



Bharatiya Shikshan Prasarak Sanstha, Ambajogai



Swa. Sawarkar Mahavidyalaya, Beed



Internal Quality Assurance Cell

Criteria 6- Governance, Leadership & Management

DVV CLARIFICATION

6.3.3: Percentage of Teaching and Non Teaching Staff Participating in FDP, MDPs, PD/ATPs

4. Annual Reports Highlighting the Programs Undertaken by the Teaching Faculties and Non-Teaching Staff



Bhartiya Shikshan Prasarak sanstha, Ambajogai



Swa. Sawarkar Mahavidyalaya, Beed

**Internal Quality Assurance Cell
&
Department of Commerce
Organized**

One Day National Workshop Professional Development for Administrative Staff



6th February 2023

9 am to 5 pm

Principal Dr. Priti Pohekar
Chief Organizer

Dr. Arvind Rayalwar
Convener

Dr. Rajesh Dhere
Vice Principal, IQAC coordinator
Co-Convener

Dr. Ramesh Khandagale
Head, Faculty of Commerce & Management
Co-Convener

Dr. Prashant Talkhedkar
Office Superintendent
Organizing Secretary



REPORT OF

ONE DAY NATIONAL
WORKSHOP ON

PROFESSIONAL DEVELOPMENT
FOR ADMINISTRATIVE STAFF

ORGANIZED BY
INTERNAL QUALITY
ASSURANCE CELL

&

DEPARTMENT OF COMMERCE



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Preface

The Administrative and or Non-teaching staff is an important component of college administration. The role of non-teaching staff is very significant in academic development of college along with the teaching staff. The day-to-day administrative work cannot be done without their support. Even though, contribution and efforts of these people remains neglected. The administrative staff have to be in constant contact with the students coming to the college, working teachers, Principal, Joint Director's Office, University, State Government, University Grants Commission, etc.

While doing daily administrative work this staff also contributes their efforts in NAAC evaluation, Academic Audit, Examination, affiliation, etc. While doing their work, employees have to face new challenges like digitization of work, online process, etc. This creates stress among the employees. It affects the personal health of employees and office work.

The present workshop was organized with the view that the role of non-teaching staff should remain promising in the development and administration of the college through comprehensive development of the non-teaching staff.

The objectives of this workshop...

- to develop professional values and skills among administrative/non-teaching staff
- to help them in reduction in the stress, and
- to mentoring for personality development of staff to meet new challenges.

Looking at the response received from the participants from the different colleges, it seems that the objective for which the college organized the present workshop has been successfully fulfilled. Personally I congratulate to all the members of organizing committee and I'm very thankful to college management and Principal to encourage our efforts.

– Dr. Arvind P. Rayalwar
Convener



Broucher



Bhartiya Shikshan Prasarak sanstha, Ambajogai



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Beed**

**Internal Quality Assurance Cell
&
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**One Day National Workshop
Professional Development
for Administrative Staff**



6th February 2023
9 am to 5 pm



Register Here



Keynote Address

Dr. Prashant Sathe
B.M.C.College, Pune



Chief Speaker

Dr. Vishnu Patil
Deogiri College,
Ch. Sambhajinagar
(Aurangabad)



Resource Person

Dr. Vishal Pingalkar
Neurosurgeon
Vishwa Hospital, Beed



Resource Person

Dr. Priti Pohekar
Principal
S.S.M. Beed

It gives immense pleasure to cordially invite you to participate in National Level Workshop on "Professional Development for Administrative Staff" to be held on February 6th, 2023. This workshop is jointly organized by IQAC and Department of Commerce, Swa. Sawarkar Mahavidyalaya, Beed.

About College

Swa. Sawarkar Mahavidyalaya, Beed is established by Bhartiya Shikshan Prasarak Sanstha, Ambajogai in 1995. This is a multi faculty college with 22 UG departments. In these 27 years, college has become successful in providing quality education to students in the nearby region. Department of Commerce is established in 1996 and performing according to aims and objectives of the institution.

About Workshop

Administrative / Non-teaching staff is an important component of college administration. Along with the teachers, role of non-teaching staff is very imperative in academic development. The day-to-day administrative work cannot be done without these employees. Even so, this factor remains neglected. These employees have to be in constant contact with the students coming to the college, working teachers, Principal, Joint Director's Office, University, State Government, University Grants Commission etc. While doing daily administrative work along with NAAC evaluation, Academic Audit, employees have to face new challenges like digitization of work, online process, etc. This creates stress among the employees. It affects the personal health of employees and office work.

Development of professional values and skills among administrative/non-teaching staff, reduction of stress, and personality development of staff are necessary to meet new challenges. The present workshop has been organized with the view that the role of non-teaching staff should remain promising in the development and administration of the college through comprehensive development of the non-teaching staff.

