REPORT OF

WORKSHOP FOR CLEARICAL STAFF ON ADMISSION AND EXAMINATION PROCEDURE ON ICT BASED TECHNIQUES"

Department of Computer Science

and IQAC

Organizes

One days training Programme on

"Admission and examination procedure

on ICT based Techniques "

on

10TH SEPTEMBER, 2018.

IQAC Co-Ordinator
Adarsh Mahavidyalaya,Omerga
Tq.Omerga Dist.Osmanabad (MS)

PRINCIPAL
Adarsh Mahavidyalaya,Omerga
Tq. Omerga, Dist. Osmanabad (M.S.)

ORGANIZING COMMITTEE

Sr.No.	Faculty	Contribution
1.	Dr. Garud D.P.	Principal
2.	Mr. Mulajkar A.R.	Coordinator ,Trainee
3.	Smt. Gund B.B.	Trainee
4.	Prof. Mali S.B.	IQAC Coordinator

Around 15 non-teaching staff members attended the above said programme. The training programme inaugural session was started by coordinator of the event Mr. Mulajkar A.R.,Prof. Mali S.B.,IQAC coordinator, emphasized on the importance of computer knowledge in day to day administrative work. She also informed the participants that the programme is a regular practice for non-teaching staff. The detailed schedule of training sessions were as follows:

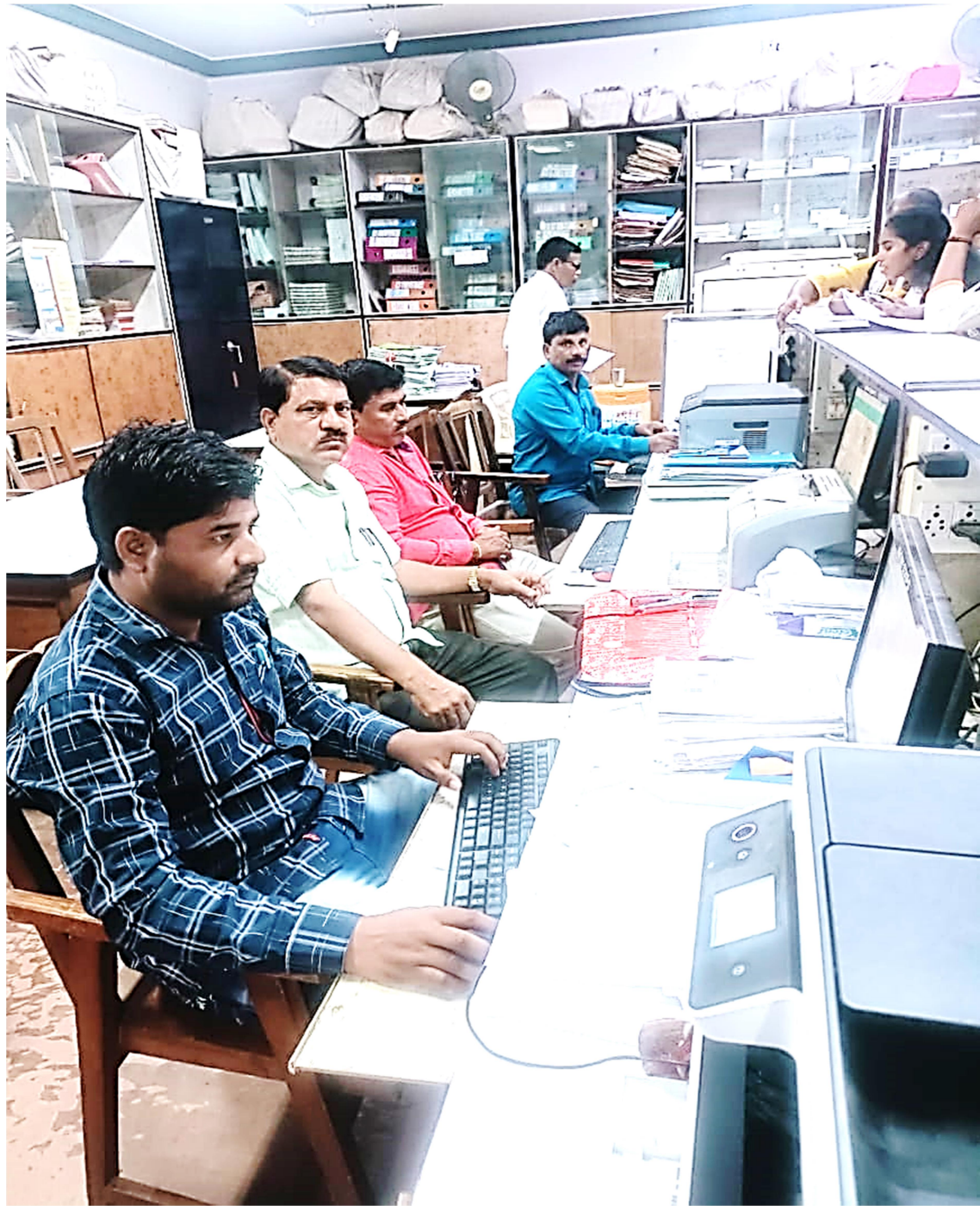| Sr.No.	Timing	Resource person	Topic Covered
1	10:00 am To 12:00 pm	Mr. Mulajkar A.R., Assistant Professor, Dept of Computer Science, Adarsh College,Omerga	MS-Office,2010
2	1:00 pm To 3:00 pm	Mr. Mulajkar A.R., Assistant Professor, Dept of Computer Science, Adarsh College,Omerga	Introducing Excel, Advanced Excel
3	4:00 pm To 5:00 pm	Smt. Gund B.B., Assistant Professor, Dept of Computer Science, Adarsh College,Omerga	Introducing apps under Google

