



Marathwada Shikshan Prasarak Mandal's,
Shri Muktanand College, Gangapur
Dist.-Aurangabad, Pin-431109, Maharashtra

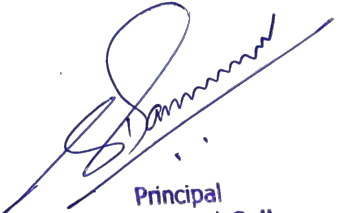


Report of the Programs Organized during the Academic Year:2020-21

1. **Name of the Organizing Committee/ Department** : Department of English , Internal Quality Assurance Cell and R. B. Attal College Georai, Dist. Beed
2. **Complete name/title of the Activity** : **ONE DAY ADMISTRATIVE STAFF TRAINING PROGRAM**
3. **Dates or Duration (from To)** : 24/08/2021 One Day
4. **Venue of the Event** : Gangapur
5. **Sponsor/Collaborations (if any)** : M.S.P>Mandal' s R. B. Attal College Georai, Dist. Beed.
6. **Level of the event (Tick Mark)** : state level
7. **The objective of the event** : **1.Use of English in office .2.Use of English in day to day work. 3.Use of ICT for effective Administration**
8. **The outcome of the event** : The administrative staff get information to use English in day-to-day life.2. Administrative staff get more information regarding the use of ICT.
9. **The number of major staff /student / Institutions involved in the organization and participation of the activity.** : 27 Including the college staff.
10. **Any other information / comment / qualitative remarks** : **Useful for Administrative staff**
12. **A brief report with Evidence Containing Banner/ Flyer/Invitation Letters/ Photographs with captions/Certificates, newspaper cuttings, etc.).**

Report is attached herewith.




Principal
Shri Muktanand College,
Gangapur, Dist. Aurangabad



Marathwada Shikshan Prasarak Mandal's
Shri Muktanand College
Gangapur Dist. Aurangabad & R.B. Attal
Arts, Science & Commerce College Georai
Dist.-Beed



Maharashtra State, India

ONE DAY ADMISTRATIVE STAFF TRAINING PROGRAM

Introduction:

Department of English & Internal Quality Assurance Cell of Shri Muktanand College, Gangapur, Dist. Aurangabad & R. B. Attal Arts, Science and Commerce College Georai, Dist.-Beed organized the One Day Administrative Staff Training Program on 24st August 2021. In alignment with the vision and mission of the college, UGC and NAAC department planned this activity to deliberate on the various aspects of Training and Orientation Programs for Administrative staff of the college.

With this aim Department of English and Internal Quality Assurance Cell has invited the well-known subject experts in the discipline of humanities and languages. Following was the schedule of the proceedings of the workshop. There were 27 no. of staff attended the one day administrative staff training program.

Program Schedule:

3.00 PM: Inaugural Session

3.00 to 3.10: Introductory Speech: Dr. M.N. Sarnaik

Principal, Shri Muktanand College, Gangapur, Aurangabad



3.10 to 4.10: Session first: Use of English at Workplaces

Dr. Vijaykumar Bandal, Professor & Head, Department of English, Shri Muktanand College, Gangapur, Aurangabad

4.10 to 5.10: Session Second: Use of ICT for Effective Administration

Dr. D. A. Nikam, Department of Commerce, Shri Muktanand College, Gangapur

5:10 to 5:15: Vote of Thanks by Dr. Namdeo Bhagile

Some glimpses of the Workshop

The image shows a screenshot of a workshop banner. The banner is for a training session organized by the Department of English & Internal Quality Assurance Cell at Shri Muktanand College, Gangapur, Aurangabad (MS) India. The training is titled "ONE DAY ADMINISTRATIVE STAFF TRAINING" and is held on 24th August 2021. The banner also mentions the Golden Jubilee Year & Diamond Jubilee of Indian Independence. The banner lists several resource persons, chief organizers, and organizing secretaries. The banner is displayed on a screen, and a green circle with a white 'V' is visible on the right side of the screen, indicating a video recording. The name 'Vijay Bandal' is visible at the bottom right of the screen.

Marathwada Shikshan Prasarak Mandal's
Shri Muktanand College, Gangapur
Dist. Aurangabad (MS) India
NAAC re accredited 'A' Grade, ISO 9001:2015 Certified
&
R. B. Attal Arts, Science and Commerce College,
Georai, Dist. Beed.

