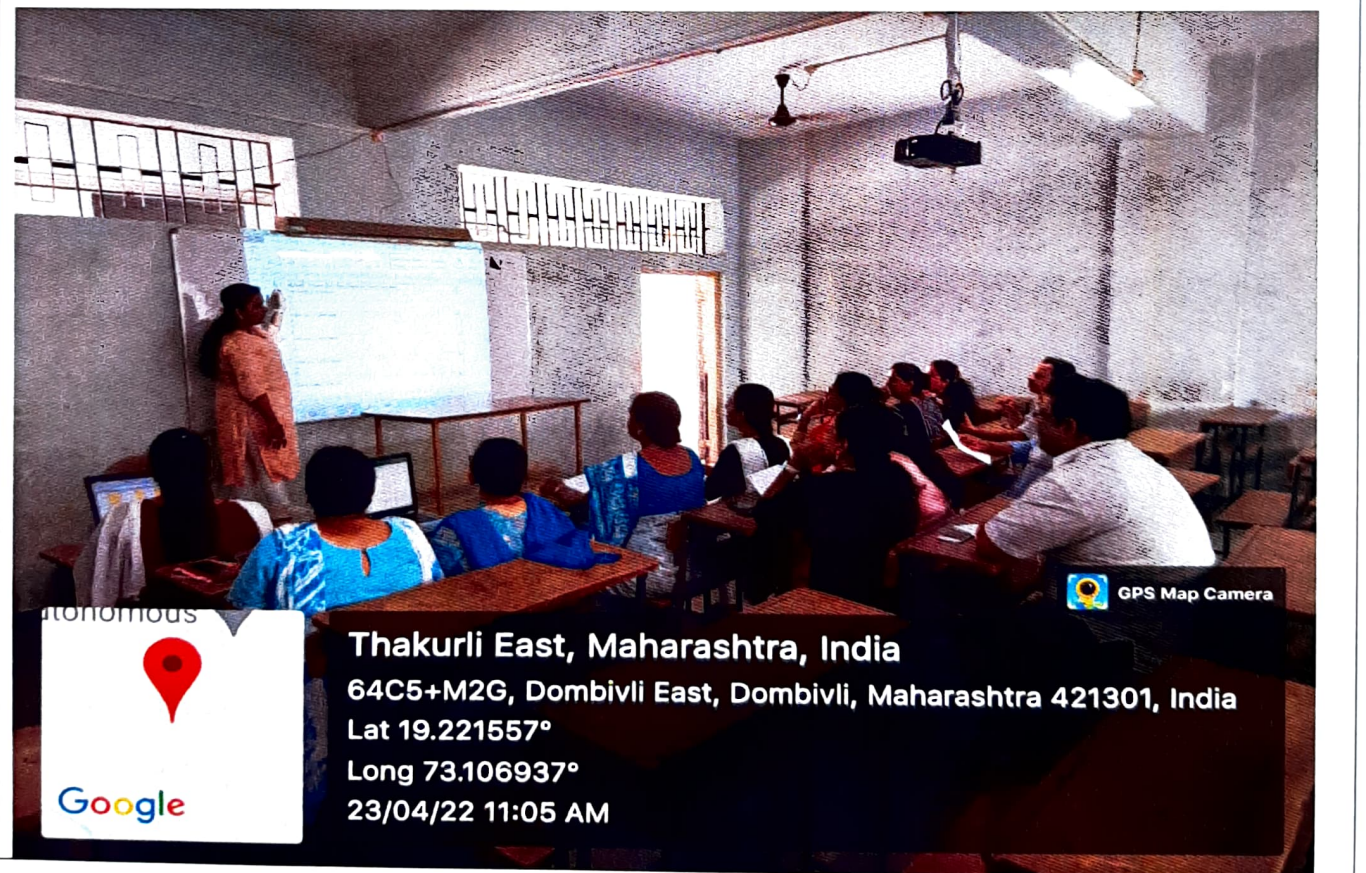
