



Backward Class Youth relief Committee's

BHIWAPUR MAHAVIDYALAYA, BHIWAPUR

Dist. Nagpur, Maharashtra 441201

Accredited with Grade 'B' (CGPA-2.54) by NAAC, Bengaluru
ISO-9001:2015

Orientation for Non-Teaching Staff

on

Technicalities of Administration in Higher Education Institutions

Date – 28 October 2021

Time – 3.00 pm 5.00 pm

Guest Speaker – Mr. Sanjay Hambarde, Registrar, DES's R S Mundle Arts & Commerce College, Nagpur

Mode – Online Platform – Google Meet - <https://meet.google.com/ssm-hpwa-fbk>

Registered participants- 125

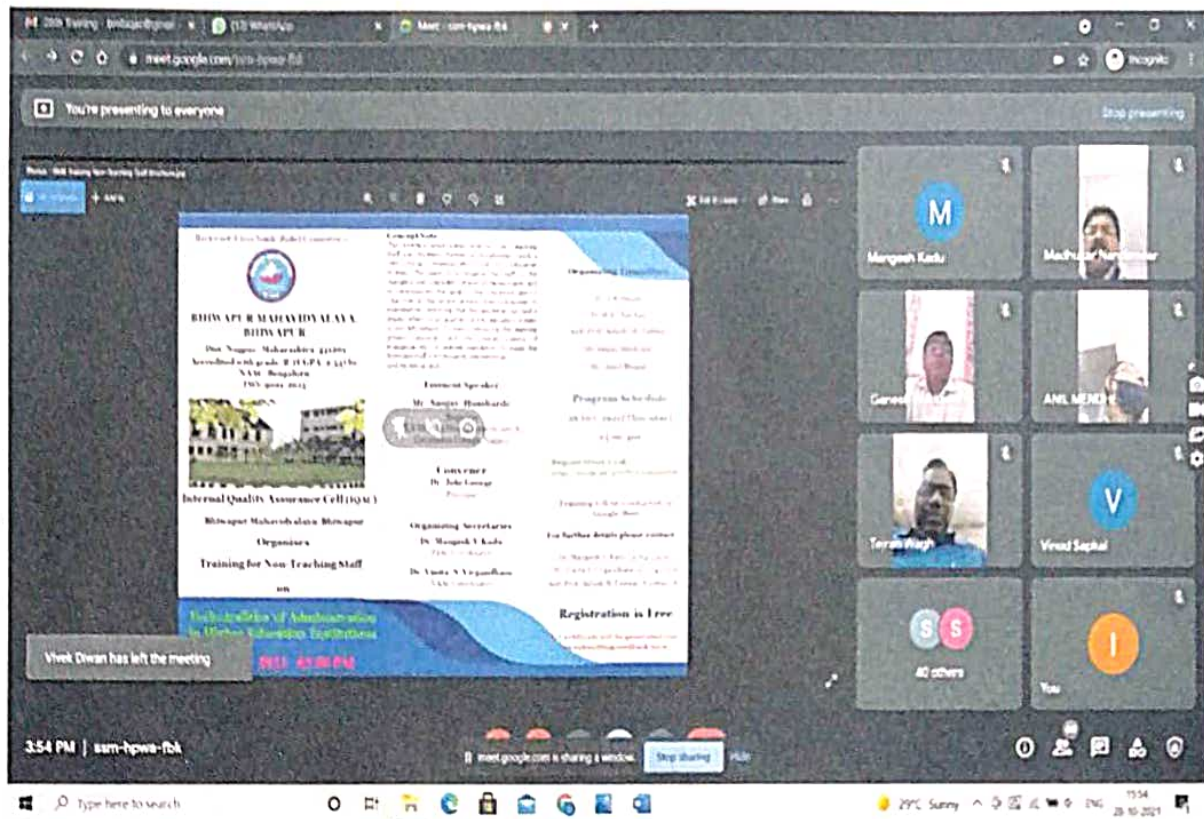
Introduction

As a part of quality initiatives towards Quality enhancement and Quality sustenance IQAC, Bhiwapur Mahavidyalaya, Bhiwapur under the aegis of Backward class Youth relief Committee organized Orientation Programme scheduled on 28 October 2021 in online mode for the Administrative and Non- Teaching Staff. Entry was free for participants and certificates were issued on attendance and feedback.