On The Occasion of Golden Jubilee Year & Diamond Jubilee of Indian Independence
"ONE DAY ADMINISTRATIVE STAFF TRAINING"

Organized by: Department of English &
Internal Quality Assurance Cell
24th August 2021

Resource Persons
Prof. Dr. V. S. Bandal Dr. B. A. Nikam
Chief Organizers
Prin. Dr. M. N. Sarnaik Prin. Dr. R. V. Shikhar
Organizing Secretary
Dr. A. S. Deshmukh Dr. P. P. Sonune
Dr. V. B. Jadhav P. P. Pangrikar
Dr. V. P. Sangle Dr. V. N. Bagul Dr. B. T. Pawar


आज़ादी का
अमृत महात्सव

Vijay Bandal



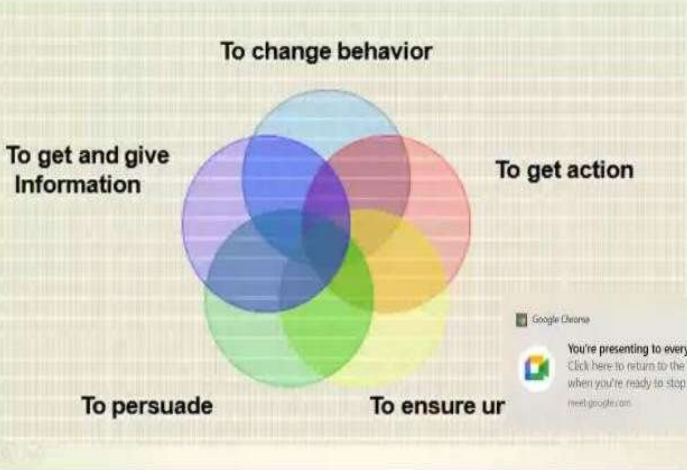
Contents

- Working English in Office
- Use of English in Day to day work
- Use of English during Report Preparation
- Use of English during Email Writing Communication



Vijay Bandal

Use of English in Day to day work



To change behavior

To get and give Information


To get action

To persuade

To ensure ur

Google Chrome

You're presenting to everyone
Click here to return to the video call when you're ready to stop presenting
[meet.google.com](#)



Vijay Bandal

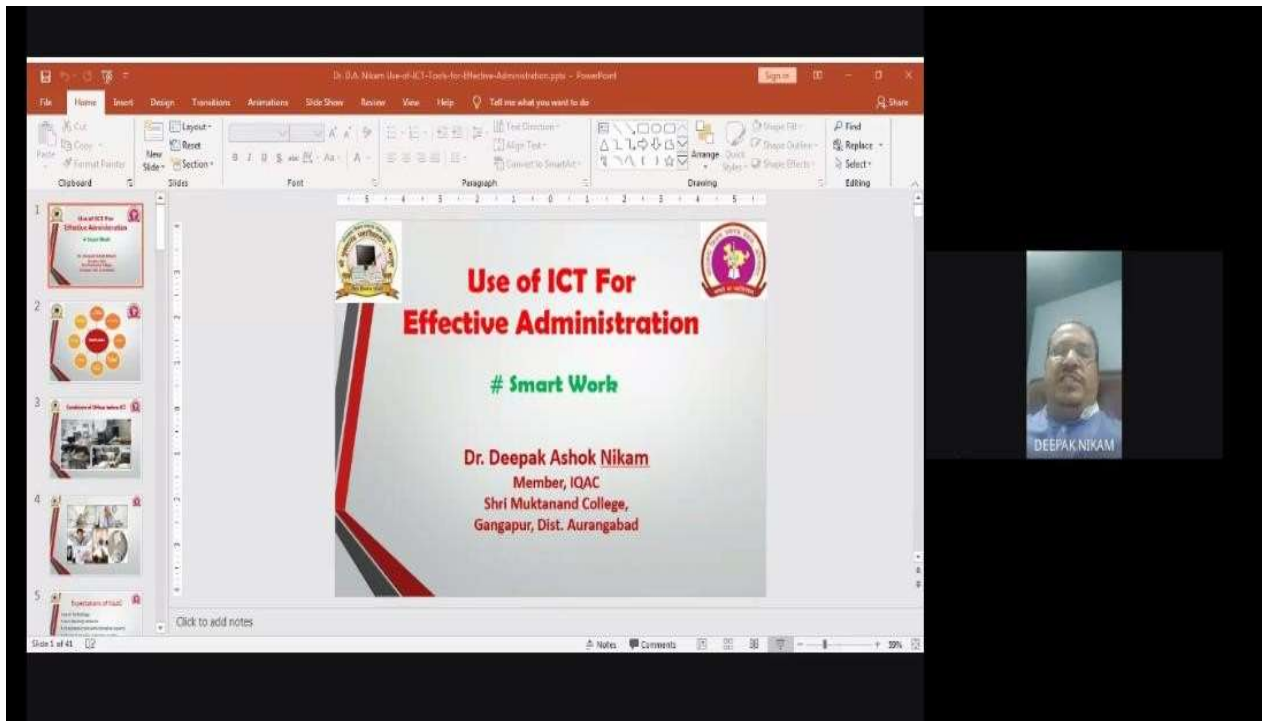
Dr. V. S. Bandal expressing views on how to use English in Day to day work





