

**Vinayak Vidnyan Mahavidyalaya,
Nandgaon Kh.**

**Two Days Workshop
on
“Office Administration and Laboratory
Management System”**

Organized by-IQAC

(In collaboration with Rajarshee Shahu Science College
Chandur Rly. and Jagdamba Mahavidyalaya, Achalpur)

28th-29th May-2021

REPORT

Two Days Workshop on

“Office Administration and Laboratory Management System”

Two days workshop on Office Administration and Laboratory Management System was organized by the IQAC, Vinayak Vidnyan Mahavidyalaya, Nandgaon Kh. in collaboration with Rajarshee Shahu Science College, Chandur Rly. and Jagdamba Mahavidyalaya, Achalpur on dated 28th -29th May 2021.

Day One-28th May 2021:

The resource persons:1) **Shri. Rajendra Sonarghare**

2) **Shri Ajay Zodape**

The day one is dedicated to Office Management System. In the first session of day one Mr. Rajendara Sonarghare has beautifully explained the office administration system. He has given the order of flow of powers in the institute. He also explained the systematic way to organize the office administration in order to make system beneficial for both students and staff members.

In the second session, Mr Ajay Zodape has given crucial information about the documentation to be done or keep for proper management of the Institute. He also, suggested that every document should be gone through proper channel and how to keep smooth relations between teaching and non-teaching staff members. This will help the institution make system user friendly.

Day Two-29th May 2021:

The resource persons:1) **Dr. W. S. Marathe**

2) **Dr. Pankaj Nagpure**

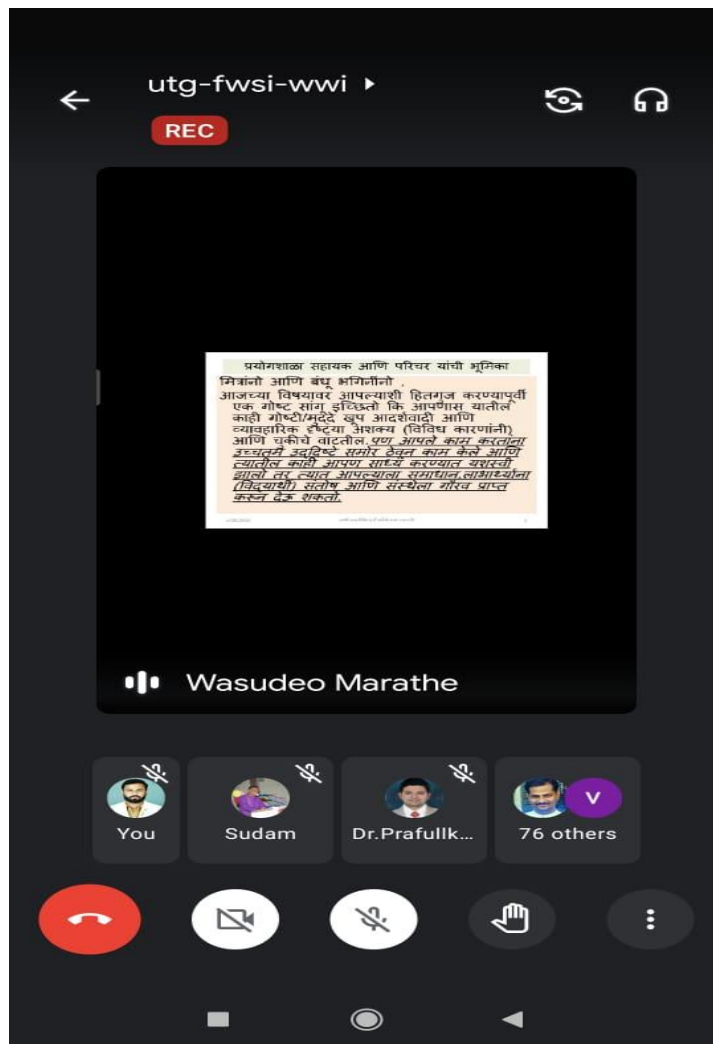
3) **Dr. Vishal Deshmukh**

Day two was divided in to three sessions, where all the three speakers have given the guidance about laboratory management. They have given information about how to maintain the instruments and equipment in the laboratory, how to handle hazardous chemicals, how to label the instruments, how to maintain stock register, guidelines for students, code of conduct in the laboratory etc.

At the end in the discussion session, all the issues related to office and Laboratory management were discussed. Almost 94 teaching and non-teaching faculties of various colleges have attended and benefited by this workshop.

The program is ended with vote of thanks proposed by Dr. Kavita Kakade (Assistant Professor, Department of Chemistry, Vinayak Vidya Mahavidyalaya, Nandgaon Khandeshwar).

Screen Shots of the workshop:



12:21 PM

← utg-fwsi-wwi ▶

REC

प्रयोग शाळा सहायक आणि परिचर याची भूमिका

संस्था, व्यवस्थापन, प्राचार्य	विभाग प्रमुख
विद्यार्थी	विभागातील इतर शिक्षक

प्रयोगशाळा कर्मचारी

Wasudeo is presenting

Dr.Prafullkumar

Sudam

You

Pankaj 74 others

Call, Mute, Unmute, Hand, More

12:14 PM

← utg-fwsi-wwi ▶

REC

Wasudeo

Tryambak

Pawan

Vikram Khodke joined

Call, Mute, Unmute, Hand, More

Flyer of the workshop:

Atul Vidya Mandir, Wardha's

Rajarshee Shahu Science College
Chandur Railway

Pravin Khodke Memorial Trust Amravati's
Vinayak Vidnyan Mahavidyalaya
Nandgaon Khandeshwar

Shri Jagadamba Vinkar Shikshan Sanstha's
Jagadamba Mahavidyalaya
Achalpur City

Jointly Organize
Two Days Webinar On
Office Administration
&
Laboratory Management System

Day 1 **28th -29th May 2021** **Day 2**

Office Administration **Resource Persons** **Laboratory Management**
11.45 a.m 11.45 a.m

Shri Rajendra Sonarghare ← Dr W.S. Marathe

Shri Ajay Zodape → Dr Pankaj Nagpure

Registration Link: Dr Vishal Deshmukh

<https://forms.gle/MP1enuxx88mSffr2A>

Google Meet link: Day 1 | **Google Meet link: Day 2**
<https://meet.google.com/huf-onnh-vrn> | <https://meet.google.com/utg-fwsi-wwi>

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