



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B+' (CGPA-2.65) BY NAAC, BENGALURU

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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DETAILED ACTIVITY REPORT

2024-2025

ACADEMIC SESSION	2024-2025
NAME OF THE ACTIVITY	One-Day State-Level Workshop for Non-teaching Staff on, "Administrative Reforms, Institutional Governance and Role of Non-Teaching Staff in Student Support Services under NEP 2020".
ORGANIZING INSTITUTION/COLLABORATING INSTITUTIONS	BHIWAPUR MAHAVIDYALAYA, BHIWAPUR DIST. NAGPUR
CORE AREAS COVERED	• Focus on digitization of records, streamlined file management systems and transparency in administrative procedures. • Emphasis on the role of non-teaching staff in Institutional decision-making, committee participation, and maintaining accountability. • Capacity Building and Professional Development. Training in Soft Skills, ICT tools, MIS handling and continuous upskilling aligned with NEP 2020 objectives. • Student-Centric Administrative Practices Enhancing responsiveness and efficiency in admissions, examinations, grievance redressal, scholarships and counselling services. • Ensuring Inclusivity and Accessibility in Support Services. Promoting equitable and inclusive access to administrative services for students from diverse backgrounds, including marginalized communities. • Collaboration with Academic and Administrative Units. Strengthening coordination between Teaching and Non-teaching Staff to support holistic student development and smooth Institutional functioning.
SCHEDULE	Date- 7 th March, 2025 Time – 3.00 p.m. to 5.30 p.m.
VENUE	Smart Classroom, Bhiwapur Mahavidyalaya
MODE OF ACTIVITY (ONLINE/OFFLINE)	Offline

(IF ONLINE, GIVE WEBLINK)		
ORGANIZING COMMITTEE	Internal Quality Assurance Cell	
CHIEF COORDINATOR	Dr. Mangesh V Kadu	
COMMITTEE MEMBERS	Designation	Name
	IQAC Coordinator	Dr. Vinita S Virgandham
	Member Secretary, Seminar and Symposia Committee	Dr. Ashwini Dhonge
KEYNOTE SPEAKER/RESOURCE PERSON/PERSONS (Furnish a Brief Report on the Keynote Speaker's Expertise)	1. Dr. Vivek Diwan, Associate Dean, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur. 2. Dr. Pravin Bhagdikar, Chairman, BoS, Political Science, Rashtrasant Tukadoji Maharaj Nagpur University	
BENEFICIARIES/TARGET GROUP	Non- teaching Staff	
NUMBER OF STUDENTS/BENEFICIARIES	15	
DETAILED REPORT OF THE ACTIVITY	A One-Day State-Level Workshop was organized with the objective of equipping Non-teaching Staff with the knowledge and skills essential for effectively implementing the National Education Policy (NEP) 2020, particularly in the domains of Administrative Reforms, Institutional	

Governance and Student Support Services. The Workshop witnessed enthusiastic participation from Non-teaching Staff from across various Colleges affiliated with Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU).

The event commenced with a warm welcome extended to the Resource Persons and the Chair for the Workshop, Dr. Jobi George.

The Workshop was anchored by Dr. Vinita S Virgandham, the IQAC coordinator. After the welcome and the introduction of the Experts the Workshop was addressed by Dr. Vivek Diwan, Associate Dean, RTMNU, who brought a University-level perspective on the policy's administrative implications.

In his session, Dr. Vivek Diwan provided valuable advisory inputs for Non-teaching Staff. He emphasized the need for seamless coordination between the College administration and the affiliating University for the smooth implementation of NEP 2020. He shed light on the new administrative formats and procedures, particularly those related to subject choices made by students. Dr. Vivek Diwan urged the Non-teaching Staff to be proactive in adapting to the changes and to ensure that students receive accurate guidance and documentation support at every stage.

Dr. Pravin Bhagdikar, Chairperson of the Board of Studies (BoS) in Political Science, RTMNU briefed on the clarity in policy interpretation.

During the interactive Question and Answer Session, Dr. Pravin Bhagdikar addressed key concerns raised by the participants, especially regarding the entry-exit options available to students under the NEP framework. He elaborated on the importance of maintaining robust tracking mechanisms to monitor students' academic journeys and the administrative steps to be taken to document their progression accurately. His responses helped clarify the practical application of theoretical guidelines issued under NEP 2020.

The Workshop was concluded with the Presidential Address by Dr. Jobi George, who commended the initiative and highlighted the indispensable role played by Non-teaching Staff in Institutional success. He emphasized that Non-teaching Staff are the backbone of academic administration and that their active involvement is crucial in aligning Institutional processes with the goals of NEP 2020. He encouraged the attendees to continually upgrade their skills and embrace the changes with a positive and solution-oriented mindset. Dr. Jobi George graciously delivered the closing remarks, acknowledging the collaborative spirit of the Workshop and the meaningful deliberations that took place throughout the day.

