



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

PROFESSIONAL DEVELOPMENT/ ADMINISTRATIVE TRAINING PROGRAMME FOR NON-TEACHING REPORT

WNAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 12-03-16

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2016-17 on 12th March 2016 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)


Principal

(Prof. P. N. Charde)

Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 25/04/2017

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2016-17.**

Respected Sir,

In the academic session 2016-17 the meeting was held on 12th March 2016, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2016-17.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. One day workshop on **ADVANCE EXCEL** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur was conducted on 8th November 2016 at Skill Development Department of the college.
2. Total 20 (Twenty) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the members learnt the different commands and shortcuts of Microsoft Excel.
4. They have learnt to operate excel and use of different useful formula in excel
5. Due to this work shop, the staff is benefited with the developing skill in Excel and the knowledge of efective administration in their work place.

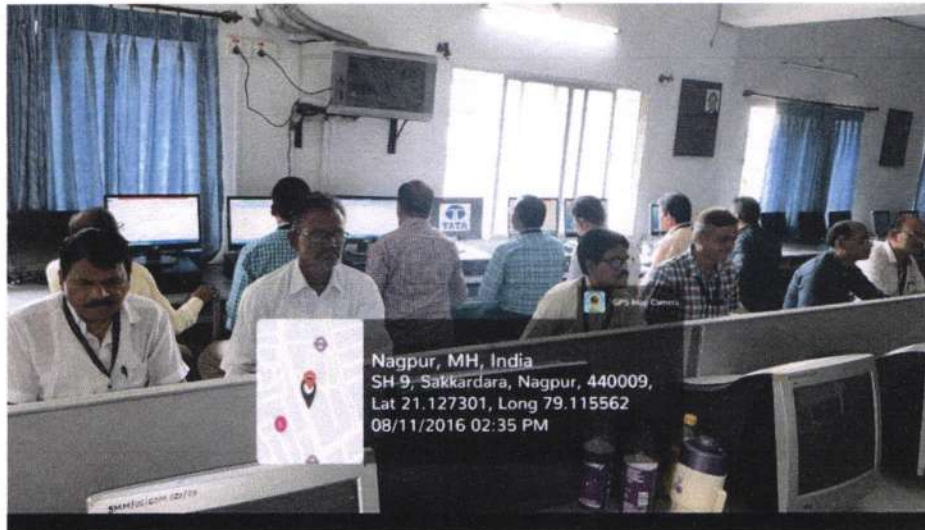


[Signature]
Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Report of Professional development of non teaching staff Committee: 2016-17



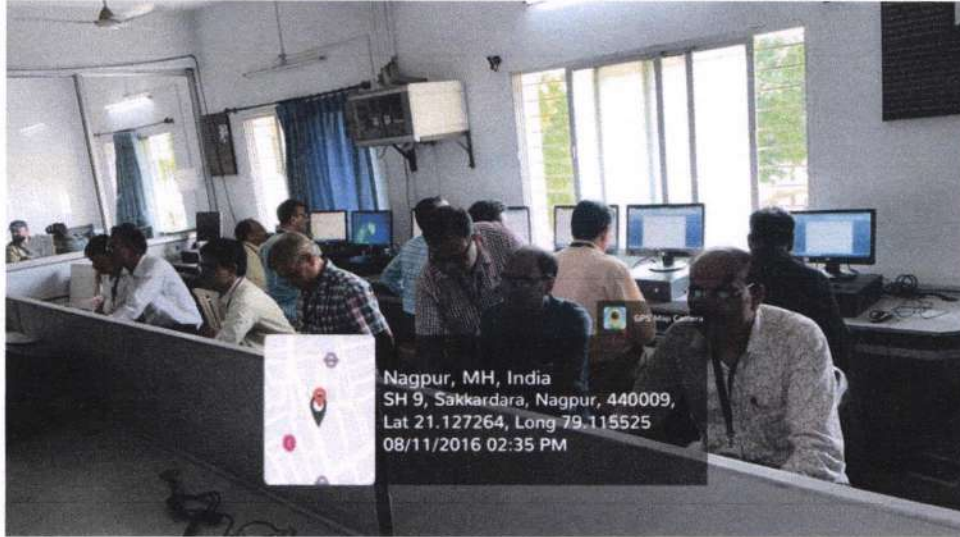
Non teaching staff practicing the excel in this workshop.



