



NAAC RE-ACCREDITED WITH 'A' GRADE

Sevalal Mahila Mahavidyalaya

Place for Higher Learning & Research (Research Academy)

Sakkardara Square, Umrer Road, Nagpur-440 024

E-mail: sevamahilamv@gmail.com

Website: www.sevalalmahilamahavidyalaya.ac.in

Annual Report Professional Development of Non-teaching staff

2023-24



Moushli
Off. Principal
Sevalal Mahila Mahavidyalaya
Nagpur.

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SEVADAL MAHILA MAHAVIDYALAYA

Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date – 11.03.2024


NOTICE

All the members of the Professional Development of Non-teaching staff Committee are hereby informed that the meeting regarding the organizing one day workshop for the professional development of Non-Teaching staff members has been scheduled on 13.03.2024 at 11.00 am at the Hon'ble Principal's Chamber.

Hon'ble Principal Sir will chair the meeting in presence of Dr. A P Lambat, IQAC Coordinator.

Agenda of the meeting:


- 1) To organize one day workshop on Functional uses of Microsoft Word.
- 2) Any other matter with the permission of the Chair.


Dr. (Mrs.) A M Duragkar
Convener
Professional Development of
Non-Teaching Staff

Copy to:

Dr. A P Lambat, IQAC Coordinator.




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Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Minutes of the Meeting 13.03.2024
Professional Development of Non-teaching staff

The meeting regarding the workshop on Functional uses of Microsoft Word was held on **13.03.2024** at 11.00 am in the Hon'ble Principal's Chamber. Hon'ble Principal Madam presided over the meeting.

Agenda of the meeting:

- 1) To organize one day workshop on Functional uses of Microsoft Word.
- 2) Any other matter with the permission of the Chair.

Following Members were present.

- | | |
|-----------------------------------|-------------------------|
| 1) <u>Dr. (Mrs.) N S Dhoble,</u> | Chairman |
| 2) <u>Dr. A P Lambat</u> | IQAC Coordinator |
| 3) <u>Dr. (Mrs.) A M Duragkar</u> | Convener |
| 4) <u>Mr. D T Koche</u> | Member |
| 5) <u>Mr. D N Hatwar</u> | Member |

Dr. (Mrs.) A M Duragkar, Convener of the committee acted as secretary in the meeting. The Convener welcomed the Chairperson, Hon'ble Principal, IQAC coordinator, the member and called the meeting in order with the permission of chairperson. The Coordinator read out the agenda of the meeting and subsequently the matter was discussed.

1. **Item No.1:** To organize one day workshop on Functional uses of Microsoft Word.

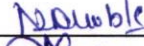



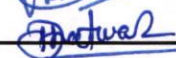
Resolution: The matter was discussed thoroughly from the non-teaching staff's perspective and the need to develop professional competence among them.
Unanimously it was decided to organize one day workshop on Functional uses of Microsoft Word.



N. Duragkar
Off. Principal
Sevaldal Mahila Mahavidyalaya
Nagpur.

2. Item no. 2: Any other matter with the permission of Chair.

Resolution: As there was no other matter to discuss, the Convener summed up the meeting by expressing thanks for everyone's gracious attendance and cooperation.

<u>Name</u>	<u>Signature</u>
1. <u>Dr. (Mrs.) N S Dhoble,</u>	
2. <u>Dr. A P Lambat</u>	
3. <u>Dr. (Mrs.) A M Duragkar</u>	
4. <u>Mr. D T Koche</u>	
5. <u>Mr. D N Hatwar</u>	




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Sakkardara Chowk, Umrer Road, Nagpur-440024


Date : 15.03.2024


NOTICE

All the Non-Teaching Staff members of the college are hereby informed that Professional Development of Non-teaching staff Committee is organizing 'One day workshop on Functional uses of Microsoft Word' on 28th March 2024 in the college Computer Science Laboratory.

Interested non-teaching staff members should contact following committee members on or before 22nd March 2024.

- Mr. D T Koche
- Mr. D N Hatwar


Dr. (Mrs.) A M Duragkar
Convener
Professional Development of
Non-Teaching Staff


Prof. Mrs. N S Dhoble
Off. Principal
Sevadal Mahila Mv, Nagpur




Off. Principal
Sevadal Mahila Mahavidyalaya
Nagpur.

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Place for Higher learning & Research (Research Academy)
Sakkardara Chowk, Umrer Road, Nagpur-440024

Date: 25/04/2024

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Annual Report of Professional development of non teaching staff
Committee for Session 2023-24.**

