

Sarada Vilas Teachers College
K.M. Puram, Mysore-04

6.3.3 QNM DE

**4. Brochures or Reports along
with Photographs of
professional development /
administrative training
programmes**

Sarada Vilas Teachers College
K.M. Puram, Mysore-04

TEACHING STAFF

6.3.3.

SARADA VILAS TEACHER COLLEGE
K. M.PURAM, MYSURU-04

ONE DAY WORKSHOP
ON
"CHOICE BASED CREDIT SYSTEM"

Resource Person
Dr. Sumithamma

Presided by:

Dr. P.S. Suresh

Principal

Sarada Vilas Teachers College, Mysuru.

Venue

College Auditorium

Date & Time

23 November 2019

10.00 am - 5.00 pm

Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



Sarada Vilas Educational Institutions (R.)
 ಶಾರದಾ ವಿಲಾಸ ಶಿಕ್ಷಣ ಮಹಾವಿದ್ಯಾಲಯ, ಮೈಸೂರು-04
SARADA VILAS TEACHERS COLLEGE



Sarada Vilas Road, K.M Puram, Mysuru-570004, Karnataka
 Affiliated to University of Mysore, Mysuru, Karnataka State, Grant in Aid College
 NAAC Accredited in 2016, "B" Grade, CGPA-2.73/4

Email ID: svtemysore@gmail.com
 Website: www.svtemysore.org

Office No: 0821-2332137
 Mob No : 7019807294

Year 2019 23-11-2019	Resource Person; Sumithramma
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Conducting a one-day workshop on the **Choice Based Credit System (CBCS)** can be highly beneficial for educators, administrators, and stakeholders involved in higher education. The CBCS is a flexible system that allows students to choose courses from a wide range of electives, earn credits at their own pace, and accumulate credits over multiple semesters.

Session 1: Introduction to CBCS:	Session 2: Understanding the Framework	Session 3: Curriculum Design and Course planning
<ul style="list-style-type: none"> - Define what CBCS is and its significance in modern higher education systems. - Explain the core principles and benefits of implementing CBCS in universities and colleges 	<ul style="list-style-type: none"> - Provide an overview of the CBCS framework, including its structure, credit system, and grading methodology. - Discuss the roles and responsibilities of stakeholders (faculty, students, administrators) in implementing CBCS 	<ul style="list-style-type: none"> - Explore the process of designing a CBCS-compatible curriculum. - Discuss strategies for offering diverse elective courses and aligning them with academic disciplines.
Session 4: Student centric approach	Session 5: Assessment and Evaluation	Session 6 Implementation Challenges and solutions
<ul style="list-style-type: none"> Highlight how CBCS empowers students with flexibility in course selection and pace of learning 	<ul style="list-style-type: none"> - Explain the methods for assessing student performance under CBCS, including continuous evaluation and end-of-semester examination. 	<ul style="list-style-type: none"> - Identify common challenges faced during the implementation of CBCS and strategies to overcome them.


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Participants were able to develop a deeper understanding of CBCS and acquire practical skills to enhance their institution's academic framework and student outcomes.


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Workshop on CBCS


Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE

K.M.Puram, Mysore

Certificate Of Participation

This is to certify that Sri Smt **MANJUNATH H.M.** of Sarada Vilas Teachers College has actively participated in one day workshop on "Choice based Credit system" conducted by Sarada Vilas Teachers College, Mysore on 23/11/2019.



Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHER COLLEGE
K. M.PURAM, MYSURU-04

ONE DAY WORKSHOP
ON
“SELF-MANAGEMENT & WELLNESS”

Resource Person
Dr. Zonia Abraham



Presided by:
Dr. P.S. Suresh
Principal

Sarada Vilas Teachers College, Mysuru.



Venue
College Auditorium

Date & Time
11 January 2020
10.00 am - 5:00 pm


Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



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2. "Self-Management, Wellness and Happiness Workshop"

Date Year 2020 Resource Person: Zonia Abraham

A "Self-Management, Wellness and Happiness Workshop" for college staff of Sarada Vilas Teachers College was a transformative experience aimed at fostering personal growth, resilience and overall well-being especially during covid-19 afflicted period. Here's an outline of workshop

Welcome and introduction to the workshop's objectives and agenda.