The Non Teaching Staff actively participated in the Work Shop.




Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener) *[Signature]*

Dr. Pravin S. Deshpande (Member)

[Signature]

Mr. Dilip T. Koche (Member)

[Signature]

Mr. Gangadhar K. Uikey (Member)

[Signature]

[Signature]
Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Sevadal Mahila Mahavidyalaya


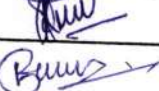
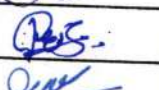
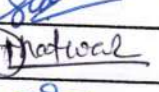

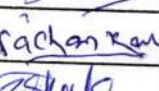
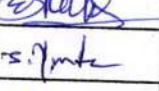
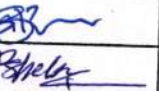
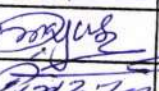
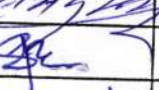
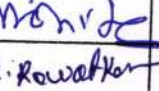
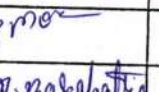
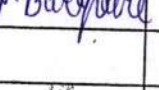

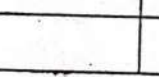

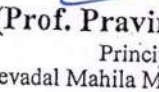
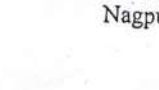


Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop on 'Advanced Excel'


Ref. No.: _____

Dated 8/11/2016 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. D. R. Motghare	Lab. Assistant		
✓9	Mr. R. I. Nachankar	Lab. Attendant		
✓10	Mr. G. S. Chaple	Lab. Attendant		
✓11	Mr. D. S. Yende	Lab. Attendant		
✓12	Mr. S. P. Barai	Lab. Attendant		
✓13	Mr. P. S. Shelke	Lab. Attendant		
✓14	Mr. D. M. Surjuse	Lab. Attendant		
✓15	Mr. L. S. Madankar	Lab. Attendant		
✓16	Mr. S. P. Bhure	Lab. Attendant		
✓17	Mr. P. V. Mohite	Lab. Attendant		
✓18	Mr. P. R. Rewatkar	Lab. Attendant		
✓19	Mr. R. B. More	Lab. Attendant		
✓20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		




(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 07-03-17

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the 'Professional Development of Non teaching staff Committee' for the session 2016-17 on 7th March 2017 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)



Principal

(Prof. P. N. Charde)

Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 25/04/2017

To,

The Principal,

Sevadal Mahila Mahavidyalaya,

Nagpur.

Subject: Submission of Report of Professional development of non teaching staff Committee for Session 2016-17.

Respected Sir,

In the academic session 2016-17 the meeting was held on 17th March 2017, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2016-17.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day workshop on **Cyber Security** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 16th March 2017 at Skill Development Department of the college.
2. Total 21 (Twenty one) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the members learnt the importance of cyber security in the present scenario where we all frequently deal with different e-commerce platforms.
4. They have learnt to know how to prevent the cyber crime.
5. Due to this work shop, the staff is benefited with knowledge to deal with cyber threats and it also helped them in developing effective administration in their work place.

