



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S
BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

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

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

E-mail: bmv_bhiwapur@yahoo.com; bgm.college1990@gmail.com Website: <https://www.bmb.ac.in>

Tel: 07106-232349

DETAILED ACTIVITY REPORT

2025-2026

ACADEMIC SESSION	2025-2026
NAME OF THE ACTIVITY	One-Day State Level Workshop for Non-teaching Staff
ORGANIZER	Bhiwapur Mahavidyalaya
AREAS COVERED	• Roles and Examination work of non-teaching staff • Examination duties along with institutional work • Interpersonal and communication skills • Time management and work efficiency • Coordination with students and faculty • Discipline and workplace conduct • Teamwork and cooperation
PROGRAMME SCHEDULE	25 th April, 2026
VENUE	Bhiwapur Mahavidyalaya, Bhiwapur
MODE OF ACTIVITY (ONLINE/OFFLINE (IF ONLINE, GIVE WEBLINK)	Offline
ORGANIZING COMMITTEE	Internal Quality Assurance Cell (IQAC)
PROGRAMME COORDINATOR	Associate Prof. Dr. Rajesh Bahurupi
KEYNOTE SPEAKER/RESOURCE PERSON/PERSONS (Furnish a Brief Report on the Keynote Speaker's Expertise)	Dr. Navin Mungale Asst. Registrar, Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur
TARGET GROUP	Entire Non- Teaching Staff of the College.
NUMBER OF STUDENTS/BENEFICIARIES	40

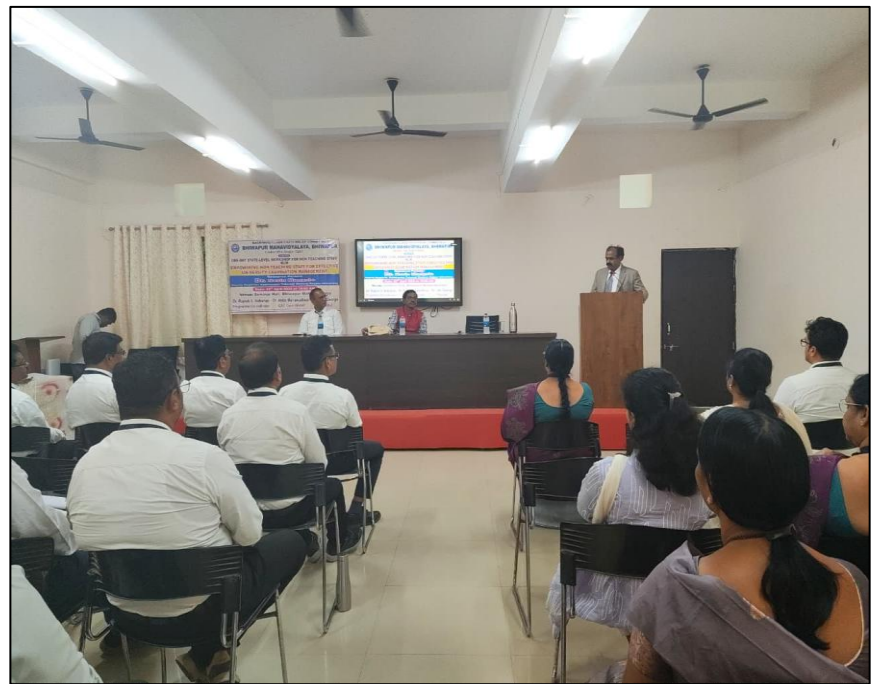
BRIEF REPORT	The Internal Quality Assurance Cell of our College organized a State-level Workshop on the theme “Empowering Non-Teaching Staff for Effective University Examination Management” on 25th March, 2026 in offline mode at Bhiwapur Mahavidyalaya, Bhiwapur. The Workshop was aimed to enhance interpersonal skills, ethical decision-making, and overall workplace conduct among non-teaching staff, thereby promoting institutional efficiency and harmony. The Programme commenced with a warm Welcome Address by Asst. Prof. Dr. Raheel Quraishi, who emphasized the significance of understanding “Empowering Non-Teaching Staff for Effective University Examination Management” in the workplace. The Resource Person Dr. Navin Mungale, Asst. Registrar, Rashtrasant Tukadoji Maharaj Nagpur University, provided valuable guidance on how non-teaching staff should perform their duties efficiently, manage responsibilities effectively, and co-operate with students and faculty members. The Programme was presided over by Dr. Jobi George, the Principal of our College, who, in his Presidential Address, guided the participants on the importance of time management, discipline, and professional conduct in their daily responsibilities. In all, 40 members from non-teaching staff actively participated in the Workshop. The Event proved to be highly beneficial, equipping the participants with practical tools and valuable insights to improve workplace ethics and professionalism. The Proceeding of the Programme was conducted by Asst. Prof. Dr. Ashwini Dhonge and Associate Prof. Dr. R.S. Bahurupi proposed the formal Vote of Thanks.
PROGRAMME OBJECTIVES	• To develop a clear understanding of the roles and responsibilities of non-teaching staff in institutional functioning. • To enhance interpersonal and communication skills among non-teaching staff. • To improve time management and work efficiency. • To strengthen coordination and cooperation between non-teaching staff, faculty, and students. • To create awareness about maintaining discipline and a positive work culture. • To provide practical strategies for effective task management and workplace harmony. • To motivate staff towards continuous self-improvement and professional development.
PROBLEMS FACED, IF ANY	During the organization of the Workshop, a few practical challenges were encountered. It was challenging for the Committee to ensure the full participation of non-teaching staff, as many were engaged in their routine administrative duties. The Committee resolved this by adjusting the Workshop schedule and delegating essential tasks in advance, allowing maximum participation