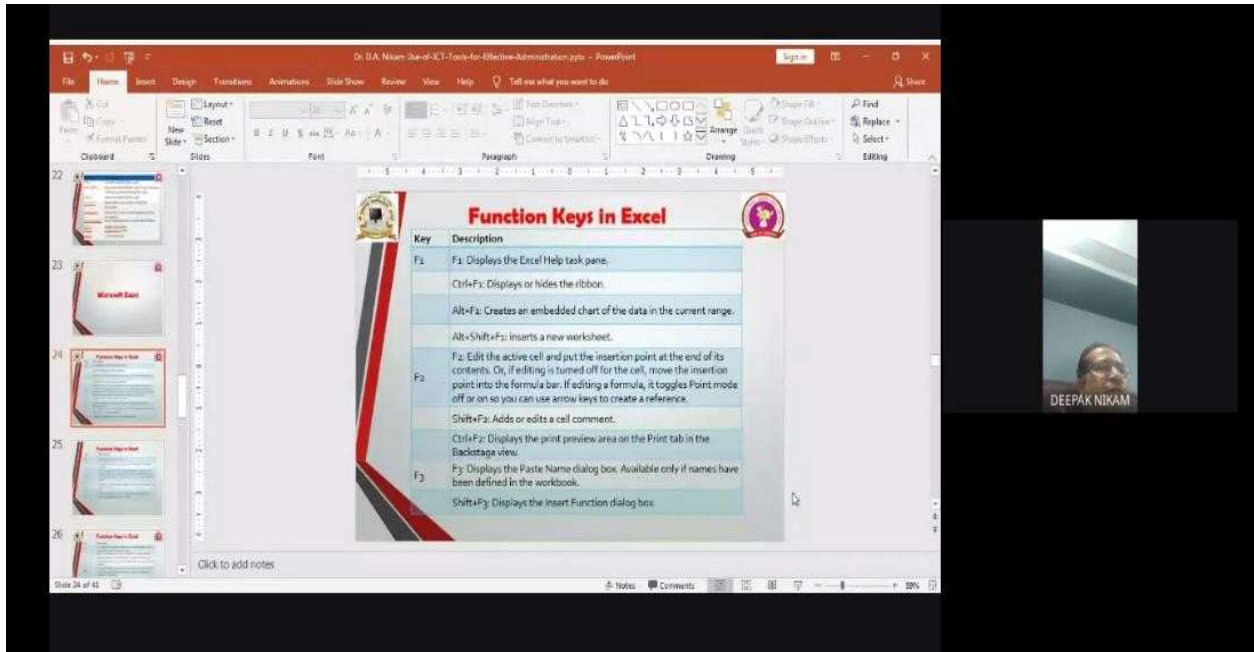
Atul Ghule

Participants of the program



Dr. Nikam Delivering his lecture with PPT





Dr. Nikam Delivering his lecture with PPT



Vote of Thanks by Dr. Namdeo Bhagile

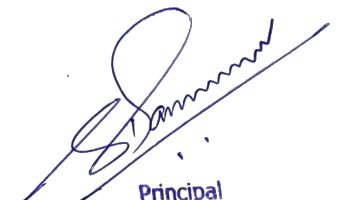


List of Participants

Name	Designation	Name of the Institution
PRAVIN GANGARAM SHEJUL	Administrative Staff	Shri Muktanand College Gangapur
Atul Dattatray Ghule	Administrative Staff	Shri Muktanand College Gangapur
Santosh Bhaurao Thale	Administrative Staff	Shri.Muktanand College Gangapur
Lokhande Shrirang Shankarrao	Administrative Staff	Shri Muktanand Mahavidyalaya Gangapur
DATTATRAY GANESH WAGHMARE	Administrative Staff	SHRI SHIVAJI COLLEGE.PARBHANI
Achut G Tarfade	Administrative Staff	Shri shivaji college,parbhani
Ravi Murlidhar Kawale	Administrative Staff	R.B.Attal College Georai
Manoj G. Kshirsagar	Administrative Staff	Shri Shivaji College, Parbhani
Mahesh Anandrao Shinde	Administrative Staff	Shree Muktanand College Gangapur
Lokhande Shrirang Shankarrao	Administrative Staff	Shri Muktanand Mahavidyalaya Gangapur
Bhondwe keshav	Administrative Staff	Msp mandal acs college k dharur
Dr VAISHALI NANABHAU BAGUL	Support Staff	Shri.Muktanand College Gangapur
Yes	Administrative Staff	R.B.Attal college georai
Godbole Rajendra Ganpatrao	Support Staff	R. B. Attal College Georai Dist Beed
Dr Sunil Narsing Bidarkar	Support Staff	Shri Muktanand College Gangapur
Dattatray karbhari gavali	Administrative Staff	Shri Muktanand college gangapur
Pravin Gangaram Shejul	Administrative Staff	Shri Muktanand College Gangapur
Suresh kadu salunke	Administrative Staff	Shri mukta and college gangapur
Ashok Raghunath Shelke	Administrative Staff	Shri muktanand college gangapur
Narendra Ramesh Borde	Administrative Staff	Shri.Muktanand College Gangapur
Santosh Tulsiram Suryavanshi	Administrative Staff	Shri Muktanand College Gangapur
Pathan Husen Shahabuddin	Administrative Staff	Shri Muktanand College Gangapur
Dr. Bhimrao T. Gaikwad	Administrative Staff	Shri. Multanand College Gangapur Dist. Aurangand
Mukesh V Bhagunde	Administrative Staff	Shri Muktanand College Gangapur
Nandkishor Vitthalrao Channe	Administrative Staff	Shri Muktanand college Gangapur
Kailas manikrao rahate	Administrative Staff	Shri muktanand college gangapur
Ankush gaikwad	Administrative Staff	Shri mukatanand college Gangapur
