



B. L. D. E. ASSOCIATION'S
S. B. ARTS AND K. C. P. SCIENCE COLLEGE

BLDE New Campus, Shri B. M. Patil Road, Vijayapur-586103
Accredited with CGPA of 2.99 at 'B++' Grade in 4th Cycle by NAAC
(Affiliated to Rani Channamma University, Belagavi)
Website: www.bldeasbkcp.ac.in E-mail: bldeasbkcp@gmail.com



Date-01/04/2024

To,

Smt. Mangala Kengasur
District Training Institute,
Vijayapur.

Subject: Regarding resource person for Record Management Workshop for Non-Teaching Staff on April 6, 2024 in our college.

Respected Madam,

With reference to the above cited subject, I request your kind self to spare the services as resource person for Record Management Workshop for Non-Teaching Staff on April 6, 2024, at 11:00 am.

Thanking you in anticipation.


Principal,
S.B.Arts & KCP. Sc. College
Vijayapur.



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Report on Record Management Workshop for Non-Teaching Staff

On April 6, 2024, S.B. Arts and K.C.P. Science College, Vijayapur, under the initiative of the Internal Quality Assurance Cell (I.Q.A.C), organized a hands-on workshop on record management for non-teaching staff. The workshop aimed to enhance the efficiency and effectiveness of record-keeping practices within the institution. The workshop was held in the esteemed presence of Dr. R.M. Mirdhe, Principal of S.B. Arts and K.C.P. Science College. Dr. P.S. Patil, the I.Q.A.C Coordinator, played a crucial role in organizing and coordinating the event. Prof. Milan Rathod, Chairman of Criteria-6, was also present, emphasizing the importance of effective record management in maintaining institutional quality standards.

The workshop was conducted by Smt. Mangala Kengasur from the District Training Institute, Vijayapur. Smt. Kengasur is an experienced professional in the field of record management and brought valuable insights and practical knowledge to the session. Smt. Kengasur began the workshop with an overview of the importance of record management in educational institutions. Emphasis was placed on the legal and administrative requirements for maintaining accurate and accessible records. The various types of records maintained by educational institutions were discussed, including academic records, administrative records, financial records, and student records. Smt. Kengasur highlighted the specific requirements and handling procedures for each type of record. Practical demonstrations were given on organizing, storing, and retrieving records efficiently. Smt. Kengasur shared best practices for digitizing records and maintaining a hybrid system of physical and digital records. Participants engaged in practical exercises to apply the concepts learned during the workshop. Real-life

scenarios were provided to help staff practice effective record management techniques.

Conclusion:

The workshop concluded with an interactive Q&A session where participants clarified their doubts and received personalized advice from Smt. Kengasur. Dr. R.M. Mirdhe, in his closing remarks, emphasized the importance of continuous improvement in record management practices to support the institution's administrative and academic functions.