Sub Themes

Role, Duties, Responsibilities of administrative/non-teaching staff in day-to-day operations
Day-to-day Administrative Operations
Role of Administrative Staff in NAAC Assessment
Stress Management and Personality Development
Professional Ethics and Cordial Relations

Who Can Participate in Workshop- Principal, Librarians, IQAC coordinators and all administrative/non-teaching staff of colleges and schools.

How to Participate

Register for the Workshop through the registration link

<https://forms.gle/937GKv4i2Pj3u1cz8>

Registration fee is RS. 200/-

Pay by cash or transfer through UPI on following account

Name- Swa. Sawarkar Mahavidyalaya, Beed
Bank - Dindayal Nagari Sahakari Bank, Ambajogai
Branch - Beed
Ac. No. - 0170020020000017
IFSC - ICIC00DDNSB

• Participants should necessarily fill feedback form to receive Certificate.





Our Patrons



Dr. Surendra Alurkar
President,
B.S.P. Sanstha, Ambajogai



Dr. Hemant Vaidya
Secretary,
B.S.P. Sanstha, Ambajogai



Shree. Chandrakant Muley
President
College Development Committee
Chief Administrative Officer
B.S.P.S. Ambajogai



Shree. Gajananrao Jagtap
President
Local Management Committee, Beed
B.S.P. Sanstha, Ambajogai



Dr. Vivek Palvankar
Secretary
Local Management Committee, Beed
B.S.P. Sanstha, Ambajogai
Hon. Senate Member
Dr. B.A.M. University, Aurangabad

Organizing Committee

Principal Dr. Priti Pohekar
Chief Organizer

Dr. Arvind Rayalwar
Convener

Dr. Rajesh Dhere
Vice Principal, IQAC coordinator
Co-Convener

Dr. Ramesh Khandagale
Head, Faculty of Commerce & Management
Co-Convener

Dr. Prashant Talkhedkar
Office Superintendent
Organizing Secretary

Members Organizing Committee

Dr. Laxmikant Bahegavhankar (Vice Principal)

Dr. Jyotishwar Bhalerao

Dr. Medha Gosavi

Dr. Shivshankar Mitkari

Mr. Bhargavram Choudhary

Mr. Anant Deshpande

Mr. Rohit Moharir



For further details contact

Dr. Prashant Talkhedkar
Swa. Sawarkar Mahavidyalaya, Sawarkar Nagar, Jalna Road
Beed (M.S.) - 431122
Cell No: 9834906181, 9923450648
Email- veersawarkarbeed@gmail.com



Program Magazine

Schedule

6 th Feb. 2023	Event	Time
	Registration, Breakfast & Tea	08.00 am - 09:30 am
Session 1	Inauguration Session	09:30 am – 10:30 am
	Felicitation -	6 min.
	Hon. Chairman CDC – Shri Chandrakantji Mule	
	Hon. Joint Director – Dr. Satish Deshpande	
	Hon. Dr. Prashantji Sathe,	
	Hon. Principal – Dr. Priti Pohekar	
	Keynote Address	10:30 am – 11:30 pm
Academic Administration Chairman Dr. Dhare R.M	3 min	
Speaker Hon. Dr. Prashantji Sathe, Professor, BMCC, Pune Academic Administration	45 min	
Session 2	Technical Session 1	11:30 am – 12:20 pm
	Day-to-day Administrative Operations & Soft Skills Chairman	03 min
	Resource Person Dr. Kapil Dongargaonkar Free Lance Trainer, Ambajogai	45 min
	Technical Session 2	12:20 pm – 01:10 pm
	Stress Management and Personality Development Chairman	03 min
	Resource Person Dr. Vishal Pingalkar Neurosurgeon, Vishwa Hospital, Beed	45 min
	Lunch Break	01:10 pm – 02:30 pm



Session 3	Technical Session 3 (Online)	02:30 pm – 03:20 am
	<p>Role of Administrative Staff in NAAC Assessment Chairman</p> <p>Resource Person Dr. Vishnu Patil IQAC Coordinator, Devgiri College, Ch. Sambhaji Nagar (Aurangabad)</p>	<p>03 min</p> <p>45 min</p>
Session 3	Technical Session 4	03:30 pm – 04:30 pm
	<p>Professional Ethics and Cordial Relations of administrative/non-teaching staff Chairman</p> <p>Resource Person Dr. Priti Pohekar Principal, SSM Beed</p>	<p>03 min</p> <p>45 min</p>
	Tea Break	04:30 pm – 04:40 pm
	Valedictory Function	04:40 pm – 05:30 pm
	<p>Chairman Dr. Vivek Palwankar Secretary, LMC Beed, B.S.P.S. Ambajogai</p> <p>Chief Guest Adv. Rohitji Sarvadnya Ch. Sambhaji Nagar (Aurangabad)</p>	

Brief Summary of Events

Inogural Session

The inaugural session of the One Day National Workshop on “Professional Development for Administrative Staff” commenced with the lighting of lamp by a group of dignitaries of Smt. Vanita Sanjekar (Administrative Officer, Joint Director Office, Aurangabad), Keynote Speaker – Dr. Prashant Sathe (Professor, B.M.C. College, Pune), President of the session Prof. Chandrakant Mule (Chief Administrative Officer and President of College Development Committee), Principal of College Dr. Priti Pohekar, Vice Principal Dr. L.G. Bahegavhankar, Vice Principal and IQAC Coordinator Dr. Rajesh Dhere, Convenor of the workshop Dr. Arvind Rayalwar, Co Convener Dr. Ramesh Khandagale (Head Dept. of Commerce), Organizing Secretary Dr. Prashant Talkhedkar (Office Superintendent), one of the participant Dr. Prakash Konka (IQAC Coordinator, Bankatswami College, Beed). The program was followed by Pujan of Ma Sarswati and Swa. Sawarkar.