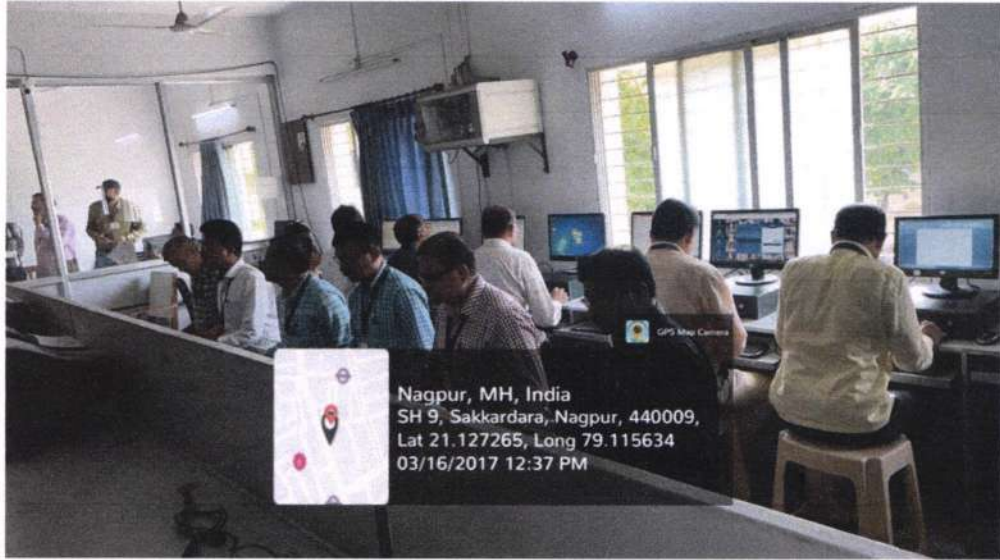



Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Report of Professional development of non teaching staff Committee: 2016-17

1



The Non Teaching Staff actively participated in the Work Shop.




Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Non teaching staff performing practical session in this workshop.


Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.


Thanking you,

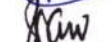
Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener) 

Dr. Pravin S. Deshpande (Member) 

Mr. Dilip T. Koche (Member) 

Mr. Gangadhar K. Uikey (Member) 



Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject : Workshop 'Cyber Security'
Ref. No.: _____ Dated 16/03/2017 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. D. R. Motghare	Lab. Assistant		
✓ 9	Mr. R. I. Nachankar	Lab. Attendant		
✓ 10	Mr. G. S. Chaple	Lab. Attendant		
✓ 11	Mr. D. S. Yende	Lab. Attendant		
✓ 12	Mr. S. P. Barai	Lab. Attendant		
✓ 13	Mr. P. S. Shelke	Lab. Attendant		
✓ 14	Mr. D. M. Surjuse	Lab. Attendant		
✓ 15	Mr. L. S. Madankar	Lab. Attendant		
✓ 16	Mr. S. P. Bhure	Lab. Attendant		
✓ 17	Mr. P. V. Mohite	Lab. Attendant		
✓ 18	Mr. P. R. Rewatkar	Lab. Attendant		
✓ 19	Mr. R. B. More	Lab. Attendant		
✓ 20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bayane	Peon		
✓ 23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 07-07-17

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2017-18 on 7th July 2017 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)



Principal

(Prof. P. N. Charde)

Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 12/04/2018

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2017-18.**

Respected Sir,

In the academic session 2017-18 the meeting was held on 7th July 2017, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2017-18.

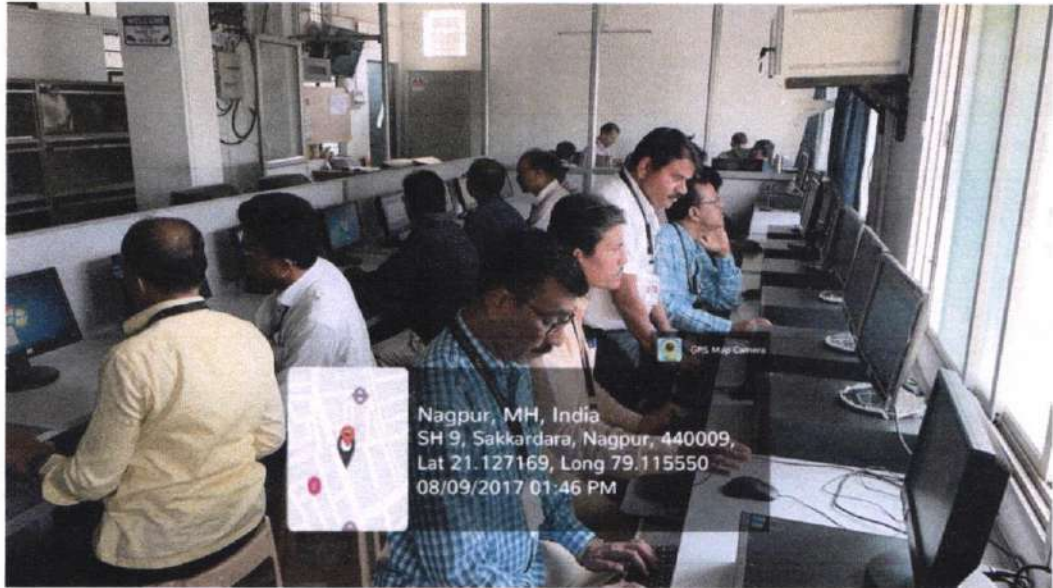
As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day **Workshop on Use of CMS Software** Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 9th August 2017 at Skill Development Department of the college.
2. Total 22 (Twenty one) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the members learnt to manage student data using CMS software.
4. They have learnt to operate student details using CMS software.
5. Due to this work shop, the staff got knowledgeable to handle students data and thus getting lessons of effective administration in their work place. .