Objective

The interface amid Administrative, Non- teaching Staff and Students, Parents as stakeholders holds a very crucial communication link for Education System. The need to acclimatize the staff to the changing and upgraded version of technologies and to communicate the same to the concerned plays a vital role in the entire process from admission to the examination. Believing that the pandemic has had a drastic effect on all quarters of life, the education system is not left behind. To keep continuing the learning process smooth and the related aspects of evaluation etc., it seemed mandatory to equip the frontline staff with requisite interpersonal and technical skills.





Description

Internal Quality Assurance Cell Coordinator Dr. Mangesh V Kadu welcomed the Guest Mr. Sanjay Hambarde an eminent speaker and administrator with more than 25 years of experience in various organizations.

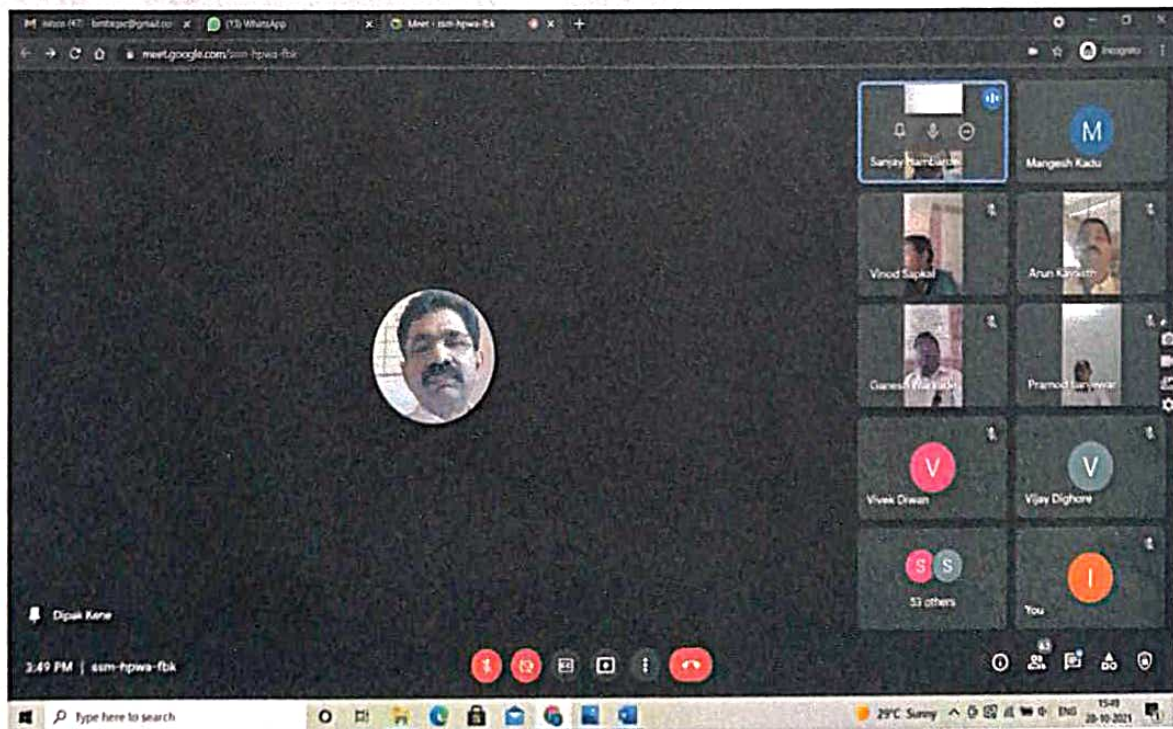


Mr. Sanjay Hambarde during his Expert Lecture



Mr. Sanjay Hamarde in his eloquent lecture addressed the participants about general day-to-day administration, Record Maintenance, Filing, Admission process, Examination process, Upgradation of Service Book, etc. All the queries were well pacified by Mr. Sanjay Hambarde.

