



K. L. E. Society's
ARTS & COMMERCE COLLEGE, GADAG
Re- Accredited by NAAC in 3rd Cycle with 'B++' Grade



IQAC Initiative
Staff Club Sponsored
One Day State Level Workshop
On

Capacity Building for Support Staff

Date: 17th February 2020

Venue:

KLE's Arts and Commerce College, Gadag
Time : 10a.m.

Inaugural Function

: President :

Smt.Rajani Patil Chairman LGB

: Chief Guest :

Shri.M.B.Sankeshwar Member LGB

: Keynote Address :

Shri.V.V.Ghorpade

Rtd. JD Regional Office Dharwad

: Resource Persons :

Dr. C. S. Hasabi Rtd. Principal

Shri Vishwesh. H. V. Director, Arivu Hubballi

You Are Cordially Invited

Shri P. A. Jamakhandi
Convener

Dr. A.K.Math
IQAC Co-ordinator

Prof. M.B.Kolavi
Principal

Staff and Students



EXECUTIVE COMMITTEE

Chief Patron: Dr.Prabhakar Kore, MP
Chairman, KLE Society, Belagavi.

Patron: Shri. S.I.Munavalli.
Director, KLE Society, Belagavi.



ADVISORY COMMITTEE

Smt. Rajani Patil.Chairman, LGB,
KLE Arts & Commerce College, Gadag.
All LGB and IQAC Members
Prof. M.B.Kolavi, Principal, 9482366466

Convener : Shri.P.A.Jamakhandi 9986220884
Organising Secretary : Shri.P.F.Jambagi 8762352973
Treasurer : Shri.Raja.H.Banda 7829411287

Registration Details:

- Registration Fee 200/- per participation.
- Last date of Registration : 16th Feb 2020
- E-mail for Correspondence : klesacollge@gmail.com
- Payment can be made through : DD/Cheque drawn in favor of
The Principal, K.L.E.S Arts and Commerce College, Gadag or NEFT
to below mentioned details-

Bank Name:VIJAYA BANK

Name of the A/C: The Principal

K.L.E.S Arts and Commerce College, GADAG

A/C No: 180601011000068 IFSC: VIJB0001806

Branch : Hatalageri Naka Gadag

Those who make online payment are requested to enclose the Xerox copy
of the payment along with the registration form



**K.L.E Society's
Arts and Commerce College, Gadag**
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**An IQAC Initiative
Staff Club Sponsored
One Day State Level Workshop
On**

**“Capacity Building for Support Staff”
Date: 17th Feb, 2020**

**Venue:
KLE's Arts and Commerce College, Gadag**



Organized by

**Internal Quality Assurance Cell
K.L.E's**

Arts and Commerce College, Gadag

**-: You Are Cordially Invited:-
Principal, Staff and Students**

About the Society:

The K.L.E. Society was established by selfless and dedicated services of seven teachers revered as the 'Saptarshis'. They had the vision and foresight for the up-liftment of the downtrodden and the illiterate. Their efforts were further nourished and nurtured by the founder members. The sacred sacrifices, selfless efforts and perennial zeal of these committed visionaries and many others resulted in the genesis of the K.L.E Society in the year 1916. The emblem of the Society lay's special emphasis on the principles of Truth, Love, Service and Sacrifice. Now, the K.L.E Society has **250 plus** Institutions under its fold. It is running educational institutions right from Kinder Garden to Post-Graduation in Arts, Commerce, Science, Management, Agriculture, Technical and Medical fields. K.L.E Society has achieved horizontal and vertical growth under the dynamic Chairmanship of Dr. Prabhakar Kore who has put the K.L.E.Society on the global map. With changing global scenario K.L.E.Society has well-equipped itself to meet any challenges in the field of education.

About the College:

The renowned KLE'S Arts and Commerce College located at Gadag-Betageri was established in 1985 with the efforts of the Akkana Balaga (Local Ladies Association) and the blessings of the pontiff Jagadguru Tontadarya Math Gadag. When started, it was Women's Arts College, the only college meant for women in Gadag District. Due to several reasons the management decided to introduce Co-education College and accordingly got the permission of Karnataka State Government approval and affiliation of Karnataka University Dharwad in the year 2011. The college boasts of having unique building with state of art facilities both in academic and non-academic spheres. The college was re-accredited with "B⁺⁺" Grade (3rd cycle) by NAAC in 2016.



