

## Recordkeeping

**Date- 02/02/2021**

**Speaker: Dr. Lalit Kanore**

ASM Group of Institute had organized A session for Non-teaching staff on Recordkeeping on 2<sup>nd</sup> February 2021. At the beginning of the session, Mr. Vikas Barbate welcomed and felicitated Dr. Lalit Kanore.

Dr. Kanore, first explained the term recordkeeping. “Create or receive”, this is the beginning of the records management process, which starts with creating or receiving a document relating to an organization's transaction or activity. He also explained Steps to Recordkeeping. He gave few examples of recordkeeping. He talked about advantages and disadvantages of recordkeeping.

Dr. Lalit also showed how to maintain dead stock register, how to record journey of Inward letter. How to maintain record of leaving certificate.

The session was interesting and informative for all non-teaching staff. Session ended with light refreshment.





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Latitude 18.6323432°	Longitude 73.7991673°
Local 11:53:54 AM	Altitude 570 meters
GMT 06:23:54 AM	Tuesday, 02.02.2021



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Latitude 18.6323602°	Longitude 73.7991595°
Local 11:53:39 AM	Altitude 570 meters
GMT 06:23:39 AM	Tuesday, 02.02.2021



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Latitude 18.6323901°	Longitude 73.7991752°
Local 11:50:37 AM	Altitude 570 meters
GMT 06:20:37 AM	Tuesday, 02.02.2021



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Latitude  
18.6336782°

Longitude  
73.7987119°

Local 11:50:05 AM  
GMT 06:20:05 AM

Altitude 570 meters  
Tuesday, 02.02.2021