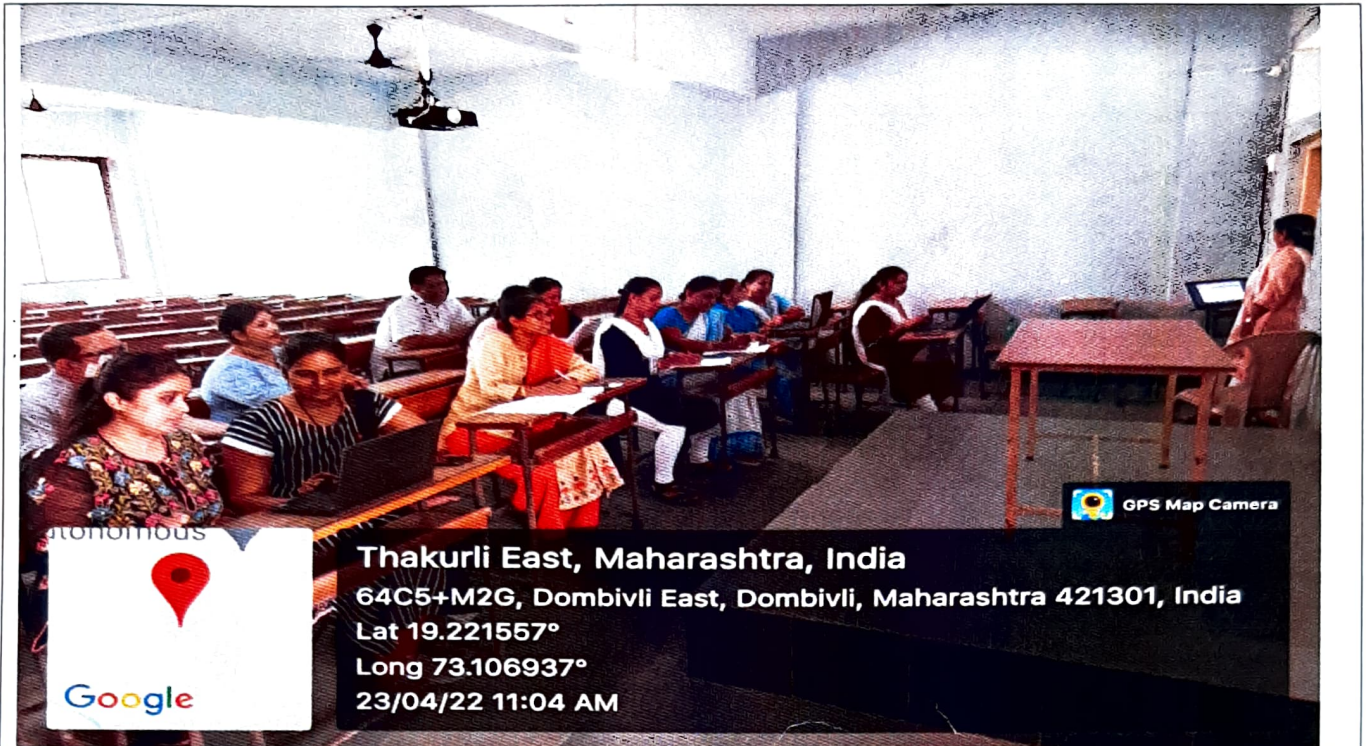
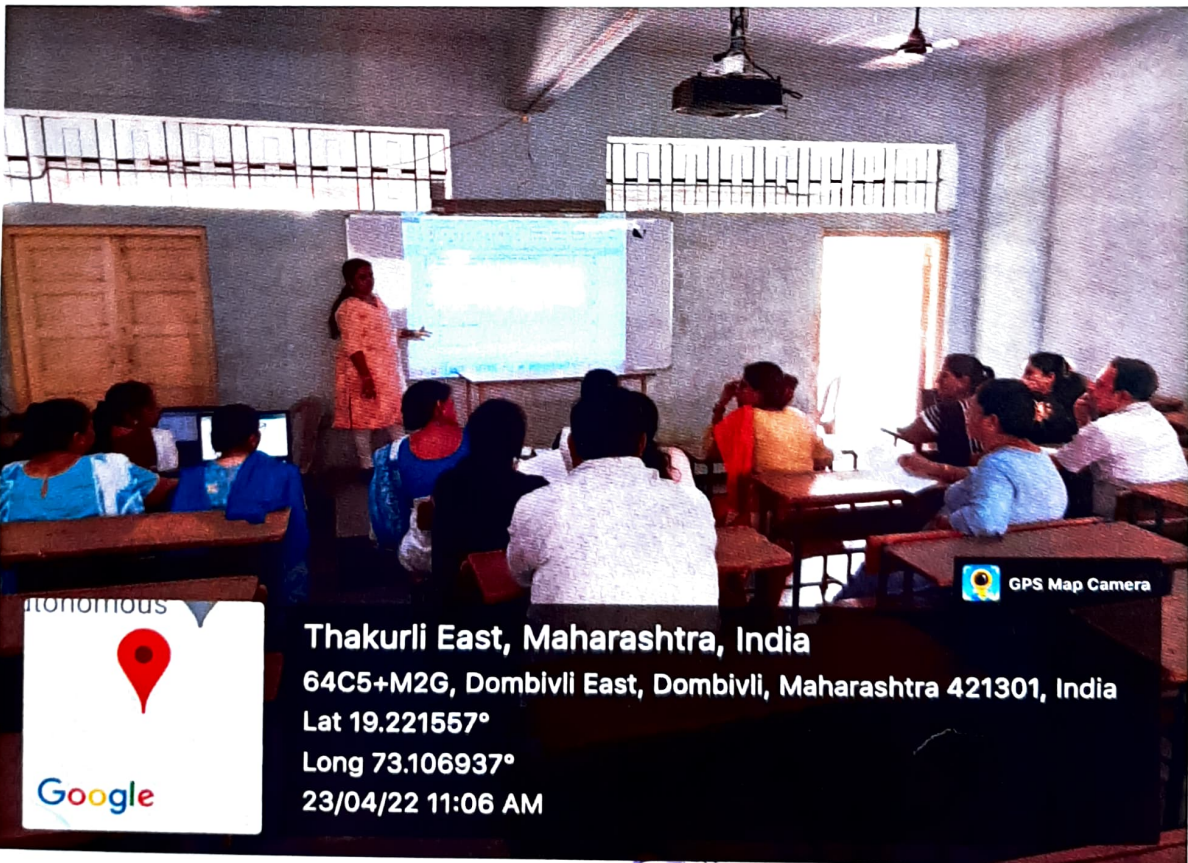