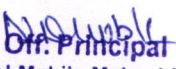
Respected Sir,

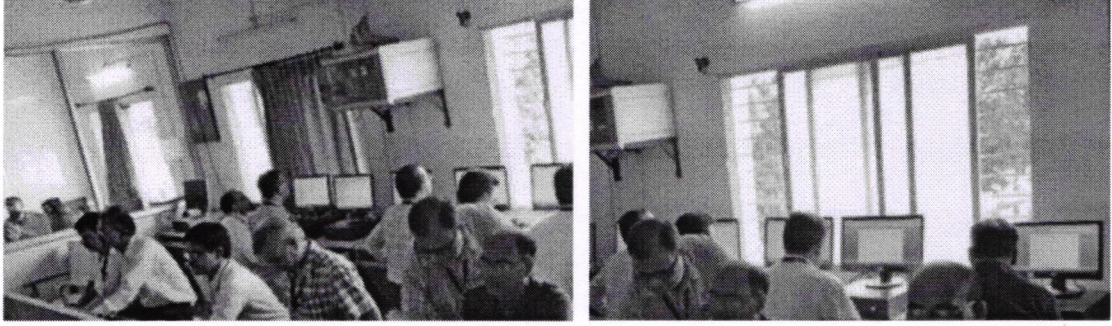
In the academic session 2023-24 the meeting of Professional Development of Non-teaching staff Committee was held on 13th March 2024. Accordingly, **one day workshop on 'Functional uses of Microsoft Word'** organized on 28th March 2024 in the college Computer Science Laboratory for the college non-teaching staff members.

Highlights of the workshop on 'Functional uses of Microsoft Word'

1. One day workshop on **Functional uses of Microsoft Word** for Non-Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur was conducted by **Ms. K. V. Bhingare**, Faculty, Department of Computer Science on 28th March 2024 in the College Computer Science Laboratory.
2. Total 15 (Fifteen) non-teaching including office Staff, Laboratory Assistant and Attendants of the college attended the workshop successfully.
3. During workshop all the members learnt to create professional-quality reports, documents, resumes, and letters.
4. The workshop proved very useful which made the participants aware of using Microsoft Word in optimum way in their day to day administrative and official work.




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Participation of Non-Teaching Staff members in the Work Shop.

The Professional Development of Non-Teaching Staff Committee submits this detailed report for your kind consideration.

Thanking you,


Regards,

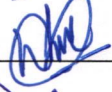
Yours faithfully,

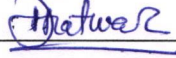
Dr. (Mrs.) A M Duragkar (Convener)

Mr. D T Koche (Member)

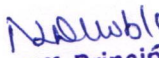
Mr. D N Hatwar (Member)










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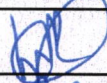



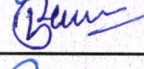
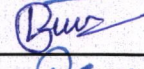
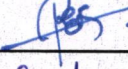
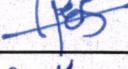


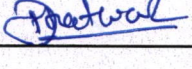
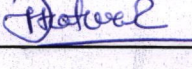
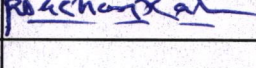
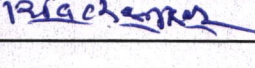
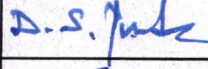
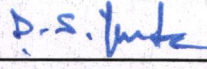
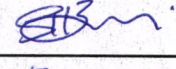
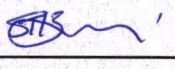
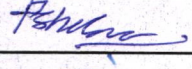
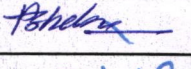
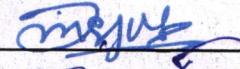
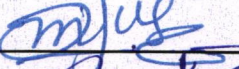
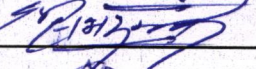
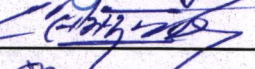
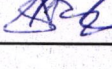
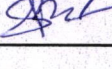
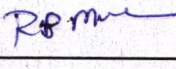
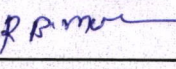
Sevadal Mahila Mahavidyalaya

Sakkardara Square Umrer Road, Nagpur

Subject : Workshop - Functional use of Microsoft Word.

Ref. No.: _____ Dated _____ Notice Dt. _____

LIST OF NON-TEACHING STAFF

S.N.	Name of Employee	Designation	Signature I	Signature II
1	Mr. D. T. Koche	Superintendent		
2	Mr. G. K. Uike	Head Clerk		
3	Mr. L. R. Wanjari	Senior Clerk		
4	Mr. P. S. Bambal	Junior Clerk		
5	Smt. S. A. Sewalkar	Junior Clerk		
6	Mr. D. N. Hatwar	Lab. Assistant		
7	Mr. S. M. Dewajwar	Lab. Assistant		
8	Mr. R. I. Nachankar	Lab. Attendant		
9	Mr. G. S. Chaple	Lab. Attendant		
10	Mr. D. S. Yende	Lab. Attendant		
11	Mr. S. P. Barai	Lab. Attendant		
12	Mr. P. S. Shelke	Lab. Attendant		
13	Mr. D. M. Surjuse	Lab. Attendant		
14	Mr. L. S. Madankar	Lab. Attendant		
15	Mr. S. P. Bhure	Lab. Attendant		
16	Mr. P. V. Mohite	Lab. Attendant		
17	Mr. P. R. Rewatkar	Lab. Attendant		
18	Mr. R. B. More	Lab. Attendant		
19	Mr. P. P. Barapatre	Lib. Attendant		
20	Mr. D. C. Kamle	Peon		
21	Mr. D. G. Bawane	Peon		
22	Mr. A. W. Jasud	Peon		



N.S. Dhoble
(Prof. Mrs. N. S. Dhoble)

Off. Principal

Sevadal Mahila Mahavidyalaya, Nagpur