



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

# BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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## DETAILED REPORT OF THE ACTIVITY

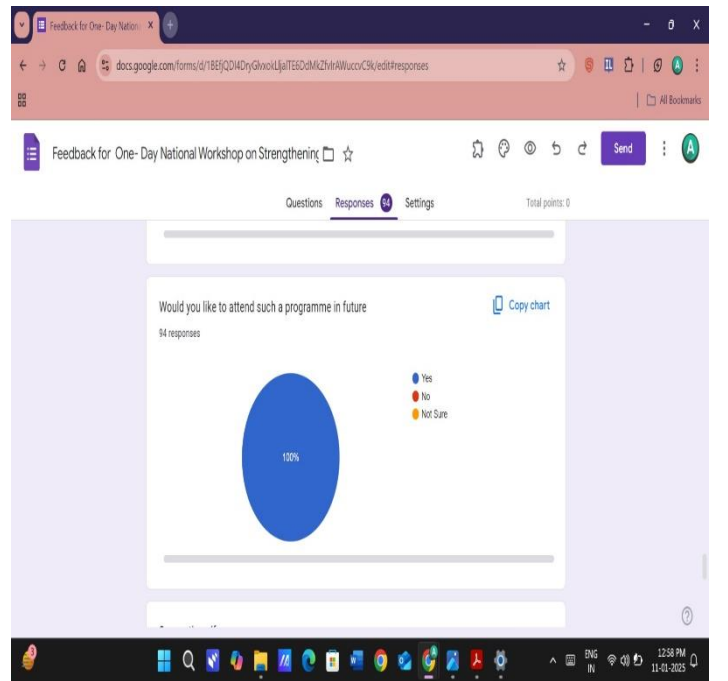
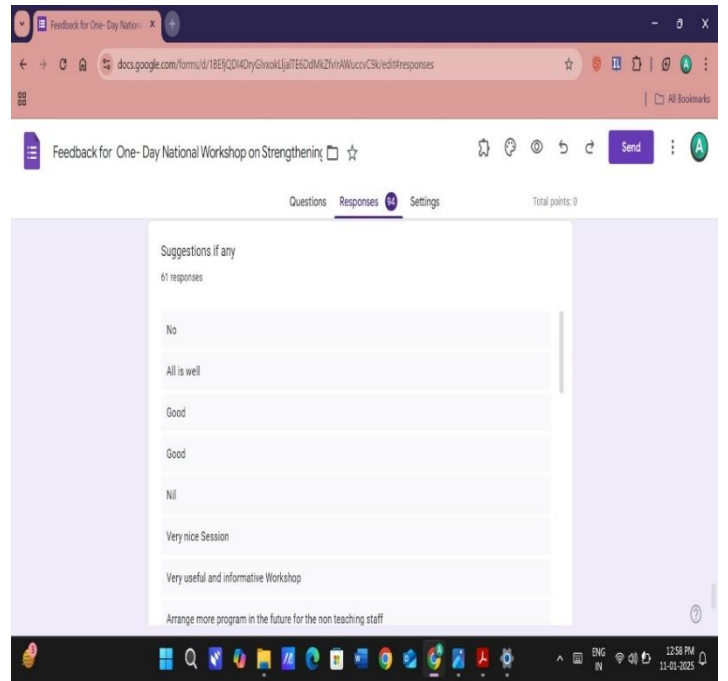
2023-2024