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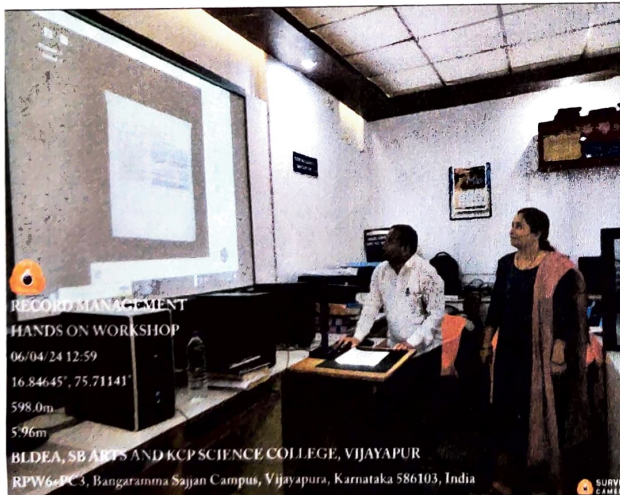
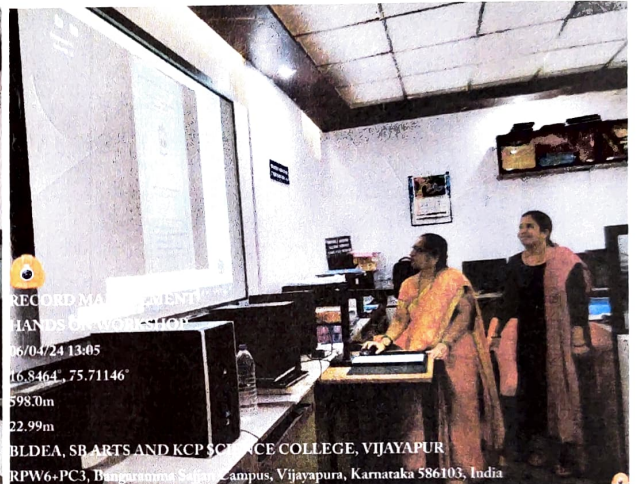
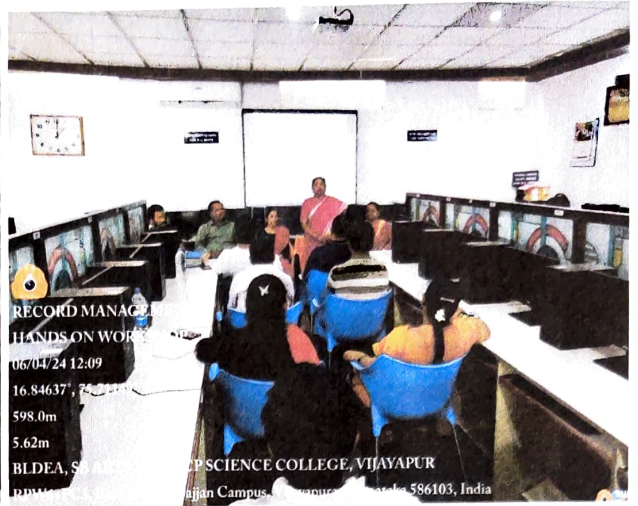
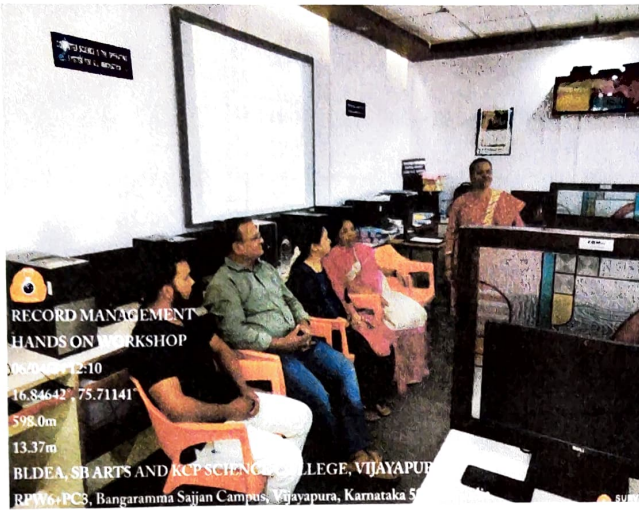


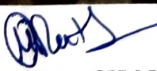
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PRINCIPAL
Principal,
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PHOTO GALLERY




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RECORD MANAGEMENT WORKSHOP FOR NON-TEACHING STAFF

ATTENDANCE LIST

Sl. No	NAME	DESIGNATION	SIGNATURE
①	Sri. S. B. Heralangi	superintendent	
②	Smt. S. V. Kalkoti	SDA	
③	Sri M. M. Bellagi	SDA	
④	Sri R. A. Patil	SDA	
⑤	Sri N. M. Jamadar	Jr. SDA	
⑥	Smt - K. N. Biradar	SDA	
7	Sunanda Biradar	Jr. SDA	
8	L. S. Purnani	Jr. SDA	
9	Iranna. B. K		
10	A. I. Biradar		
11.	Dr. P. S. Patil	IQAC	

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PRINCIPAL