



JAI HIND SINDHU EDUCATION TRUST'S
MANGHANMAL UDHARAM COLLEGE OF COMMERCE
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State Level
"THE ROLE OF NON-TEACHING STAFF IN COLLEGE QUALITY
ENHANCEMENT"

23rd October 2021

Savitribai Phule Pune University approved workshop on The Role of Non-Teaching Staff in College Quality Enhancement organized by Jai Hind Sindhu Education Trust's M.U.College of Commerce, Pimpri, Dr. Babasaheb Ambedkar College, Aundh and Conquest College of Arts, Commerce & Computer Studies, Chikhali.



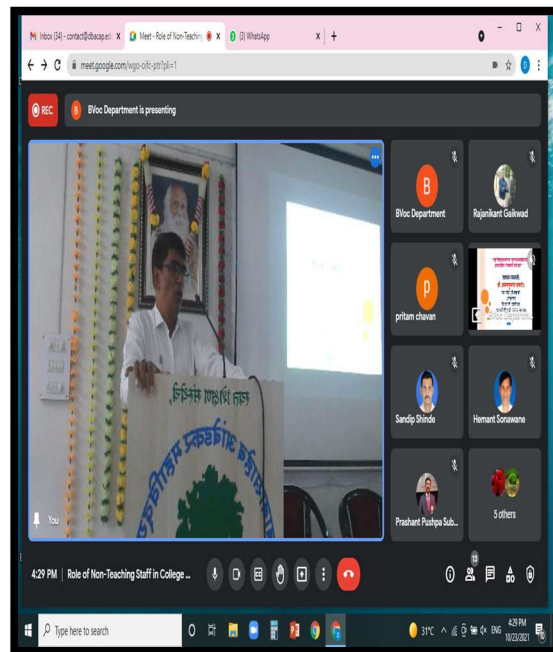
Mr. Anil Patil, Chairman & Founder (Maharashtra Vikas Kendra) was the chief guest of programme. The Programme began with paying the tribute to Hon. Bhai. S.M.Patil and Karmveer Bhaurao Patil and Dr. Babasaheb Ambedkar and lighting the lamps by Hon. Anil Patil, Hon.Principal Dr. Vinita Basantani, Dr. R.Y.Gaikwad, Prin. Pradeep Kadam, Dr. Arun Kumar Sakate, Dr. Sanjay Nagarkar. The felicitation was done of the dignitaries. The program was conducted on online and offline mode. Chief Guest of the program and Dr. Vinita Basantani, Prin. M.U.College of Commerce, Pimpri shared her thoughts on the development of college and Non-Teaching Staff.

Session I : The Session was about effective non-verbal communication by soft skills trainer Sunil Mirchandani. He explained difference between verbal and non-verbal skills by conducting different activities. Session 1 was coordinated by Dr. Dnyaneshwar Shirode, vote of thanks was proposed by politics Head of the Dept. Dr. Ramesh Randive.



Session II: Resource person for the second session was Mr. R. Y. Gaikwad. His topic was "Accounting and Auditing: A journey to zero Pendency" he has guided on tally software, bank balance analysis/checking, GST/balance sheet, audited statement, Audit Report of Different departments which are handled by administrative office Balance Sheet, fee structure, university Dept., scholarship Dept., pension proposals, hostels and many more topics related to auditing and accounting The second session was co-ordinated by Mr. Vaibhav Patale. The Vote of thanks for the session 2 was proposed by Ms. Asawari Shewale.

Session III: The session was conducted on 'Emerging workplace challenges and monitoring positive attitude in college office administration' by Hon. Dr. Arun Andhale sir. He covered the topics like lack of training, inadequate job description, lack of equipment and facilities, maintaining PBS strategy positive behavior strategy, problems of wages, professionalism. The session was Co-ordinated by Mr. Chandrakant Borude, and vote of thanks was proposed by Mr. Tanaji Hatekar Sir.



Session IV: The session was headed by Dr. Arun Kumar Sakate. His topic was 'Effective filling, correspondence and documentation', the session was productive and fruitful session with the help of presentation. The session was co-ordinated by, Prof. Nalini Pacharne Madam and Vote of thanks was proposed by Dr. Sushil Kumar Gujar.



In Valedictory session participants from three colleges gave their valuable feedback on the workshop. All the three coordinators of the workshop . Dr. Dnyaneshwar Shirode, Dr. Savita Patil, Mr. Vaibhav Patale, were felicitated by the chief guest Hon. Prin. Pradip Kadam and Physical director of M. U. College of Commerce, Pimpri Hon. Mr. Sayyed.

Prin. Dr. Kadam expressed his thoughts on importance of conducting such workshops for non-teaching. He also talked on the role of non-teaching staff in colleges. Mr. Sayyed also gave his productive thoughts on the workshop. Vote of Thanks of the session was proposed by Dr. Savita Patil.