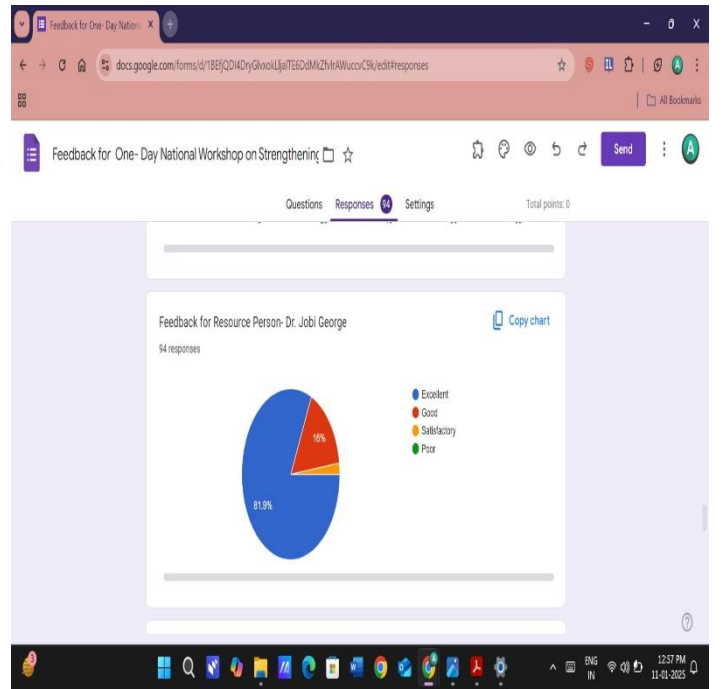
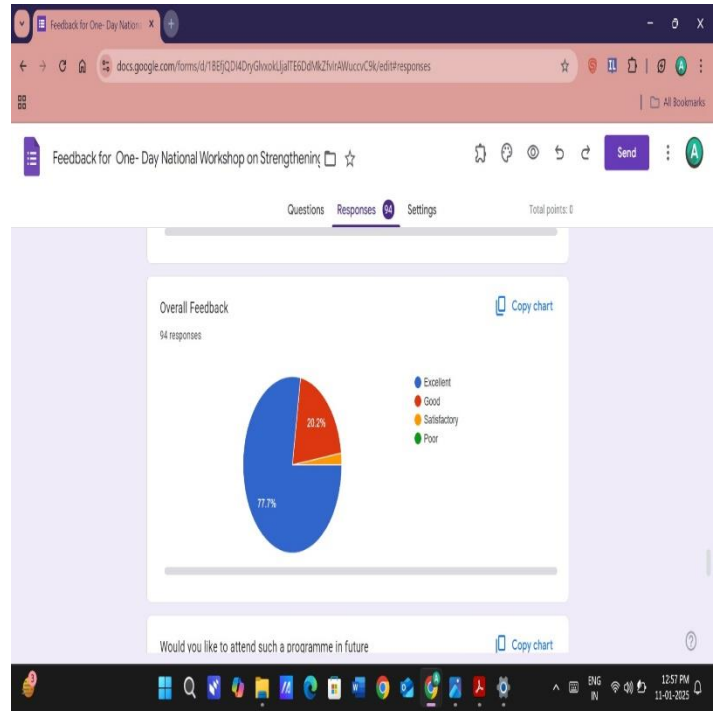
<b>ACADEMIC SESSION</b>	<b>2023-2024</b>
<b>NAME OF THE ACTIVITY</b>	National Workshop on Strengthening Work Etiquettes, Ethics and Values of Non- Teaching Staff
<b>ORGANIZING INSTITUTION/COLLABORATING INSTITUTIONS</b>	<b>Bhiwapur Mahavidyalaya</b>
<b>CORE AREAS COVERED</b>	Work Etiquettes, Ethics and Values
<b>SCHEDULE</b>	26 April 2024
<b>VENUE</b>	<b>Smart Classroom, Annex Building</b>
<b>MODE OF ACTIVITY (ONLINE/OFFLINE (IF ONLINE, GIVE WEBLINK))</b>	<b>Hybrid</b>
<b>ORGANIZING COMMITTEE</b>	Internal Quality Assurance Cell
<b>CHIEF COORDINATOR</b>	Dr. Vinita S Virgandham
<b>COMMITTEE MEMBERS</b>	Dr. Ravikant Mishra, Asst. Prof. Someshwar Wasekar Dr. Ashwini Kadu, Dr. Sunil Shinde, Dr. R K Quraishi, Dr. Anita Mahawadiwar, Dr. Yogesh More.
<b>KEYNOTE SPEAKER/RESOURCE PERSON/PERSONS (Furnish a Brief Report on the Keynote Speaker's Expertise)</b>	Dr. Jobi George Principal Bhiwapur Mahavidyalaya
<b>BENEFICIARIES/TARGET GROUP</b>	Non-Teaching Staff