Session 1: Understanding Self- Management	Session 2: Wellness and Self-Care Practices	Session 3: Cultivating Happiness and Positive Psychology:
<ul style="list-style-type: none">- Definition and importance of self-management in personal and professional life.- Exploring self-awareness: understanding strengths, weaknesses, values, and priorities.- Goal setting and time management techniques to enhance productivity and work-life balance.	<ul style="list-style-type: none">- Importance of self-care for overall well-being and resilience.- Exploring different dimensions of wellness: physical, emotional, social and spiritual.- Practical strategies for managing stress, practicing mindfulness and maintaining healthy lifestyle habits.	<ul style="list-style-type: none">- Introduction to the science of happiness and positive psychology.- Identifying factors that contribute to happiness and life satisfaction.- Techniques for cultivating gratitude, resilience, optimism, and positive relationships.
Session 4: Building Healthy Habits & Sustainable Behavior Change:	Session 5: Self-Reflection and Action Planning:	
<ul style="list-style-type: none">- Understanding the psychology of habit formation and behavior change.- Practical tips for building and maintaining healthy habits related to nutrition, exercise, sleep, and self-care- Overcoming common barriers to behavior change and staying motivated.	<ul style="list-style-type: none">- Guided reflection on personal insights and key takeaways from the workshop- Action planning: setting specific, measurable, achievable, relevant, and time-bound (SMART) goals for self-management, wellness, and happiness.- Commitment to on-going self-care practices and support networks for accountability and encouragement.	

Conclusion :

- Summary of workshop highlights and key learnings.
- Encouragement to continue prioritizing self-management, wellness, and happiness in daily life.
- Closing remarks and appreciation for participants' engagement and participation.



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Additionally, the workshop included interactive activities, group discussions and practical tips and resources for participants to apply in their personal and professional lives. The goal is to empower college staff to take proactive steps towards enhancing their well-being, resilience, and happiness, ultimately creating a positive ripple effect within the college community

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Workshop on "Self-management and wellness."


Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

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K.M.Puram, Mysore

Of Appreciation

Certificate Of Participation

This is to certify that Sri/Smt SHIVASWAMY, C of Sarada Vilas Teachers College has actively participated in one day workshop on "Self Management and Wellness" conducted by Sarada Vilas Teachers College, Mysore on 11/11/2020.



Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE
K.M.PURAM, MYSURU-04

One Day Workshop
on
"Journeying with Students"

Resource Person

Karthik P.S

Presided by:
Dr. Leela.K.S
Principal

Sarada Vilas Teachers College, Mysuru.

Venue
College Auditorium

Date & Time
4 August 2021
10.00 am - 5:00 pm

Leela.K.S

Principal

Sarada Vilas Teachers College
K.M. Puram, Mysore-570 004



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"Journeying with Students"	
04-08-2021 Year 2021	Resource Person: Karthik P.S

"Journeying with Students" encapsulates a comprehensive approach to education that emphasizes holistic development, personalized support, and meaningful engagement with students throughout their educational journey. Here's a deeper exploration of what it means to journey with students

Session 1:	Session 2:	Session 3:
Building Relationships and Trust:	Supporting Academic Growth:	Fostering Personal Development:
- Personal Connection: Establishing a supportive and trusting relationship with each student, understanding their backgrounds, interests, and individual needs. Mentorship: Acting as a mentor or guide, providing academic advice, emotional support and encouragement.	Personalized Learning: Recognizing and catering to diverse learning styles and needs, offering differentiated instruction and resources. Setting Goals: Collaborating with students to set academic and personal goals, and providing guidance to achieve them.	Social and Emotional Learning (SEL): Promoting emotional intelligence, resilience, and self-awareness through structured activities and discussions. Character Building: Instilling values such as integrity, empathy, and responsibility, and encouraging ethical decision making.
Session 4:	Session 5	Session 6
Cultural and Global Awareness	Career and life skills	Community and Service Engagement:
Diversity and Inclusion: Creating an inclusive environment that respects and celebrates cultural diversity, promoting understanding and tolerance	- Critical Thinking: Encouraging analytical, thinking, problem-solving skills, and creativity through challenging projects and discussions	Community Service: Engaging students in meaningful community service projects that foster empathy and Collaboration: Promoting

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Global Perspectives: Introducing students to diverse cultures, perspectives, and global issues to broaden their worldview	Life Skills: Equipping students with essential skills such as communication, collaboration, time management, and adaptability	teamwork and collaboration among students, encouraging them to work together towards common goals
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In essence, journeying with students involves a commitment to their overall well-being and development, providing them with the tools, skills, and support they need to thrive academically and personally. It requires educators to be not only instructors but also mentors, role models, and advocates for each student's success and happiness.

