



DAYANAND COLLEGE OF COMMERCE, LATUR

Office Staff Orientation Programme (STP) 2013-14

Office Staff Training Programme (OSTP)

The college organises Office staff Training Programme for better service to the stake holders of the college like students, parents and alumni etc.

This programme was organized on 1st & 2nd, Oct 2013. In this Programme 31 office staff members participated.

DAYANAND COLLEGE OF COMMERCE, LATUR

Office Staff Orientation Programme, 2013-14

(1st & 2nd October, 2013)

PROGRAMME INPUTS:

Dt. 01.10.2013, Tuesday, 03 to 06 p.m.

SESSION-I : Sub. Role of each staff member & sense of responsibility
– Dr. Atmaram Palnitkar

Introduction – Discussion – Concluding speech

SESSION-II : CATEGORIWISE ORIENTATION

- a) Office Superintendent & Head Clerk
Sub. : Managerial Skills to manage the staff – Dr. Dhage
- b) Senior Clerks, Jr. Clerks, D.T.P. Operator, I.T. Lab attendants
Sub. : Acquiring & developing the recent skills and use of I.T. equipments
- c) Library Staff:
Sub. : Development of library – Usefulness and adoption of recent functioning methods
– Shri Chandrakant Purohit
– Ex. Librarian

Dt. 02.10.2013, Wednesday (Gandhi Jayanti)

SESSION-III : Sub. : Message of Mahatma : 'Work is worship.' – Prof. Ramesh S. Joshi

SESSION-IV : Sub. : Co-working, Job satisfaction & Discipline
– Dr. Kunal Badade, Vice-Principal & Co-ordinator, IQAC

SESSION-V : Sub. : Loyalty & commitment with profession & Institute
– Shri. Santram Selukar

Concluding speech – Dr. Atmaram Palnitkar



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DAYANAND COLLEGE OF COMMERCE, LATUR

We build excellent careers

Date : 25.09.2013

NOTICE (Office staff Orientation Programme)

All office staff members, Library staff, I.T. Lab are informed to attend and participate in the "Office staff Orientation Programme" on 1st & 2nd October, 2013.

Name of the Staff member

Principal
Principal

Granted			
	Name of the Staff member	Designation	Sign.
1	Shri. R.D. Kure	O.S. /	<i>[Signature]</i>
2	Shri. R.S. Selukar	Head Clerk /	<i>[Signature]</i>
3	Shri. L.R. Kamble	Senior Kamble /	<i>[Signature]</i>
4	Shri. S.V. Kamble Deshpande V.R.	" /	<i>[Signature]</i>
5	Shri. S.D. Panchal	Junior Clerk /	<i>[Signature]</i>
6	Shri. N.D. Bhosale	" /	<i>[Signature]</i>
7	Shri. A.M. Palnitkar	" /	<i>[Signature]</i>
8	Shri. L.P. Wagh	Lib.Clerk /	<i>[Signature]</i>
9	Shri. V.P. Mane	Lib.Attendent /	<i>[Signature]</i>
10	Shri. S.S. Birajdar	" /	<i>[Signature]</i>
11	Shri. B.K. Kshirsagar	" /	<i>[Signature]</i>
12	Shri. V.T. Vatte	Peon /	<i>[Signature]</i>
13	Shri. M.N. Dhamane	" /	<i>[Signature]</i>
14	Shri. S.D. Mali	" /	<i>[Signature]</i>
15	Shri. K.S. Fulmali	" /	<i>[Signature]</i>
16	Sow. S.V. Halse	" /	<i>[Signature]</i>
17	Shri. K.B. Gaikwad	" /	<i>[Signature]</i>
Unaided			
1	Miss. S.A. Dube	Comp.Op. Clerk /	<i>[Signature]</i>
2	Shri. Y.S. Sharma	" /	<i>[Signature]</i>
3	Shri. N.R. Kure	" /	<i>[Signature]</i>
4	Mrs. L.T. Shethiya	Lib.Assist. Clerk /	<i>[Signature]</i>
5	Shri. S.V. Hotkar	Lib.A. Clerk /	<i>[Signature]</i>
6	Shri. C.M. Kajare	" /	<i>[Signature]</i>
7	Shri. Sumit Joshi	" /	<i>[Signature]</i>
8	Mrs. S.L. Tondare	" /	<i>[Signature]</i>
9	Shri. Y.S. Sharma	Peon /	<i>[Signature]</i>
10	Shri. V.D. Charan	" /	<i>[Signature]</i>
11	Shri. P.V. Mugale	" /	<i>[Signature]</i>
12	Shri. N.U. Tambore	" /	<i>[Signature]</i>
13	Shri. B.S. Vyas	" /	<i>[Signature]</i>
14	Shri. S.L. Shinde	" /	<i>[Signature]</i>
15	Shri. Balaji Kangule	" /	<i>[Signature]</i>



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Attendance

Sr. No.	Name & Designation of the Participant	Signature	
		01.10.2013	02.10.2013
1)	काजारे सी. एम.	काजारे	काजारे
2)	Kshirsagar B. M.	Kshirsagar	Kshirsagar
3)	Kamble Limbray Rangrao	Kamble	Kamble
4)	Joshi Sumit Hemikshan	Joshi	Joshi
5)	Kure R.D.	Kure	Kure
6)	Chougale B.L.	Chougale	Chougale
7)	Panchal S.D.	Panchal	Panchal
8)	MAIL S.D.	MAIL	MAIL
9)	Bhusale M.D.	Bhusale	Bhusale
10)	Panikar A.M.	Panikar	Panikar
11)	Chavali V.D.	Chavali	Chavali
12)	Deshpande V.R.	Deshpande	Deshpande
13)	Mank V.P.	Mank	Mank
14)	Dube S.A.	Dube	Dube
15)	W. Tivale	W. Tivale	W. Tivale
16)	Selulkar R.S.	Selulkar	Selulkar
17)	Tondale S.L.	Tondale	Tondale
18)	Sharma Y.S. (Clean)	Sharma	Sharma
19)	Sharma S.S.	Sharma	Sharma
20)	Prinade S.S.	Prinade	Prinade
21)	B.M. Kargule	B.M. Kargule	B.M. Kargule
22)	S.V. Kargule	S.V. Kargule	S.V. Kargule
23)	H.V. Tambure	H.V. Tambure	H.V. Tambure
24)	L.T. Shething	L.T. Shething	L.T. Shething
25)	Z.P. Wagh	Z.P. Wagh	Z.P. Wagh
26)	G.L. Shinde	G.L. Shinde	G.L. Shinde
27)	M.N. Phome	M.N. Phome	M.N. Phome
28)	K.S. Fulmali	K.S. Fulmali	K.S. Fulmali
29)	S.Y. Phalse	S.Y. Phalse	S.Y. Phalse
30)	K.B. Gairwar	K.B. Gairwar	K.B. Gairwar

31) Kure Nagesh R
32) Was. Bhatnagar S.

Kure Nagesh R
Was. Bhatnagar S.

Dr. B. T. Chavan

In-charge-TLE



Dr. S. S. Solanke

Principal