About the Workshop:

The drive to raise standards in Educational institutions depend on the skills and commitment not just of teachers but of the whole team. Support staff is an integral part of the institution but often neglected as not being considered of any educational use. This workshop wants to pull them in the main stream education as they have good rapport with the students. They are the observers of the students outside classroom. Support staff includes all the people working in and for the institution; they may be housekeepers, peons or other assistants. After this workshop the support staff will be able to understand the importance of their role, concept of creativity, an overview of education system.

Objectives:

- To explain the need for 'change' through training that will help an organisation function better
- To discuss the need for enhancement of soft skills and how it contributes to effective functioning of an organization
- To learn the stress management skills both in personnel and professional life.
- To adopt multitasking at workplace

Who Can Participate:

Support Staff of the institution , Corporate Companies, Government Offices etc

SCHEDULE:

Registration and Breakfast: 9.00 a.m to 9.30 a.m

INAUGURAL-9.30 a.m to 10.00 a.m

Topic	Time
Polish your Personality	10.00 a.m to 11.30 a.m
Stress Management	11.45 a.m to 01.00 p.m
LUNCH 1.00 p.m to 1.45 p.m	
Daily Discipline for Excellence	01.45 p.m to 03.15 p.m
Welfare Schemes	03.30 p.m to 04.00 p.m

Valedictory-4.00 p.m to 04.30 p.m





K. L. E. Society's

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Staff Club Sponsored
One Day State Level Workshop
On

"Capacity Building for Support Staff"

AGENDA

Inaugural Function

Time :10.00 a.m

Date: 17.02.2020

1. Invocation : Miss Sangeeta
2. Welcome : Shri.M.B.Kolavi
Principal
3. Plenary & Introduction of the Chief Guest : Dr.A.K.Math
Assit.Prof
4. Inauguration : Shri.M. B.Sankeshwar.
Member LGB
5. Speech by the Chief Guest : Shri.M. B.Sankeshwar.
Member LGB
6. Keynote Address : Shri.V.V.Ghorpde
Rtd.Additional Director DCE, B'lore
7. Speech by the Guest of honour : Shri.B.A.Patil
Rtd.JD Regional Office, Mangalore
8. Presidential Remarks : Smt.Rajani Patil
Chairman,LGB
9. Vote of Thanks : Shri.P.F.Jambgi
SDA

Anchors : Shri.Raja Banda


CO-ORDINATOR
IQAC

K.L.E.S' Arts & Commerce College
GADAG
Events/State Level Workshop/Agenda


PRINCIPAL
K.L.E. Society's

Arts & Commerce College
GADAG-BETGERI-582101



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Arts and Commerce College,
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GADAG, KARNATAKA. INDIA -582101


One Day State Level Workshop on "Capacity Building for Support Staff"

Capacity Building for support staff Workshop for Non-Teaching Staff was organized by K L E Society's Arts and Commerce College, Gadag on 17/02/2020 under the aegis of Staff Club. A total of 35 non-teaching staff members participated from various colleges. The participants were given hands on training on the effective implementation of the transparency and exchange of information (EOI) standards by all its members, in particular the developing ones by Shri. V. V. Ghorpade, Dr. C. S. Hasabi Shri. Vishwesh. H. V.

In addition to the above-mentioned training, sessions on IT skills were also given including Microsoft Word, Excel and Powerpoint. All the participants were given a certificate of participation. To evaluate the success of the event, a feedback Form was circulated amongst the participants, where an overwhelming response was observed. 100% of the participants found the workshop to be very useful and stated that the ideas and the concepts the faculty members presented were very clear to everyone and all of them would like to attend such events in the near future as well

Capacity building is one of the core duties of the at Institute level, the objective is to ensure that developing members effectively benefit from the standards by fighting more efficiently tax evasion and other illicit financial flows and ultimately by mobilising more domestic resources to finance their development of the institution.

