Godavari Shikshan Prasarak Mandal's

B. Raghunath Arts, Com. & Sci. College, Parbhani – 431 401

गोदावरी शिक्षण प्रसारक मंडल, बी. रघुनाथ कला, वाणिज्य व विश्वान महाविद्यालय, परभणी - ४३१ ४०१

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Dr. V.Y. Sonawane

Principal

One Day Institutional Level Workshop



Topic Resource Person Objectives

"Contribution of Non-teaching Staff in the College Administration"

Mr. Vijay More, Registrar, Shri Shivaji College, Parbhani.

- 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.

22 December 2017 **Time:** 11:30 pm Date:

Venue: Seminar Hall **Total No. of Participants: 14**