The Valedictory Session included a formal vote of thanks to the guests,

	resource persons, and participants. The Workshop was successful fostering awareness, clarity and confidence among the Non-teaching Staff in navigating administrative reforms under the NEP 2020 framework.
PROGRAMME OBJECTIVES	• To familiarize Non-teaching Staff with the key administrative reforms advocated in NEP 2020. • To highlight the importance of transparent and accountable Institutional governance practices. • To enhance awareness about the pivotal role of non-teaching staff in effective student support and welfare services. • To promote the use of digital tools and MIS for efficient administrative functioning. • To encourage participative and collaborative work culture between academic and administrative units. • To build competencies for handling student-centric services with sensitivity, inclusivity and efficiency. • To motivate Non-teaching Staff to align their professional roles with the goals of Institutional excellence and national educational objectives.
PROBLEMS FACED, IF ANY	A key issue was the lack of adequate training and understanding of the implementation of NEP 2020, which limits their ability to efficiently implement reforms. Participants also noted poor coordination and communication between academic and administrative departments of the affiliating University, affecting the delivery of student support services. A significant concern raised was the evident gap between the affiliating University's traditional work culture and the dynamic, reform-oriented approach of NEP 2020, revealing limited preparedness at both Institutional and affiliating levels. This disconnect hampers the smooth implementation and creates uncertainty in aligning Institutional practices with the new policy directives.
IMPACT/OUTCOME ACHIEVED	The key outcomes of the Workshop are as follows: • Participants gained in-depth knowledge of the administrative reforms introduced under NEP 2020.

	• The importance of Institutional governance in ensuring quality education was highlighted. • Non-teaching staff were trained on their evolving roles in student-centric services. • Best practices for administrative efficiency and student engagement were shared. • Strategies for strengthening academic and non-academic support systems were discussed. • The role of technology in enhancing student services was emphasized. • Importance of transparency, accountability and participative governance in educational Institutions was underscored. • The need for collaboration between teaching and non-teaching staff for Institutional growth was emphasized. • Actionable steps for implementing NEP 2020 reforms in Institutional governance were explored. • A roadmap for improving administrative practices in line with NEP 2020 was developed. • The Workshop successfully equipped the participants with the necessary knowledge and skills to implement administrative reforms and enhance student support services, ensuring effective governance under NEP 2020.
ANALYSIS REPORT OF THE FEEDBACK OBTAINED FROM STUDENTS/ BENEFICIARIES/ ACADEMIC PEERS ETC.	Sample Feedback forms

फिडबॅक फॉर्म
भिवापूर महाविद्यालय, भिवापूर
अंतर्गत गुणवत्ता हमी कक्षाद्वारे आयोजित
एक दिवसीय राज्यस्तरीय शिक्षकेत्तर कर्मचाऱ्यांसाठी कार्यशाळा

"प्रशासकीय सुधारणा, संस्थात्मक प्रशासन आणि एनईपी २०२० अंतर्गत
विद्यार्थी सेवांमध्ये शिक्षकेत्तर कर्मचाऱ्यांची भूमिका"

दिनांक: ७ मार्च २०२५ (शुक्रवार)

वेळ: दुपारी ३:०० ते ४:००

प्रिय सहभागी,

तुमच्या सहभागाबद्दल धन्यवाद! कृपया खालील विधानांबद्दल तुमचे मत ५-पॉईंट लिकर्ट स्केल वर द्या.

(५ - पूर्णतः सहमत, ४ - सहमत, ३ - मध्यम, २ - असहमत, १ - पूर्णतः असहमत)

विधाने

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| १. कार्यशाळेची उद्दिष्टे स्पष्टपणे मांडण्यात आली. | ☒ |
| २. एनईपी २०२० अंतर्गत शिक्षकेत्तर कर्मचाऱ्यांची भूमिका समजावून सांगण्यात आली. | ☒ |
| ३. सत्रातील सादरीकरण स्पष्ट, रोचक आणि उपयुक्त होते. | ☒ |
| ४. संस्थात्मक प्रशासन व सुधारणा याबद्दल उपयुक्त माहिती मिळाली. | ☒ |
| ५. कार्यशाळेतील चर्चासत्र आणि प्रश्नोत्तरांचा उपयोग झाला. | ☒ |
| ६. विद्यार्थी समर्थन सेवांमध्ये सुधारणा करण्यासाठी नवीन उपाययोजना समजल्या. | ☒ |
| ७. एनईपी २०२० अंतर्गत प्रशासकीय सुधारणा कशा लागू करता येतील, याबाबत स्पष्टता मिळाली. | ☒ |
| ८. कार्यशाळेतील माहिती माझ्या दैनंदिन प्रशासकीय कामकाजासाठी उपयुक्त आहे. | ☒ |
| ९. कार्यशाळेची वेळ आणि नियोजन योग्य होते. | ☒ |
| १०. भविष्यात अशा प्रकारच्या कार्यशाळांमध्ये सहभागी होण्यास मला आवडेल. | ☒ |

अतिरिक्त सूचना / प्रतिक्रिया:

(आपले अभिप्राय आमच्यासाठी महत्त्वाचे आहेत. कृपया आपल्या सूचनांची नोंद करा.)

