



LIPIK KARYASHALA

Non-Teaching Workshop on Administration



ORGANIZED BY

IQAC

**College of Management and Computer Science,
Yavatmal**



Harikisan Jajoo Education Sanstha Yavatmal.
**COLLEGE OF MANAGEMENT AND
COMPUTER SCIENCE, YAVATMAL.**



(Affiliated to Santa Gadge Baba Amravati University, Amravati) College Code - 457 / MBA Code -1106

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Lipik Karyashala (Clerical Workshop)

IQAC, College of Management and Computer Science Yavatmal organized a Clerical Workshop from 29/03/2022 to 09/04/2022. All the Non-Teaching staff in this workshop are guided with different types of works like Admission process, Enrollment, Exam Forms, General Student Entry Register, TC, Scholarship, Library work, Income-Expenditure and stock in the following schedule.

Sr.No.	Date	Subject	Guided By	Chief Guest
1	29/03/22 to 31/03/22	General Student Entry Register	Shri Ramdas Kate(Retd. Clerk Amolakchand Mahavidyalaya Yavatmal)	Prof. Sudhir Velukar
2	02/04/22	T.C.	Shri Ramdas Kate(Retd. Clerk Amolakchand Mahavidyalaya Yavatmal)	Prof. Sudhir Velukar
3	04/04/22	Online Student Enrollment	Mr. Vivek Shirbhate(clerk, College of Management and Computer Science)	Prof. Ritesh Chandak
4	06/04/22 to 07/04/22	Online Exam Form	Mr. Vivek Shirbhate(clerk, College of Management and Computer Science)	Prof. Yogesh Patil
5	08/04/22	Scholarship Form	Mr. Rajendra Khond(Head clerk, College of Management and Computer Science)	Prof. Amol Payghan
6	09/04/22	Library Related Work	Mrs. Smita Ambadekar(Librarian, College of Management and Computer Science)	Dr. Atul Shingarwade



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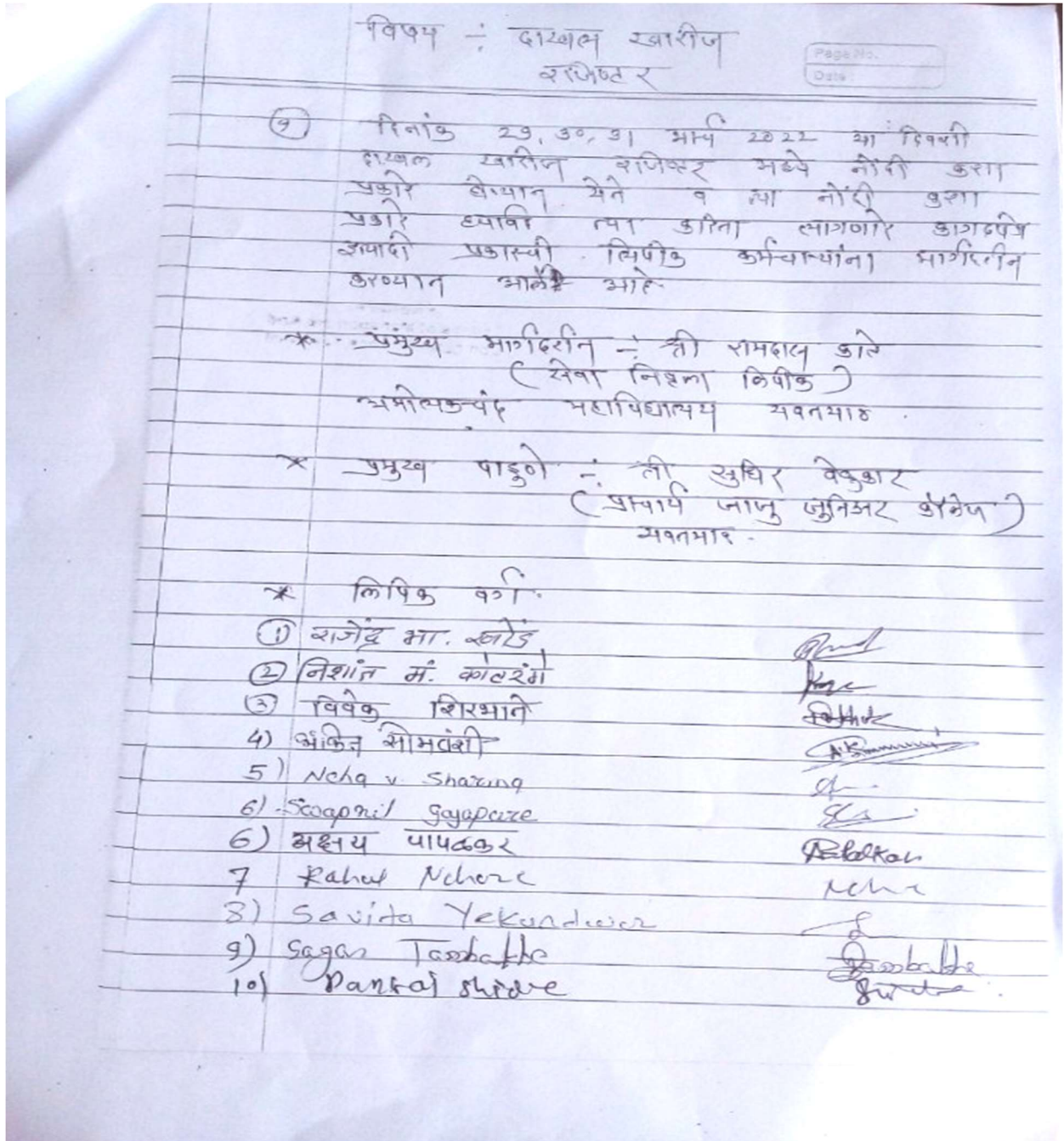
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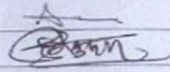
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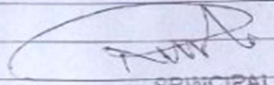