Dr. Jobi George Principal and Convenor of the program thanked the Guest for his brilliant understanding and explanation of the finer nuances of the Questions put forth by the participants.

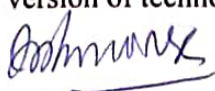



One of the participants during the Question and Answer Session

The program concluded with a formal vote of thanks by Dr. Yogesh More. Online Certificates were issued to the participants on submission of the feedback form.

Programme Outcomes

- The interface amid Administrative, Non- teaching Staff and Students, Parents as stakeholders holds a very crucial communication link for Education System was established.
- The staff was acclimatized to the changing and upgraded version of technologies


PRINCIPAL
Bhivapur Mahavidyalaya
Bhivapur

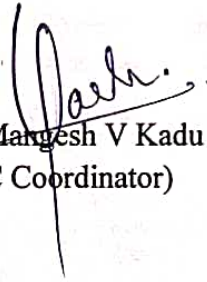


- Communicate of the digital revolution through various mechanism for the benefit of the end – users have been achieved.
- The education system has braced itself to face challenges in times of crises.
- The mandatory requirement to equip the frontline staff with requisite interpersonal and technical skills was achieved.


Feedback form link <https://forms.gle/ib6dQLCocsqdU4Pp8>.



Dr. Vinita S Virgandham
(NAAC Coordinator)



Dr. Mangesh V Kadu
(IQAC Coordinator)



Dr. Jobi George
(Principal & Convenor)

PRINCIPAL
Bhiwapur Mahavidyalaya
Bhiwapur

Appendix - Brochure

Backward Class Youth Relief Committee's



**BHIWAPUR MAHAVIDYALAYA,
BHIWAPUR**

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Internal Quality Assurance Cell (IQAC)

Bhiwapur Mahavidyalaya, Bhiwapur

Organises

Training for Non-Teaching Staff

on

Concept Note

The interface amid Administrative, Non- teaching Staff and Students, Parents as stakeholders holds a very crucial communication link for Education System. The need to acclimatize the staff to the changing and upgraded version of technologies and to communicate the same to the concerned plays a vital role in the entire process from admission to examination. Believing that the pandemic has had a drastic effect on all quarters of life, education system is not left behind. To keep continuing the learning process smoothly and the related aspects of evaluation etc., it seemed mandatory to equip the frontline staff with requisite interpersonal and technical skills.

Eminent Speaker

Mr. Sanjay Humbarde
Registrar
R.S.Mundle Dhamrampeth Arts &
Commerce College, Nagpur

Convener

Dr. Jobi George
Principal

Organizing Secretaries

Dr. Mangesh V Kadu
IQAC Coordinator
Dr. Vinita S Virgandham
NAAC Coordinator

Organizing Committee

Dr. S.K Shinde
Dr.M.R.Chavhan
Asst. Prof. Ashish M. Talekar
Mr.Sanjay Meshram
Mr. Amol Bhagat

Program Schedule

28 Oct. 2021(Thursday)

03.00 pm

Registration Link

<https://forms.gle/gTeZfoFaodahzHek7>

Training will be conducted on
Google Meet

For further details please contact

Dr. Mangesh V Kadu- 9764339797
Dr. Vinita S Virgandham-9372427106
Asst.Prof. Ashish M Talekar-8308903871

Registration is Free

E-Certificate will be generated only
on submitting feedback form

**Technicalities of Administration
in Higher Education Institutions**

28 Oct. 2021 03.00 PM