<p><b>NUMBER OF STUDENTS/BENEFICIARIES</b></p>	
<p><b>DETAILED REPORT OF THE ACTIVITY</b></p>	<p>Internal Quality Assurance Cell (IQAC), organized a National Workshop on Strengthening Work Etiquettes, Ethics, and Values of Non-Teaching Staff on 26 April 2024 in Hybrid mode. The aim of this workshop was to enhance a professional and ethical work culture within academic and administrative institutions. The workshop focused on enhancing the interpersonal skills, ethical decision-making, and overall workplace conduct of non-teaching staff to improve institutional efficiency and harmony.</p> <p>The Event commenced with a warm welcome address by Dr. Vinita Virgandham, IQAC coordinator, highlighting the importance of understanding ‘Professional Ethics’</p> <p>The sessions were conducted by eminent resource expert Dr. Jobi George, Principal of our Institute. This session emphasized the importance of maintaining professionalism in daily interactions and adhering to institutional protocols. This session emphasized the importance of maintaining professionalism in daily interactions and adhering to institutional protocols.</p> <p>This interactive session highlighted strategies for fostering respect and trust among colleagues.</p> <p>This workshop was a resounding success, as evidenced by the positive feedback from participants. It provided valuable insights and practical tools to enhance workplace ethics and professionalism. The organizing committee extended heartfelt thanks to the resource expert, participants, and supporting staff for their contributions to the workshop’s success.</p>
<p><b>PROGRAMME OBJECTIVES</b></p>	<ul style="list-style-type: none"> <li>• To enhance awareness about the importance of work etiquettes and ethical behaviour.</li> <li>• To empower non-teaching staff with tools for effective communication and teamwork.</li> <li>• To promote a culture of mutual respect, integrity, and professionalism.</li> <li>• To address challenges related to workplace ethics and provide actionable solutions.</li> </ul>

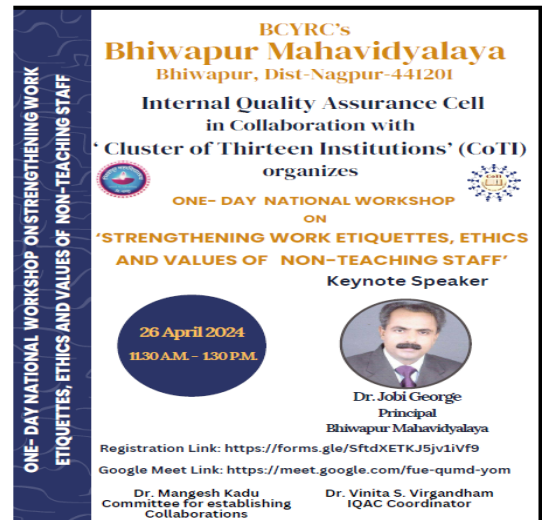
<p><b>PROBLEMS FACED, IF ANY</b></p>	<p>Some of the problems faced in organizing the Workshop are as given below:</p> <p>Participation and Engagement</p> <ol style="list-style-type: none"> <li>1. Low turnout: As it wasn't a mandatory Workshop, the expected turnout was low.</li> <li>2. Participant engagement: Encouraging active participation, questions, and feedback from participants.</li> <li>3. Diverse audience: Catering to a diverse audience with varying levels of experience, job roles, and expectations.</li> </ol> <p>Technology and Equipment</p> <p>As the Workshop was organized in Hybrid mode the following issues faced technical challenges.</p> <ol style="list-style-type: none"> <li>1. Internet connectivity: Providing reliable internet connectivity for presentations, online resources, and communication.</li> <li>2. Technical support: Having technical support available to troubleshoot any issues that may arise.</li> </ol> <p>Evaluation and Follow-up</p> <ol style="list-style-type: none"> <li>1. Evaluation methodology: Developing an effective evaluation methodology to assess the workshop's impact and effectiveness.</li> <li>2. Feedback collection: Collecting feedback from participants to identify areas for improvement.</li> </ol>
<p><b>IMPACT/OUTCOME ACHIEVED</b></p>	<ul style="list-style-type: none"> <li>• Enhanced understanding of the importance of ethics and values in professional settings.</li> <li>• Improved interpersonal and communication skills among participants.</li> <li>• Commitment from participants to implement learned practices in their respective roles.</li> <li>• Strengthened camaraderie and collaboration among non-teaching staff from different institutions.</li> </ul>