94231-31946

Page No. _____
Date : _____

11) Asha K. Thakare
12) Harshad R. Kadam
Smita Ambadekar


SP


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विषय :- टि.सी संदर्भित
 मार्गदर्शिन

Page No.

Date:

(2) दिनांक 2 एप्रिल 2022 या दिवशी
 महाविद्यालय सौख्याचा हत्यका उराप्रकाश
 मिहामला पाहिले व ते विहित अर्थाना
 उराप्रकाशचा अडचणी आपल्या उद्देश
 राहिले व ती टि.सी उरा प्रत्येकीने
 मिहामला पाहिले या संदर्भित मार्गदर्शिन
 उरव्यान आले.

* प्रमुख मार्गदर्शिन :- श्री रामराय डाले
 (सेवा निवृत्त लिपिक)
 अमोलकचंद महाविद्यालय यवतमाह

* प्रमुख पाहुणे :- श्री सुविर वेडुकार
 पत्रापी जाजु ज्युनिअर डीपेज यवतमाह)

* लिपिक वी

1) राजेंद्र भा. व्होडे

2) निशांत मं. काळरंगे

3) विवेक न. खिरभाते

4) अक्षित सोमवंशी

5) Neha v. Sharmg

6) Swapnil S. Gajpure

7) अक्षय प. पापुकर

8) Rahul Mehre

9) Savitri Yelkandwar

10) Sagar Tambathe

11) Pankaj Shinde



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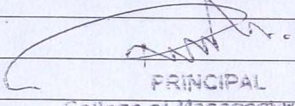
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Page No. _____
Date : _____

12) Ashel K. Thakurpe
18) Harshad R. Kadam
Smita Ambadaleu


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विषय :- नामांकन विषयी
 माहिती

Page No. _____
 Date: _____

क्र) दिनांक 4 एप्रिल 2022 या दिवशी नामांकन विषयी माहिती व मार्गदर्शन करण्यात आले आहे. माझ्या उद्योगा विषयीचे नामांकन करावे. उदाहरणार्थ, नालीडा वनवाचे online नामांकन करावे, तसेच नामांकन फॉर्म भरल्या नंतर त्या विषयाचे online लिंक उद्या प्रकारे डाऊन त्या फॉर्म मध्ये कृपि सुद्धा असल्यात त्या उद्या प्रकारे पुढी आवे इत्यादी मार्गदर्शन लिपीक संकेताने करण्यात आले.

* प्रमुख मार्गदर्शन :- विवेक ल. शिरभाते (कु. लिपिक ऑफिस ऑफ मॅनेजमेंट अँड कॉम्प्युटर सायंस यवनमाळ)

५ प्रमुख पाहुणे :- प्रा. श्री. रितेश चांडक (प्रचारक ऑफिस ऑफ मॅनेजमेंट अँड कॉम्प्युटर सायंस यवनमाळ)

५ लिपिक वर्ग

१) राजेंद्र खर्डे	
२) निशांत मं. कोळरंग	
३) विवेक ल. शिरभाते	
४) अंजलि सोमवंशी	
५) Neha V. Sharma	
६) Swapnil S. Gujarare	
७) अक्षय ए. पापडकर	



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Page No. _____
Date : _____

8	Rohini P. Chare	W. Chare
9	R. Savita Yelkandaw	S.
10	Sagar Tambakhe	S.
11	Ranjit Shinde	S.
12	Ashok K. Thakare	S.
13	Hemant R. Kadam	S.
	Smita Ambekar	S.