Deela.K.S
Principal
Sarada Vilas Teachers College
K.M. Puram, Mysore-570 004

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Workshop on "Journeying with students"

Deela.K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE

K.M.Puram, Mysore

Certificate Of Participation

This is to certify that Sri/smt ANUSHA . K
of Sarada Vilas Teachers College has actively participated in one day
workshop on "Journeying with Students" conducted by Sarada Vilas
Teachers College, Mysore on 4/8/2021.

Loela.JKS

Principal
Sarada Vilas Teachers College
K.M. Puram, Mysore-570 004

**SARADA VILAS TEACHERS COLLEGE
K.M.PURAM, MYSURU-04**

One Day Workshop
on
"Staff Enrichment Program"

Resource Person

Dr.K.C.Gayathri

Presided by:

Dr. Leela.K.S

Principal

Sarada Vilas Teachers College, Mysuru.

Venue

College Auditorium

Date & Time

28 June 2022

10.00 am - 5:00 pm

Leela.K.S
Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysuru-570 004



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I. Staff Enrichment Program	
08-06-2022 Year 2022	Resource Person: Dr. K.C.Gayathri

Workshop on Staff enrichment was designed to enhance skills, knowledge and overall performance of employees in college. It aims to support professional development, foster a positive work culture and ultimately improve organizational effectiveness. Leadership qualities are developed among staff. The underlying key components and strategies are included in staff enrichment program:

Session 1 Mentorship and Coaching:	Session 2 Wellness Initiatives:	Session 3 Recognition & Team Building Activities:
<ul style="list-style-type: none">- Career Guidance: Assigning staff members to mentors who can offer counsel, facilitate professional advancement and impart knowledge.- Skill Mentoring: Assigning employees to mentors with specialized knowledge or abilities.	<ul style="list-style-type: none">- Health and Wellness Programs: Staff were advised to practice yoga and meditation in order to maintain wellness.- Work-Life Balance: Specific situations concerning stress at home and work place were discussed and some solutions were drawn.	<ul style="list-style-type: none">- Appreciation Programs: Recognizing and rewarding employees for their contributions and achievements.- Collaborative Projects: Organizing team-building exercises and collaborative projects to improve communication, cooperation and morale.- Social Events: Hosting social gatherings and outings to foster camaraderie and strengthen team bonds.



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Session 4 Networking, Career Planning and Advancement:	Session 5 -Strategies for Implementing a Staff Enrichment Program:	Session 6 Needs Assessment: Positive Workplace Culture
<ul style="list-style-type: none"> - Networking Events: Organizing events and opportunities for employees to connect with industry peers, mentors, and professionals. - Career Development Plans: Assisting employees in setting career goals and creating pathways for advancement within the organization 	<ul style="list-style-type: none"> - Conducting surveys or assessments to understand employee interests, skills gaps, and areas for development. - Continuous Evaluation: Monitoring and evaluating the effectiveness of enrichment initiatives - Leadership Support: Gathering support from organizational leaders staff enrichment efforts. 	<p>Cultivation of a positive and supportive work environment through mutual exchange of thoughts and ideas.</p> <ul style="list-style-type: none"> - Integration with Organizational Goals: Aligning enrichment programs with the organization's mission, vision, and strategic objectives.

In summary, a well-planned staff enrichment program contributed to the professional growth and well-being of employees, thereby benefiting both individual career development and organizational success.

Deela.K.S.

Principal
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One day workshop on "Staff Enrichment"

Deela.K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE

K.M.Puram, Mysore

Certificate Of Participation

This is to certify that Sri/Smt BHAGYA of Sarada Vilas Teachers College has actively participated in one day workshop on "Staff Enrichment Program" conducted by Sarada Vilas Teachers College, Mysore on 28/6/2022.