Dr. Medha Gosavi formally welcomed all the dignitaries present on the dais and participants & colleagues. In introductory speech Dr. Arvind Rayalwar Convenor of the workshop mentioned about the significance of professional development in administerial staff for better working of the college. He also describes the aims and objectives behind organizing this workshop.



In her inaugural address Smt. Vanita Sanjekar briefed about the importance of the topic and invoked the participants to familiarize themselves with the new technology for speed up of work and saves time and enhance the quality of their work. Speaking further, Mrs. Sanjekar said that while doing the administrative work as per the rules of the government, there are many difficulties, one needs to get information, for this it is necessary to keep oneself updated. Techniques need to be developed and appraised. Employees can benefit from such workshops. She wished for the success of the workshop and inspired the participants.

From the chair of President of the session, Administrative Officer Prof. Chandrakant Mule said that since commencing of admission process, the office staff interacts with the students till the time of taking out the TC, so their role is important.

In the end, Dr. Ramesh Khandagle (Co-convenor of the Workshop) offered a vote of thanks to all including Prof. Chandrakant Mule, Smt. Sanjekar and Prof. Prashant Sathe. He thanked all the invited guests and participants for gracing the occasion by their solemn presence. He also thanked Management of Bhartiya Shikshan Prasarak Sanstha and Principal Dr. Priti Pohekar for providing all kind of facilities and inspiration to conduct such workshops in the college.





Keynote Address

The keynote address is a speech that reflects the essential or common theme of the workshop. To hold this responsibility, we invite Dr. Prashant Sathe. He is working as Professor in Brihan Maharashtra Commerce College, Pune since last 22 years. Dr. Rajesh Dhere was the Chairperson



of this session. In his keynote address Dr. Prashant Sathe express thought on “Educational Administration”. He gave information about the University Act, Service Act and other Government Circulars. He mentioned some important clauses and abbreviations from the said Acts. He also speaks about the mindset of employees and positiveness. He expressed the

expectation that the employees should do their work honestly by keeping the body, mind, intellect and soul awake.

Dr. Rajesh Dhere briefs object of the workshop and encapsulates central idea of keynote address. He ensures as IQAC Coordinator, for developing work culture in administrative work of the college.





Technical Sesion 1

In tune with the object of the workshop, first technical session is dedicated to discuss the issue of employee intimacy “Day-to-day Administrative Operations & Soft Skills”. Dr. Kapil Dongargaonkar was invited as a resource person to present this topic. He is freelance trainer for corporate employees. Office Superintendent and Organizing Secretary Dr. Prashant Talkhedkar was present as the chairperson of this session.

In his speech Dr. Kapil express the significance of soft skill to perform different day to day administrative work. He demonstrates how to keep records, classify different work as per importance and urgency and handle different files physically with the help of ppt presentation. He expressed the belief that the employees should develop different soft skill like Communication, Organization, Teamwork, Critical thinking, Social skills, Creativity, Interpersonal communication, Adaptability, etc. By using soft skills every day at work and developing these soft skills will help employees to do their work softly and accelerate career progression.

In his addresses Dr. Prashant Talkhedkar mentioning that the soft skills are useful both in our professional and personal lives.



Technical Sesion 2

In changing senario of office work especialy in sinior colleges, doing work and follow the orders and rules of various governig mechanisam is very stressful. It reflactes on the health of the employees. Various health issues are created.

Considering this issue the session was dedicated for giving counceling on how to relief stress and develop the personality. Famous neurosurgeon Dr. Vishal Pingalkar, Vishwa Hospital Beed was present as resource person for this session. He was well organized and deliver the topic 'Stress Management and Personality Development'.

In his address Dr. Pingalkar discuss resions behind the stress and related health issues. To overcome from the stress and to do stressless work he gives tips with various examples. He also suggest seating positions while doing the work and exercises.

Dr. Arvind Rayalwar was present on dais as chairman of the session. He assures the participant if they follow tips and exercises suggest by the Dr. Pingalkar, their personality will devlope and they will do their day to day work stressless.





