



Shri Hurakadli Ajja Shikshana Samiti's
Smt.K.S.Jigalur Arts and Dr.(Smt)S.M.Sheshgiri Commerce
College for Women, Dharwad, Karnataka
(Re-Accredited at "B" Level by NAAC)
College with Potential for Excellence (CPE) – UGC



IQAC initiative
One Day Workshop for non teaching staff
on

Online Administrative Assistance



Resource Person
Prof. Jyoti B. Maned
Principal
KLE'S BCA, P.C.Jabin
Science College Hubballi

18th September, 2020
@ 10.00 am
Lecture Hall-I

Prof. Pushpa Abbigeri
IQAC Co-ordinator

Dr. Anita Kadapatti
NAAC Co-ordinator

Dr. Girija M. Yabannavar
Principal & HOD of Economics

ALL ARE CORDIALLY INVITED

Phone: 0836-2436182

Shri Hurakadli Aija Shikshan Samiti's



**Smt. Kallawwa Shivappanna Jigalur Arts &
Dr. (Smt.) Sushila Murigeppa Sheshgiri Commerce**



College for Women,

Re-Accredited at 'B' level by NAAC

Near R.N. Shetty Stadium, Behind Sahitya Bhavan, DHARWAD-580 008

E-mail: shasswcd@gmail.com

Web : shasswcd.in

No.WCD 2020-21 / 115A

Date 14-09-2020

To,
The Principal,
KLE's BCA, P. C. Jabin Science College
Hubballi

Respected Madam,

IQAC of our college has arranged a FDP for teaching staff and a Workshop for Non-teaching staff on 18th and 19th Sept. 2020. We wish to invite you as a resource person to speak in the workshop.

18-09-2020 : One Day Workshop on 'Office Administrative Assistance' for non-teaching staff.

19-09-2020 : One Day Workshop on 'Digital Teaching Techniques' for faculty.

We hope you will accept our invitation and spare your valuable time for two days.

Prof. Pushpa Abbigeri
IQAC Coordinator

Gyrf
Dr. Girija Yabannavar

Principal

S. R. A. S. Institute

Dr. E. S. Jigalur Arts and

(Smt.) S.H. Sheshgiri Commerce

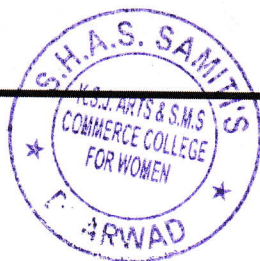
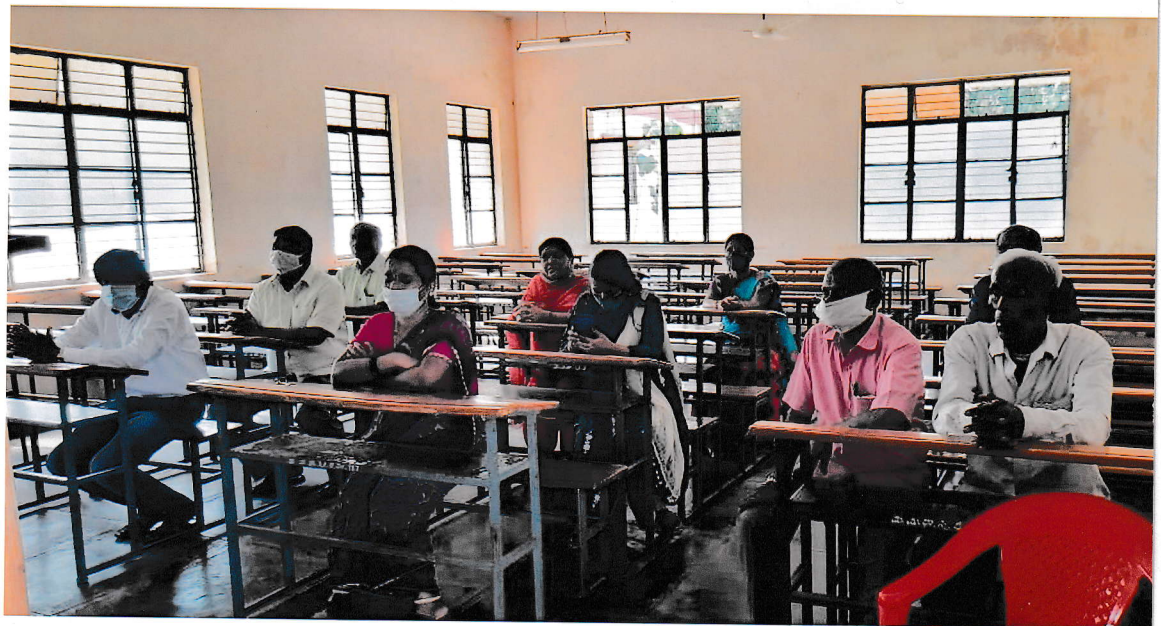
College for Women, Dhawad



One-Day Workshop for Non-Teaching Staff

Online Administrative Assistance

18-09-2020



Princip

Principal

S.H.A.S. Samiti's
Smt. K. S. Jigalur Arts and
Dr. (Smt) S. M. Sheshgiri Commerce
College for Women, Dharwad



Shri Hurakadli Ajja Shikshana Samiti's
Smt. K. S. Jigalur Arts & Dr. (Smt.) S. M. Sheshgiri Commerce College
for Women, Dharwad.



One-Day Workshop for Non-Teaching Staff

Organised by IQAC on

Online Administrative Assistance

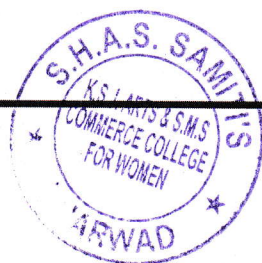
18-09-2020



**Prof. Jyoti Maned, KLE's BCA P. C. Jabin Science College, Hubballi
addressing the Administrative Staff**

Resource Person Prof. Jyoti Maned said working in office requires a diverse skills and ability to multitask under hectic conditions. She spoke about administration skills such as Computer skills, Accounting, Administration procedure, Communication etc.

Principal Dr. Girija M. Yabannavar delivered presidential remarks.



Girija

Principal
S.H.A.S. Samiti's
Smt. K. S. Jigalur Arts and
Dr. (Smt.) S. M. Sheshgiri Commerce
College for Women, Dharwad