Leela.K.S

Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE
K.M.PURAM, MYSURU-04

One Day Workshop
on
"Train the Trainer"

Resource Person

Shivaswamy .C

Presided by:
Dr. Leela.K.S
Principal

Sarada Vilas Teachers College, Mysuru.

Venue
College Auditorium

Date & Time
17 June 2023
10.00 am - 5:00 pm

Leela.K.S
Principal

Sarada Vilas Teachers College
K.M. Puram, Mysore-570 004



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1. "Train the trainer"	
Year 2023 17/11/2023	Resource Person: Shivaswamy

"Train the Trainer" workshop is highly suitable for teacher education college. At the beginning of each semester activities both curricular and co-curricular are planned in preliminary meetings and this enhances their skills in preparing future teachers.

Session 1: Introduction to Training for Teacher Educators	Session 2: Assessing Training Needs for Teacher Educators	Session 3: Designing Effective Teacher Educator Training Program
<ul style="list-style-type: none"> - Role of teacher educators in shaping future educators. - Importance of continuous professional development for teacher educators. - Overview of adult learning principles and their application in teacher education. 	<ul style="list-style-type: none"> - Conducting a needs assessment specific to teacher educator training. - Identifying current challenges and areas for improvement in teacher education. - Aligning training goals with institutional and educational standards. 	<ul style="list-style-type: none"> - Structuring comprehensive training sessions or programs for teacher educators. - Developing clear learning objectives focused on instructional techniques, mentorship skills, and educational theory. - Selecting appropriate training methods such as workshops, seminars, role-playing, and peer learning activities.



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Session 4:	Session 5:	Session 6
Creating Engaging Educational Materials for Teacher Educators	Delivery Techniques for Teacher Educators	Facilitation Skills in Teacher Educator Training
<ul style="list-style-type: none"> - Designing instructional materials tailored to the needs of teacher educators. - Incorporating interactive elements, case studies, and real-world scenarios. - Ensuring materials promote critical thinking, reflection, and practical application. 	<ul style="list-style-type: none"> - Techniques for effective communication and engagement in training sessions. - Facilitating meaningful discussions and fostering a collaborative learning environment. - Providing constructive feedback and coaching strategies for teacher educators. 	<ul style="list-style-type: none"> - Creating a supportive and inclusive learning environment for teacher educators. - Promoting reflective practice and continuous improvement in teaching methodologies. - Addressing diverse learning styles and professional backgrounds among teacher educators.

By implementing this structured workshop outline, teacher educators can enhance their instructional skills, mentorship abilities, and leadership capacities to effectively prepare future teachers within the teacher training college setting.

"Train the Trainer" workshop was designed to equip teacher educators who will be facilitating training sessions or workshops with the knowledge, skills and techniques necessary to deliver effective and engaging training programs for odd semesters and then even semesters.

Keela.K.S
Principal
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Workshop on "Train the Trainer"

Geeta.K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE

K.M. PURAM, MYSORE

Certificate Of Participation

This is to certify that Sri/Smt Dr. H.N. VISHWANATHI of
Sarada Vilas Teachers College has actively participated in one day
workshop on Train the Trainer conducted by Sarada Vilas Teachers
College, Mysore on 17/6/2023.

Leela.K.S
Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

Sarada Vilas Teachers College
K.M. Puram, Mysore-04

NON-TEACHING STAFF

6.3.3: M

SARADA VILAS TEACHERS COLLEGE
K.M.PURAM, MYSURU-04

One Day Workshop
on
"Employee Provident Fund"

Resource Person
SHILPA.M

Presided by:
Dr. P.S. Suresh
Principal
Sarada Vilas Teachers College, Mysuru.

Venue
College Auditorium

Date & Time
2 May 2019
10.00 am - 5:00 pm

Keela.K.S
Principal
Sarada Vilas Teachers College,
K.M. Peram, Mysore-570 004



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REPORT ON WORKSHOP

Workshop on Employee Provident Fund (EPF) for office staff

Date: 2-5-2019

Year 2019

Resource Person: Shilpa

Designing a workshop on Employee Provident Fund (EPF) for office staff is crucial to ensure they understand their rights, responsibilities, and benefits related to EPF contributions and withdrawals. Here's a detailed outline for conducting such a workshop:

