

## Report of the Activity

### WORKSHOP ON QUALITY SYSTEMS AND DOCUMENTATION

Organized by

**IQAC of Deogiri College, Aurangabad Maharashtra**

On 02<sup>nd</sup> Aug, 2021

#### Introduction:

IQAC of Deogiri College, Aurangabad organized One Day Workshop on Quality Systems and Documentation on 2<sup>nd</sup> Aug, 2021.

The program was organized upon the request made by College of Computer Science and Information Technology, Latur.

The sessions began with formal interaction with Prof. Ashok Tejankar, Principal of Deogiri College, Aurangabad

Dr. Vishnu Patil, Director, IQAC of Deogiri College, Aurangabad was the trainer for the workshop along with Mr. Unmesh Marwade (accountant), Ms. Darshana Gandhi (Registrar), etc. The members of IQAC of Deogiri College, Aurangabad attended the workshop.

Following is the schedule of the talk

#### SCHEDULE OF THE PROGRAM:

Time	Name of the Resource Person	Topic
11.00 am to 11.15 am	Prof. Ashok Tejankar, Principal of Deogiri College, Aurangabad	Introductory remarks
11.15 to 12.00 Noon	Dr. Vishnu Patil, Director, IQAC of Deogiri College, Aurangabad	Documentation of IQAC
12.00 to 01.00 pm	Ms. Darshana Gandhi (Registrar)	Office Documentation
01.00 to 02.00 pm	Mr Takle and Mr. Unmesh Marwade	Account Documentation
03.30 to 04.00 pm	Incharge of Record Room	Record Room Documentation

### Brief Details of the Program:

Sr. no.	Type of Activity	Topic	Date and time	Place of event	Chief speakers	Number of Non-teaching Faculty participant	Number of male participant	Number of Female participant	Total Number
1	Workshop on Documentation	One Day Workshop on Quality Systems and Documentation	Date: 02 <sup>nd</sup> Aug, 2021 Time: 11 to 4 pm	Offline	Prof. Ashok Tejankar, Dr. Vishnu Patil, etc	16	15	01	16

  
Principal  
Deogiri College,  
Aurangabad.

  
Dr. Vishnu Patil, Director, IQAC  
Convener,  
Deogiri College, Aurangabad

Co-ordinator,  
IQAC, Deogiri College,  
Aurangabad.



