



Shri N. B. Education Society's

Shri Venkatesh Mahavidyalaya, Ichalkaranji

Report on Role of Administrative Staff in Administration and Auditing

**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 association with it IQAC organized One Day training programme for administrative staff on "Role of Administrative Staff in Administration and Auditing".


**Objectives:**

- To discuss and bring out policies of effective administration
- To share and exchange managerial skills of administration
- To discuss necessary documentation for auditing

The programme was organized on 27<sup>th</sup> August 2022 in the seminar hall of the college. Mr. Shahaji Pandav, Deputy Registrar of Shivaji University Kolhapur and Mr. R. Y. Gaikwad, Registrar, Sadguru Ghatage Maharaj college Karad were invited as the resource person. In the first session, Mr. Pandav discussed the role of administrative staff in qualitative improvement of the college. He communicated various policies and techniques that can be used for prompt and organized form of administration. He also talked about the effective ways of data collection and documentation which are the major parts of office administration.

In the second session of the programme Mr. Gaikwad highlighted the need of accuracy and promptness in office administration. He focused the difficulties faced by the staff due to lack of adequate human resources but underlined the use of ICT tools in good administration and auditing.

Dr. S. N. Jarandikar introduced the theme and purpose of the workshop and also introduced the guest speakers. Dr. N. M. Mujawar chaired the sessions and added valuable ideas in the discussion. Prin. Dr. V. A. Mane presided the function and presented his presidential remarks. Mr. Anosh Gaikwad proposed vote of thanks. The administrative staff of the college as well as from the other institution was present for the programme. It was a fruitful activity and the administrative staff was benefited by it.

  
Dr. S. N. Jarandikar  
Coordinator, IQAC

  
Dr. V. A. Mane  
**PRINCIPAL,**  
**Shri Venkatesh Mahavidyalaya,**  
**ICHALKARANJI - 416 115.**



Glimpses of programme



(Mr. Gaikwad on Role of administrative staff)





( Mr. Pandav interacting with the audience)