Session 1:	Session 2:	Session 3:
Introduction to Employee Provident Fund (EPF)	EPF Contribution Basics	EPF Membership and Eligibility
<ul style="list-style-type: none"> - Overview of EPF as a retirement savings scheme. - Importance of EPF for financial security during retirement. - Historical background and evolution of EPF in the country. 	<ul style="list-style-type: none"> - Explanation of EPF contributions (employer and employee shares). - Calculation of EPF contributions based on wages. - Understanding contribution rates and wage ceiling limits. 	<ul style="list-style-type: none"> - Eligibility criteria for EPF membership. - Procedures for enrolling in EPF. - Documentation required for EPF registration and updates.
Session 4:	Session 5:	Session 6:
EPF Contribution Process	EPF Nomination and KYC (Know Your Customer)	Compliance and Audit
<ul style="list-style-type: none"> - Responsibilities of employers and employees in EPF contributions. - Handling voluntary contributions and additional 	<ul style="list-style-type: none"> - Importance of EPF nomination forms and updating nominations. - KYC requirements for EPF members. 	<ul style="list-style-type: none"> - Importance of complying with EPF regulations and reporting requirements. - Internal audits and compliance checks related to EPF contributions. - Handling EPF inspections and

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contributions. - EPF contribution payment deadlines and procedures.	- Ensuring compliance with KYC regulations for EPF accounts.	assessments.
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By following this structured workshop outline, office staff gained a thorough understanding of EPF regulations, benefits, and procedures, empowering them to manage their EPF accounts effectively and make informed decisions regarding their retirement savings.


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One Day Workshop on Employee Provident Fund


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Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



SARADA VILAS TEACHERS COLLEGE

K.M.Puram Mysore

CERTIFICATE OF PARTICIPATION

This is to certify that Sri/Smt Ramesh. m. of Sarada Vilas Teachers College has actively participated in one day workshop on "Employee Provident Fund" conducted by Sarada Vilas Teachers College, Mysore on 2/5/2019.


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**SARADA VILAS TEACHERS COLLEGE
K.M.PURAM, MYSURU-04**

One Day Workshop
on
"Tax Payment"

Resource Person

VENKATARAMU

Presided by:

Dr. P.S. Suresh

Principal

Sarada Vilas Teachers College, Mysuru.

Venue

College Auditorium

Date & Time

30 June 2020

10.00 am - 5:00 pm

Principal

Sarada Vilas Teachers College,
K.M. Puram, Mysuru-570 004



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Sarada Vilas Teachers College	
Workshop on Tax payment	
Date: 30-06-2020 Year 2020	Resource Person: Venkataramu

Conducting a workshop on tax payment training for office staff is crucial for ensuring compliance with tax regulations and optimizing financial management within the organization. Here's a comprehensive outline for such a workshop:

Session 1:	Session 2:	Session 3:
Introduction to Taxation	Roles and Responsibilities	Understanding Tax Forms and Documentation
<ul style="list-style-type: none"> - Importance of tax compliance for individuals and organizations. - Overview of different types of taxes (income tax, sales tax, payroll tax, etc.). - Basic understanding of tax laws and regulations relevant to the organization's operations. 	<ul style="list-style-type: none"> - Clarifying roles of employees in tax compliance (e.g., finance team, HR for payroll taxes). - Understanding the consequences of non-compliance and penalties. 	<ul style="list-style-type: none"> - Explanation of common tax forms (e.g., W-2, W-4, 1099) and their purposes. - Guidelines for filling out tax forms accurately. - Importance of record-keeping and maintaining documentation for tax purposes.
Session 4:	Session 5:	Session 6:
Income Tax Basics	Sales Tax and VAT (Value Added Tax)	Tax Audits and Investigations
<ul style="list-style-type: none"> - Overview of taxable income vs. non-taxable income. - Understanding deductions, credits, and exemptions. - Calculation of withholding taxes and tax brackets. 	<ul style="list-style-type: none"> - Overview of sales tax vs. VAT. - Determining tax rates and exemptions. - Collecting and remitting sales tax or VAT payments. <p style="text-align: center;">Tax Compliance Procedures</p> <ul style="list-style-type: none"> - Step-by-step process for filing tax returns (federal, state, 	<ul style="list-style-type: none"> - Understanding the audit process and types of audits. - Preparation tips for responding to tax audits. - Maintaining documentation and records for audit purposes. - Utilizing electronic filing options and online resources.