Technical Sesion 3

The senior colleges have to be accredited by the National Assessment and Accreditation Council every 5 year. Also, colleges undergo Academic and Administration Audit every 3 year. In this process the role of administrative staff is very crucial. This session was devoted to understanding the role of administrative staff considering the importance of administrative staff in the NAAC and AAA process. To understand it better we invite Dr. Vishnu Patil as resource person. He is IQAC Coordinator of Deogiri College, Aurangabad. Under his leadership Deogiri College achieved highest CGPA in Marathwada region. Dr. Patil conducted this session online from Aurangabad. Streaming of his speech was shown on the screen before participants.

In his speech Dr. Patil explores various aspects of each criteria where involvement of administrative staff is very necessary. He describes the duties of each personnel of administration staff for the college. Dr. Patil suggests the method of keeping record in office, departments and in library. He mentioning the importance of Management Information in concern with NAAC & AAA. He advice to develop strong information system to get right information at the right time. Dr. Patil concluded his speech by hoping that the administrative staff of the college will realize their role and contribute their best to improve the quality of the college and CGPA.





Technical Sesion 4

This was the last technical session of the day. After the various intellectual and brainstorming sessions held throughout the day, Dr. Preeti Pohekar, the facilitator of the session, conducted a game to relaxing the participating delegates. The game had been played on open ground of the college. Through this game Dr. Priti Pohekar convinced her topic “Professional Ethics and Cordial Relations of administrative/non-teaching staff” to the participants. She showed through the example of this game how the cordial relations of the staff can be improved and how the work of the college can be successfully completed through mutual cooperation.

Further she spoke on the five principles of professional ethis i.e. integrity, respect, resoponsibility, comitance and fairness. She stressed out on professional ethics as It is essential for building trust and credibility with students, colleagues, and the wider community. She mentioned that it also helps to maintain the integrity and reputation of the profession, and ensures that professionals are held to account for their actions.

Dr. Pohekar concluded her session by expecting that the participants will follow the principles of professional ethis and develop cordial relations with the stackholders and help to improve the image of college.

Dr. Ramesh Khandagale, chairman of the session mentions the imporance of cordial realatins for team work.





Valedictory Function

The valedictory function of the workshop was organized on end of the day. The Chairman of the valedictory function was Dr. Vivek Palwankar. He is Secretary of Local Management Council Beed, Bhartiya Shikshan Prasarak Sanstha, Ambajogai. The Chief Guest of the valedictory function was Adv. Rohitji Sarvadnya, Hon. Member, Bhartiya Shikshan Prasarak Sanstha, Ambajogai. Prncipal Dr. Priti Pohekar, Vice Pricipal Dr. L.G. Bahegavhankar, IQAC Coordinator & Co-convener Dr. Rajesh Dhere, Convener Dr. Arvind Rayalwar, organizing secretary Dr Prashant Talkhedkar was present of the dais.

Two participating members Dr. Prakash Konka and Dr. Ganesh Adgonokar expressed their enthusiasm about the workshop and hoped that such workshops would be organized in the future. They also expressed their satisfaction on overall organization of the workshop.

In his speech Chief Guest Adv. Rohitji Sarvadnya highlights the need of awareness of Right to Information Act to every administrator and his staff. While presidential conclusion Dr. Vivek Palwankar encourages organizer for organizing such a workshop for administrative staff and participants for participating and showing interest in this type of workshop. He also expressed his desire to organize such workshops in future and promised to supports such efforts by college.

Finally, Organizing Secretary Dr. Prashant Talkhedkar offered a vote of thanks to Dr. Vivekji Palwankar, Adv. Rohitji Sarvdnya for their presence and valuable guidance. He also offered a vote of thanks to Dr. Kapil Dongargaonkar, Dr. Vishal Pingalkar, Dr. Vishnu Patil for present as resource person and sharing his valuable guidance.

He thanked all the participants for gracing the occasion by their solemn presence. He also thanked Management of Bhartiya Shikshan Prasarak Sansth and Principal Dr. Priti Pohekar for providing all kind of facilities and inspiration to conduct such workshops in the college.





List of Participants

Total participants 112 presented online and offline.

Sl. No.	Name	Address	Phone No.	Mode	Registration No.
1	Shirsat Animesha Gurukul B.E. Eknath	Shirsat	9767491908	Offline	200 (113) Shirsat
2	Deshmukh Prakashani Shamrao	L.T.M. Indurani	9837970349	Offline	200-113 113
3	Panwar Prashant Indrasid	L.T.M. Wadgaon	9425893389	Offline	200-113 113
4	Tawale Shriya Somalk	Jyeshthnagar Chawar Indurani of Pottelwar, Beed	9658403170	Offline	Online
5	Kulkarni Vijay Anantaram	Kholeshwar college Ambajogai	9881337461	Offline	200-113 165 6 m
6	B. Ganesh S. Abhankar	Kalikadali Arts, Commerce & Sci college Shivajinagar Beed	9850207470	Offline	115
7	Musca Bhaagya S.	Kholeshwar men's college Ambajogai	9028444239	Offline	166 113 4
8	Dr. Chetana V. Donglika	Kalikadali Arts, Commerce & Sci college Shivajinagar Beed	9518799337	Offline	116
9	Barnoff Vidhivikar	Andhal Indurani Beed	829968004	Offline	167