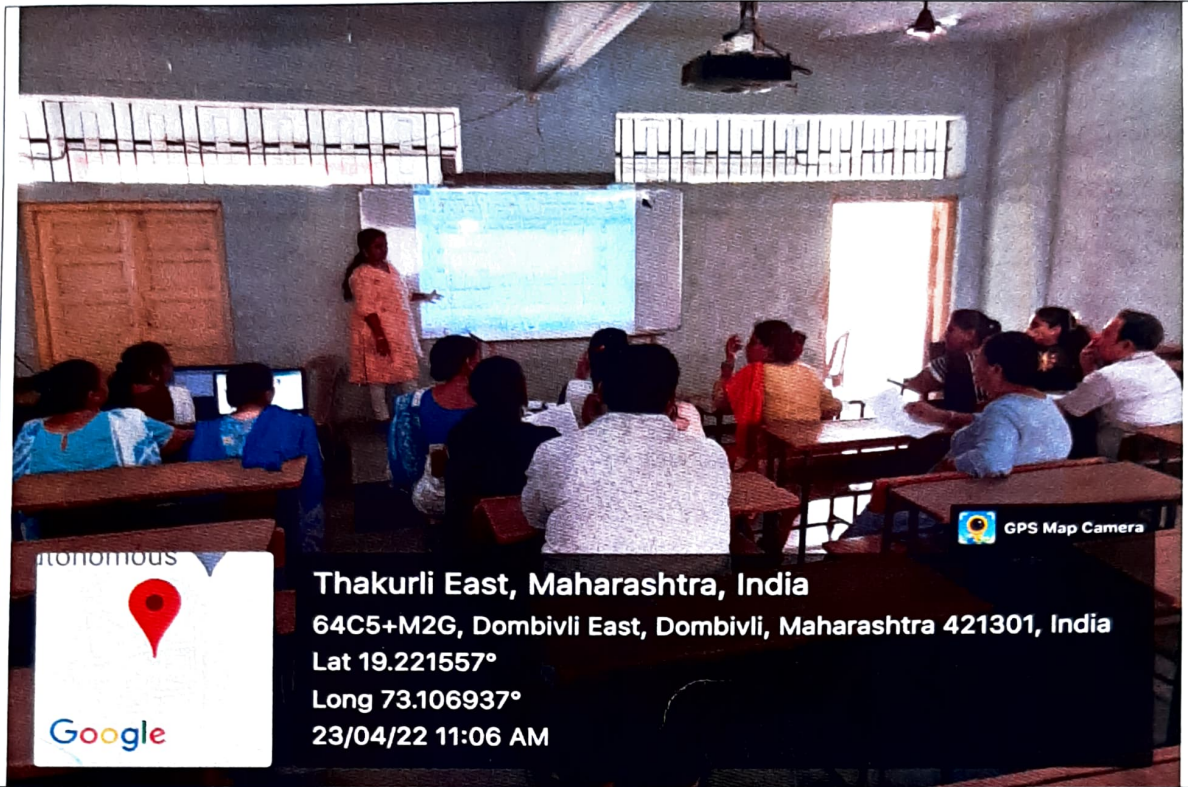