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	local).	Ensuring accuracy and completeness of tax filings.
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By implementing this structured workshop, office staff were able to gain the knowledge and skills necessary to navigate tax regulations confidently, ensuring compliance and contributing to the financial health of the organizaion.


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One Day Workshop on Tax Payment


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K.M. Puram, Mysore-570 004

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K.M.PURAM, MYSORE

CERTIFICATE OF PARTICIPATION

This is to certify that Sri/Smt S. DIVYA. of Sarada Vilas Teachers College has actively participated in one day workshop on "Tax Payment" conducted by Sarada Vilas Teachers College, Mysore on 30/6/2020.



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SARADA VILAS TEACHER COLLEGE
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ONE DAY WORKSHOP
ON
“HUMAN RESOURCE MANAGEMENT
SYSTEM”

Resource Person
Paramesh

Presided by:
Dr. Leela.K.S
Principal

Sarada Vilas Teachers College, Mysuru.

Venue

College Auditorium

Date & Time

5 August 2021
10.00 am - 5:00 pm



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3. Training office staff on HRMS
(Human Resource Management System)

Year 2021

Resource Person: Paramesha

05/01/2021

Session 1: Introduction to HRMS	Session 2: Navigating the HRMS Interface	Session 3: . Core Functions of HRMS
<ul style="list-style-type: none">- Overview of what HRMS is and its importance in modern HR operations.- Benefits of using HRMS for both employees and the organization.- Introduction to the specific HRMS software being implemented.	<ul style="list-style-type: none">- Tour of the HRMS interface and its main components (dashboard, menus, etc.).- Basic navigation tips and shortcuts.- Access levels and permissions based on roles within the organization.	<ul style="list-style-type: none">- Employee Self-Service (ESS):- Updating personal information.- Viewing and downloading tax documents- Requesting time off and managing leave balances.- HR Administration:- Managing employee records & profiles.- Processing payroll and benefits administration.
Session 4: Using HRMS for Recruitment and Onboarding	Session 5: Training and Development Features	Session 6: Troubleshooting and Support
<ul style="list-style-type: none">- Posting job openings and managing applications.- Conducting applicant tracking and interviews.- Onboarding new hires and setting up profiles in HRMS.	<ul style="list-style-type: none">- Managing training programs and certifications.- Tracking employee skills and competencies.- Evaluating training effectiveness	<ul style="list-style-type: none">- Common issues and troubleshooting tips.- Contact information for technical support and helpdesk.- Resources for self-learning and on-going support.

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	through HRMS analytics.	
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Training office staff on HRMS (Human Resource Management System) equipped them with the knowledge and skills to effectively use the software for various HR-related tasks. The outline of training is given below:

By following this structured approach, office staff gained confidence in using the HRMS software efficiently, leading to improved HR operations and overall organizational productivity.

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Principal
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Deela K.S
Principal
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CERTIFICATE OF PARTICIPATION

This is to certify that Sri/Smt PARAMESHA . H of Sarada Vilas Teachers College has actively participated in one day workshop on "Human Resource Management System" conducted by Sarada Vilas Teachers College, Mysore on 5/8/2021.





Deelakshy
Principal
Sarada Vilas Teachers College,
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(4)

SARADA VILAS TEACHER COLLEGE
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ONE DAY WORKSHOP
ON
“INTRODUCTION TO TALLY”

Resource Person
Srikanth

Presided by:
Dr. Leela.K.S
Principal

Sarada Vilas Teachers College, Mysuru.

Venue

College Auditorium

Date & Time

16 April 2022
10.00 am - 5:00 pm

Leela.K.S
Principal
Sarada Vilas Teachers College
K.M. Puram, Mysore-570 004



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SARADA VILAS TEACHERS COLLEGE		
REPORT OF WORKSHOP ON		
"Introduction to Tally for Office Efficiency" for Administrative Staff		
Date	Year	Resource Person
April 16 th	2022	Srikanth

A workshop was organised on Tally for office staff in our college to enhance their accounting and financial management skills. The structured plan is given below:

Objectives:

1. **Basic Understanding:** Introduce participants to the fundamental concepts of Tally software.
2. **Practical Skills:** Enable participants to perform essential accounting tasks using Tally.
3. **Application in College Settings:** Illustrate how Tally can streamline financial processes in college environment.

