



Harikisan Jajoo Education Sanstha Yavatmal.

# COLLEGE OF MANAGEMENT AND CMCS COMPUTER SCIENCE, YAVATMAL.



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

Address :- 13/4 (A), Behind Naringe Nagar, Dhamangaon Road, Yavatmal - 445001 (M.S.)



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Date :- \_\_\_\_\_

**A Report on  
A Clerical Workshop  
On MS-EXCEL  
Session 2023-2024**

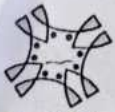
- Organizing Committee** :- IQAC Department
- Organizing Members** :- Mr. Yogesh M. Patil
- Date of Program** :- 19<sup>th</sup> to 22<sup>nd</sup> July 2023
- Venue** :- Computer Lab, CMCS Yavatmal.
- Beneficiary** :- All Non-teaching Faculty Members.
- Aim of the Program** :- To provide Training and development opportunities to enhance their clerical skills and knowledge.

## Description:

### Clerical Workshop for Non-Teaching Staff

*Organized by IQAC, Harikishan Jajoo Education Institute*

The IQAC department of Harikishan Jajoo Education Institute consistently encourages its staff members to acquire new skills and broaden their knowledge. In line with this vision, a Four Days Clerical Workshop for Non-Teaching Staff was organized at the College of Management and Computer Science, Yavatmal, from 19<sup>th</sup> to 22<sup>nd</sup> July 2023. The workshop was conducted by Prof. Yogesh Patil, who shared valuable insights and practical techniques aimed at enhancing the efficiency and effectiveness of non-teaching staff. The program focused on key topics such as Excel, time management, organization, and task



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prioritization, equipping participants with strategies to perform their duties with greater precision and confidence. This initiative highlights the institution's commitment to fostering professional growth and excellence across all levels of its workforce. The workshop received high appreciation from President of the Organization, Ashishji Jajoo, who acknowledged the efforts of the organizing departments. The program was successfully conducted under the guidance of College Principal Prof. Ritesh Chandak and the Head of the IQAC Department, ensuring a well-structured and impactful learning experience. This initiative reaffirms the institution's commitment to fostering professional growth and excellence at all levels, contributing to a more collaborative and effective work environment.





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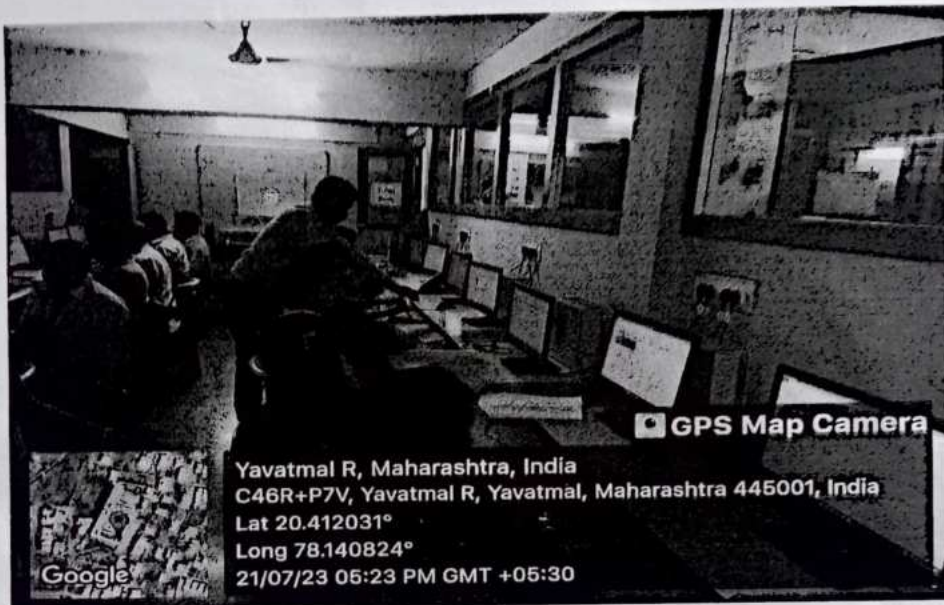
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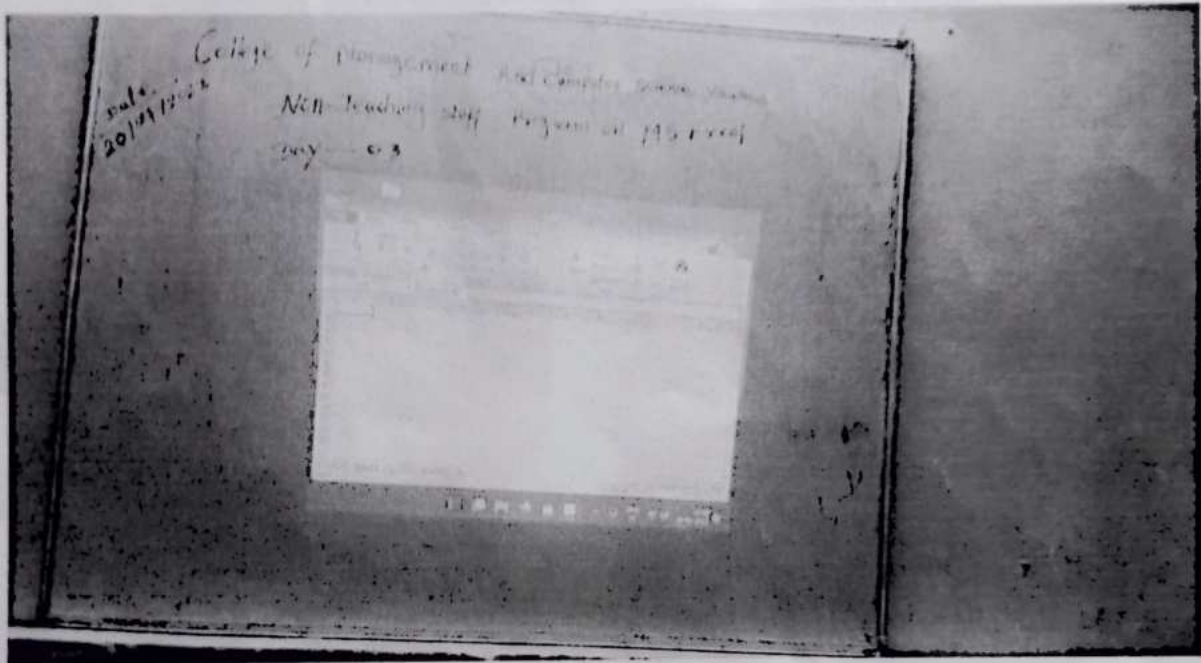
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Coordinator1

Coordinator2

\_\_\_\_\_  
Coordinator3

\_\_\_\_\_  
Coordinator4

IGAC Co-Ordinator  
College of Management And  
Computer Science, Yavatmal  
Head of the Department

Principal  
College Of Management And  
Computer Science, Yavatmal  
PRINCIPAL  
College of Management And  
Computer Science, Yavatmal