## Photographs of the Activity

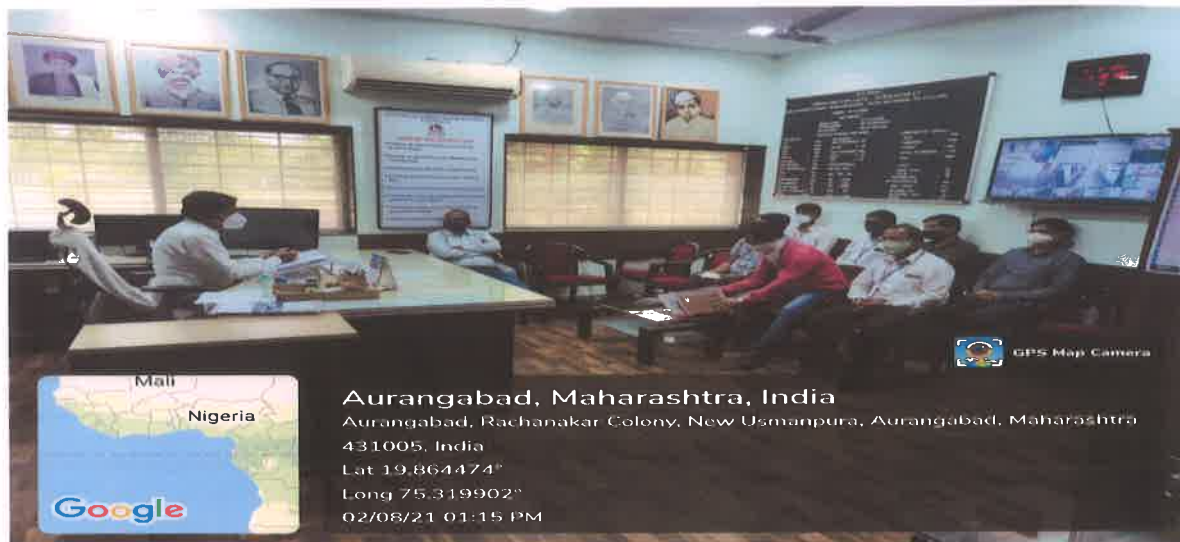
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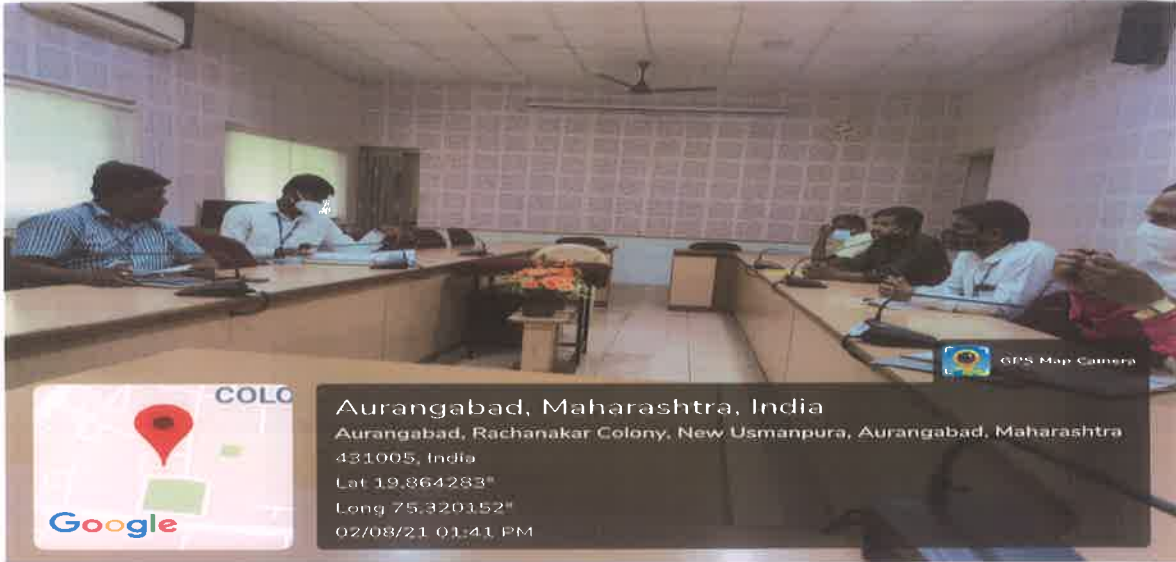
Interactions with Prof. Ashok Tejankar, Principal, Deogiri College, Aurangabad