सहभागाबद्दल मनःपूर्वक आभार।



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एक दिवसीय राज्यस्तरीय शिक्षकेत्तर कर्मचाऱ्यांसाठी कार्यशाळा

"प्रशासकीय सुधारणा, संस्थात्मक प्रशासन आणि एनईपी २०२० अंतर्गत
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विधाने

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- कार्यशाळेची उद्दिष्टे स्पष्टपणे मांडण्यात आली. ☐ ☐ ☐ ☐ ☒
- एनईपी २०२० अंतर्गत शिक्षकेत्तर कर्मचाऱ्यांची भूमिका समजावून सांगण्यात आली. ☐ ☐ ☐ ☐ ☒
- सत्रातील सादरीकरण स्पष्ट, रोचक आणि उपयुक्त होते. ☐ ☐ ☐ ☐ ☒
- संस्थात्मक प्रशासन व सुधारणा याबद्दल उपयुक्त माहिती मिळाली. ☐ ☐ ☐ ☐ ☒
- कार्यशाळेतील वर्चस्व आणि प्रश्नोत्तरांचा उपयोग झाला. ☐ ☐ ☐ ☐ ☒
- विद्यार्थी समर्थन सेवांमध्ये सुधारणा करण्यासाठी नवीन उपाययोजना: समजल्या. ☐ ☐ ☐ ☐ ☒
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अतिरिक्त सूचना / प्रतिक्रिया:

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सहभागाबद्दल मनःपूर्वक आभार!



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एक दिवसीय राज्यस्तरीय शिक्षकेत्तर कर्मचाऱ्यांसाठी कार्यशाळा
"प्रशासकीय सुधारणा, संस्थात्मक प्रशासन आणि एनईपी २०२० अंतर्गत
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Mr. Amol V. Bhagat

प्रिय सहभागी,
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५. कार्यशाळेतील चर्चासत्र आणि प्रश्नोत्तरांचा उपयोग झाला.	☐	☐	☐	☐	☒
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सहभागाबद्दल मनःपूर्वक आभार।



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

Dr. Vivek Diwan, Associate Dean, RTMNU being welcomed by Mr. Amol Bhagat.



Dr. Vivek Diwan during the Interactive Session with Non-teaching Staff and the Faculty.



Principal, Dr. Jobi George sharing his valuable inputs during the Presidential Address



**NEWS
COVERAGE
PAPER
/MEDIA
COVERAGE**

**Clippings of the Workshop on NEP 2020 in Local Hindi
Daily Newspaper, 'Navbharat' dated 12 March 2025**

नवभारत
www.navbharatlive.com

राष्ट्रीय शिक्षा नीति 2020 पर कार्यशाला आयोजित

■ भिवापुर, संवाददाता. भिवापुर महाविद्यालय अंतर्गत गुणवत्ता हमी कक्ष की ओर से एवं राजनीति विज्ञान संस्थान के सहयोग से भिवापुर महाविद्यालय में 'राष्ट्रीय शिक्षा नीति 2020' पर कार्यशाला की आयोजन किया गया. कार्यशाला की अध्यक्षता महाविद्यालय के प्राचार्य डॉ. जॉनी जॉर्ज ने की. इस कार्यशाला में राष्ट्रसंत तुकडोजी महाराज नागपुर विश्वविद्यालय के मानवशास्त्र विभाग के सहयोगी अधिष्ठाता डॉ. विवेक दीवान एवं राष्ट्रसंत तुकडोजी महाराज नागपुर विद्यापीठ राज्यशास्त्र अभ्यास मंडल के अध्यक्ष डॉ. प्रवीण भागदिकर द्वारा मार्गदर्शन किया गया. छात्रों, शिक्षकों और कर्मचारियों के लिए तीन अलग-अलग सत्रों में कार्यशाला का आयोजन किया गया था. कार्यक्रम के उद्घाटन सत्र में आयोजन सचिव प्राध्यापक डॉ. मंगेश कडू ने कार्यशाला के आयोजन