क्र.सं.	नाव	पत्तू/सिवावयव	सो.सं.	प्रा.सं.	पाने.सं.
31	श्री. व. न. जे. जी. के.	श्री. गोपवती विरोग सेवा प्रतिष्ठान, अहमदनगर	5421335453	58	128
32	श्रीमती सुधीर पी. जे.	सांख्यिक विद्यालय, नगरोपदेश, रत्ना, अहमदनगर	91185915911	177	134
33	श्री. योगेश मंडवत	रत्ना, अहमदनगर	9028536896	133	137
34	श्री. योगेश मंडवत	रत्ना, अहमदनगर	9421989648	133	137
35	श्री. योगेश मंडवत	रत्ना, अहमदनगर	9422570319	133	137
36	श्री. योगेश मंडवत	रत्ना, अहमदनगर	9422570319	133	137
37	श्री. योगेश मंडवत	रत्ना, अहमदनगर	9422570319	133	137
38	श्री. योगेश मंडवत	रत्ना, अहमदनगर	9422570319	133	137
39	Dr. Prakash R. Konka	Shri Bantalsur 2nd College, Beed	980005302	145	146
40	Dr. Manojkumar N. Navic	Shri Bantalsur 2nd College, Beed	980005302	145	146
41	Mr. Nande N.D.	Bambhugi Raje college library and management, Beed.	9691924380	158	158
42	Prof. Hanale A.S	Kasantze Kale college of horticulture and crop science, Beed.	9021743397	159	159
43	Jadhav B.S	Beed K.A.K. College Beed	8828606517	200	200
44	Korde A.B	Beed K.A.K. College Beed	99705020867	200	200

क्र.सं.	संपूर्ण नाव	महानिवाळत्याचे नाव
3)	लक्ष्मण सुब्रह्म कुबेकर	जीवनदीप आर्ट्स कॉमर्स सायबस कॅम्प्युटर सायबस कॉलेज पिंपळनेर
6)	चव्हाण भाद्रराव यशवंत	एक.बी.आर.डी आर्ट्स कॅम्पर्स महाविद्यालय नाशिक रोड.
7)	विजय एस मोदी	ॲड. एच.बी. देसायाने कॅलेज ऑफ कॉमर्स (रात्र) मुळंड नेरट
8)	रोस अली अफर	एम एस पी. मंडळाचे यशवंत राव चव्हाण कॅलेज कळंबोवा
9)	विजय कुडगेकर	विज्ञा प्रयोगिनी ये कॅलेज ऑफ कॉमर्स, एठ्युडेरा, कॅम्प्युटर ॲन्ड मॅनेजमेंट पारवरी गोवा.
10)	बागळी गौरीश जी	
11)	चाउस आनंद उषेद	जेबीएक्सपी एम एस आर्ट्स ॲन्ड सायबस कॉलेज पाटोडा
12)	जाधव भागवत बाबानाथ	
13)	जाधव उरनिठ उत्तमराव	महाला महाविद्यालय जेवराई
14)	उेशरे हानेश्वर त्रिंबक	वसंतराव काळे महा. ढोकी
15)	अ. चौधरी अजित मधुकर	यशवंतराव चव्हाण इंस्टीट्यूट ऑफ पॉलीटेक्नीक बरेड
16)	शेश्व बिहाळ मुरवार	एम सी ई सोसायटी इंस्टीट्यूट ऑफ कॉमर्स पुणे
17)	उहाळे आमिनेक सत्यकुमार	महात्मा गांधी महा. अहमदनगर
18)	सरनाईक उमेश रामराव	वर्तुधवा कॅलेज घाटमांडूर



