



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

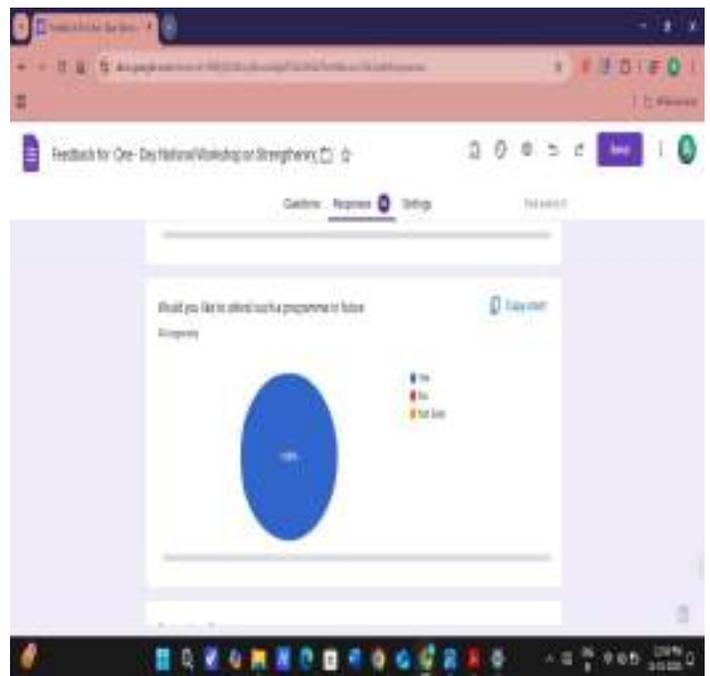
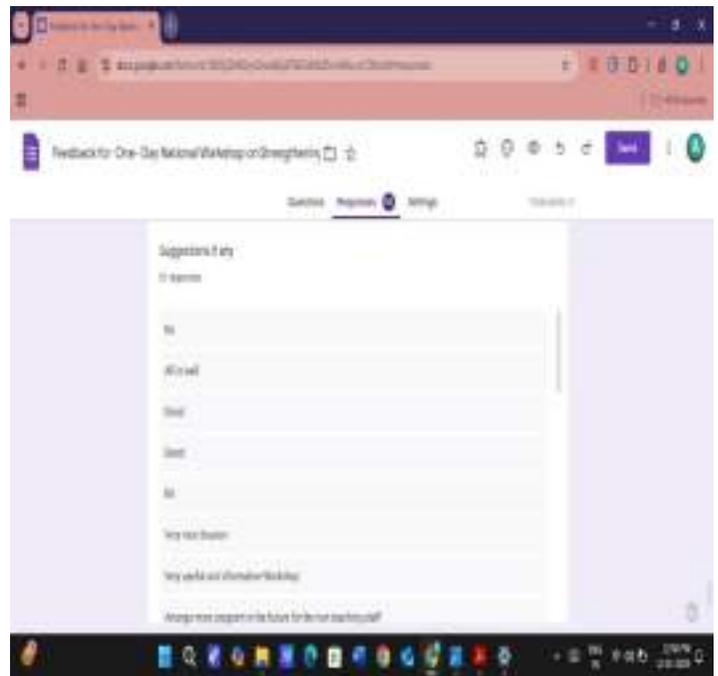
2023-2024

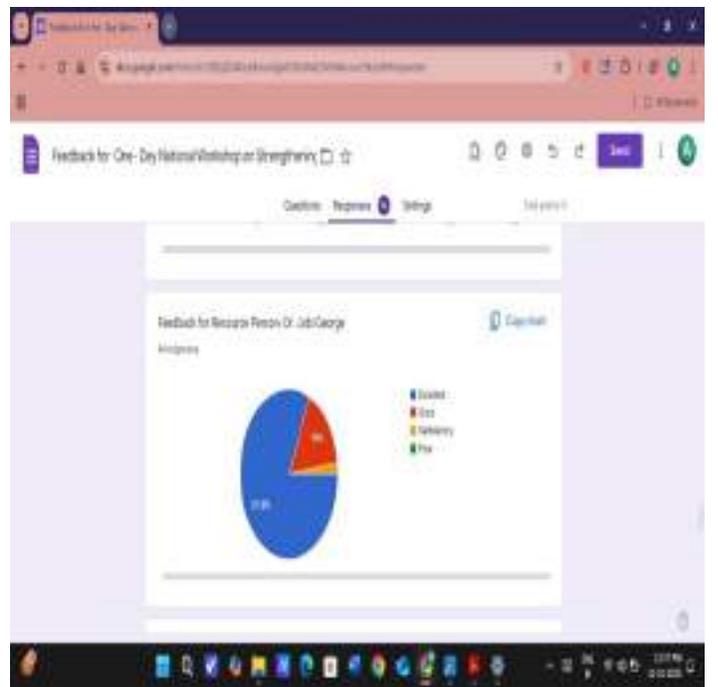
ACADEMIC SESSION	2023-2024
NAME OF THE ACTIVITY	National Workshop on Strengthening Work Etiquettes, Ethics and Values of Non- Teaching Staff
ORGANIZING INSTITUTION/COLLABORATING INSTITUTIONS	Bhiwapur Mahavidyalaya
CORE AREAS COVERED	Work Etiquettes, Ethics and Values
SCHEDULE	26 April 2024
VENUE	Smart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

<p>NUMBER OF STUDENTS/BENEFICIARIES</p>	
<p>DETAILED REPORT OF THE ACTIVITY</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>PROGRAMME OBJECTIVES</p>	<ul style="list-style-type: none"> • To enhance awareness about the importance of work etiquettes and ethical behaviour. • To empower non-teaching staff with tools for effective communication and teamwork. • To promote a culture of mutual respect, integrity, and professionalism. • To address challenges related to workplace ethics and provide actionable solutions.