**USING MAILING OPTION FOR SETTING A QUESTION PAPER
IQAC, EXAM DEPARTMENT AND IT DEPARTMENT**



Phila

**USING MAILING OPTION FOR SETTING A QUESTION PAPER
IQAC, EXAM DEPARTMENT AND IT DEPARTMENT**



Chila



KARNATAKA SANGHA'S

MANJUNATHA COLLEGE OF COMMERCE

&

JUNIOR COLLEGE OF COMMERCE



Dr. V. S. ADIGAL

M. A. Ph. D.
Principal

NAAC Accredited 'B' Grade with CGPA
score of 2.70

Kanchangaon, Khambhalpada,
Thakurli (East), Dist. Thane - 421 201.

Tel. : 2439952/2803974/2803975 Fax : 2441826
Website : www.ksmanjunathacollege.edu.in
E-mail ID : mcac_college@rediffmail.com
principal@ksmanjunathacollege.edu.in
LBT No. KDMC/LBT-TIN/H/12001824

MCC/1-20/245

Date: 18 February 2022

Dr. Chachadi
Ex Dean and Director
Kaushali Institute of Management
Karnataka University
Dharwad.

Sub: Invitation as Resource person

Sir

Our College is interested in conducting a Faculty Development Programme for empowering our Teaching and Non-Teaching Staff under the aegis of IQAC, Department of Management Studies, Department of Economics and WDC.

We are pleased to invite you as the Resource Person to address our Staff on the topic '**Institution Building and Relevance of Bhagvad Gita**' on Monday, 21 February 2022 from 11am to 12.30 noon.

We look forward to your expert insights which will prove to be useful to our Institution.

Thank you

Sushila

Dr. Sushila Vijaykumar
Vice- Principal & IQAC Coordinator



Yours faithfully

V.S. Adigal

Dr. V.S. Adigal
Principal & IQAC Chairman

Karnataka Sangha's
MANJUNATHA COLLEGE OF COMMERCE & JUNIOR COLLEGE OF COMMERCE.
THAKURLI (E) - 421 201

21.2.2022

FOR THE ACADEMIC YEAR 2021-2022 (FROM DEC. 2021 & JAN. 22)

Attendance sheet of a Faculty Development Programme

on the topic '**Institution Building and the relevance of Bhagvad Gita**'

