Lead College Activity Report

**One Day Workshop on
'Use of Information Technology (IT) in Office Administration**

Name of the Resource Person/ Guest: Principal, Dr. R. S. Salunkhe

Date and Time of activity conducted: Wednesday, 12th April 2023

Time: 10.30 to 12.30 p. m.

No. of students presented: 15

Short Description:

Principal, Dr. R. S. Salunkhe has delivered the lecture on the above mentioned topic. He has pointed out the various topics of use of IT in the Office Administration. He has focused that the IT based office is the heart of the college. The administrative staff is very much knowledgeable of IT in the New Educational Policy. In his lecture, he has given the various example that how administrative staff is to be essential part of the college.

The chair person of the activity is ex-principal; Dr. P. B. Lad. He addressed to the administrative staff that how much the administrative people has involved the various college activities. He told that the administrative staff is very much useful for smooth running the college activities.

Date of Report: 12th April 2023

Name of coordinator: Shri. R. G. Jangam

Sign of Co-ordinator   **Sign of HOD**