



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (West), Mumbai, 400 064

ISO 9001:2015 Certified

Notice

The workshop on "Impression Management" will be conducted for admin staff on Thursday, 17/01/2019 at 10.00 am.

Guest Speaker is Dr. Zarin Sethna, Associate Professor, HOD, Psychology Patkar College.

Impression management is a conscious or subconscious process in which people attempt to influence the perceptions of other people about a person, object or event by regulating and controlling information in social interaction.

Kindly attend the session.

MM Nighoskar
Ms. Madhavi Nighoskar

Vice-Principal

Dr. N.N. Pandey

Principal





PRAHLADRAI DALMIA LIONS COLLEGE OF COMM. AND ECO.

Sunder Nagar, Malad (W), Mumbai-400 064.

Activity Attendance Report

Name of Activity: Workshop for Admin Staff
Name of Subject / Association: 'Impression Management'

Class: _____ Date: 17/1/19 Academic Year 2018-19

Resource Person

Name of Teacher in charge: Dr. Zarin Sign. of Teacher: _____

| Sr. No. | Roll No. | Name of student Name of the Admin Staff. | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|----------|---|-----------|--|
| 1 | | J.V. Gomes | | A |
| 2 | | Rasika Patkar | | A |
| 3 | | Sonali Kadam | | A |
| 4 | | Ashalata Patel | | A |
| 5 | | Ms. Dipika Banja | | A |
| 6 | | Ms. Punam Patwardhan | | A |
| 7 | | Mahima Duniwadi | | A |
| 8 | | Ms. Medha R. Sawant | | A |
| 9 | | Vaidhavi V. Dhondge | | A |
| 10 | | Swati Singh | | A |
| 11 | | Ms. Bhagyashri P. Kamble | | A+ |
| 12 | | Saroj Tejot | | A |
| 12 | | Mariyama. Harijan | | A |
| 13 | | Shruti V. Agaste | | A |
| 14 | | Shrilesh Jambhad | | A |
| 15 | | Sandeep Tiwari | | A |
| 16 | | Jpyadev | | A+ |
| 17 | | Sandeep S. Wamanrao | | A+ |
| 18 | | Hemant S. Patil | | A |
| 19 | | shrinivas G Jadhav | | A |
| 20 | | Aniket V. Bhandari | | A |
| 21 | | Vijay S. Chavan | | A |
| 22 | | Prasad Pawar | | A |
| 23 | | Digambar Panchal | | A |



BAMCME

DI/R-A/Gen/00





Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No. Dr. Adh 1090/A

Date: 15-1-19

To,
Dr. Zarin Sethna,
H.O.D. – Psychology,
Patkar College,
Goregaon (West)
Mumbai – 400 062.

Sub.: Invitation as Guest Speaker for workshop
conducted for Administrative Staff of our College.

Madam,

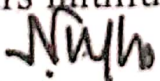
We have organized a workshop for the Administrative
Staff of our College on the topic “Impression
Management” on Thursday, 17th September 2019 at
10.00 a.m.

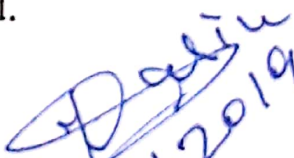
We would be obliged if you could kindly accept our
invitation to be the Resource person for the same.

Looking forward to meeting you.

Thanking you,

Yours faithfully,


Dr. N. N. Pandey
Principal


17.01.2019







Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West), Mumbai, 400 064
ISO 9001:2015 Certified

Report

The workshop on "Impression management" was conducted for admin staff on Thursday, 17/01/2019 at 10.00 am.

Guest Speaker was Dr. Zarin Sethna, Associate Professor, HOD, Psychology Patkar College.

Impression management is a conscious or subconscious process in which people attempt to influence the perceptions of other people about a person, object or event by regulating and controlling information in social interaction.

Total 28 admin Staff had attended this workshop.

MM Nighoskar
Ms. Madhavi Nighoskar
Vice-Principal

N.N. Pandey
Dr. N.N. Pandey
Principal



B.M. Mele

Emelia Noronha
Assistant Professor,
IQAC Coordinator, HOD - Department of BC.
Prahladrai Dalmia Lions College of Commerce and Economics.

Date: 22 March 2022

To,

The Principal,
Prahladrai Dalmia Lions College of Commerce and Economics
Malad.