Sr.No.	Degree Teaching Staff	Section	Sign
1.	Dr. V.S. Adigal	Aided	
2.	Dr. Sushila Vijaykumar	Aided	<i>Sushila</i>
3.	Mrs. Jayanthi Vaikunth	Aided	<i>Jayanthi</i>
4.	Shri D. G. Nazirkar	Aided	<i>D. G. Nazirkar</i>
5.	Shri Shashikant Gudodagi	Librarian (Aided)	<i>Shashikant</i>
6.	Ms. Nisha Deodhar	Unaided	<i>Nisha</i>
7.	Smt. Madhuri S. Maharao	Unaided	<i>Madhuri S. Maharao</i>
8.	Mrs. Suchitra D. Poojary	Unaided	<i>Suchitra</i>
9.	Mr. Pushkar Deshpande	Unaided	<i>Pushkar</i>
10.	Mrs. Vrunda Yadwad	Unaided	<i>Vrunda</i>
11.	Mrs. Shamika S. Bhagat	Unaided	<i>Shamika</i>
12.	Ms. Jayashree K. Gawandi	Unaided	<i>Jayashree</i>
13.	Ms. Prajakta Sapute	Unaided	<i>Prajakta</i>
14.	Ms. Ashwini Shetty	Unaided	<i>Ashwini</i>
15.	Ms. Rashmi Shetty	Unaided	<i>Rashmi</i>
16.	Ms. Ranjeeta Bhandary	Unaided	<i>Ranjeeta</i>
17.	Ms. Arati Bagul	Unaided	<i>Arati</i>
18.	Mrs. Priyanka N. Bhumkar	Unaided	<i>Priyanka</i>
19.	Ms. Shilarani S. Gaur	Unaided	<i>Shilarani</i>
20.	Ms. Priya V. Pandharpatte	Unaided	<i>Priya</i>
21.	Mr. Vijay S. Joshi (w.e.f 3/12/21)	Unaided	<i>Vijay</i>
22.	Ms. Preeti Poojary (wef 19/1/2022)	Unaided	<i>Preeti</i>
23.	Ms. Supriya Bhalerao (w.e.f. 19/1/22)	Unaided	<i>Supriya</i>

24. Ms. Swapnal Bidkar-Giri (w.e.f. 1st Feb/22)

unaided

Swapnal



Sushila
I/C Principal
MANJUNATHA COLLEGE
OF COMMERCE
19 Kanchangaon, Khambalpada
Thakurli (East) 421 201




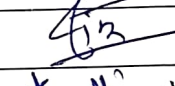
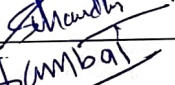

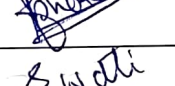
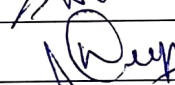


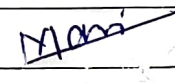



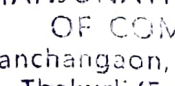
Total 51

Karnataka Sangha's
MANJUNATHA COLLEGE OF COMMERCE
&
JUNIOR COLLEGE OF COMMERCE
THAKURLI (E) - 421 201


21.02.2022

FOR THE ACADEMIC YEAR 2021-2022

Attendance sheet of a Faculty Development Programme
on the topic '**Institution Building and the relevance of Bhagvad Gita**'

<u>Sr. No.</u>	<u>Jr. College Teaching Staff</u>	<u>Section</u>	<u>Sign</u>
1.	Dr.Parvati Patil	Unaided	
2.	Ms.Sudha Mishra	Unaided	
3.	Ms.Tarrannum Sayyed	Unaided	
4.	Ms.Trupti Chqudhary	Unaided	
5.	Ms.Ritu H. Sabhachandani	Unaided	
6.	Ms.Sangeeta T. Chaudhari	Unaided	
7.	Ms.Sujata Ashish Tamboli	Unaided	
8.	Ms.Aarti Y. Badgujar	Unaided	
9.	Ms.Deepali S Mahajan	Unaided	
10.	Ms.Swati H. Bangera	Unaided	
11.	Ms.Deepa Ramnani	Unaided	
12.	Ms.Manju Prajapati	Unaided	
13.	Ms.Anjali S.Gindi	Unaided	
14.	Ms.Jayashree Patil	Unaided	
15.	Mr.Manikraj Landge	Unaided	