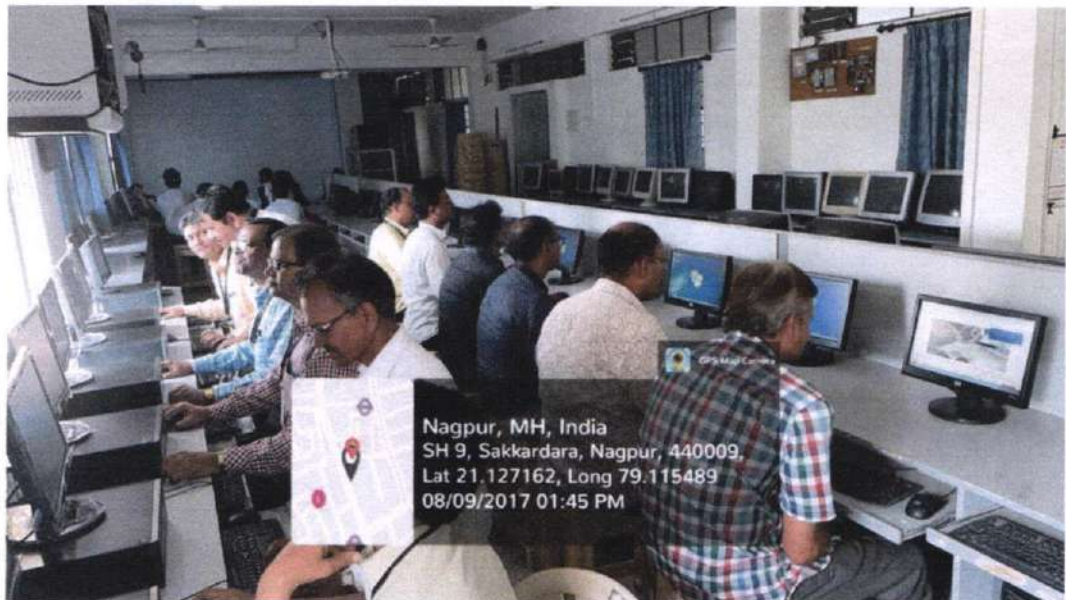


Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



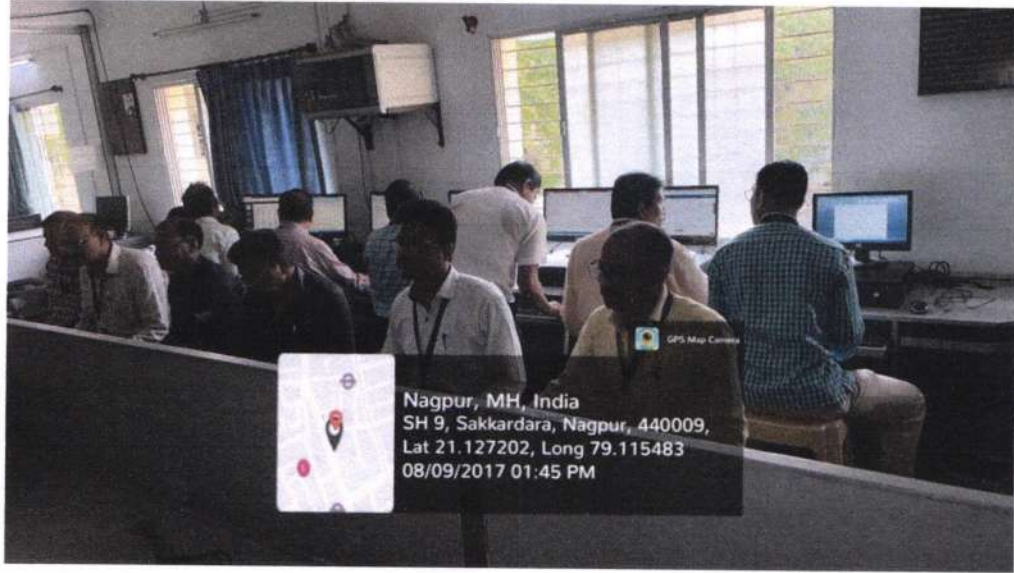
Hand on training on CMS software.



