolhapur)
- Prin.Dr.Mrs. Yojana Jugale (Annasaheb Dange Arts, Commerce and Science College, Hatkanangale)
- Prin.Dr.S.R.Patil (Deshbhakta Anandrao Balwantrao Naik Arts and Commerce College, Chikhali)
- Prin.Dr.Rajendra Kuralpakar (Arts and Commerce College Ashta)

Total participants: 99

• **Description of Activity:**

The presidential address is 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 about. He assured to provide them full support for academic development. All the Heads and Colleagues were present for the inaugural session. In the 1st session the deputy registrar of Shivaji University, Kolhapur explained the Government and UGC Act and resolutions regarding the academic and administrative audit's of higher educational institutes. He also informed the participants about University's AA format and online. In the second session Prin. Dr.R.R. kumbhar and Prin. Dr.P.N.Chougule explained the process and methodology of Academic and Administrative Audit. They informed the participants with online format of audit and its documentation. The third session was question –answer session. It was quite useful and advantageous for all the participants. With valedictory and certificate distribution the workshop was completed.

Output:

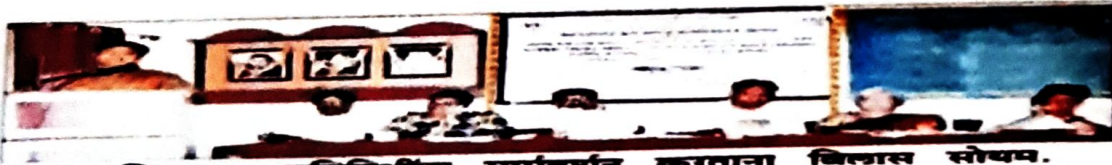
- Principals and IQAC coordinators became aware of their role in academic and Economical enhancement of the institute.
- They came to know various concepts of Academic Audit
- They became aware of the significance of Audit for academic enhancement and improvement
- Participants became aware of the AA process, its format and online documentation.



Registration



Dr.Prin.Shivling Menkudale : Presidential Address



महाविद्यालय प्रतिनिधींना मार्गदर्शन करताना विलास सोयम.
ज्यासपीठावर उपस्थित मान्यवर.

**महाविद्यालयांनी तातडीने ॲकॅडमिक
ऑडिट करून घ्यावे : उपकुलसचिव सोयम**

सातारा (पुढारी वृत्तसेवा) : शिक्षणातील गुणवत्ता विकासासाठी महाविद्यालयांचे शैक्षणिक लेखापरीक्षण अनिवार्य केले आहे. सर्व महाविद्यालयांनी तातडीने शैक्षणिक लेखापरीक्षण करून घ्यावे, असे प्रतिपादन शिवाजी विद्यापीठाचे उपकुलसचिव विलास सोयम यांनी केले. येथील महिला महाविद्यालयात शिवाजी विद्यापीठामार्फत आयोजित शैक्षणिक लेखापरीक्षण मार्गदर्शन बर्गात ते बोलत होते. यावेळी प्राचार्य डॉ. शिवाजी वेंकटकर, डॉ. एस. एस. पवार, वेंकट समन्वयक डॉ. जयश्री आफळे व जिल्हातील महाविद्यालय प्रतिनिधी उपस्थित होते. या मार्गदर्शन बर्गात प्राचार्य डॉ. पी. एन. श्रीगुले, प्राचार्य डॉ. आर. आर. कुंभार, डॉ. आर. जी. कुलकर्णी, प्राचार्य डॉ. योजना सुगळे व प्राचार्य डॉ. एस. आर. पाटील यांनी मार्गदर्शन केले. सुबसंचालन प्रा. निरंजन पवार यांनी केले.



Shivaji University, Kolhapur
and



Internal Quality Assurance Cell

Savitribai Phule Mahila Mahavidyalaya, Satara

Jointly Organized

**"A One Day Workshop on Academic and Administrative Audit"
for Principals and IQAC Co-ordinators**

Table Programme

Firday, 25th March, 2022

Time : 11.00 am

◆ **Welcome of the Guest**

: Prin.Dr. Shivling Menkudale
(Auditor, Rayat Shikshan Sansth's, Satara)

◆ **Introduction**

: Shri. Vilas S. Soyam
(Assi. Registrar, Shivaji Universtiy, Kolhapur)

◆ **Resource Person**

: 1) Prin. Dr.P.N. Chougule
(D.R.Mane Mahavidyalya, Kagal)

2) Prin. Dr. R.R. Kumbhar
(Vivekanand College, Kolhapur)

3) Prin. Dr. Yojana Jugale
(Annasaheb Dange Arts, Commerce,
Science. College, Hatkanangale)

4) Prin. Dr. S.R. Patil
(Deshbhakta Annadrao Balwantrao Naik
Arts and Science College, Chikhali)

5) Prin. Dr. Rajendra Kuralpkar
(Arts and Commerce College, Astha)

: **Resource persons and Participants**

◆ **Question answer Session**

: **Dr. Mrs. Jayashri Aphale**
(IQAC Coordinator SPMM, Satara)

◆ **Vote of Thanks**

SHIVAJI UNIVERSITY, KOLHAPUR
and

Savitribai Phule Mahila Mahavidyalaya, Satara
Reaccredited by NAAC (III- Cycle) at B++ Grade with CGPA 2.80



Jointly Organized
**A WORKSHOP ON ACADEMIC ADMINISTRATIVE AUDIT FOR COLLEGE PRINCIPALS
AND IQAC CORDINATORS**
on
Friday, 25th March 2022
Feedback Form

- Name of the Participant : Shri. Dr. Kamble C. N.
Designation : Asst. Professor
Name of the Institute : Ismailsaheb Mulla Law College, Satara
Contact No. : 8600208400 Email ID: profkcn@gmail.com
Overall impression (mark \checkmark on proper impression)

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

Suggestions:

Arrange such type of workshops which are
necessary at state & national level and make
mandatory to Principals too.

G. K. Kumbhar
Participant's Signature



**Shivaji University, Kolhapur
and**



**Internal Quality Assurance Cell
Savitribai Phule Mahila Mahavidyalaya, Satara
jointly organized**

**"A One Day Workshop on Academic and Administrative Audit"
for Principals and IQAC Co-ordinators**

Friday, 25th March, 2022

Time : 11.00 am

Attendance Certificate

This is to certify that Prin./ Dr./Mr./ Mrs. Kambale C.N.
of J.M.I. College, Satara. has worked as Resource person/
Organizing Secretary / Organizing Co-ordinator / Organizing Committee
Member/ Participated in "A One Day Workshop on Academic and
Administrative Audit" on Friday, 25th March 2022.

J.A. Aphale
(Dr.J.A. Aphale)
IQAC Co-ordinator



Shivling Menkudale
(Dr. Shivling Menkudale)
Principal

**Savitribai Phule Mahila Mahavidyalaya,
Satara**