Session 1	Session 2	Session 3
Introduction to Tally	Basic Accounting Concepts	Practical Training
<ul style="list-style-type: none">• Overview of Tally Software• Basic configuration settings	<ul style="list-style-type: none">• Understanding Accounts in Tally• Types of accounts (e.g., ledger, group, sub-group)• Chart of accounts in Tally	<ul style="list-style-type: none">• Creating ledgers, groups, and sub-groups• Recording Transactions• Entering vouchers (e.g., payment, receipt, journal)• Generating Basic Reports• Trial Balance, Balance Sheet, Profit & Loss Statement
Session 4	Session 5	
Application in College Administration	Q&A and Hands-On Practice	
<ul style="list-style-type: none">• Using Tally for College Finances	<ul style="list-style-type: none">• Open Forum	

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<ul style="list-style-type: none">• Fee management• Budgeting and forecasting	<ul style="list-style-type: none">• Addressing specific queries• Hands-On Practice• Participants practice entering transactions, generating reports
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Duration: 1 day

This Tally workshop tailored for college office staff significantly enhanced their accounting proficiency, contributing to more efficient financial management in the college.

Seela.K.S
Principal
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One Day workshop on Tally

S. S. S.
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

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K.M.PURAM, MYSORE

Certificate Of Participation

This is to certify that Sri/Smt VEENAKSHI . G. of _____

*Sarada Vilas Teachers College has actively participated in one day workshop on
"Introduction to Tally" conducted by Sarada Vilas Teachers College, Mysore on*

16/4/2022.

Deena.S.S

Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHER COLLEGE
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ONE DAY WORKSHOP
ON
"RECORD MAINTENANCE"

Resource Person
Anitha



Presided by:
Dr. Leela.K.S
Principal

Sarada Vilas Teachers College, Mysuru.



Venue
College Auditorium

Date & Time
19 December 2023
10.00 am - 5:00 pm

Leela.K.S
Principal
Sarada Vilas Teachers College.
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Year 2023

Resource Person: Anitha

19-12-2023

Conducting a workshop on record maintenance for office staff is crucial for ensuring efficient organization, retrieval, and preservation of documents and information. Here's a structured outline for such a workshop:

Session 1: Introduction to Record Maintenance	Session 2: Types of Records	Session 3: Principles of Record Management
<ul style="list-style-type: none">- Importance of effective record maintenance in organizational efficiency.- Overview of different types of records (physical and electronic).- Legal and regulatory requirements for record keeping.	<ul style="list-style-type: none">- Classification of records based on purpose and retention requirements.- Examples of common office records (e.g., financial records, HR documents, project files).- Differences between active, inactive, and archival records.	<ul style="list-style-type: none">- Understanding the lifecycle of records (creation, storage, retrieval, retention, disposal).- Importance of record organization, indexing, and version control.- Ensuring confidentiality, security, and integrity of records.
Session 4: Creating and Organizing Records	Session 5: Record Storage and Retrieval	Session 6: Audit and Quality Control
<ul style="list-style-type: none">- Guidelines for creating standardized record formats and templates.- Best practices for naming conventions and file structures.- Maintaining consistency and accuracy in record entries.	<ul style="list-style-type: none">- Methods for physical record storage (filing systems, cabinets).- Techniques for organizing records for easy retrieval.- Utilizing electronic search and retrieval functions effectively.	<ul style="list-style-type: none">- Conducting internal audits to ensure adherence to record management policies.- Implementing quality control measures for record accuracy and completeness.- Continuous improvement strategies for record management processes.



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By following this structured workshop outline, office staff will be equipped with the knowledge and skills necessary to maintain records effectively, ensuring compliance with regulations and enhancing organizational efficiency.

Seeta.K.S

Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



One Day workshop on "Record Maintenance"

Leela.K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004

SARADA VILAS TEACHERS COLLEGE

K.M.PURAM, MYSORE

Certificate Of Participation

This is to certify that sri/smt PARAMESH.H. of

Sarada Vilas Teachers College has actively participated in one day workshop on "Record Maintenance" conducted by Sarada Vilas Teachers College, Mysore on 19/12/2023.

