



II Sheelam Param Bhooshanam II
Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal's

MAHAVIR MAHAVIDYALAYA

(Arts, Commerce, Science & Education)

NAAC ACCREDITATION 'A'

Affiliated to Shivaji University, Kolhapur

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/2017-18

Date :-27/03/2018

One-Day National Seminar

on

**Understanding College Administrative Work Culture
in the Present Context**

Organized by IQAC, Mahavir Mahavidyalaya, Kolhapur

Tuesday, 24th April, 2018

To,

The Principal,

Dear Sir/ Madam,

Greetings from Mahavir Mahavidyalaya !

It gives us immense pleasure to invite you to one-day National Seminar on '**Understanding College Administrative Work Culture in the Present Context**' to be held on 24th April, 2018. The Seminar will begin at 9.00 A.M. in the Amphitheatre of the College.

Shri Acharyaratna Deshbhooshan Shikshan Prasarak Mandal (ADSPM), Kolhapur established in 1963 is one of the reputed institutions in Kolhapur that imparts quality education to the masses with the motto 'Sheelam Param Bhooshanam'. Mahavir Mahavidyalaya, Kolhapur provides higher education in Arts, Commerce, Science and Education. It has a green and clean campus of 5.7 acres. **Recently NAAC has accredited the college with 'A' Grade with CGPA 3.11 in third cycle.**

❖ **About the Seminar**

The administrative block of the college plays a very pivotal role. Moreover the academic pursuit becomes meaningful with the proper support of administrative work culture. With the changing scenario in Higher Education, every aspect of the academic world has been greatly influenced and thereby the entire system has been rapidly undergoing transition to cope with the new situation. Along with the new changes in higher education, the office work culture is changing in the course of time. In order to face these new changes, office staff in colleges feel perplexed. It is observed that new issues and problems are arising out of it. So it is crucial time to think over modernization and digitalization of office very seriously and sort out the major issues that are creating hurdle in the whole process. The present National Seminar will focus on the issues like these and will provide concrete solutions for the betterment of the stake holders. We hope it will facilitate to enhance the efficiency of administrative staff.

❖ परिसंवादाबद्दल

उच्च शिक्षणाच्या व्यवस्थेतील वेगाने बदलणा-या परिस्थितीमुळे महाविद्यालयीन शैक्षणिक जीवनाची सर्वच अंगे खूप मोठ्या प्रमाणात प्रभावित झालेली आहेत. या नवनव्या आव्हानात्मक स्थितीला तोंड देण्याकरिता सर्व व्यवस्था संक्रमणावस्थेतून जात आहे. काळानुसार महाविद्यालयातील कार्यालयीन कामाची संस्कृती वेगाने बदलत आहे. या बदलांना तोंड देताना कार्यालयीन कर्मचारी गोंधळून जातात. कार्यालयीन कार्य सुकर होण्यासाठी व त्यातील समस्या व अडथळे दूर होण्याकरिता महाविद्यालयीन प्रशासनाचे आधुनिकीकरण व डिजीटलायझेशन यावर विचारमंथन होण्याकरिता ही योग्य वेळ आहे. सर्व संबंधित घटकांच्या हिताकरिता विविध मुद्द्यांचा उहापोह व निश्चित उपाययोजना यावर लक्ष केंद्रीत करणे हा प्रस्तुत परिसंवादाचा उद्देश आहे. यामुळे महाविद्यालयातील प्रशासकीय कर्मचा-यांच्या कार्यक्षमतेत लक्षणीय वाढ होईल अशी आम्हाला आशा आहे. आपल्या सकारात्मक सहभागाने हा परिसंवाद यशस्वी होईल, अशी अपेक्षा आहे.

Topics for Discussion in the Seminar

• Digitalization of Office	• Cashless Transactions in Office
• New Challenges and Solutions in Account Keeping	• Smart Work Culture
• Stress Management of Office Staff	• Technology Orientation of Office Staff
• Initiatives for Student Friendly Atmosphere in Office	• Record Keeping and Its Information
• Interaction with Various Committees & Report Writing	• Discipline & Observation of Rules & Regulations

Hon'ble Guests and Resource Persons

• Dr. D.R.More, <i>Academic Advisor, Shivaji University, Kolhapur</i>	• Dr. Bhaskar Nayak <i>Former Director, Higher Education, Goa</i>
• Dr. D. T. Shirke <i>Pro-Vice Chancellor, Shivaji University, Kolhapur</i>	• Shri. Bhushan Ambadkar <i>M.D., Vivekanand Academy Pvt. Ltd., Pune</i>
• Dr. Ajay Sali <i>Joint Director, Higher Education, Kolhapur Region</i>	• Prin. Dr. H.V. Deshpande <i>Former Principal, NAAC Assessor</i>
• Prin. Dr. Vinayak Shirkurkar <i>Former Principal, NAAC Assessor, Pune</i>	• Shri. V.D. Tadsare <i>Former Professor, KMC College, Kolhapur</i>

Registration

Registration fee for Participants - Rs. 300/-

Mode of Payment

The registration fee can be remitted depositing it in the following Account No.

Account holder Name – Principal, Mahavir Mahavidyalaya, Kolhapur

Bank Name- Bank of Maharashtra, Branch - Tarabai Park, Kolhapur

Account No.- 60029183381 IFSC Code – MAHB0001045

Or cash in person to the Coordinator.

We look forward to meeting you at the National Seminar in Mahavir Mahavidyalaya, Kolhapur.

Best wishes and regards,

Chief Patron

Hon'ble Adv. K. A. Kapse

Chairman, Shri A.D. S. P. Mandal, Kolhapur

Coordinator

Shri. Prakash Chavan

Co-Convener

Smt. Sunita Patil

Convener

Dr. R.P. Lokhande

Principal

Mahavir Mahavidyalaya, Kolhapur

Treasurer

Shri. Vivek Morbale

Organizing Secretary

Shri. Amardeep Naik

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