# ANALYSIS REPORT OF THE FEEDBACK OBTAINED FROM STUDENTS/ BENEFICIARIES/ ACADEMIC PEERS ETC.





**GEOTAG PHOTO GALLERY WITH CAPTIONS (Only GEOTAG photos covering the entire gamut/ span of the activity will be accepted)**



**BCYRC'S**  
**Bhiwapur Mahavidyalaya**  
Bhiwapur, Dist-Nagpur-441201

Internal Quality Assurance Cell  
in Collaboration with  
'Cluster of Thirteen Institutions' (CoTI)  
organizes

ONE- DAY NATIONAL WORKSHOP  
ON  
'STRENGTHENING WORK ETIQUETTES, ETHICS  
AND VALUES OF NON-TEACHING STAFF'

Keynote Speaker

**26 April 2024**  
11:30 AM - 1:30 PM

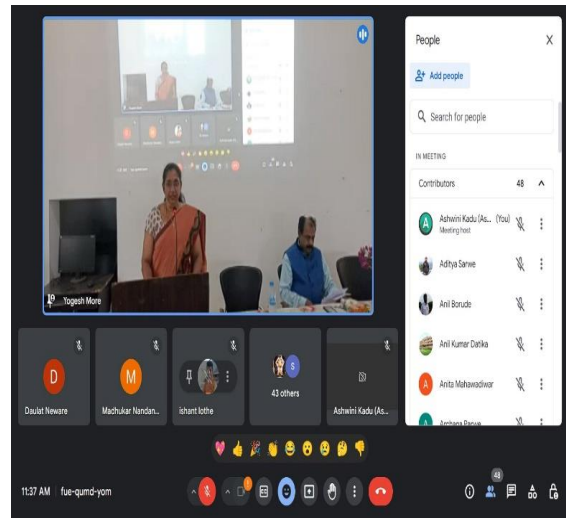
**Dr. Jobi George**  
Principal  
Bhiwapur Mahavidyalaya

Registration Link: <https://forms.gle/SftdXETKJ5jv1iVf9>  
Google Meet Link: <https://meet.google.com/fue-qumd-yom>