The Non Teaching Staff actively participated in the Work Shop.




Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.




Non teaching staff performing practical session in this workshop.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.


Thanking you,


Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener) 

Dr. Pravin S. Deshpande (Member) 

Mr. Dilip T. Koche (Member) 

Mr. Gangadhar K. Uikey (Member) 



Principal
Sevalal Mahila Mahavidyalaya
Umrer Road Nagpur-9.

Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop 'Use of CMS Software'

Ref. No.: _____

Dated 9/08/2017 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. D. R. Motghare	Lab. Assistant		
✓ 9	Mr. R. I. Nachankar	Lab. Attendant		
✓ 10	Mr. G. S. Chaple	Lab. Attendant		
✓ 11	Mr. D. S. Yende	Lab. Attendant		
✓ 12	Mr. S. P. Barai	Lab. Attendant		
✓ 13	Mr. P. S. Shelke	Lab. Attendant		
✓ 14	Mr. D. M. Surjuse	Lab. Attendant		
✓ 15	Mr. L. S. Madankar	Lab. Attendant		
✓ 16	Mr. S. P. Bhure	Lab. Attendant		
✓ 17	Mr. P. V. Mohite	Lab. Attendant		
✓ 18	Mr. P. R. Rewatkar	Lab. Attendant		
✓ 19	Mr. R. B. More	Lab. Attendant		
✓ 20	Mr. P. P. Barapatre	Lib. Attendant		
✓ 21	Mr. D. C. Kamle	Peon		
✓ 22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 01-03-18

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2017-18 on 1st March 2018 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)



Principal

(Prof. P. N. Charde)

Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 12/04/2018

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2017-18.**

Respected Sir,

In the academic session 2017-18 the meeting was held on 1st March 2018, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2017-18.

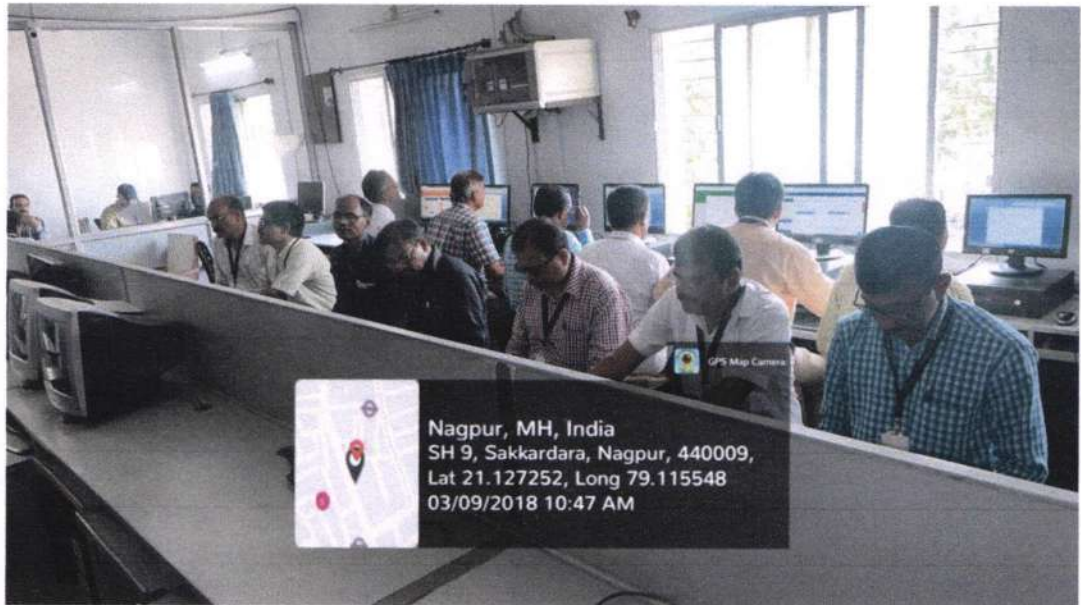
As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day workshop on **Accounting Management On Tally Software** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 9th March 2018 at Skill Development Department of the college.
2. Total 22 (Twenty two) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the members learnt accounting management and details about software Tally.
4. They have learnt to operate tally software and maintaining accounts using Tally software.
5. Due to this work shop, the staff is able to get updated knowledge of Accounting Management on Tally Software and also making aware of effective administration in their work place.

