



Karnataka Progressive Education Society's  
**Dr. G. M. PATIL LAW COLLEGE**  
D. C. Compound, Dharwad-580001

**An IQAC Initiative**  
*Cordially invites you all for*

*'Professional Training for Administrative Staff on  
Implementation of MIS & Optimum Utility of ICT'*

**Chief Guest : Shri. Suresh Maben,**  
Faculty, C.S.I Commerce College, Dharwad

**President : Shri. Sanjeev Patil**  
Principal, K. P. E. S's Dr. G. M. Patil Law College, Dharwad

**Date: 08-01-2021**

**Time: 10.30am**

**Venue: College Auditorium**

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<b>Dr. Shweta Deshpande</b> IQAC Co-Ordinator	<b>Teaching Staff, Non-Teaching Staff &amp; Students</b> K. P. E. S's Dr. G. M. Patil Law College, Dharwad	<b>Shri. Sanjeev G. Patil</b> Principal
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**PRINCIPAL**  
KPES's Dr. G. M. Patil Law College  
Near Tahashildar Office  
D. C. Compound, Dharwad-580001

Email : principalkpesled@rediffmail.com  
kpeslaw@gmail.com

Estd : 1975

Phone No. : 0836 2790945  
Website : www.kpes.org.in



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NEAR TAHASHILDAR OFFICE, D. C. COMPOUND, DHARWAD - 580001

Affiliated to Karnataka State Law University, Hubballi.

Recognised By Bar Council of India, New Delhi.

Approved by Government of Karnataka.



Date: 05-01-2021

## Notice

It is hereby informed to all the administrative staff that, as an IQAC initiative the college is organizing 'Professional Training for Administrative Staff on Implementation of MIS & Optimum Utility of ICT' on 08-01-2021 at 10.30 am, all the administrative staff are directed to attend the same.

Place: Dharwad

Principal

  
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## PROFESSIONAL TRAINING FOR ADMINISTRATIVE STAFF

### One Day Professional training on implementation of MIS and optimum utility of ICT

Sl. No.	Resource Person	Topic	Time
1.	Shri. Basavaraj Shettar,	IT Skills and documentation of biometrics	10.30-12.00pm
2.	Dr. Basavaraj Hansi, Principal, DPHP's Atal Bihari Vajapayee Law College, Koppal	Effective usage of PDF	12.30-2.00pm
3.	Shri. Vinod Javali, Proprietor Spandana Office Systems, Hubballi.	Computer type writing skills	2.30-4.00pm

  
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**Photos of Professional training on implementation of MIS and optimum utility of ICT on 08-1-2021**



Photo 1: Administrative staff attending Professional training on implementation of MIS and optimum utility of ICT

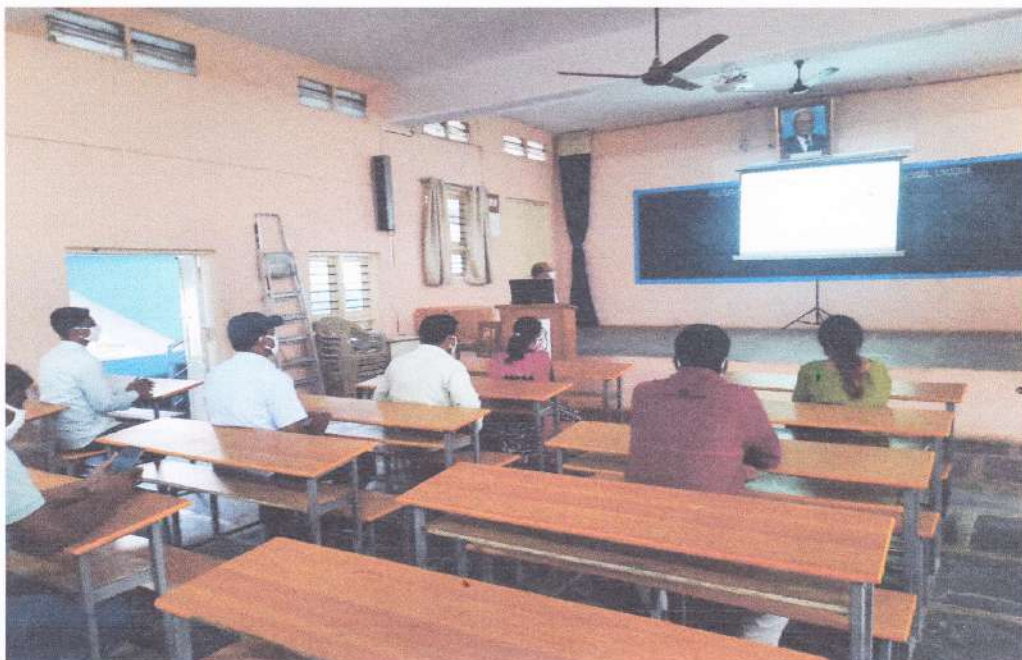


Photo 2: Shri Vinod.Javali taking session to Administrative staff on Computer type writing skills

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Photo 3: Shri. Vinod Javali taking session to Administrative staff on Computer type writing skills

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## **SUMMARY REPORT PROFESSIONAL TRAINING FOR ADMINISTRATIVE STAFF**

08-1-2021 –The College has organized one day professional training program for administrative staff through an IQAC on 'Professional Training for Administrative Staff on Implementation of MIS & Optimum Utility of ICT' on 08-01-2021 at 10.30 am.

Shri. Suresh Maben, faculty CSI Commerce College, Dharwad has inaugurated the professional training program for administrative staff, in his inaugural address he spoke on the importance of implementation of MIS and utility of technology for the administrative staff. He explained in detail about Management Information System (MIS) and its benefits in the office. Shri. Sanjeev Patil Principal gave Presidential remarks.

The first session was taken up by Shri. Basavaraj Shettar on IT Skills and documentation of biometrics. He introduced the terminologies used in this and told the benefits and limitations which need to be taken into account when considering the use of biometrics. In this session he discussed about the authentication of biometrics and the aim of installing it.

The second session was taken up by Dr. Basavaraj Hansi on Effective usage of PDF in this he discussed about the benefits of using PDF in Colleges, and what program should be used to create PDF. He told why PDF files are better than word or excel documents. Lastly he gave tips and tricks for using PDF files effectively.

The third session was taken up by Shri. Vinod Javali on Computer type writing skills, in this session he discussed as to how to improve your typing speed and accuracy. He also explained about the advanced typing practice activities and lastly gave one mantra that one could be successful only when you practice, practice and practice.

All the administrative staff participated in the program.



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