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

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

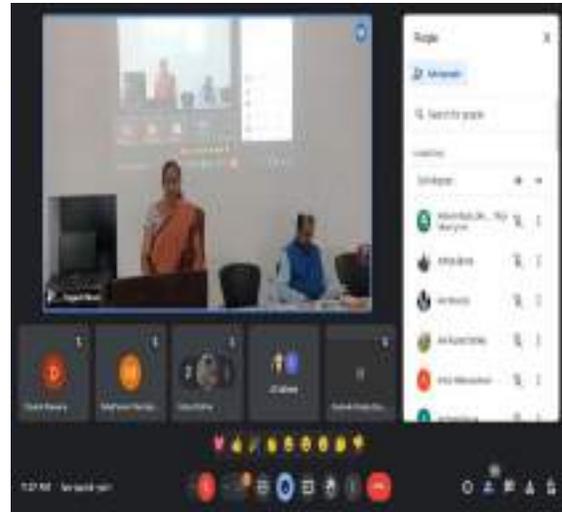




GEOTAG PHOTO GALLERY WITH CAPTIONS (Only GEOTAG photos covering the entire gamut/span of the activity will be accepted)



Brochure of the Event

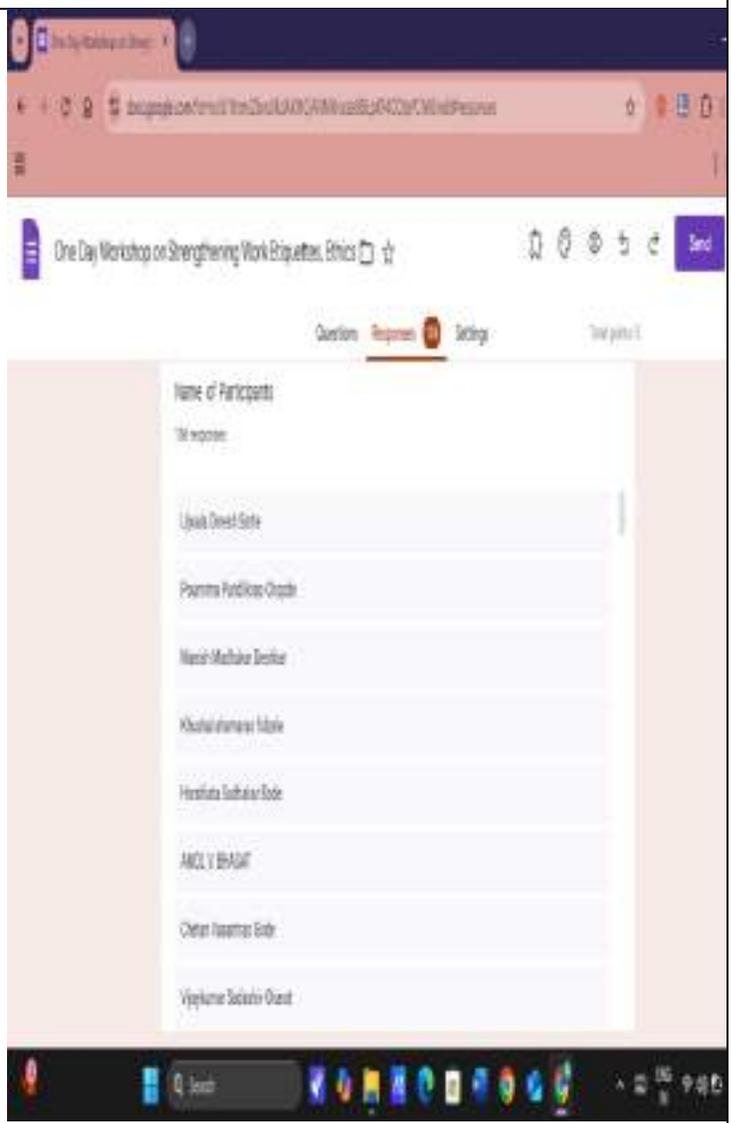


IQAC Coordinator Dr. Vinita S Virgandham during her Welcome Address



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

SCANNED COPY OF ATTENDANCE SHEET



ANY OTHER INFORMATION

Sample Certificates

Miss Harshalata S Bode



Mr. Khushwant G Damke



Sagar S Fendar



Mr. Ganesh A Shahane



Bhiwapur Mahavidyalaya

CERTIFICATE

This is to certify that *Ganesh A. Shukane* 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 Kadam
M.S. Seminar and Symposia
Committee

Dr. Vinita Virgandham
IQAC Coordinator

Dr. Jobi George
Principal

Principal
Bhiwapur Mahavidyalaya