

Rayat Shikshan Sanstha's

**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani
Commerce College, Kopargaon**

**“One Day Workshop on office Automation”
2018-19**

Date: 10th September, 2018

Name of Activity : “One Day Workshop on Office Automation”
Date of Activity : 10th September 2018
Place : Conference Hall
No. of Participants : 15
Resource Person : Mr. Mohsin Sayyad
Samayra ComputerTech, Kopargaon


**Principal
S.S.G.M.College
Kopargaon**

Estd. : June 1965



Rayat Shikshan Sanstha's

SHRI SADGURU GANGAGEER MAHARAJ SCIENCE, GAUTAM ARTS & SANJIVANI COMMERCE COLLEGE

KOPARGAON - 423 601 Dist. Ahmednagar (M.S.) India.

Founder : Padmabhushan Dr. Karmaveer Bhaurao Patil, D.Litt.

• NAAC-Reaccredited 'B'' Grade • Best College Award by S.P. Pune University • ISO 9001:2008 Certified

I/C. Principal
Dr. Gadhe D. P.
M.Com., M.Phil., Ph.D.

Ref. No. : *mail*

Date : *6/9/2018*

To,
Mr. Mohsin Sayyad,
Samayra Computer Tech
Kopargaon

Subject: Regarding resource person for workshop on office automation.

Respected sir,

We have organized a one-day workshop on "Office Automation" on 10/09/2018 at 10.30 am for our office staff. You are kindly invited as resource person for the same. Please accept our invitation and do the needful.

Thanking you!

Yours faithfully,



Gadhe
Principal,
S S G M College, Kopergaon

Gadhe
Principal
S.S.G.M. College
Kopergaon

Rayat Shikshan Sanstha's
**Shri Sadguru Gangageer Maharaj Science, Gautam Arts and Sanjivani
Commerce College, Kopargaon Dist.-Ahmednagar**

Date: 07/09/2018

NOTICE

All office staff members are hereby informed that one-day workshop on, "Office Automation" is organized on 10th September 2018. The program is compulsory for all and hence attend the same.

Venue: Seminar Hall

Timing: 10:30 am




Principal,
S S G M College, Kopargaon


Principal
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Commerce College, Kopargaon Dist.-Ahmednagar**

**One Day Workshop
on
“Office Automation”**

Table Program

Date: 10/09/2018

Time: 10:30 am

Venue: Seminar Hall

- ❖ 10:30 am to 10:45 am - Welcome address
- ❖ 10:45 am to 10:55 am - Felicitation of Guests
- ❖ 10:55 am to 11:15 am - Presidential address
- ❖ 11:15 am to 01:15 pm - Mr. Mohsin Sayyad
(Technical Session-I)
- ❖ 01:15 pm to 02:00 pm - Lunch Break
- ❖ 02:00 am to 04:00 pm - Mr. Mohsin Sayyad
(Technical Session-II)
- ❖ 04:00 pm to 04:10 pm - Vote of thanks


Coordinator,
IQAC




Principal
S.S.G.M. College, Kopargaon


Principal
S.S.G.M. College
Kopargaon

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**Shri Sadguru Gangeer Maharaj Science, Gautam Arts and Sanjivani
 Commerce College, Kopergaon Dist.-Ahmednagar**

One Day Workshop
 on

“Office Automation”

Program Attendance

Time: 10:30 am

Date: 10/09/2018

Venue: Conference Hall

Sr. No	Name	Session-I	Session-II
1.	Shri More R. D.	<i>[Signature]</i>	<i>[Signature]</i>
2.	श्री. लाडके BS.	<i>[Signature]</i>	<i>[Signature]</i>
3.	श्री. मरुते. Y.M.	<i>[Signature]</i>	<i>[Signature]</i>
4.	श्री. शिवाजी क. लु.	<i>[Signature]</i>	<i>[Signature]</i>
5.	श्री. लक्ष्मण	<i>[Signature]</i>	<i>[Signature]</i>
6.	श्री. लक्ष्मण. पी.	<i>[Signature]</i>	<i>[Signature]</i>
7.	श्री. लक्ष्मण. पी.	<i>[Signature]</i>	<i>[Signature]</i>
8.	श्री. लक्ष्मण. पी.	<i>[Signature]</i>	<i>[Signature]</i>
9.	श्री. लक्ष्मण. पी.	<i>[Signature]</i>	<i>[Signature]</i>
10.	Shri. Pawar S.K.	<i>[Signature]</i>	<i>[Signature]</i>
11.	Jamdeo R.D.	<i>[Signature]</i>	<i>[Signature]</i>
12.	DUSHINYSB	<i>[Signature]</i>	<i>[Signature]</i>
13.	Waman J.C.	<i>[Signature]</i>	<i>[Signature]</i>
14.	Sabote T.A.	<i>[Signature]</i>	<i>[Signature]</i>
15.	Mlore. B.P.	<i>[Signature]</i>	<i>[Signature]</i>
16.			
17.			
18.			
19.			
20.			

[Signature]
 Principal
 S.S.G.M. College
 Kopergaon



Rayat Shikshan Sanstha

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**SHRI SADGURU GANGAGEER MAHARAJ SCIENCE, GAUTAM
ARTS & SANJIVANI COMMERCE COLLEGE**

Kopargaon-423601, Dist.-Ahmednagar

Affiliated to Savitribai Phule Pune University, Pune

NAAC Accredited 'B++' Grade

INTERNAL QUALITY ASSURANCE CELL

Organized

One Day Workshop

On

“Office Automation”

CERTIFICATE



This is to certify that Mr./Mrs./Ms..... from **Shri Sadguru Gangageer Maharaj Science, Gautam Arts & Sanjivani Commerce College, Kopargaon** has actively participated in “**One Day Workshop on Office Automation**” held on, 10th September 2018.

Coordinator
S.S.G.M College, Kopargaon


Principal
S.S.G.M.College
Kopargaon

Principal,
S.S.G.M College, Kopargaon