I/c Principal
MANJUNATHA COLLEGE
OF COMMERCE
Kanchangaon, Khambalpada,
Thakurli (East) 421 201

FOR THE ACADEMIC YEAR 2021-2022

Attendance sheet of a Faculty Development Programme
on the topic 'Institution Building and the relevance of Bhagvad Gita'

<u>Sr.No.</u>	<u>Non-Teaching Staff (Aided)</u>	<u>Section</u>	<u>Sign</u>
1.	Smt. Veena C. Palan	Head Clerk	<i>Palan</i>
2.	Smt. Shashikala Devadiga	Sr. Clerk	<i>Devadiga</i>
3.	Smt. Aarti A. Kharande	Jr. Clerk	<i>Kharande</i>
4.	Shri. Bhalchandra Farde	Sr. Clerk	<i>B. Farde</i>
5.	Ms. Deepika L. Birajdar	Jr. Clerk	—
6.	Ms. Divya Shetty	Jr. Clerk	<i>Shetty</i>
7.	Ms. Madhuri Kulkarni	Jr. Clerk	<i>Kulkarni</i>
8.	Ms. Vanita Desai	Jr. Clerk	<i>Desai</i>
9.	Ms. Dikshita Banjan	Jr. Clerk	<i>Banjan</i>
10.	Ms. Suvarna Shinde	Library clerk	<i>Shinde</i>
11.	Shri. Dinesh Gohil	Lib. Attendant	<i>Gohil</i>
12.	Shri. Rajesh Sadankar	Peon	<i>Sadankar</i>
13.	Shri. Chandar Gavit	Peon	<i>Gavit</i>
14.	Shri. Sanjay Kadam	Peon	<i>Kadam</i>
15.	Ms. Aruna Ambokar	Peon	<i>Ambokar</i>
16.	Mr. Amit Tarpe	Peon	<i>Tarpe</i>
17.	Mr. Vikas Rangale	Peon	—
18.	Mr. Sudhakar Bandghar	Peon	<i>Bandghar</i>
19.	Ms. Lalitha Soppimath	Peon	<i>Soppimath</i>
20.	Mr. Deepak Kene	Peon	—

22/02/2022
9833807757



17. *Phila*

I/c Principal
MANJUNATHA COLLEGE
OF COMMERCE
Kanchangaon, Khambalpada,
Thakurli (East) 421 201.



Institution Building and BhagyatGita



Rila

I/c Principal
MANJUNATHA COLLEGE
OF COMMERCE
Kanchangasra, Kambalpada,
Thakurli (East) 421 201

Date: 18/05/2022

To,

The Principal,
Manjunatha College of Commerce,
Thakurli (E).

Madam,

Subject: Proposal for One Week Workshop for Non-Teaching Staff on Basics of Effective Office Correspondence

As a part of empowerment of our non-teaching staff under the criterion I and criterion VI of IQAC would like to conduct Workshop on Basics of Effective Office Correspondence for our Non- Teaching staff. This course would provide practical insight and improve their skill in vocabulary enrichment, types of letter writing and basic grammar.

The duration of the course will be for one week. After the successful completion of the course, certificate will be provided to all the Non-Teaching Staff. The details of the course are as under:

Title of Workshop: Basics of Effective Office Correspondence.

Course Content:

Date	Contents of Course	Duration
20 May 2022	Basic Grammar- Personal Pronoun	10 hours
23 May 2022	Pronouns - Types	
24 May 2022	Tenses	
25 May 2022	Letter Writing Tips (Parts of the letter, Layout- Full/	
26 May 2022	Complete Block form, Modified Block Form)	
31 May 2022	Vocabulary Enrichment	

Course Outcome:

1. The faculty will be benefited with knowledge on vocabulary enrichment.
2. The faculty would understand how to write letter using different layout.
3. The Non-teaching staff would be able to know tenses, types of pronouns and personal pronoun.

Resource person: Dr. Sushila Vijaykumar

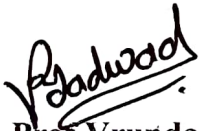
Duration: 20 to 31 May 2022

Timings: 3.30 pm to 5 pm

Kindly grant us the permission for the same.