Subject: Budget for Workshop for Admin Staff

Respected Sir,

Thank you sir for sanctioning the workshop on 'Building a Quality based Administration process'. In the new AQAR FORMAT we now require to conduct such quality enhancement workshops for the admin staff under Criterion 6.

As per the proposal given earlier we had envisaged a short half day workshop on the above topic; but after thorough discussion with the resource persons and our admin staff we have now arrived at a conclusion that a half day workshop will be too short for a proper understanding of the processes.

Thus we are requesting you to please allow us to conduct a one day intensive workshop on the same topic for the clerical staff from the admin team.

The details are as under:

| Particulars | Amount |
|--|---------------------------------------|
| Resource person No. 1 | |
| Ms. Trupti Mody, Registrar, KES College. - 3 sessions | Rs. 2000/- each session = Rs. 6,000/- |
| Resource person No. 2 | Rs. 2000/- |
| Mr. Lalit Katkar, KES College - 1 session | |
| Working Lunch and Breakfast for 30 staff | Rs. 150/- each = 4500 |
| Printing, Stationary, Memento for the resource persons | Rs. 1200/- |
| Miscellaneous | Rs. 1300 |
| Total | Rs. 15000/- |

Your consideration will be highly appreciated

Yours Sincerely,

Dr. Madhavi Nighoskar
Vice Principal, Degree

Prof. Subhashini Naikar
Vice Principal, SFC

Emelia Noronha
IQAC Coordinator



Emelia



PRAHLADRAI DALMIA LIONS COLLEGE OF COMMERCE & ECONOMICS

ISO 9001 : 2015 Certified

NOTICE

All the Administrative Staff are hereby informed that our college in association with IQAC is organizing a one day workshop on "Building a Quality based Administration Process" on Wednesday 13th April 2022 in the College Auditorium.

All the Administrative Staff are required to be present for the workshop.

No Leave will be sanctioned for that day.

Dr. Madhavi Nighoskar

Dr. Madhavi Nighoskar
Vice Principal

Dr. Kiran H. Mane

Dr. Kiran H. Mane
I/c Principal

29/03/2022



Dr. Kiran H. Mane

DI/N-NT/GEN/00

Sunder Nagar, Swami Vivekanand Road, Malad (West), Mumbai – 400064.
Tel.: +912228725792 ♦ 28732270 ♦ E-mail: dalmialionscollege@gmail.com
Website: www.dalmialionscollege.ac.in



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (W), Mumbai-400 064.

Workshop in Association with IQAC

On

Building A Quality Based Administration Process

for Admin Staff

On

13th April 2022

Schedule

8.30 to 9.00 a.m. : Breakfast – G – 1 Ground Floor

9.00 a.m. : Inauguration – Auditorium

Session 1

9.30 am – 10.30 a.m. : “Role of Admin in smooth conduct of Examination” by Ms. Trupti Mody, Registrar, KES College.

Session 2

10.30 a.m. to 12.30 a.m. : “Role and Responsibility of Administration in functioning of college” Ms. Trupti Mody, Registrar, KES College.

12.30 to 1.30 p.m. : Lunch - Gymkhana

1.30 p.m. to 2.30 p.m. : “Handling Admission and Accounts efficiently” Ms. Trupti Mody, Registrar, KES College.

2.30 p.m. to 3.30 p.m. : “Handling issues related to Eligibility and Enrollment” by Mr. Lalit Katkar, Jr. Clerk, KES College.

3.30 p.m. to 3.45 p. m. : Tea Break

3.45 p.m to 4.30 p.m. : Discussion



BANONE



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (W), Mumbai-400 064.

Activity Attendance Report

Session 2 - Handlip Admission & Accounts - efficiently

Name of Activity: Workshop - "Building a Quality Based

Name of Subject / Association: IQAC Admin process"

