



Rayat Shikshan Sanstha's
**Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)**



**Library with Department of Mathematics & IQAC
Fiveday workshop on “ITR, Office administration and Time
Management”**

Department of Library and IQAC had organized Five days workshop on “ITR, Office administration and Time Management” for Administrative staff on 13th-17th February, 2023 through online mode. Shri Saurabh Rairikar, Chartered Accountant, Satara, Shri. Mukund Phadke, Tax Consultant Satara and Shri Omkar Patil, Pune were the resource person & Dr. T.S. Bhosale, In-charge Principal was the President of the workshop. The workshop was started with welcome address & introduction of the guest by Mr. Anup Mugli, librarian of the college.

There were five sessions delivered by experts. Saurabh Rairikar explains concept of income tax, the changes in taxation rules regulation, difference between old & new income tax regime, tax slabs, rebate and how to ITR filling. Shri. Mukund Phadke guided on GST, its concept, different slabs of GST, various changes occur in it, provisions and record maintaining. Shri. Omkar Patil delivered lecture on Time management, office administration, maintenance of office record, Stress management of administrative staff.

Principal Dr. T.S. Bhosale expressed the presidential note on workshop also explained importance of Income tax filling and its benefits for taxpayer, How to handle stress on workplace and role of administration in Institute development.. Shri. Suhas Saundade, office superintendent expressed vote thanks of the Five day workshop. This workshop is beneficial for the administrative and teaching staff.

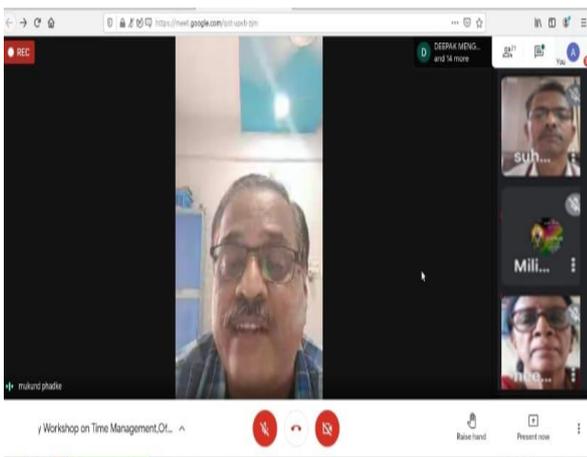
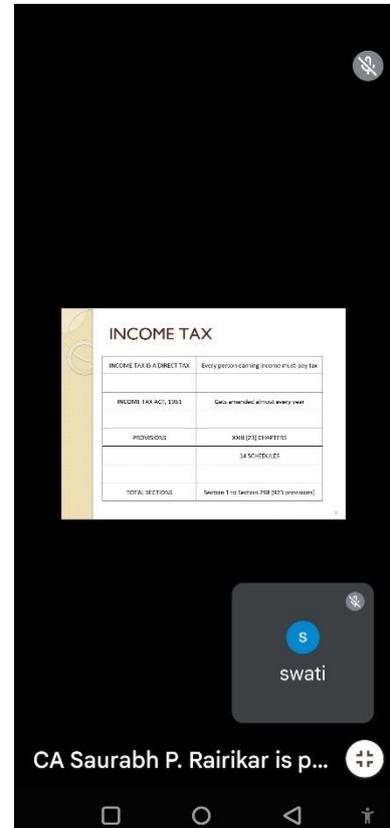
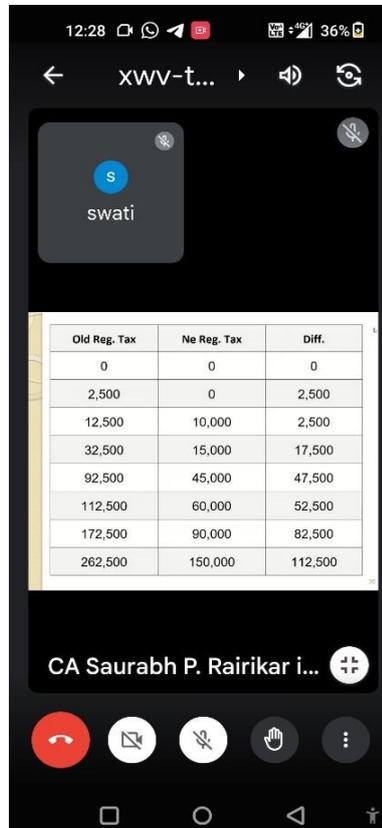
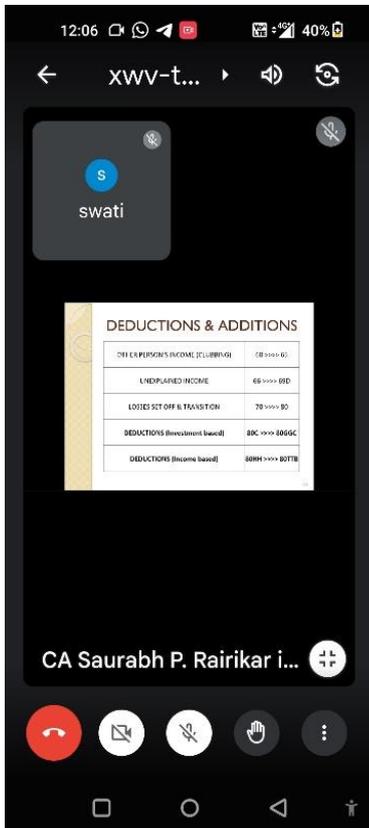
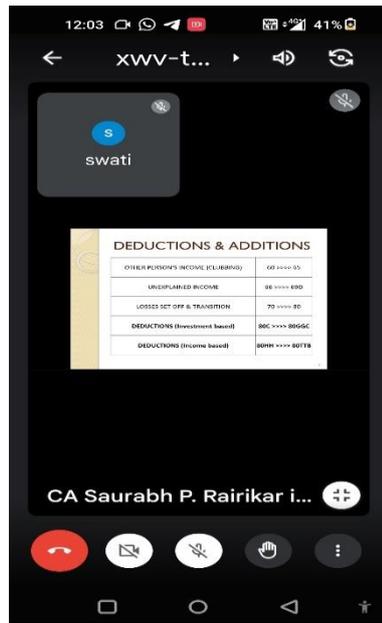
Programme Outcome –

