



*Vidya Vikas Mandal's*

**Sitaram Govind Patil Arts,  
Science and Commerce College,  
Sakri, District- Dhule (MS)**

**REPORT**

**One Day State Level Workshop**

**On**

**'THE CONTRIBUTION OF  
NON-TEACHING STAFF IN  
THE HIGHER EDUCATION'**



**9 March 2017**



**10.00 AM**



## Objective of the Workshop

The workshop will serve as a platform where Non-Teaching staff members and administrators discussed various measures that can be taken into consideration for the enhancement of Non-Teaching Staff.

### **BUSINESS TRANSACTED DURING CONFERENCE**

Registration and Breakfast (9:00 am to 10.00 am)

**Total Registration:**

**Outstation Participants -63**

**Local Participants - 38**

**Resource Persons and Guests- 15**

**Total = 116**



## **INAUGURAL FUNCTION** (10.00 am to 10.30am)

The inaugural function commenced at 10.00 am and continued till 10.30 am

The Inauguration of the conference was held at the auspicious hands of Honorable **Dr. Keshav Tupe**, Joint Director, Higher Education Jalgaon Division, Jalgaon in the presence of chairperson Hon **Shri Abasaheb Suresh Ramrao Patil** and the chief guests **Prin.Dr.D.R.Patil** from Shirpur, **Dr.B.V.Pawar** from NMU, Jalgaon, **Shri. Hemant Deore**, Administrative Officer, Higher Education Jalgaon Division, Jalgaon and **Prin.Dr.D.L.Torawane**. In his inaugural speech Dr. Tupe pointed out the importance of Non-teaching Staff in the administration of the office. Shri. Anil Bhamare, Coordinator of the Workshop expressed the vote of thanks. Prof Anant Patil anchored the session.



## **Technical session –I (10.30 am to 11.30 am)**

Chaired by Dr. M.M.Saindane

**1. Dr. B.V.Pawar** from School of Computer Science, North Maharashtra University, Jalgaon. Guest speaker.

In his speech he discussed various issues regarding the importance of computer in the official process. It plays a great role in the changing scenario of the official processes. He emphasized the technical side of computer techniques that can be used to complete the official tasks.

**2. Dr. J.N.Chaube** Guest speaker. In his address he argued and explained various issues regarding the stress Management. The work culture can be cultivated in the office if the proper communication is taken place between administrator and his or her subordinates. The fruitful cultivation of better work culture can be possible only when there is good communication is taken place between both the poles. Dr. S.S. Patole anchored the session.

**Lunch Break (1.30 pm to 2.30 pm)**



## **Technical session –II (2.30pm to 3.30 pm)**

Chaired by Dr.N.H.Aher

- 1. Mr. G.Y.Patil** Arts and Commerce College, Akkalkuwa. Guest speaker. In his speech he discussed on various issues regarding the official process. He emphasized the key role played by the Non-Teaching Staff in the day to day office transaction. Prof. R. G. Kakuste anchored the session.
- 2. Mr. Satish Patil** discussed the various important points that are necessary in the maintenance of Service Books of teachers and Non-Teaching Staff.



### **Valedictory Session III (3.30 pm to 4.30 pm)**

The valedictory session was chaired by **Dr. R.R.Ahire**, Principal, VVM's S.G.Patil Arts, Science and Commerce College, Sakri in the presence of **Dr. Sanjay Sonawane**, Treasurer, MFUCTO. The chief guest of the valedictory function appreciates the attempt of organizing such a state level workshop in rural areas and particularly for Non-Teaching Staff. He also appreciates the themes and issues discussed in the workshop such as importance of Computers in the official process, Placements, G.R., and Service Book Maintenance. He shared his views and experiences with the participants and expressed that it is a need of the time to participate in such workshops and discussed such issues at a large scale. In response to feed back of the conference the delegates of conference some of the participants shared their experience about content and organization of workshop. The chairperson of the conference Dr. R.R.Ahire shared his views. Mr. N.R.Ahire expressed vote of thanks. Prof Anant Patil anchored the function and conference. All the teachers, technical staff, office bearers, non teaching and administrative staff supported and cooperated to make the workshop a grand success.







## News Flash



**Dr Keshav  
Tupe (J.D.  
Jalgaon)  
presenting  
his views**

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