	without disrupting institutional work. Technical and logistical arrangements, including seating, audio systems, and session coordination, also required careful management. Minor issues were effectively handled through prior planning and on-the-spot support by the Organizing team. Despite these challenges, the Committee's proactive approach, teamwork, and efficient coordination ensured the smooth conduct and overall success of the Workshop.
PROGRAMME OUTCOMES	• Tried to develop a clear understanding of the roles and responsibilities of non-teaching staff in institutional functioning. • Tried to enhance interpersonal and communication skills among non-teaching staff. • Encouraged ethical decision-making and professional conduct in daily duties. • Tried to improve time management and work efficiency. • Strengthened coordination and cooperation between non-teaching staff, faculty, and students. • Created awareness about maintaining discipline and a positive work culture. • Provided practical strategies for effective task management and workplace harmony. • Motivated staff towards continuous self-improvement and professional development.
PHOTO GALLERY WITH CAPTIONS	Brochure of the Event 

Dr. Navin Mungale delivering Keynote Address



Dr. Jobi George, Principal of our College, delivering Presidential Address



SCANNED COPY OF
ATTENDANCE SHEET

BHIWAPUR MAHAVIDYALAYA, BHIWAPUR
ONE- DAY STATE-LEVEL WORKSHOP FOR NON-TEACHING STAFF
ON

'Empowering Non-Teaching Staff for Effective University Examination Management'
On 25th April, 2026 at 10.00 AM

S.N	Name of the Participants	Provide your overall Feedback on the Event: Excellent/Good/Average /Poor	Signature
1	Sanjay C. Meo/100111	Excellent	Pen/100111
2	Khushwant G. Dumbre.	Good	Coan,
3	Amal V. Bhagat	Good	Amal
4	Shankar K. Fendar	Excellent	Shankar
5	Sweta M. Zake	Excellent	Sweta
6	Sagar S. Fendar	Good	Sagar
7	Ganesh A. Shukume	Excellent	Ganesh
8	Marshall A. Sonkeba	Good	Marshall
9	Jija H. Kumbhare	Good	Kumbhare
10	RK Purayal	Excellent	RK
11	Ritesh S. Uke	Excellent	Ritesh
12	Rohit J. Chaudhari	Excellent	Rohit
13	Manthan W. Boudh	Good	Manthan
14	Ashish Shoyar	Excellent	Ashish
15	Shardada Ghyar	Good	Shardada
16	Lata Eake	Good	L. Eake
17	Rupali Chimurkar	Excellent	Rupali
18	Shobha Nagose	Excellent	Shobha
19	Jyoti Shahare	Good	Jyoti
20	Tushar Raut	Excellent	Tushar

Attendance Sheet of the Participants.

Principal
Bhiwapur Mahavidyalaya