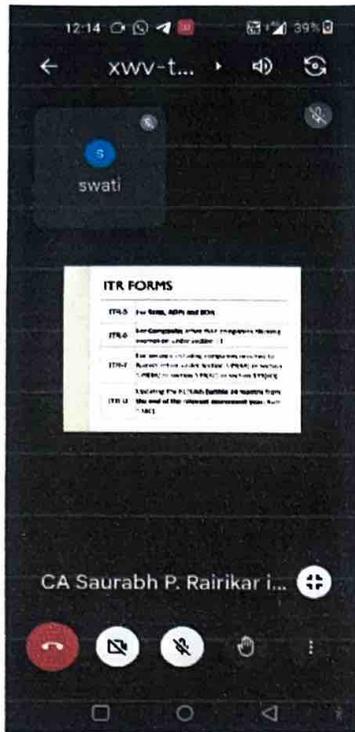
- Staff got the knowledge about ITR filling GST and administration.
- Got information about tax slabs, old & new regime, handling of stress

Beneficiaries –45

Administrative and teaching staff







Prugae

LIBRARIAN,

Dr. Patangrao Kadam Mahavidhyalaya,
Ramanandnagar (Burli)
Tal. Palus, Dist. Sangli.

Jiraje

**P.D.Jiraje
Secretary**

Five Day's Workshop

Tharav

Principal,

Dr. Patangrao Kadam Mahavidyalaya,
Ramanandnagar (Burli)
Tal. Palus, Dist. Sangli.