Principala M B Kolavi welcomed all the Gathering, Smt Rajani Patil, LGB, Chairman was presided over the function. Shri Mrutyunjaya Sankeswar member, LGB present over the workshop. SDA Raju Banda helped in technical session, SDA Prakash Jamakandi introduced, SDA Prabhu Jambagi Proposed vote of thanks.

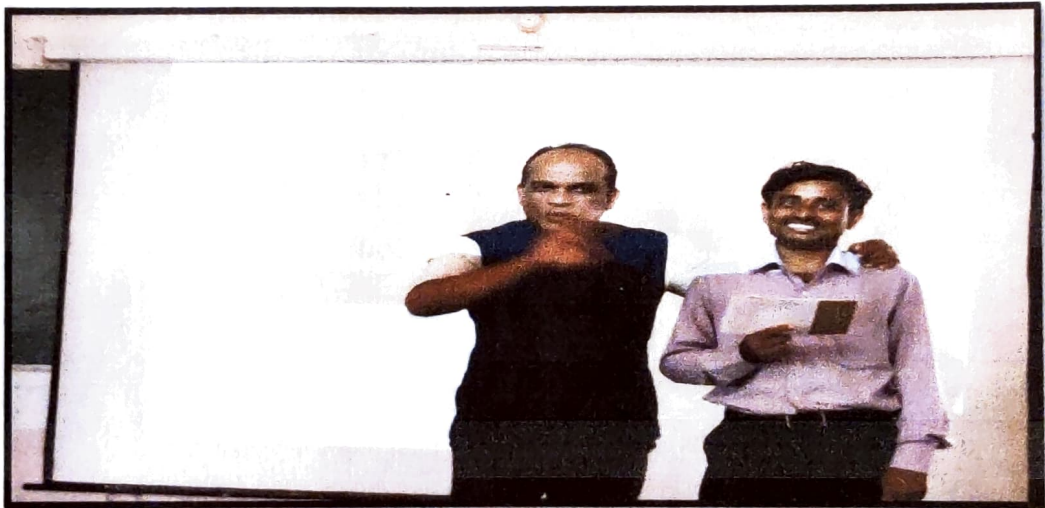

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GADAG - BETGERI - 582 101

Dr C S Hasabi conducting the technical session at Workshop.



Shri. H. Vishwesh presenting the session on Professional Skills.




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Principal M B Kolavi welcomed all the Gathering at One Day State Level Workshop on "Capacity Building for Support Staff"



Shri. V. V. Ghorpade addressing the Support staff on 17/02/2020



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One Day State Level Workshop

on "Capacity Building for Support Staff" Date: 17th Feb, 2020



Sl.No	Name of the Candidate and College Address	Mobile No	E-Mail	Signature
01	Somashelkar T Kadagad K.L.E. Parmaney College, Gadag.	7676921728	-	
02	R. K. Nayker, (Attender), K.L.E's J.T. College, Gadag	9538114694	-	
03	K.B. Nadagund K.L.E'S BS Bellubbi, Arts and Commerce college	9632012009	-	
04	N.S. Haremath	9972354761	-	
05	Mall. Naik S. Rayanaker KLE institute of nursing sciences, Belagavi	9449308202	-	
06	Gundappa. Bevinmarad. KLE Institute of Nur	8147002389	-	
07	Smt. E.S. Buller, KLE Parmaney ^{Pharmacy} college, Gadag.	9591133048	-	
08	Shri. B.S. Guggar. KLE Parmaney ^{Pharmacy} college Gadag	8762193462	-	
09	Shri. C. V. Menasegi KLE'S Arts & Commerce. college, Gadag		-	
10	Shri. J. A. Mulla. KLE'S Arts & Commerce. college, Gadag		-	