All the sessions were very effective.

Head
Dept. Of Computer Sci.,
Adarsh Sr.College Omerga

OUTCOMES OF THE PROGRAMME ARE AS FOLLOWS:

• The participants learned how to handle the data of thousands of students like fees, roll numbers, internal assessment, admission etc.

• By learning the advanced tools of excel they learned how to do result analysis.

• Exposing to the apps like Google meet, Google form, Zoom

• They learnt, how to use google form to collect the data regarding feedback, subject optional form.

This programme was concluded by Mr. Mulajkar A.R, Smt Gund B.B., Principal Adarsh Mahavidyalaya, Omerga, Dr. Babasaheb Ambedkar Marathwada University, They assured for conducting more such training session about in future to enhance the knowledge of staff members. Mr. Mane sir (O.S.) thanks to IQAC and Department of Computer Science for Scheduling such a informative session.
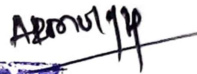
GLIMPSES

WORKSHOP PARTICIPANTS

Sr.No	Non-Teaching Staff	Designation
1	Shri. Mane D. S.	O.S.
2	Shri. Birajdar D. B.	Head Clerk
3	Shri. Kamble K. T.	Lab.Asst.
4	Shri. Narsure S. S.	Lab.Att.
5	Shri. Kadam M. V.	Lab.Att.
6	Shri. Patage R. V.	Lia.Att.
7	Shri. Mane P. N.	Lia.Att.
8	Shri. Dhanshetti E. B.	Lia.Att.
9	Shri. Shinde K. D.	Lab.Att.
10	Shri. Bhosale S.R.	Lab.Att.
11	Shri Shaikh P.C.	Clerk
12	Smt. Kelgaonkar A.S.	Clerk
13	Shri. Sonkamble S.A.	Clerk
14	Shri. Pathak A.D	Clerk
15	Shri. Masanjogi V. T.	Peon

PRINCIPAL
Adarsh Mahavidyalaya,Omerga
Tq. Omerga, Dist. Osmanabad (M.S.)

Head
Dept. Of Computer Sci.
Adarsh Sr.College Omerga

IQAC Co-Ordinator
Adarsh Mahavidyalaya,Omerga
Tq.Omerga Dist.Osmanabad (MS)