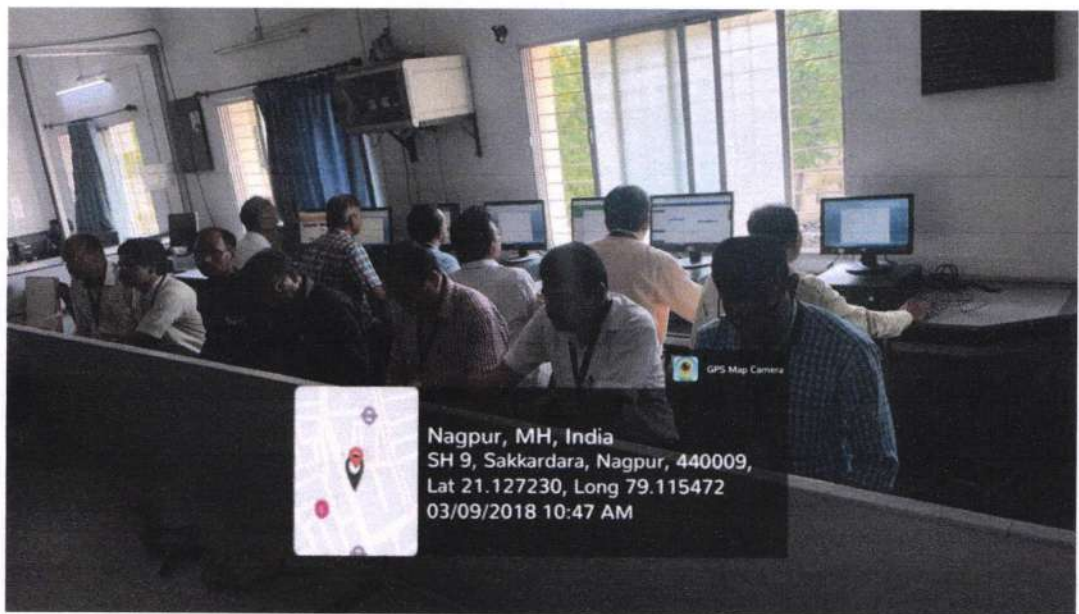

Principal

Report of Professional development of non teaching staff Committee, 2017-18
Sevadal Mahila Mahavidyalaya
Jinner Road, Nagpur-9. 1





Non teaching staff practicing the tally software in this workshop.



The Non Teaching Staff actively participated in the Work Shop.



Principal
Sevada Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Non teaching staff performing practical session in this workshop.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener)

Dr. Pravin S. Deshpande (Member)

Mr. Dilip T. Koche (Member)

Mr. Gangadhar K. Uikey (Member)



Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop - Accounting Management on Tally software
Ref. No.: _____ Date: 10/03/2018 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)

Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

WAAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 24-07-18

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2018-19 on 24st July 2018 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)


Principal

(Prof. P. N. Charde)
Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 12/04/2019

To,

The Principal,

Sevadal Mahila Mahavidyalaya,

Nagpur.

Subject: Submission of Report of Professional development of non teaching staff Committee for Session 2017-18.

Respected Sir,

In the academic session 2018-19 the meeting was held on 24th July 2018, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2018-19.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day **Workshop On e-File Management** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 25th August 2018 at Skill Development Department of the college.
2. Total 23 (Twenty three) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the member learnt e-file management by using simple and easy methods.
4. They have learnt how to store, backup timing and naming the e-files.
5. Due to this work shop, the non-teaching staff members developed skill of e-file management and it has impacted their administration skills in their work place. .