Dashrath Dinkar Patil	Administrative Staff	Shri Muktanand college gangapur
Shailesh Bhanudas Pagde	Administrative Staff	Junior Clerk

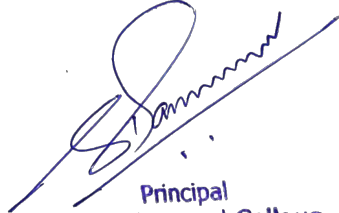



Head
 Dept. of English
 Shri Muktanand College
 Gangapur Dist.Aurangabad


Principal
 Shri Muktanand College,
 Gangapur, Dist. Aurangabad

Name	Designation	Name of the Institution	How satisfied were you with the Training Program?	Your feedback on Resource Persons
Suresh kadu salunke	Administrative Staff	Shri muktanand college Gangapur dis	1	1
Pravin Gangaram Shejul	Administrative Staff	Shri Muktanand College Gangapur.	3	3
ATUL DATTATRAY GHULE	Administrative Staff	Shri Muktanand College Gangapur	4	4
Pravin Gangaram Shejul	Administrative Staff	Shri Muktanand College Gangapur	4	4
Dattatray Karbhari Gavali	Administrative Staff	Shri Muktanand college Gangapur	4	4
DR VAISHALI NANABHAU BAGUL	Support Staff	Shri.Muktanand College Gangapur	1	4
Borhade uttam anna	Administrative Staff	Shir Muktanand College, Gangapur	1	1
Pathan Husen Shahabuddin	Administrative Staff	Shri Muktanand College, Gangapur	3	3
Dashrath Dinkar Patil	Administrative Staff	Shri. Muktanand College, Gangapur	4	4
Kailas Manikrao Rahate	Administrative Staff	Shri Muktanand College Gangapur	3	3
Gangadhar Shrirang More	Administrative Staff	Shri muktanand College gangapur	4	4
Santosh T. Suryavanshi	Administrative Staff	Shri Muktanand College, Gangapur	4	4
Krishnarao Ramrao Bhosle	Administrative Staff	Shri Muktanand College, Gangapur	4	4
Anand Rupchand Barhate	Administrative Staff	Shri Muktanand College Gangapur	4	4
Ankush Dadasaheb gaikwad	Administrative Staff	Shri muktanand college gangapur	3	2
Madhusudan Bhimdev Jadhav	Administrative Staff	Shri muktanand college gangapur.	4	4
NANDKISHOR VITTHALRAO CHAI	Administrative Staff	SHRI MUKTANAND COLLEGE GA	4	4
Shailesh Bhanudas Pagde	Administrative Staff	Arts Commerce and Science College	4	4
Lokhande Shrirang Shankarrao	Administrative Staff	Shri Muktanand Mahavidyalaya Gang	3	3
Godbole Rajendra Ganpatrao	Support Staff	R.B.Attal College Georai Dist Beed	1	1
Ravi Murlidhar Kawale	Administrative Staff	R.B.Attal College Georai	4	4
Santosh T. Suryavanshi	Administrative Staff	Shri Muktanand College Gangapur	4	4
Mahesh Anandrao Shinde	Administrative Staff	Shri Muktananda College , Gangapur	3	3