के पीछे की भूमिका के बारे में बताया और राष्ट्रीय शिक्षा नीति 2020 की मुख्य विशेषताओं पर प्रकाश डाला. कार्यशाला के तीनों सत्रों में प्रतिभागियों एवं विशेषज्ञों के बीच समन्वयक की भूमिका डॉ. विनीता विरगंधम द्वारा किया गया. संचालन प्राध्यापक सोमेश्वर वासेकर ने किया. उपस्थितों का आभार प्रा. डा. विनीता विरगंधम ने माना. इस कार्यशाला में छात्रों

ने नई शिक्षा नीति अंतर्गत उच्च शिक्षा में होने वाले बदलावों, शिक्षकों द्वारा अपनाई जाने वाली नई नीतियों और गैर-शिक्षा कर्मचारियों द्वारा संस्थागत प्रशासन में सुधार और उनकी भूमिका पर गहन चर्चा की. इस कार्यशाला में भिवापुर, भिरी, चिमुर, पवनी, कौडा-कोसरा, उमरेड, कुहरी, गिरड के कॉलेजों के छात्रों के साथ बड़ी संख्या में शिक्षक और कर्मचारी शामिल हुए.

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**SCANNED COPY OF
ATTENDANCE
SHEET**

Workshop on NEP 2020 Registration for Non-teaching Staff				classmate Date _____ Page _____		
Sr. No.	Name of Participant	College Name	Designation	Contact No.	Signature	Certificate Issue
1	Vijay Kumar S. Ghosh	Arts and Commerce College, Bhiwari	Head Clerk	9422409588		☒ Present
2	Tilak K. Bangale	Arts And Comm. College Bhiwari	Sr. Clerk	9422409587		☒ Present
3	Ganesh H. Shalane	Bhiwari Mahavidyalaya Bhiwari	Lib. Asst.	9406330506		☒ Present
4	Jija N. Parate	Bhiwari Mahavidyalaya Sub-Office Bhiwari	Lib. Asst.	9763570579		☒ Present
5	Amit V. Bhagat	Bhiwari Mahavidyalaya Bhiwari	Sr. Clerk	8028227122		☒ Present
6	Shashif. Sonkusare	Nutan Adarsh College, Umred	Jr. Clerk	97250298929		☒ Present
7	Amit A. Khotavade	—	Sr. Clerk	9036363633		☒ Present
8	Saugay C. Muthuram	Bhiwari Mahavidyalaya Bhiwari	H. Clerk	8698820027		☒ Present
9	Kishorant S. Bante	Bhiwari Mahavidyalaya Bhiwari	Lab. Asst.	8275394763		☒ Present
10	Gulab R. Gadekar	Bhiwari Mahavidyalaya Bhiwari	Lib. Asst.	9823362186		☒ Present
11	Ankur K. Fonde	Bhiwari Mahavidyalaya Bhiwari	Asst.	942322186		☒ Present
12	Ratnakar P. Konde	Bhiwari Mahavidyalaya Bhiwari	Peon	9405708736		☒ Present
13	Bhagat S. Fonde	Bhiwari Mahavidyalaya Bhiwari	Lab. Att.	9873719902		☒ Present
14	Hareesh S. Bhat	Bhiwari Mahavidyalaya Bhiwari	Lab. Asst.	705801266		☒ Present
15	Santosh M. Sathur	Bhiwari Mahavidyalaya Bhiwari	Peon	940800432		☒ Present

PRINCIPAL
Bhiwari Mahavidyalaya
Bhiwari, Dist. Nagpur

ANY OTHER
INFORMATION

Sample Certificate



The certificate template features a blue and white wavy background. At the top center is a circular logo of the Backward Class Youth Relief Committee. Below the logo, the text "BACKWARD CLASS YOUTH RELIEF COMMITTEE'S" is written in red. The institution name "BHIWAPUR MAHAVIDYALAYA" is prominently displayed in large red letters, followed by "CERTIFICATE" in large orange letters. The main body of the certificate contains a line for the recipient's name, followed by a paragraph describing the workshop. At the bottom, four names and titles are listed in a two-row format.

BACKWARD CLASS YOUTH RELIEF COMMITTEE'S
BHIWAPUR MAHAVIDYALAYA
CERTIFICATE

This is to certify that Ms. / Mr. _____ of _____ has participated in the One-Day State-Level Workshop for Students on "Administrative Reforms, Institutional Governance, and Role of Non-Teaching Staff in Student Support Services Under NEP 2020" organized by Internal Quality Assurance Cell on 7th March, 2025.

Dr. Mangesh V Kadu Organizing Secretary	Dr. Ashwini Kadu Member Secretary Seminar Symposia	Dr. Vinita S Virgandham IQAC Co-ordinator	Dr. Jobi George Principal
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Principal
Bhiwapur Mahavidyalaya