Full Name :-	Name of your college / School	GENDER	WHATS APP NUMBER :-	Designation :-
Arvind Prabhakar Rayalwar CHAUHAN PRASHANT PRAKASHSINH	Swa. Sawarkar Mahavidyalaya, Beed	MALE	9923450648	Other
Dhanaji Abaji Devkule	DEGLOOR COLLEGE DEGLOOR Shri Vijaysinha Yadav College Peth Vadgaon	MALE	8421222666	Cleark
BILAL MUKHTAR SHAIKH Dahale Abhishek Satyakumar	MCE Society's Institute of Pharmacy, Azam Campus, Pune	MALE	9922320805	Cleark
Dr.Meena Machhindranath Wadgule	Mahatma Gandhi Mahavidyalaya Ahmedpur Dist Latur	MALE	9890912876	Accountant
Mr. Vijay S. Joshi	Shivaji Art's Commerce and Science College kannad	Female	7385052595	Other
Motale Sunil Laxmikantrao G. S. WAGH	Adv. V B Deshpande College of Commerce Night, Mulund West	MALE	8108214736	Cleark
Sandeep Dhawle Mangesh	Swa.Sawarkar Mahavidyalaya, Beed	MALE	9420875320	Cleark
DESHMUKH AMBADAS SAKHARAM	DIEMS, AURANGABAD.	MALE	8275014326	Librarian
LAKSHMAN SUGRIV KUCHEKAR	Mulund College of Commerce (Autonomous)	MALE	7031892111	Cleark
Ganesh Narayanrao Tambe UMAKANT SHESHRAO KALYANKAR	KGCE Karjat	MALE	9922150797	Librarian
BASARKAR UTTAM VANKATDAS	N.S.B.COLLEGE NANDED	MALE	940332880	Cleark
SANTOSH PRAKASHRAO PARLIKAR	Jeevandeep Arts, Commerce, Science and Computer Science College Pimpalner	MALE	9922321494	Librarian
BANSODE HANUMAN MOHAN	Deogiri Institute of Engineering and Management Studies Aurangabad	MALE	8888893192	Office Superintendent
RAHUL SHIVRAJ SONTAKKE KULKARNI MADAN SADASIVRAO	Netaji Subhash Chandra Bose College,Nanded	MALE	9890159675	Cleark
RAJURKAR MANGALA KHANDERAO	Netaji Subhash Chandra Bose Arts,Commerce and Science college Nanded	MALE	9421868407	Accountant
SURYAWANSHI ANANDA NARAYAN	Netaji Subhashchandra Bose College, Nanded	MALE	9881414680	Cleark
NAGENDRA MANIKRAO NARANGALE	Netaji Subhashchandra Bos Arts,Commerce & Science College,Nanded.	MALE	9623579955	Cleark
Kaulwar Anuradha Sandeep	N.S.B.COLLEGE NANDED	MALE	7507377327	Other
	N.S.B.COLLEGE NANDED	MALE	7588150676	Other
	NETAJI SUBHASHCHANDRA BOSE COLLEGE, NANDED.	Female	9420232459	Office Superintendent
	Netaji Subhashchandra Bose Arts,Commerce & Science College,Nanded	MALE	9922866601	Cleark
	NETAJI SUBHSHCHANDRA BOSE ARTS, COMMERCE & SCIENCE COLLEGE, NANDED	MALE	9637100306	Cleark
	Netaji Subhash Chandra Bose College Nanded	Female	9604369691	Other



NARGOJE MAROTI PUNDLIKRAO	Netaji Subhashchandra Bose College, Nanded	MALE	9766189021	Cleark
DR. KAGDE BALU BAPURAO	Kholeshwar mahavidyalaya Ambajogai Dist. Beed	MALE	8788206904	Other
Anita Krishnamurthy Hosur	Netaji Subhashchandra Bose College Nanded	Female	8625050711	Other
Chaus Abed Ubed	J.B.S.P.M's Arts and Science College, Patoda	MALE	9423471686	Office Superintendent
Jadhav Anil Uttamrao	Mihila College Georai	MALE	9421348221	Cleark
Jadhav Bhagwat Babasaheb	J.B.S.P.M,s Arts and Science College Patoda	MALE	9730245246	Cleark
Indira Ramchandra Joshi	Pundliknagar aw 34 teacher Swa. Sawarkar Mahavidyalaya, Beed	Female	9022550886	Other
Arvind Prabhakar Rayalwar		MALE	9923450648	Other
Pathan Alimahemd Jainulabedin	Arts and science College shivanager Gadhi tq. Georai District Beed	MALE	9422207596	Other
Kamble Ashok Eknath	Arts & Science College Shivaji Nagar Gadhi	MALE	9096350550	Other
Dhutadamal Madhukar Mahadev	Arts and science college shivajinagar gadhi	MALE	9563323333	Other
Dr. Sopan Survase	Swa. Sawarkar Mahavidyalaya Beed	MALE	9423171920	Other
Sant Vitthal Rambhau	Arts and Science College, Shivajinager, Gadhi	MALE	9404646768	Other
Rajendra Jema Jadhav	Art's And Science College Gadhi, TQ georai, Dist. Beed	MALE	9850236757	Cleark
Kandekar Bharat Shrirang	Arts&Science College Shivajinagar Gadhi	MALE	8805958589	Cleark



Feedback Summary

Total Participants –

Link for Feedback: <https://forms.gle/WY3sX1egs4PKLN9F8>

SWA.SAWARKAR ARTS, SCIENCE AND COMMERCE , COLLEGE BEED.
FEEDBACK FORM FOR NATIONAL LEVEL WORKSHOP ON PROFESSIONAL DEVELOPMENT FOR ADMINISTRATIVE STAFF

Date: 6th FEBRUARY 2023 Time 09 .00 AM to 5 .00 PM

Email *

Valid email

This form is collecting emails. [Change settings](#)