Class: — Date: 13 April Academic Year 2021-22

Name of Teacher in charge: Emelia N. Sign. of Teacher: E. Nanta

| Sr. No. | gender Roll No. | Participant Name of student | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|--------------------|--------------------------------|---------------|--|
| 1. | F | Emelia Nanta | E. Nanta | A. |
| 2. | F | Subhashini Naikar | S. Naikar | A |
| 3 | F | Dipika Bhojra | D. Bhojra | A |
| 4 | F | Medha R. Sawant | M. Sawant | A |
| 5 | M | Sachin S. Shirsad | S. Shirsad | A |
| 6 | F | Vaidhavi Dhondge | V. Dhondge | A |
| 7 | F | Swati Singh | S. Singh | A |
| 8 | M | Sandeep Tiwari | S. Tiwari | A |
| 9 | F | Smita S. Lele | S. Lele | A |
| 10 | M. | Sharlesh Jambhale | S. Jambhale | A |
| 11 | M | Rajesh Dubey | R. Dubey | A |
| 12 | F | Runam Patwardhan | R. Patwardhan | A |
| 13 | M | Mahesh Gosavi | M. Gosavi | A. |
| 14 | M. | Prasad Pawar | P. Pawar | A |
| 15 | M. | Aniket Bhandari | A. Bhandari | A |
| 16 | F | Ashwini Sata | A. Sata | A |
| 17 | F | Sonali Kadam | S. Kadam | A |

DI/R-A/Gen/00



Emelia

Session 3. - Handling issues related to Eligibility and Enrollment.



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (W), Mumbai-400 064.

Activity Attendance Report

Name of Activity: Workshop. - 'Building a Quality based Administration process'

Name of Subject / Association: IBAC

Class: _____ Date: 13 April Academic Year 2021-22

Name of Teacher in charge: Smelina N. Sign. of Teacher: dNol

| Sr. No. | Roll No. | Name of ^{Participant} student | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|----------|---|-----------|--|
| 1. | F | Smelina Navnha | dNol | A. |
| 2 | F | Ashwini Sutar | Asuk | A |
| 3 | M | Sachin S. Sinisul | Sachin | A |
| 4) | F | Sneha Singh | Singh | A |
| 5 | M | Rajesh Dubey | R | A |
| 6) | F | Punam Patwardhan | P | A. |
| 7) | F | Vaidhavi Dhondge | V | A |
| 8 | M | Sandeep Tiwari | S | A |
| 9 | F | Smita S. Lale | S | A |
| 10 | M. | Prasad Pawar | P | A |
| 11 | M | Mahesh Gosavi | M | A. |
| 12 | M | Vijay B. Chavan | Vijay | A. |
| 13 | F | Medha R. Sawant | M | A |
| 14 | F | Dipika Barja | D | A. |
| 15) | M | Anika Bhandari | A | A |
| 16 | F | Dr. Madhavi N | M | A |
| 17 | F | Ms. Subhashini N | S | A |

DI/R-A/Gen/00 18 F Sonali Kalam S A



BAMeme

Session 4. Role & Responsibilities of Administrative Staff.



Prahladrai Dalmia Lions College of Commerce & Economics

Sunder Nagar, Malad (W), Mumbai-400 064.

Activity Attendance Report

Name of Activity: Workshop - Building Quality based Admin process
 Name of Subject / Association: IBAC

Class: — Date: 13 April 22 Academic Year 2021-22

Name of Teacher in charge: Emilia N. Sign. of Teacher: E. N.

| Sr. No. | Gender | Participant Name of student | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|--------|--------------------------------|------------------|--|
| 1. | F | Emilia Navanba | <u>E. N.</u> | A. |
| 2 | F | Ashwini Sute | <u>A. Sute</u> | A |
| 3 | F | Subhashini N | <u>S. N.</u> | A. |
| 4. | F | Sonali Kalam | <u>S.</u> | A |
| 5. | F | Punam Patwardhan | <u>P.</u> | A. |
| 6 | F | Swati Singh | <u>S. Singh</u> | A |
| 7 | M | Sachin Ghosh | <u>S. Ghosh</u> | A |
| 8 | m | Sandeep Tiwari | <u>S. Tiwari</u> | A. |
| 9 | F | Smriti S. Lale | <u>S. Lale</u> | A |
| 10 | M | Prasad Pawar | <u>P.</u> | A |
| 11 | M | Mahesh Gosan | <u>M.</u> | A |
| 12 | M | Vijay B. Chavan | <u>V. Chavan</u> | A. |
| 13 | M | Sajesh Dubey | <u>S. Dubey</u> | A |
| 14 | F | Dipika Barja | <u>D. Barja</u> | A |
| 15 | M | Anika Bhandari | <u>A.</u> | A |
| 16 | F | Dr. Madhavi N | <u>M. N.</u> | A |
| | | | | |

DI/R-A/Gen/00



Emilia N.