Keela.K.S

Principal

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Mob No : 7019807294

Date: 23-11-2019

Workshop on CBCS
List of participants and Signature

Sl.No	Names	Signature
1	Dr.Leela.K.S	
2	Dr.H.N.Vishwanath	
3	Dr.H.M.Manjunath	
4	Dr.Zonia Abraham	
5	Kumaraswamy	
6	Shivaswamy	

Principal
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ದಿನಾಂಕ: 11/01/2020

**Workshop on Self-management & wellness.
List of participants and Signature.**

Sl.No	Names	Signature
1	Dr.Leela.K.S	
2	Dr.H.N.Vishwanath	
3	Dr.H.M.Manjunath	
4	Kumaraswamy	
5	Shivaswamy	

Principal
Sarada Vilas Teachers College
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Date: 4-08-2021

Workshop on Journeying with students by Sumithamma
List of participants and Signature

Sl.No	Names	Signature
1	Dr.H.N.Vishwanath	
2	Dr.Leela.K.S	
3	H.M.Manjunath	
4	Zonia Abraham	
5	Kumaraswamy	
6	Shivaswamy	
7	Dr.K.C.Gayathri	
8	Anusha.K.	

Principal
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Mob No : 7019807294

Date: 28/06/2022

Workshop on Staff Enrichment program
List of participants and Signature

Sl.No	Names	Signature
1	Dr.H.N.Vishwanath	
2	Dr.Sumithamma	
3	Dr.H.M.Manjunath	
4	Dr.Zonia Abraham	
5	Kumaraswamy	
6	Shivaswamy	
7	Bhagya	
8	Karthik.P.S	
9	Anusha.K	

Leela.K.S
Principal
Sarada Vilas Teachers College,
K.M. Puram, Mysore-570 004



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Website: www.svcmysore.org

Office No: 0821-2332137
Mob No : 7019807294

Date: 17/06/2023

Workshop On "Train the Trainer"
List of participants and Signature

Sl.No	Names	Signature
1	Dr.H.N.Vishwanath	
2	Dr.Sumithramma	
3	Dr.H.M.Manjunath	
4	Dr.Zonia Abraham	
5	Kumaraswamy	
6	Dr.Gayathri.K.C	
7	Karthik.P.S	
8	Anusha.K	
9	Aishwarya.R	

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K.M. Puram, Mysore-04

NON-TEACHING STAFF

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Mob No : 7019807294

One Day Workshop on Employee Provident Fund (EPF)
List of participants and Signature

02/05/2019

Sl.No	Names	Signature
1	Ramesh.M	Ramesh.M
2	Paramesh.H	Paramesh.H
3	D.Shreedevi	D.Shreedevi
4	S.Divya	S.Divya
5	Veenakshi.G	Veenakshi.G
6	C.Mangalagowramma	C.Mangalagowramma


Principal
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Mob No : 7019807294

One Day Workshop on Tax Payment
List of participants and Signature

30/06/2020

Sl.No	Names	Signature
1	Ramesh.M	
2	Paramesh.H	
3	S.Divya	
4	Veenakshi.G	

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Office No: 0821-2332137
Mob No : 7019807294

05/08/2021

**One day workshop on Human Resource Management System (HRMS)
List of Participants and attendance**

Sl.No	Names	Signature
1	Ramesh.M	
2	Paramesh.H	
3	S.Divya	
4	Veenakshi.G	

Seela K S
Principal
Sarada Vilas Teachers Collee
K.M. Puram, Mysore-570 004

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Office No: 0821-2332137
Mob No : 7019807294

16/04/2022

Workshop on Introduction to Tally
List of participants and Signature

Sl.No	Names	Signature
1	Ramesh.M	
2	Paramesh.H	
3	S.Divya	
4	Veenakshi.G	
5	Anitha	

Leela.K.S.
Principal
Sarada Vilas Teachers College,
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Office No: 0821-2332137
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19/12/2023

One Day Workshop on Record Maintenance
List of participants and Signature

Sl.No	Names	Signature
1	Ramesh.M	
2	Paramesh.H	
3	S.Divya	
4	Veenakshi.G	

Seela.K.S
Principal
Sarada Vilas Teachers College,
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Sarada Vilas Teachers College
K.M. Puram, Mysore-04

6.3.3 QNM DE

- 1. List of participants of each programme**