Full Name :- *

Short answer text

Name of your college / School *

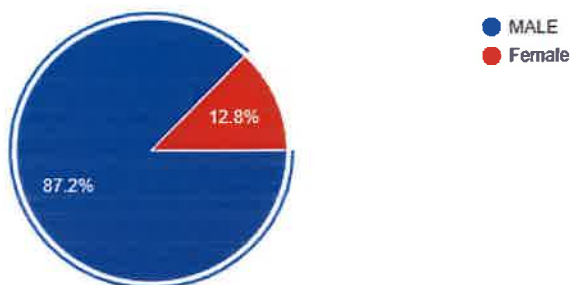
Short answer text

GENDER *

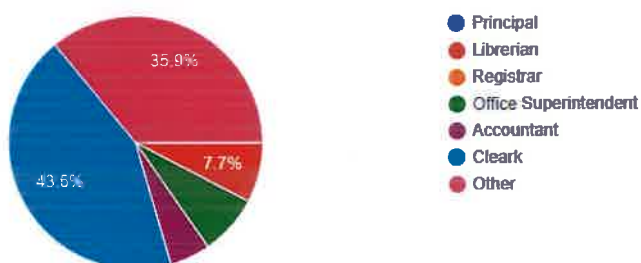
MALE



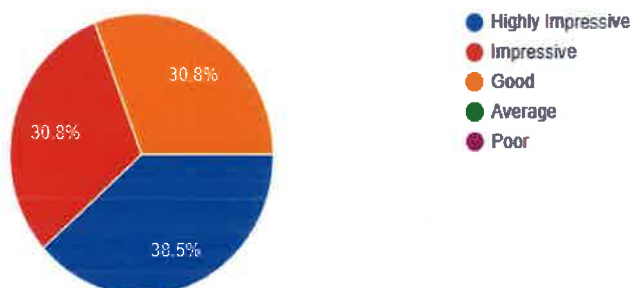
GENDER



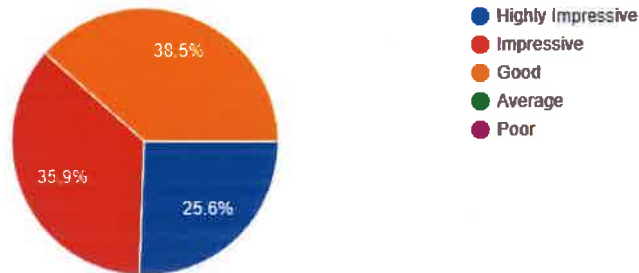
Designation :-



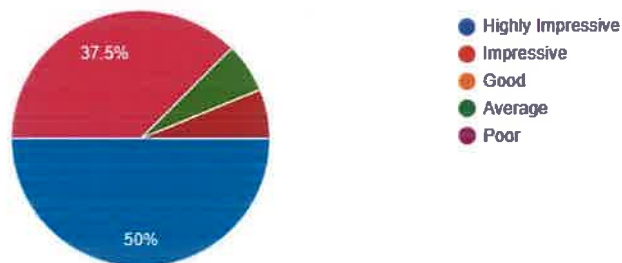
Keynote Address :-



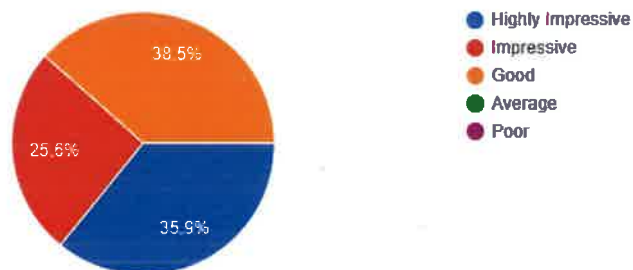
Technical Session 1:-



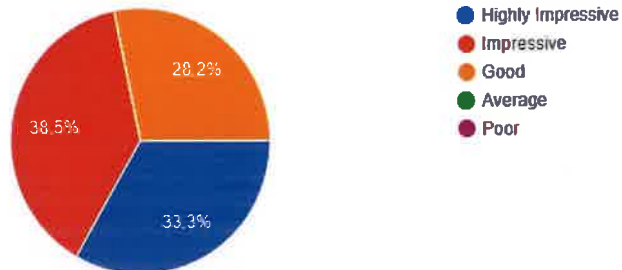
Technical Session 2



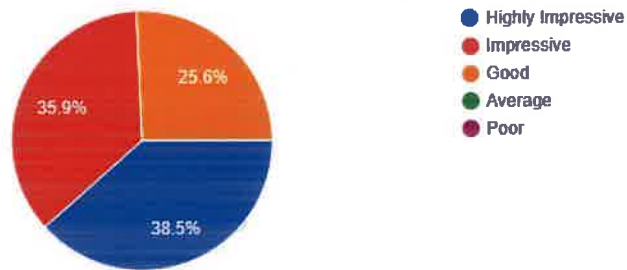
Technical Session 3:-



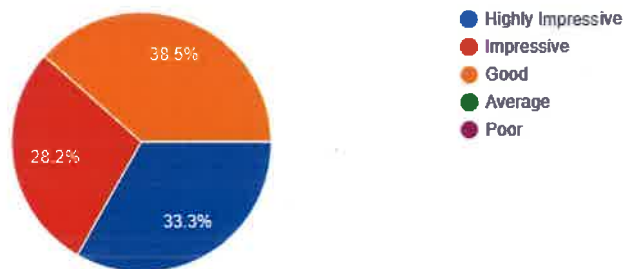
Technical Session 4:-



Technical Session 5 :-

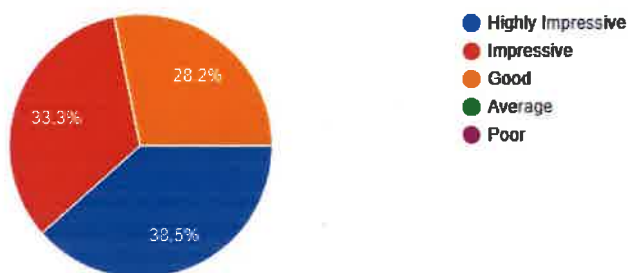


The workshop content was :-

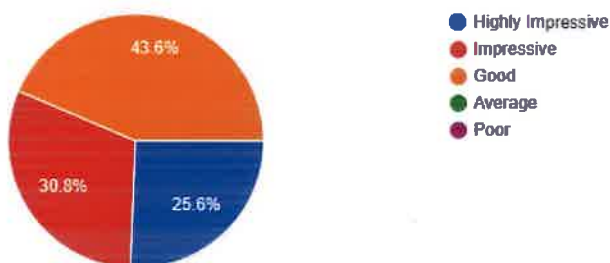




OVERALL IMPRESSION :-



The facilitators were :-



SUGGESTION (if any) :-

Arrange more seminar on e resources

Such workshops should always be done

Always arrange this type of workshop in future.

These workshop is needed for every six months

Take this seminar frequently

these types of workshop arranged every 6 month

It is very useful to the participants if all the sessions were on both Physical and Online Mode.



To arrange this type of workshop in future

In future arrange this type o workshop

PLEASE ARRANGE WORKSHOP IN FUTURE EVERY YEAR

This types of workshop is needful for every colleges please arranged every years

Such camps should be held regularly

Take like this seminar again& again


Dr. R. M. Dhere
Vice Principal & IQAC Co-ordinator
Swa.Sawarkar Mahavidyalaya, Beed


Principal
Swa.Sawarkar Mahavidyalaya
Beed.



Sample Certificate

Sample copy of certificate which was issued to participants of the seminar