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Sl.No	Name of the Candidate and College Address	Mobile No	E-Mail	Signature
11	Smt. Leasmi. Kotagi KLE'S Arts & Commerce. College. Gadag.		-	
12	Shri. Shrikant. Valishiwad. Ass. college. of Commerce Gadag	9886548779.	-	
13	Shri Shri. Shivakumar. & Kanari Ass college of Commerce. Gadag	8951520641.	-	
14	Shri- Sameer. Handigol.		-	
15	Shri. Sharanappa. Desai. KVSR.		-	
16	Shri. T. P. Hanumanthraju. KLE'S S.A. Marvi Law college, Gadag	9901607483	-	
17	Shri. Anandappa. N. Kattimani. KLE'S S.A. Marvi Law college. Gadag	9964873438	-	
18	Shri. Basappa. M. Ballary KLE'S S. A. Marvi Law.	9880727363	-	
19	Shri. Sindgauda. B. Patil KLE'S S.A Marvi Law college Gadag		-	
20	Shri. Manjuraath. Kannur KLE Society's CBSC School. Gadag.	9008499905	-	

Bak
24/20



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Sl.No	Name of the Candidate and College Address	Mobile No	E-Mail	Signature
2)	Shri Neelappa. Gali KLE'S CBSE school Gadag	8884713178	—	
22	Shri. M. S. Bagewadimath J. T. college, Gadag (B.C.A)	8970032001	—	
23	Shri. A. M. Badami Abdul Kalam B.A.B.C.A college Gadag	9900235288	—	
24	Shri. A. S. Tangade KLE'S J. T. college commerce college	8611521964	—	
25	Shri. S. G. Tukkaravara KLE J. T. college commerce college. Hubli	7259989545	—	S. G. Tukkaravara
26	Shri. P. M. Kattimani	99002674935	—	
27	Shri. S. S. Chalageri J. T. college, Gadag	9980630696	—	S. S. Chalageri
28	Shri. Prasanna. Karwarimath - KLE'S S. M. college. Dhoneend.	9060781006	Prasanna.karwarimath@smc.ac.in	Prasanna Karwarimath
29	Shri. S. I. Sheelaravant KLE'S S. M. college Dhoneend.	8792295530	—	
30	Shri. Shaikhanth K. C. Mubalerguali KSS college, Gadag	9880269690	—	



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31	Shri. B. S. Handi KSS college. gadag	9731318667	-	
32	Shri Arun. N. Dani H.C.E.S. Degree college Gadag	8123893113	-	
33	Shri. C. S. Vajjalal KSS college. Gadag	8884908497	-	
34	R. M. Itagi KLE's J.T college. Gadag.		-	
35	B. V. Karibet KLE's J.T college. Gadag.		-	
36				
37				
38	CO-ORDINATOR IQAC K.L.E.'s Arts & Commerce College GADAG			 PRINCIPAL K.L.E. Society's Arts & Commerce College GADAG-BETGERI 582101
39				
40				 PRINCIPAL K.L.E. Society's Arts & Commerce College GADAG-BETGERI 582101



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“Capacity Building for Support Staff”

RECEIPT CUM ATTENDANCE CERTIFICATE

No. _____ Date: ___/___/2020

Received a sum of Rs: 200/- through Cash/NEFT/DD No. _____

Dated _____ from _____

Of _____

as registration fees for attending One Day Workshop on **“Capacity Building for Support Staff”** held at our College on 17th February 2020.

Organising Secretary



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FEED BACK

One Day State Level Workshop
On

“Capacity Building for Support Staff”

17th Feb, 2020.



Excellent-5, Good-4, Average-3, Poor-2, Very Poor-1

* Tick the Mark



Sl. No	Contents	Excellent	Good	Average	Poor	Very Poor
1	Relevance of the Topic					
2	Resource Person					
3	Arrangements Made					
4	Time Management					
5	Hospitality					

Any Suggestion:



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Excellent-5, Good-4, Average-3, Poor-2, Very Poor-1

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IQAC Initiative

Capacity Building for Support Staff

CERTIFICATE



This is to certify that Miss/Mr. _____ of

_____ College, _____ has attended

One Day Workshop on “Capacity Building for Support Staff” held on 17th February 2020.

Shri P. A. Jamakhandi
Convenor

Dr. A.K.Math
IQAC Co-ordinator

Prof. M.B.Kolavi
Principal