**Dr. Mangesh Kadu**  
Committee for establishing  
Collaborations

**Dr. Vinita S. Virgandham**  
IQAC Coordinator

**Brochure of the Event**

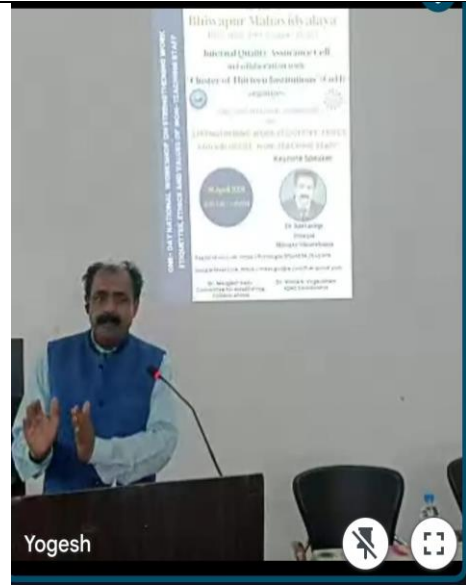


**IQAC Coordinator Dr. Vinita S Virgandham during her Welcome Address**



**Resource Person Dr. Jobi George during his address to the participants**

**SCANNED COPY OF ATTENDANCE SHEET**



The screenshot shows a Google Forms interface for a workshop titled "One Day Workshop on Strengthening Work Etiquettes, Ethics". The "Responses" tab is active, showing 106 responses. The "Name of Participants" section lists the following names:

- Ujjwala Dinesh Sorte
- Pourmima Pundlikrao Chopde
- Manish Madhukar Deshkar
- Khushal shamarao fulzele
- Harshlata Sudhakar Bode
- AMOL V. BHAGAT
- Chetan Vasantao Code
- Vijaykumar Sadasshiv Gharat

The interface also shows navigation options for Questions, Responses (106), and Settings, along with a "Total points: 5" indicator. The bottom of the screenshot shows a Windows taskbar with various application icons and system tray icons.

## ANY OTHER INFORMATION

## Sample Certificates

Miss Harshalata S Bode



# Bhiwapur Mahavidyalaya

## CERTIFICATE

This is to certify that *Harshlata S. Bode* of *Bhiwapur Mahavidyalaya Bhiwapur* has participated in *One- Day National Workshop on Strengthening Work Etiquettes, Ethics and Values of Non-Teaching Staff* organized under the aegis of Internal Quality Assurance Cell in collaboration of Cluster of Thirteen Institutions (CoTI) on **26 April 2024**.

Dr. Ashwini Kadu  
M.S. Seminar and Symposia  
Committee

Dr. Vinita Virgandham  
IQAC Coordinator

Dr. Jobi George  
Principal

Mr. Khushwant G Damke



# Bhiwapur Mahavidyalaya

## CERTIFICATE

This is to certify that *Khushwant G. Damke* of *Bhiwapur Mahavidyalaya Bhiwapur* has participated in *One- Day National Workshop on Strengthening Work Etiquettes, Ethics and Values of Non-Teaching Staff* organized under the aegis of Internal Quality Assurance Cell in collaboration of Cluster of Thirteen Institutions (CoTI) on **26 April 2024**.

Dr. Ashwini Kadu  
M.S. Seminar and Symposia  
Committee

Dr. Vinita Virgandham  
IQAC Coordinator

Dr. Jobi George  
Principal

Sagar S Fendar



# Bhiwapur Mahavidyalaya

## CERTIFICATE

This is to certify that *Sagar shankar fendar* of *Bhiwapur mahavidyalaya bhiwapur* has participated in *One- Day National Workshop on Strengthening Work Etiquettes, Ethics and Values of Non-Teaching Staff* organized under the aegis of Internal Quality Assurance Cell in collaboration of Cluster of Thirteen Institutions (CoTI) on **26 April 2024**.

Dr. Ashwini Kadu  
M.S. Seminar and Symposia  
Committee

Dr. Vinita Virgandham  
IQAC Coordinator

Dr. Jobi George  
Principal

Mr. Ganesh A Shahane





# Bhiwapur Mahavidyalaya

## CERTIFICATE

This is to certify that *Ganesh A. Shahane* of *Bhiwapur Mahavidyalaya Bhiwapur* has participated in *One- Day National Workshop on Strengthening Work Etiquettes, Ethics and Values of Non-Teaching Staff* organized under the aegis of Internal Quality Assurance Cell in collaboration of Cluster of Thirteen Institutions (CoTI) on **26 April 2024**.

**Dr. Ashwini Kadu**  
M.S. Seminar and Symposia  
Committee

**Dr. Vinita Virgandham**  
IQAC Coordinator

**Dr. Jobi George**  
Principal

Principal  
Bhiwapur Mahavidyalaya