

PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, 100 Nehru Road Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai: 400 055

(Affiliated to University of Mumbai)

Re- accredited with B++ grade by NAAC (2.77 CGPA)

Date :25/5/2018

NOTICE

All the teaching and non-teaching staff are hereby informed that IQAC of our College is organizing a Workshop on “**Paperless Office - The Need of the hour & Document Control and Record Management**” on 30th May 2018 . The Resource person invited for the workshop is Mrs. Keeya Mukherjee.

The session will be conducted from 10.00 am to 3.00 pm in the Conference Room. You all are requested to be present for the same at least 10 minutes prior before the commencement of the Workshop.



Mrs. Renita Vazirani
IQAC Co-ordinator



Dr. (Mrs) Meeta Pathade
I/C Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055



PATUCK POLYTECHNIC TRUST'S
PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, 100 Nehru Road Rastheriba Patuck Marg., Vakola Bridge, Santacruz (E), Mumbai. 400 055

(Affiliated to University of Mumbai)

Re-accredited with B++ grade by NAAC (2.77 CGPA)

LIST OF WORKSHOP CONDUCTED ON 30TH MAY, 2018

"Paperless Office - The Need of the Hour" and "Document Control and Record Management"

SR. NO.	NAME OF THE STAFF	SIGNATURE
1.	Mrs. Priti Surve	PR
2.	Mr. S.V. Anantkudusai	h...
3.	Hs Ajehi Kambhai	h
4.	Mrs. Shivangi Sharma	Shivangi
5.	Mrs. Nidra Thakre	nk
6.	Ravita Vasireddi	R
7.	Krupa Shah	K
8.	Megha Nair, Pillai	MNair
9.	M. J. M. M.	M. J. M.
10.	Mhaske D.S.	Mhaske
11.	Rao Ramesh S	Rao
12.	Ms. Sunita Bhatia	Sunita
13.	Mrs. Parvati A. Kumbhar	Parvati
14.	Nehali B. Manjekar	Nehali
15.	Yogita A. Ghatgekar	Yogita
16.	Vighanesh Norvanekar	Vighanesh
17.	Prasanna K. OKANE	Prasanna
18.	Riddhi Parab	Riddhi
19.	Bapu T. Vora	Bapu
20.	Nilesh - Awalkar	Nilesh
21.	Abhishek Paraskar	Abhishek
22.	Deepi Sadrekar	Deepi
23.	Sana Tasheen Ansari	Sana
24.	Sagar Murka	Sagar
25.	Ajit Dhanu	Ajit
26.	Dr. Meeta Pathade	Meeta



Patuck–Gala College of Commerce & Management

REPORT OF PROFESSIONAL DEVELOPMENT PROGRAM: PAPERLESS OFFICE – THE NEED OF THE HOUR & DOCUMENT CONTROL AND RECORD MANAGEMENT

Academic Year: 2017-18

Name of the Department: IQAC

Title of the Program: Paperless Office - The Need of the Hour & Document Control and Record Management			
Date	Faculty In-charge	Other Faculty Member	External Resource Person
30 th May, 2018	Mrs. Renita Vazirani	Mr. Prashant Kokane	Mrs. Keeya Mukherjee Librarian, Maniben Nanavati College
Time	Venue	Activity for Staff	Number of Participants
10:00 am to 3:00 pm	Conference room	Teaching staff & Non-teaching staff members	26

About the Program

Topic of the Program	Paperless Office - The Need of the Hour & Document Control and Record Management
Objectives of the Program	<ul style="list-style-type: none">To acquaint the staff members about the relevance of Paperless office where the documents can be safe guarded in drive and folders.To introduce the staff members about the better documentation control and record keeping
Methodology	The speaker had taken up the session in PowerPoint presentation. The session was interactive as well.
Outcome of the Program	The staff members got acquainted with various better techniques and tools of documentation and record management.



Meeta
I/c Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055



O/c
Patuck Polytechnic Trust's (Estd.: 1932)

Patuck-Gala College of Commerce & Management

(Affiliated to University of Mumbai vide letter No. Aff/Recog/372/dt. 12-08-02)
Re-accredited with B++ grade by NAAC (2.77 CGPA)

A. J. Patuck
Chairman

Mrs. Bakul Anklesaria
Hon. Secretary

Dr. (Mrs.) Meeta Pathade
I/c Principal

REF : PGCCM / INV. / 032 / 2018

Date – 22nd May, 2018

To,
Ms. Keyaa Mukherjee
Office Superintendent,
Maniben Nanavati Women's College,
Vile Parle
Mumbai – 400 056.

Subject – Invitation as a resource person for the workshop.

Respected Madam,

Our College invites you to conduct a workshop on "Paperless Office - The Need of an Hour" for all our College staff on 30th May, 2018.

Looking forward to an enlightening interaction with you.

Thanking you,

Yours faithfully,

Meeta
22/5/18
Dr. (Mrs.) Meeta Pathade
I/c Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055

K Mukherjee
22-5-18



O/c
Patuck Polytechnic Trust's (Estd.: 1932)



Patuck-Gala College of Commerce & Management

(Affiliated to University of Mumbai vide letter No. Aff/Recog/372/dt. 12-08-02)
Re-accredited with B++ grade by NAAC (2.77 CGPA)

A. J. Patuck
Chairman

Mrs. Bakul Anklesaria
Hon. Secretary

Dr. (Mrs.) Meeta Pathade
I/c Principal

REF: PGCCM / THK / 043 / 2018

Date – 30th May, 2018

To,
Ms. Keyaa Mukherjee
Office Superintendent,
Maniben Nanavati Women's College,
Vile Parle
Mumbai – 400 056.

Subject – Thank-you letter.

Respected Madam,

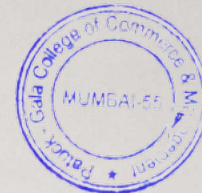
We would like to express our gratitude for conducting workshop on 30th May, 2018 at our College. We are very much grateful to you for sharing your precious time and giving your inputs for bettering our administrative processes.

Looking forward for more such association with you in the future.

Thanking you

Yours faithfully,

Meeta
30/5/18
Dr. (Mrs.) Meeta Pathade
I/c Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055



Kaushikjee