



Shri N. B. Education Society's
Shri Venkatesh Mahavidyalaya, Ichalkaranji
Report on Office Correspondence

Introduction:

Internal quality Assurance cell is one of the essential components of any Higher Education Institution. It takes initiatives in qualitative development of the college. With the strategic and perspective planning at academic, administrative and infrastructural level IQAC tries to bring a qualitative change in the institution. Under IQAC initiatives several workshops for faculty as well as students are organized for their professional/academic development. In this regard IQAC organized One Day training programme for faculty on "Office Correspondence" on 30th August 2022 in the seminar hall of the college.

Objectives:

- To discuss the formal ways of writing office correspondence
- To explain the linguistic structures for office correspondence
- To elaborate need of appropriate vocabulary in office correspondence in English

The event was organized as a Faculty Development Programme. It consisted of two sessions. In the first session Dr N. M. Mujawar discussed the different forms of office correspondence. He explained the forms of writing notices, invitation letters as well as minutes and reports of meetings or events. He explained these details with certain case studies.

In the second session of the programme, Dr. S. N. Jarandikar explained the construction of passive voice and emphasized the need of appropriate words while writing correspondence in English.

Dr. V. A. Mane highlighted the need of such programmes for budding faculty while expressing his ideas as the president of the programme. Dr. ..., proposed vote of thanks. Ms Mohini Anchaliya worked as the compeer of the programme. All the faculty members attended the programme.

Dr. S. N. Jarandikar
Coordinator, IQAC

Dr. V. A. Mane
PRINCIPAL,
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Glimpses of the programme



Dr. S. N. Jarandikar presenting on office Correspondence



Dr. N. M. Mujawar sharing his thoughts on Office Correspondence