 Principal
 Shri Muktanand College,
 Gangapur, Dist. Aurangabad

- NAAC Re-accredited 'A' Grade
- ISO 9001:2008 Certified



Dr. M. N. Sarnaik
M.Sc., M.B.A., Ph.D.
Principal

Marathwada Shikshan Prasarak Mandal's

Shri Muktanand College

GANGAPUR - 431109, Dist. Aurangabad, Maharashtra, INDIA.



Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
Study Center : Yashwantrao Chavan Maharashtra Open University, Nashik (2167A)
Research Center : Marathi, Botany
Center No. : Senior-18 | Junior-141 **Jr. Index No.** : 56-02-001

Phone : +91-02433-221343 | **Fax** : 02433 - 221342 | **Website** : www.muktanandcollege.org
Email : mmg.gangapur@rediffmail.com | muktanandgangapur@mspmandal.in

Ref.No.:-SMCG/2020-21/

Date:20/08/2021

To
Dr. V. S. Bandal
Professor & Head,
Department of English,
Shri Muktanand College,
Gangapur

Subject: Invitation as a resource person

Dear Sir,

I am happy to invite you as a resource person for the One-day administrative staff training program organized by the Department of English & IQAC, R. B. Attal Arts, Science and Commerce College, Georai, Dist. Beed in collaboration with Shri Muktanand College, Gangapur, Dist Aurangabad for the subject entitled ***"Use of English Language at Workplaces"*** on 24th August 2021 at 3:00 pm.

It would be a great pleasure to be associated with you. Your expertise in the subject would highly benefit our administrative and support staff. I hope you will accept the invitation.

Please acknowledge the receipt of the same and convey your acceptance.
Thank you very much.




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Dr. M. N. Sarnaik
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Ref.No.:-SMCG/2020-21/

Date:20/08/2021

To
Dr. D.A. Nikam
Assistant Professor,
Department of Commerce,
Shri Muktanand College,
Gangapur

Subject: Invitation as a resource person

Dear Sir,

I am happy to invite you as a resource person for the One-day administrative staff training program organized by the Department of English & IQAC, R. B. Attal Arts, Science and Commerce College, Georai, Dist. Beed in collaboration with Shri Muktanand College, Gangapur, Dist. Aurangabad for the subject entitled **"Use of ICT for Tools effective Administration"** on 24th August 2021 at 4:00 pm.

It would be a great pleasure to be associated with you. Your expertise in the subject would highly benefit our administrative and support staff. I hope you will accept the invitation.

Please acknowledge the receipt of the same and convey your acceptance.
Thank you very much.




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Ref.No.:-SMCG/2020-21/

Date:25/08/2021

To
Dr. V. S. Bandal
Professor & Head,
Department of English,
Shri Muktanand College,
Gangapur

Subject: Appreciation Letter

Respected Sir,

I take immense pleasure to express the sense of gratitude for accepting our invitation to deliver lecture for administrative and support staff on *“Use of English Language at Workplaces”* on 24th August 2021 at 3:00 pm under **One day Administrative Staff Training Program**. It was great pleasure to be associated with you. Your expertise in the subject has highly benefitted our administrative and support staff. I hope you will continue to cooperate and guide our administrative and support staff in future too. Thank you very much.

Principal

Shri Muktanand College
Gangapur Dist. Aurangabad



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Dr. M. N. Sarnaik
M.Sc., M.B.A., Ph.D.
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Ref.No.:-SMCG/2020-21/

Date:25/08/2021

To
Dr. D. A. Nikam
Assistant Professor,
Department of Commerce,
Shri Muktanand College,
Gangapur

Subject: Appreciation Letter

Respected Sir,

I take immense pleasure to express the sense of gratitude for accepting our invitation to deliver lecture for administrative and support staff on "Use of ICT for Tools effective Administration" on 24th August 2021 at 4:00 pm. under **One day Administrative Staff Training Program** It was great pleasure to be associated with you. Your expertise in the subject has highly benefitted our administrative and support staff. I hope you will continue to cooperate and guide our administrative and support staff in future too.

Thank you very much.

Principal

Principal

Shri Muktanand College
Gangapur Dist.Aurangabad