Principal

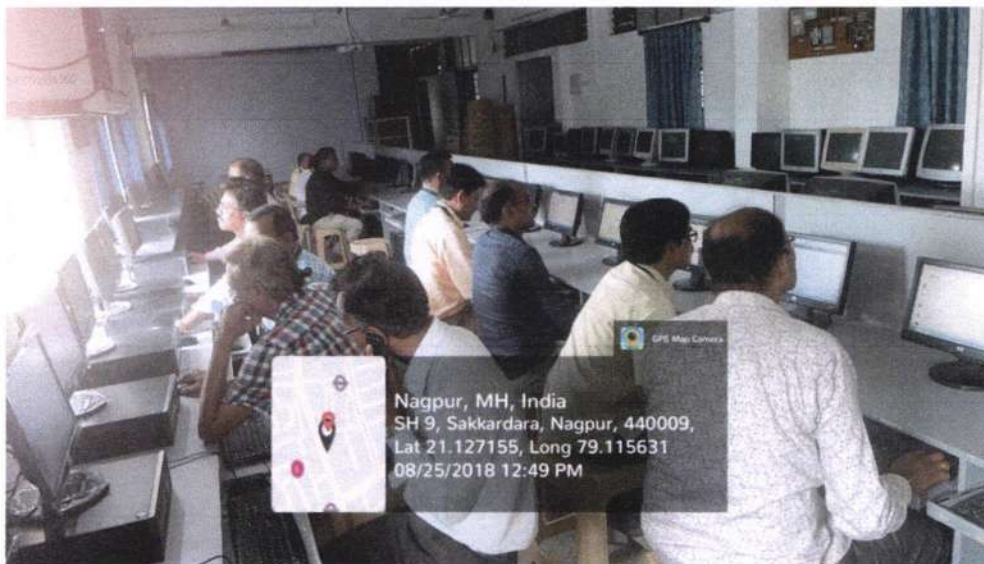
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Report of Professional development of non teaching staff Committee: 2018-19

1



Non teaching staff learning the e-file management.



The Non Teaching Staff actively participated in the Work Shop.



Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Non teaching staff performing practical session in this workshop.


Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.


Thanking you,


Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener) 

Dr. Pravin S. Deshpande (Member) 

Mr. Dilip T. Koche (Member) 

Mr. Gangadhar K. Uikey (Member) 




Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop - e-File Management
Ref. No.: _____ Dated 25/08/2018 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bayane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		

(Prof. Pravin Charde)

Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.



NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 09-03-2020

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the 'Professional Development of Non teaching staff Committee' for the session 2019-20 on 9th March 2020 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)


Principal

(Prof. P. N. Charde)



Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Date: 27/04/2020

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2019-20.**

Respected Sir,

In the academic session 2019-20 the meeting was held on 9th March 2020, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2019-20.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day **Workshop on Google Docs and Google Sheet** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 25th April 2020 at Skill Development Department of the college.
2. Total 22 (Twenty two) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the members learnt to know how to use Google docs and Google sheet for office work.
4. They have learnt new features like voice typing in Google docs.
5. Due to this work shop, the participant staff is able use effectively google tools in their daily usage.



Principal

Sevadal Mahila Mahavidyalaya

Report of Professional development of non teaching staff Committee for Session 2019-20

1





The Non Teaching Staff actively participated in the Work Shop.



Non teaching staff performing practical session in this workshop.



Principal
 Sevasai Mahila Mahavidyalaya
 Umer Road, Nagpur-9.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener)



Dr. Pravin S. Deshpande (Member)



Mr. Dilip T. Koche (Member)



Mr. Gangadhar K. Uikey (Member)




Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop - Google Docs & Google Sheets
Ref. No.: _____ Dated 25/04/2020 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		

(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.



NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 22-03-19

All the members of Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2018-19 on 26th March 2019 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)


Principal

(Prof. P. N. Charde)

Principal

**Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.**



Date: 25/04/2019

To,

The Principal,

Sevadal Mahila Mahavidyalaya,

Nagpur.

Subject: Submission of Report of Professional development of non teaching staff Committee for Session 2018-19.

Respected Sir,

In the academic session 2018-19 the meeting was held on 26th March 2019, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2018-19.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day workshop on **Computer Literacy for Non Teaching Staff members** of Sevadal Mahila Mahavidyalaya, Nagpur on 28th March 2019 at Skill Development Department of the college.
2. Total 21 (Twenty one) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the member learnt to operate internet and also created their email addresses.
4. Participants have learnt to operate Microsoft office including Microsoft word, and Data sheet operation.
5. Due to this work shop, the non-teaching staff members enhanced their skill in Microsoft word and data sheet operation and using this skill in updating effective administration in their work place.
6. In this work shop, staff computer literacy levels have been discussed and checked.