Thank you.

Yours faithfully



Asst. Prof Vrunda Y
(I/c Criterion I)



Asst. Prof Suchitra P
(I/c Criterion VI)

Karnataka Sangha's
Manjunatha College of Commerce and Junior College of Commerce

Thakurli (e)

One week Workshop on

Basics of Effective Office Correspondence

Attendance Record

Time: 3.30 to 5.00pm

Venue: Auditorium/ Computer Lab

Duration: 20 to 31 may 2022

(20, 23, 24, 25, 26, 31)

Sr no	Non Teaching Staff		No. Of Days Present
1	Smt Veena C Palan	Head Clerk	5
2	Ms Shashikala Devadiga	Sr. Clerk	5
3	Smt Aarti A Kharande	Jr Clerk	5
4	Shri Bhalchandra Farde	Sr Clerk	5
5	Ms Deepika L Birajdar	Jr Clerk	5
6	Ms Divya Shetty	Jr clerk	5
7	Ms Vanita Desai	Jr Clerk	2
8	Ms Dikshita Banjan	Jr Clerk	5
9	Ms Suvarna Shinde	Library clerk	5
10	Shri Dinesh Gohil	Lib Attendant	1

Report on the Workshop on Basics of Effective Correspondence

Date: 2nd May 2022

MCC/

**The Principal and IQAC Chairman,
Karnataka Sangha's
Manjunatha College of Commerce,
Thakurli.**

Subject: Brief Report of the workshop on Basics of Effective Correspondence.

Madam,

On behalf of IQAC in association with the Commerce and Management Department, we are enclosing herewith a brief report of the workshop organized on Basic of Effective Office Correspondence as a part of the faculty empowerment program at our college.

Basics of Effective Office Correspondence

The one-week workshop on the basics of effective office correspondence was conducted from 20/05/2022 to 31/05/2022 by I/C Principal Dr. Sushila Vijaykumar at the college auditorium between 3.30 to 5.00 pm for Non-Teaching staff for upgrading their skills.

This workshop was conducted to improve the basic communication and writing skill of Non-Teaching staff in their day-to-day administration work.

The following topics were covered:

Day 1: Basic grammar, types of pronouns, fill-ups with examples.

Day 2: Vocabulary enrichment, spot the errors, and rectify them. Example with fill-ups

Day 3: Verbs regular and irregular increase the effectiveness of notices with respect to the parts of the notice, drafting notices/letters, etc.

Day 4: Increasing effectiveness: parts, errors, and you- attitude, tenses

Day 5: Letter writing tips, parts of the letter, layouts, how to be a star employee.

Objectives of the workshop:

To improve the basic communication and writing skills of the non-teaching staff in their day-to-day administration work.

Resource Person (Dr. Sushila Vijaykumar, I/C Principal)

Duration: 20/05/2022 to 31/05/2022

Timings: 3.30 to 5.00 pm

Registered number of participants and number of participants who actually attended the webinar -10

Whether feedback was taken: Yes

Mode of Feedback: Online (<https://forms.gle/TTcpEFxvcszWvQyY8>).

Short Analysis of the feedback:

The overall session was excellent. The respondents find the course excellent and very good. The learning experience was quite good. The session helped them in drafting letters after attending the workshop. The workshop was completed on time.

Number of Screenshots or Photographs (Enclosed/Submitted to the Library)



Video Recordings, if any (submitted to the Library) - No

Any additional information, if any - No

Any issues or problems faced in conducting the Webinar- No

Suggestions/Remedies for resolving such problems- No

Thank you,
Yours faithfully

Mrs. Suchitra Poojari
Criteria Incharge



Mrs. Jayanthi Vaikunth
IQAC Coordinator

One week work shop for Non-Teaching Staff on
Basics of Effective Office Correspondence in Colleges



Chila

1/c Principal
MANJUNATHA COLLEGE
OF COMMERCE
Kanchangaoon, Kambalpada,
Thakurli (East) 421 201

