

### One Day Institutional Level Workshop



**Topic** “Contribution of Non-teaching Staff in the College Administration”  
**Resource Person** Mr. Vijay More, Registrar, Shri Shivaji College, Parbhani.  
**Objectives**

- ☞ To orient non teaching staff about second cycle of accreditation.
- ☞ To develop the best practices in record keeping

#### Abstract

IQAC organized the expert lecture on “**Contribution of Non-teaching Staff in the College Administration**”. The resource person stressed the role of non teaching staff in the administration of the college. He explained the significance of planning, execution and smooth conduct of assigned tasks. He illustrated various cases while documenting the record. Shri More explained significance of perfection and consistency in working by non teaching staff.

Participated support staff raised their doubts and queries at the end of the session. More clarified these doubts satisfactorily.

In nutshell, this activity was interesting, inspiring and fruitful for the staff in the preparation of second cycle of accreditation.

**Date** : 22 December 2017

**Time:** 11:30 pm

**Venue** : Seminar Hall

**Total No. of Participants:** 14