BIODATA

❖ **Name** Mrs. Trupti Yogendra Mody

❖ **Designation** Dean Administration

❖ **Education** Graduate in Commerce
from Dalmia College

❖ **Experience** 30 Years (From 1992 to till date)

❖ **Member**

- Member of College Development Committee (CDC)
- Member of Purchase Committee
- Member of Canteen Committee
- Member of Admission Committee
- Member of Loan Disbursement Committee
- Member of Internal Quality Assurance Cell (IQAC)

❖ **Achievements**

- Digitalization of Administrative Office
- Invited as External Auditor for Administrative Audit by Mumbai and several other colleges.
- Initiated, introduced and implemented online admission as well as online Fees payment since last 12 years
- Attended many workshops and seminars held for Admin Staff

❖ **Organised** **Several Seminars and workshops on :**

- Microsoft Office especially on Advanced Excel in collaboration with IT Teacher
- Training to staff for Letter writing in English
- Examination System
- Admission process
- Accounts , Audit & Budgets



Trupti Mody



Prahladrai Dalmia Lions College of Commerce & Economics
Sunder Nagar, Malad (West), Mumbai, 400 064

10th July, 2018

NOTICE

A workshop on 'Paperless Office, Document Control & Record Management' will be conducted on 12th July 2018. All administrative staff should attend this workshop.

The sessions will be held from 10.00 a.m. to 12.30 noon.

Dr. N.N. Pandey
Principal

DI/N-IQAC/Gen/00



PRAHLADRAI DALMIA LIONS COLLEGE OF COMM. AND ECO.

Sunder Nagar, Malad (W), Mumbai-400 064.

Attendance Sheet for the year 2018-19 ~~ADMIN~~ Date: 12 July 2018.

Name of Activity: Workshop on Paperless Office, Doc. Control

Name of Subject / Association: IBAC & Record Management

Name of Teacher: E. Naimha

Signature of Teacher: E. Naimha

| Sr. No. | Roll No. | Name of ^{Staff} student member | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|----------|--|-------------|--|
| 1. | ✓ | Joaquin V. Gomes | [Signature] | A |
| 2. | ✓ | Vijay B. Chavan | [Signature] | A |
| 3. | ✓ | Ravika Patkar | [Signature] | A |
| 4. | ✓ | Bhagyashri Kamble | [Signature] | A |
| 5. | ✓ | Medha Sawant | [Signature] | A |
| 6. | ✓ | Ashutosh Patil | [Signature] | A |
| 7. | ✓ | Sonali Sawant | [Signature] | A |
| 8. | ✓ | Yadav Asha S. | [Signature] | A |
| 9. | ✓ | Dimple Barje | [Signature] | A |
| 10. | ✓ | Bishnu Joshi | [Signature] | A |
| 11. | ✓ | Digambar Panch | [Signature] | A |
| 12. | ✓ | Bhurat B. Dikhar | [Signature] | A |
| 13. | ✓ | Sandeep S. Wamanshe | [Signature] | A |
| 14. | ✓ | Jayprakash R. Yadav | [Signature] | A |
| 15. | ✓ | Shrinivas G. Jadhav | [Signature] | A |
| 16. | ✓ | Rakesh R. Mohite | [Signature] | A |
| 17. | ✓ | Aniket V. Bhandari | [Signature] | A |
| 18. | ✓ | Prasad K. Pawar | [Signature] | A |
| 19. | ✓ | Sandeep Kumar Tiwari | [Signature] | A |
| 20. | ✓ | Shadesh Tamhane | [Signature] | A |
| 21. | ✓ | Swati Shan | [Signature] | A |
| 22. | | Purvi Jain | | A |
| 23. | | Sushil R. Yadav | | A |
| 24. | | Radheshyam R. Yadav | | A |



E. Naimha

35
BFA-Ac/Ev/00

10 Naimha
19 Prasad B. Kamble

PRAHLADRAI DALMIA LIONS COLLEGE OF COMM. AND ECO.
Sunder Nagar, Malad (W), Mumbai-400 064.