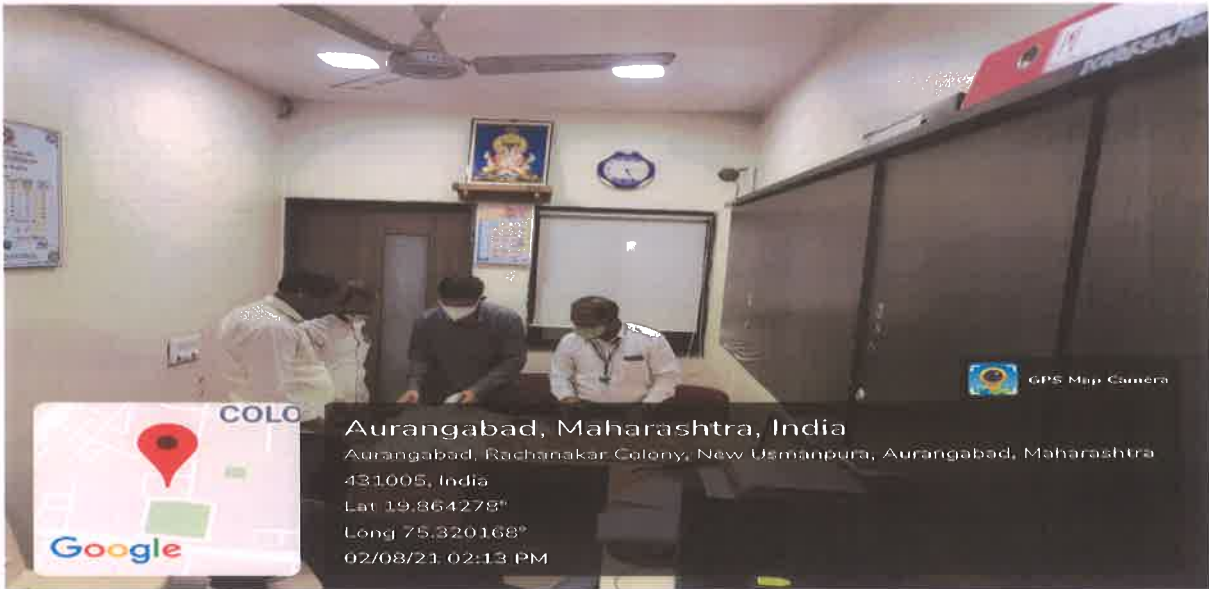
Interaction with IQAC and Account Section



## Interaction with Account Section




## Visit to the central store





  
**Principal  
Deogiri College,  
Aurangabad.**

  
Dr. Vishnu Patil, Director, IQAC  
Convener,  
Deogiri College, Aurangabad  
**Co-ordinator,  
IQAC, Deogiri College,  
Aurangabad.**





Royal Education Society's

[ Govt. of Maharashtra approved, affiliated to S.R.T. Marathwada University, Nanded and included under Section 2(f) and 12 (B) of U.G.C. Act 1956 ]

**COLLEGE OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY, LATUR.**

**संगणकशास्त्र व माहितीतंत्रज्ञान महाविद्यालय, लातूर. (कॉक्सिट)**

COCSIT Campus, Ambajogai Road, LATUR- 413531 (Maharashtra)

Ph.: 02382 - 229191, 227779, Fax : 02382 - 228646, Website : www.cocsit.org.in, E-mail : cocsit365@rediffmail.com

**Dr. M. R. Patil**  
President

**Dr. N. S. Zulpe**  
I/c. Principal

संदर्भ : कॉक्सिट/२०२१-२२/८०२

दिनांक : ३१/०७/२०२१

प्रति,  
मा. प्राचार्य,  
देवगीरी महाविद्यालय,  
औरंगाबाद.

विषय : आपल्या महाविद्यालयातील कामकाजाची पाहणी करण्याची परवाणगी मिळणे बाबत...

महोदय,

आमच्या महाविद्यालयामध्ये नॅक साठीच्या दुसऱ्या सायकलची तयारी सुरु आहे. सदर नॅक व्हिजीट ३० व ३१ ऑगस्ट रोजी नियोजित आहे. आपल्या महाविद्यालयातील कामकाज प्रणालीचे व रेकॉर्ड साठवणुकीचे कौतुक बऱ्याच अधिकाऱ्यांकडून ऐकण्यात आलेले आहे. त्या अनुषंगाने आमच्या महाविद्यालयातील

१. श्री. संतोष मारुतीराव कांबळे
२. श्री. प्रदिप रुद्रप्पा कांबळे
३. श्री. स्वप्नील राजाभाऊ पवार
४. श्री. संजय मनोहरराव देवधर

या कर्मचाऱ्यांना आपल्या महाविद्यालयातील कामकाज प्रणालीची व रेकॉर्ड साठवणुकीची पाहणी त्याबाबतची माहिती घेण्यासाठी आम्ही सोमवार दि. ०२/०८/२०२१ रोजी पाठवित आहोत.

तरी आपण आमच्या कर्मचाऱ्यांना वरीलप्रमाणे पाहणी करण्याची परवाणगी देऊन सहकार्य करावे ही विनंती.