	<p>Bharatiya Shikshan Prasarak Sanstha, Ambajogai</p> <p>Swa. Sawarkar Arts, Science and Commerce College</p> <p>Internal Quality Assurance Cell & Department of Commerce</p> <p>One Day National Workshop on Professional Development for Administrative Staff</p> <p>6th February 2023</p> <p><i>Certificate</i></p> <p>This is to certify that Mr./Mrs. _____ from _____ has participated in 'One Day National Workshop on Professional Development for Administrative Staff' organized by Internal Quality Assurance Cell and Department of Commerce, Swa. Sawarkar Arts, Science and Commerce College, Beed on 06 February 2023</p> <p>Dr. Arvind Rayalwar Convener</p> <p>Dr. Priti Pohekar Chief Organizer & Principal</p>	
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पुण्य नगरी SMART बीड

प्रशासकीय कामाला गती देण्यासाठी तंत्रज्ञानाचा वापर आवश्यक : सांजेकर

विद्यार्थ्यांसाठी प्रशासकीय कामकाज करीत असताना विद्यार्थ्यांचा वेळ अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे.



प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे.

को-ऑपरेशन मॉडेल प्रशासकीय कामकाज करीत असताना विद्यार्थ्यांचा वेळ अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे.

विद्यार्थ्यांसाठी प्रशासकीय कामकाज करीत असताना विद्यार्थ्यांचा वेळ अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे.

पार्श्वभूमी

प्रशासकीय कामाला गती देण्यासाठी तंत्रज्ञानाचा वापर आवश्यक - सांजेकर

सावरकर महाविद्यालयात 'प्रशासकीय कर्मचाऱ्यांच्या व्यावसायिक विकास' विषयावर राष्ट्रीय कार्यशाळा संपन्न



विद्यार्थ्यांसाठी प्रशासकीय कामकाज करीत असताना विद्यार्थ्यांचा वेळ अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे.

को-ऑपरेशन मॉडेल प्रशासकीय कामकाज करीत असताना विद्यार्थ्यांचा वेळ अधिकच वेळाने वाचवित राहणे गरजेचे आहे. त्यासाठी प्रशासकीय कामकाज अधिकच वेळाने वाचवित राहणे गरजेचे आहे.

Photo Gallary







Thankyou



Organizing Secretary

Dr. Prashant Talkhedkar

Saw. Sawarkar Mahavidyalaya, Sawarkar Nagar, Jaina Road
Beed (M.S.) - 431122

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