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विषय :- परिक्षा फॉर्म वाचन मार्गदर्शन

Page No. _____
 Date: _____

दिनांक 6 व 7 एप्रिल 2022 च्या कार्यराठित उभयपक्षांना परिक्षा फॉर्म विषयी मार्गदर्शन करण्यात आले. या कार्यराठित परिक्षा फॉर्म उशा प्रकृते घ्यावा. त्यानंतर ऑनपत्र परिक्षा फॉर्म उसा प्रवाह व फॉर्म भरल्या नंतर परिक्षा फॉर्मची ऑनपत्र पडनाखी उशा प्रकृते उरवी विद्यार्थीनी विषय निवडलेले बरोबर आहे कि नाही सात या फॉर्म भरल्यानंतर परिक्षा फॉर्म या मागल्या परीक्षेची गुणपत्रिका जोडली कि नाही इत्यादी उरवी मार्गदर्शन देण्यात आले. व त्यानंतर परिक्षा फॉर्म विद्यापिठात जमा करवा पर्यंत मार्गदर्शन करण्यात आले.

प्रमुख पाहुणे :- प्रा. योगेश पावले
 प्रा. जयेश पावले

प्रमुख मार्गदर्शक :- विवेक ल. खिरभाने

* लिपीक वर्ग

- 1) राजेंद्र भा. खोटे
- 2) निशांत कोंढरंग
- 3) विवेक खिरभाने
- 4) अक्षय शोभवंशी
- 5) Neha V. Sharma
- 6) Swapnil S. Gajapurkar



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7)	अक्षय य. पाठक	Popalkar
8)	Rahel Mehare	Mehar
9)	Savita Yekandwar	S
10)	Sagar Tambakhe	S
11)	Pankaj Shinde	P.
12)	Ashy K. Tenkuse	A
(B)	Harshad R. Kadam	H
	Smita Ambadekar	S

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विषय :- शिष्यवृत्ती फॉर्म वाचन
 मार्गदर्शन

Page No. _____
 Date: _____

पिनांड :- ४ एप्रिल २०२२ रोजी ज्या कार्यवाहीत
 शिष्यवृत्ती विषयी मार्गदर्शन करण्यात आले
 या कार्यवाहीत विद्यार्थ्यांनी शिष्यवृत्ती फॉर्म
 उरापडविते असावा व तो फॉर्म भरल्यानंतर
 त्या फॉर्मला डीग्रीगत्या पुढाऱ्याकडे आगडपो
 लागवात. डीग्रीगत्या पुढाऱ्या शिष्यवृत्ती
 आहे. डीग्रीगत्या जागील डीग्रीगत्या पुढाऱ्या
 शिष्यवृत्ती मिळणे. किती उत्पन्न असणे ना
 डीग्रीगत्या जागील डीग्रीगत्या शिष्यवृत्ती मिळणे
 तसेच कितीकडे लॉगीन व प्रत्येक लॉगीन
 रत्यादी पुढाऱ्याकडे आमहात दिशुकिव्यात व
 त्यांना मार्गदर्शन करण्यात आले.

* प्रमुख पाहुणे :- प्रा. अमोल पायधन

* प्रमुख मार्गदर्शन :- श्री राजेंद्र खोड

* विषिक वर्ग

१) राजेंद्र भा. खोड

२) निशांत कोळरे

३) विवेक ल. गिरमाने

४) अक्षय सोमवंशी

५) Neha V. Shalunq

६) Swapnil S. Gajpure

७) अक्षय प. पापकर

(Signatures)



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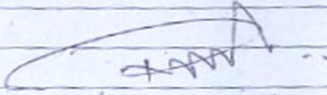
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Page No. _____
Date : _____

8	Rahel Mchare	Mchare
9	Sevita Yekandekar	S
10	Sagar Tambakhe	S
11	Rankat Shinde	S.
12	Ashu K. Thakare	S
13	Harshad R. Kadam	S
	Smita Ambekar	S


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PICTOGRAPHIC GLIMPSES OF WORKSHOP





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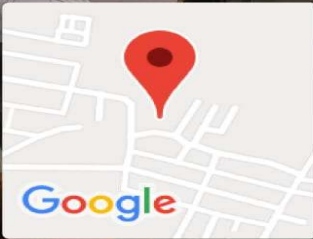
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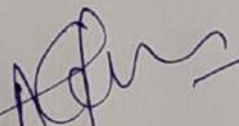
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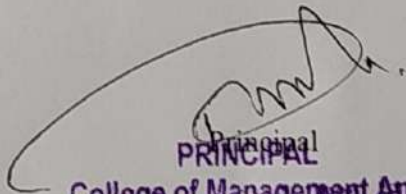


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Summary

During the workshop days all the participants enthusiastically worked on the assigned task throughout the workshop. They were very much involved in learning and trying out the features and got their doubts clarified. They are also trained about the use of Internet, emails and online activities of university related work. They are very much satisfied with the hands-on sessions conducted and suggested that there should be more such workshops on different technologies. The workshop came to an end at 5.00 pm on 9/04/2022 with positive feedback from all the participants.


IQAC Co-Ordinator
College of Management And
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IQAC Coordinator


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