



Rayat Shikshan Sanstha's

RAJARSHI CHHATRAPATI SHAHU COLLEGE, KOLHAPUR

DEPARTMENT OF OFFICE ADMINISTRATION



Date: 20th April, 2026.

REPORT

The department of office administration in collaboration with Internal Quality Assurance Cell (IQAC) organised one day workshop on the "ADMINISTRATIVE OPERATIONS IN COLLEGES" on 20th April 2026.

To enhance administrative efficiency and highlight the pivotal role of non-teaching staff in institutional development, the workshop aimed to update participants on office procedures, digital documentation, and best practices in collegiate administration.

The workshop was divided in to following sessions

Inaugural Session: The program began with Registration & Tea

The inaugural session was formally opened with a Welcome & Introduction by Mr. B. M. Shinde, Office Superintendent.

The session was presided over by Prof. Dr. D.R. Bhosale, I/c Principal, Rajarshi Chh. Shahu College, Kolhapur, who emphasized the importance of skilled administrative staff for achieving academic excellence.

Technical Session:

Resource Person: Hon. Shri. R. Y. Gaikwad, Registrar, Mudhoji Mahavidyalaya, Phaltan, Dist- Satara

Topic Delivered: 'Administrative Operations in Colleges' Key Points Covered: Standard operating procedures for college offices Role of institutional administration.

The workshop were helpful for the Digital record-keeping and student service management Effective communication and inter-departmental coordination Addressing practical challenges in day-to-day office work The session was highly interactive, with participants raising queries related to office management.

Valedictory Function:

The valedictory session was chaired by Hon. Prof. Dr. D.R. Bhosale, Dr. U. S. Shelke, IQAC Coordinator, proposed the Vote of Thanks, expressing gratitude to the resource person, participants, and organizing team for the successful conduct of the workshop.

OUTCOMES:

- The workshop reinforced the role of non-teaching staff as 'pillars of institutional progress
- Attendees appreciated the focus on digital tools
- The workshop was helpful for the capacity building and motivation of administrative staff

Total No. of Beneficiaries: 32



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 Longitude: 74.251805
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Introduction and welcome By Shri, B. M. Shinde



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Felicitation of Resource person Shri. R. Y. Gaikwad by Hon. Prin. Prof. Dr. D. R. Bhosale



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Felicitation of Hon. Prin. Prof. Dr. D. R. Bhosale By Shri, B. M. Shinde



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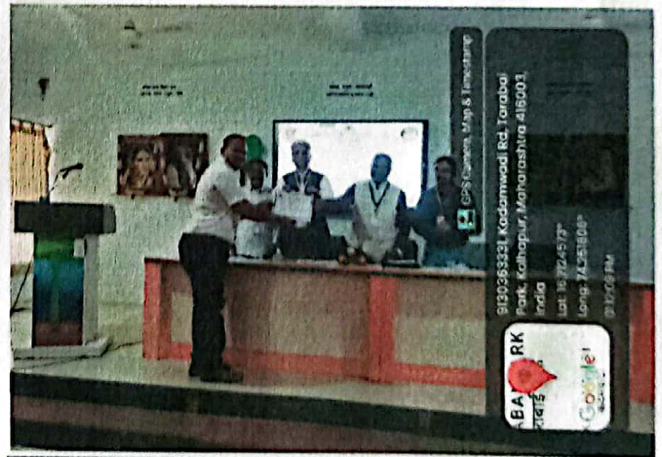
Guidence by Resource person Hon. R.Y. Gaikwad



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Presidential Speech By Hon. Prin. Prof. Dr. D.R. Bhosale



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