X

Attendance Sheet for the year 2018-19 Class ADMIN Date: 12 July 2018

Name of Activity: Workshop on Paperless Office, Doc Control

Name of Subject / Association: ISAC & Record Mgmt

Name of Teacher: J. Navale Signature of Teacher: J. Navale

| Sr. No. | Roll No. | Name of student | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|----------|------------------|-----------|--|
| 25 | | Atish Mistry | | A |
| 26 | | Vipul Singh | | A |
| 27 | | Saroj Tajot | | A |
| 28 | | Mangal Jadia | | A |
| 29 | | Mariamma Harijan | | A |
| 30 | | Darmandra Shetty | | A |
| 31 | | P. N. Singh | | A |
| 32 | | J. C. Tiwari | | A |
| 33 | | A. P. Yadav | | A |



J. Navale

PRAHLADRAI DALMIA LIONS COLLEGE OF COMM. AND ECO.

Sunder Nagar, Malad (W), Mumbai-400 064.

Teaching Staff

Attendance Sheet for the year 2018-19 Class: _____ Date: 12 July 2018

Name of Activity: Workshop on Paperless office & Doc Control & Record Mgmt

Name of ~~Subject~~ / Association: I & A E

Name of Teacher: Amelia Signature of Teacher: E. Novla

List of
Teaching
Faculty
who
attended
the
workshop

| Sr. No. | Roll No. | Name of student | Signature | Feedback : A = Good B = Satisfactory C = Unsatisfactory |
|---------|----------|----------------------|-------------|--|
| 1. | | Sharada. Gaitcode | [Signature] | A |
| 2. | | S. Ranade. | [Signature] | A |
| 3. | | Akshata S. Pawar | [Signature] | A |
| 4. | | Divya Waghela | [Signature] | A |
| 5. | | Shweta Bhimawat | [Signature] | A |
| 6. | | Aditya Sheerawat | [Signature] | A |
| 7. | | Prachi Chaturvedi | [Signature] | A |
| 8. | | Deepika. Kanojia | [Signature] | A |
| 9. | | Mahima Durvech | [Signature] | A |
| 10. | | Dr Mahendra Pachole | [Signature] | A |
| 11. | | Rajesh Ruke | [Signature] | A |
| 12. | | Sahin D. Borsode | [Signature] | A |
| 13. | | Chandrapakant Kamble | [Signature] | A |
| 14. | | Mahesh Gosan | [Signature] | A |
| 15. | | Santosh Jadhav | [Signature] | A |
| 16. | | Ashok A. Sorle | [Signature] | A |
| 17. | | NIRAV TANWARIA | [Signature] | A |
| 18. | | ASHISH SHUKLA | [Signature] | A |
| 19. | | Dr. Sunita Tidke. | [Signature] | A |
| 20. | | Seema Shukla | [Signature] | A |
| 21. | | Kirti Sigitia | [Signature] | A |



Amelia



Prahladrai Dalmia Lions College of Commerce & Economics

Date: 10 JUL 2018

Ref. No.: PPC/Inv./399

To,
Ms. Keyaa Mukherjee,
Office Superintendent
Maniben Nanvati Women's College Vallabhai Rd.
Vile Parle (W), Mumbai -56

Subject: Invitation as a Resource Person for conducting a workshop on 'Paperless Office the need of the hour & Document Control and Record Management'

Respected Madam,

We would like to invite you as a Resource Person for conducting a workshop on 'Paperless Office the need of the hour & Document Control and Record management' at our college on 12th July 2018.

We will be highly obliged if you send your consent as soon as possible.

Thank you,

Yours truly,

Dr. N. N. Pandey
Principal



DI / L- IG / Gen / 00



Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: PALC/Inv./399

Date: 10 JUL 2018

To,
Ms. Keyaa Mukherjee,
Office Superintendent
Maniben Nanvati Women's College Vallabhai Rd.
Vile Parle (W), Mumbai -56

Subject: Invitation as a Resource Person for conducting a workshop on 'Paperless Office the need of the hour & Document Control and Record Management'

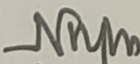
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We will be highly obliged if you send your consent as soon as possible.

Thank you,

Yours truly,


Dr. N. N. Pandey
Principal





DI / L- IG / Gen/ 00



Prahladrai Dalmia Lions College of Commerce & Economics

Ref. No.: POC/Inv./399

Date: 10 JUL 2018

To,
Ms. Keyaa Mukherjee,
Office Superintendent
Maniben Nanvati Women's College Vallabhai Rd.
Vile Parle (W), Mumbai -56

Subject: Invitation as a Resource Person for conducting a workshop on 'Paperless Office the need of the hour & Document Control and Record Management'

Respected Madam,

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Thank you,

Yours truly,

Dr. N. N. Pandey
Principal



DI / L- IG / Gen/ 00