



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

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DETAILED ACTIVITY REPORT

2025-2026

ACADEMIC SESSION	2025-2026
NAME OF THE ACTIVITY	WORKSHOP FOR NON-TEACHING STAFF
ORGANIZER	Bhiwapur Mahavidyalaya
AREAS COVERED	• Roles and responsibilities of non-teaching staff • Workplace dignity and professional ethics • Accountability and responsibility in institutional work • Interpersonal and communication skills • Time management and work efficiency • Coordination with students and faculty • Discipline and workplace conduct • Ethical decision-making • Teamwork and cooperation • Institutional productivity and quality enhancement
PROGRAMME SCHEDULE	17 th October, 2025
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. Gopichand Nimbart Associate Professor at VNIT, Nagpur

TARGET GROUP	Entire Non- Teaching Staff of the College.
NUMBER OF STUDENTS/BENEFICIARIES	30
BRIEF REPORT	The Internal Quality Assurance Cell (IQAC) of our College organized a State-level Workshop on the theme “<i>The Role of Employees in Maintaining Dignity, Accountability, and Responsibility among Non-Teaching Staff</i>” on 17th October, 2025 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 Prof. Dr. Madhukar Nandanwar, who emphasized the significance of understanding the roles and responsibilities of employees in maintaining dignity and accountability in the workplace. The Sessions were conducted by eminent Resource Persons. Dr. Samit Mahore, Associate Professor, Department of Economics, 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. Dr. Gopichand Nimbarte, Associate Professor at VNIT Nagpur, delivered an insightful session on time management and effective work practices for non-teaching staff. 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. A total of thirty non-teaching staff members actively participated in the Workshop. The Event was 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 the non-teaching staff in institutional functioning. • To promote dignity, accountability, and responsibility in workplace behaviour. • To enhance interpersonal and communication skills among non-teaching staff. • To encourage ethical decision-making and professional conduct in daily duties. • To improve time management and work efficiency. • To strengthen coordination and cooperation among 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. • To contribute to overall institutional efficiency and quality enhancement.
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. • Promoted dignity, accountability, and responsibility in workplace behaviour. • Tried to enhance interpersonal and communication skills among the 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 among 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. • Contributed to overall institutional efficiency and quality enhancement.

PHOTO GALLERY WITH CAPTIONS



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S
BHIWAPUR MAHAVIDYALAYA
 INTERNAL QUALITY ASSURANCE CELL
 ORGANIZES
ONE DAY STATE LEVEL WORKSHOP FOR THE NON-TEACHING STAFF
ON
"THE ROLE OF EMPLOYEES TO MAINTAIN DIGNITY, ACCOUNTABILITY AND
RESPOSIBILITY"

Technical Session-I



Dr. Samit Mahore
Associate Professor, Department of Economics and
Director, Department of Lifelong Learning and Extension
Rashtrasant Tukadoji Maharaj Nagpur University Nagpur

DATE: 17TH OCTOBER, 2025
TIME 1.00PM TO 2.00PM

Technical Session-II



Dr. G.N. Nimbarte
Associate professor
Dept of Humanities and Social Sciences VNIT Nagpur

Dr. Rajesh Bahurupi
Co-Ordinator

Dr. Anita Mahawadiwar
IQAC Co-Ordinator

Dr. Jobi George
Principal

Brochure of the Event



Dr. Gopichand Nimbarte conducting the Session



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



G77+WWW, Bhiwapur, Maharashtra 441201,

Mr. Shankar Fendar, Junior Clerk of our College, welcoming Associate Prof. Dr. Rajesh Bahurupi, during the 'WORKSHOP FOR NON-TEACHING STAFF'.

SCANNED COPY OF ATTENDANCE SHEET

BHIWAPUR MAHAVIDYALAYA, BHIWAPUR ONE-DAY STATE LEVEL WORKSHOP FOR NON-TEACHING STAFF ON: "THE ROLE OF EMPLOYEES TO MAINTAIN DIGNITY, ACCOUNTABILITY AND RESPONSIBILITY" ATTENDANCE CUM FEEDBACK SHEET OF THE PARTICIPANTS (Dt. 17/10/2025)

S.N.	Name of the Participants	Provide your overall Feedback on the Event: Excellent/ Good/ Average/ Poor	Signature
1.	Someshwar V. Wasekar	Excellent	
2.	Madhukar V. Nomdamwal	Excellent	
3.	Amit S. Thakare	Excellent	
4.	Ranjant Mishra	Excellent	
5.	Aditya Kumar Sahoo	Excellent	
6.	Raheel K. Qurashi	Excellent	
7.	DHAMMAJIP W. SAHARE	Excellent	
8.	Ratnadip K. Gauri	Excellent	
9.	Dnyaneshwar N. Kamdi	Excellent	
10.	Sachin R. Meshram	Excellent	
11.	Ganesh A. Shahane	Lab Att.	
12.	Shankar K. Fendar	Poor	
13.	Krushant G. Damke	Lab. Attendance	
14.	Sangay C. Meshram	H. Clerk	
15.	Amal V. Bhagat	S. Clerk	
16.	R.B. Nandagawale	Guest	
17.	G.R. Gokale	Lib. Attendance	
18.	Harshata A. Sontakke	Library Assistant	
19.	Savita M. Zadye	Poor	
20.	Deeya H. Rumbhare	Lab. Attendance	

Principal
Bhiwapur Mahavidyalaya