धन्यवाद!

*Nishan Patil*  
*02-08-21*  
Principal  
Deogiri College,  
Aurangabad.

*30/7/21*  
डा. एन. एस. झुलपे

प्राचार्य  
Principal  
College of Computer Science  
& Information Technology  
Ambajogai Road, LATUR

COCSIT-11

→

NAAC Re-accredited 'A' Grade  
ISO 9001 : 2008 Certified  
College with Potential for Excellence

Marathwada Shikshan Prasarak Mandal's

# DEOGIRI COLLEGE

Aurangabad - 431 005, Maharashtra, India

Estab. : 1960



I/c. PRINCIPAL  
Prof. Ashok V. Tejankar  
M.Sc. Ph.D.

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

Centre No. : Senior - 003 Junior - 101

Jr. Index No.: 56-01-001 U-DISE No. : 27191109505

Phone : 0240-2367333, 2367330 | Fax : 0240 - 2367301

Website : www.deogiricollege.org

E-mail : principal@deogiricollege.org | deogiri@mspmandal.in

DCA/2021-22/443

Date - 02/8/2021

To,  
The Principal,  
College of Computer Science and Information Technology,  
Latur

Subject: Visit by your college non-teaching faculty to Deogiri College for seeking information towards preparation of documents for NAAC peer team visit

Reference: Your letter No. COCSIT/2021-22/802 dated 31<sup>st</sup> July, 2021

Dear Sir,

This in with reference to the subject cited above, I am delighted to express my satisfaction towards the visit paid by your non-teaching staff on 2<sup>nd</sup> Aug, 2021. They attended following sessions:

1. Documentation for DVV
2. Documentation at Record Room
3. Documentation at Store and Account Sections
4. Effective presentation of documentation to NAAC peer team

The non-teaching staff actively participated in the sessions.

Deogiri College, Aurangabad wishes you all the best for the forthcoming visit to your college by the NAAC for accreditation.

Thanks and regards!

Yours,




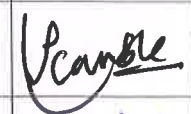


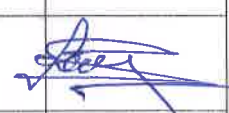



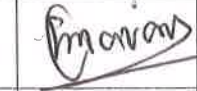

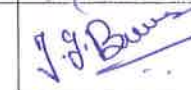

  
Principal  
Deogiri College,  
Aurangabad

Received copy  
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02/08/21

ONE DAY VISIT TO DEOGIRI COLLEGE BY COLLEGE OF COMPUTER  
SCIENCE AND INFORMATION TECHNOLOGY, LATUR


2<sup>nd</sup> August, 2021

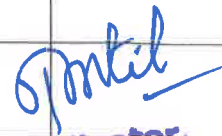
ATTENDANCE SHEET FOR GUIDANCE SESSIONS

Sr.No		Designation	Sign
1.	Principal Prof. Ashok Tejankar	Principal, Deogiri College, Aurangabad	
2.	Dr. Vishnu Patil	Coordinator, IQAC, Deogiri College, Aurangabad	
3.	Unmesh Maswade	Jr. Clerk	
4.	Kamble Santosh M	OS (COLSIT)	
5.	Kawale Pradeep R.	Sr. Clerk	
6.	Deodhar S. m.	clerk	
7.	Takale S.R.		
8.	Swapnil R. Pawar	Jr. Accountant	
9.	Vatari B. m.	SK. Record room	
10.	Dhotre L. K.	Librarian (COCSIT)	
11.	Harmane S. m.	CLERK HR & SCH.	
12.	Wagh S. K.	store.	
13.	Bawaskar J. G.	Store	
14.	Balaji L. shinde	clerk	



15.	Balkoushna Devade	Sport Teacher	<u>Devade</u>
16.	Jitendra Bansode	PRO	<u>JBansode</u>
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**Principal**  
**Deogiri College,**  
**Aurangabad.**

  
**Co-ordinator,**  
**IQAC, Deogiri College,**  
**Aurangabad.**