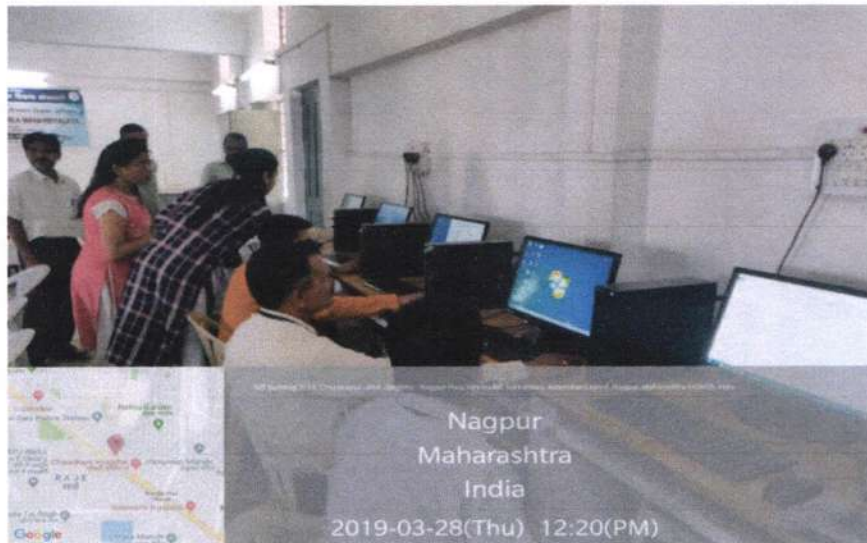
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Principal

Report of Professional development of non teaching staff Committee: 2018-19
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



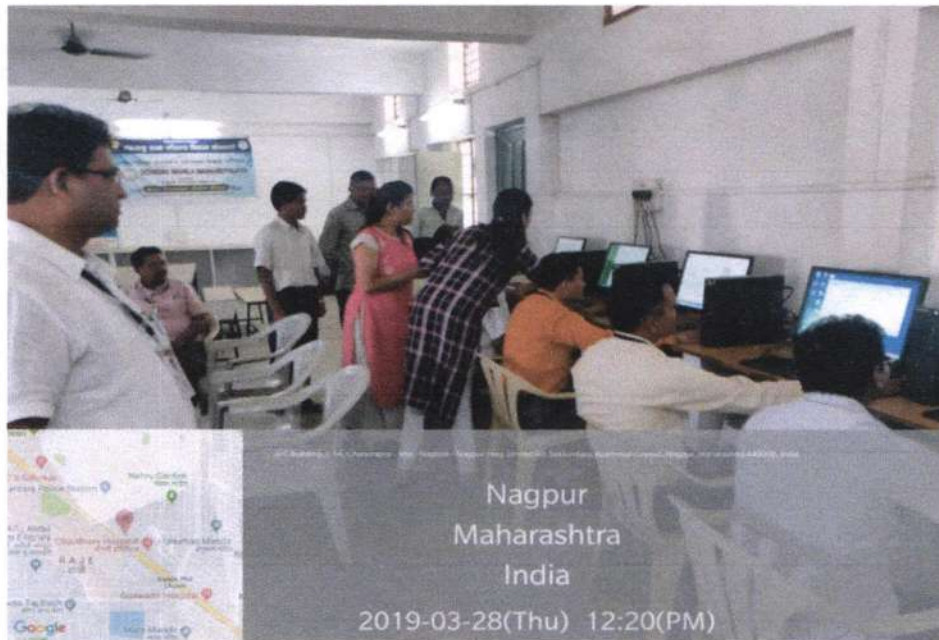
Dr. Pravin Deshpande conducting the proceedings of workshop.



The Non Teaching Staff actively participated in the Work Shop.




Principal
Sevalal Mahila Mahavidyalaya
Umred Road, Nagpur-9.



Computer teacher educating the operative procedure to the non teaching members.



Group Photo showing Hon'ble Principal, Prof. Pravin Charde, Convener Dr. Rajesh Gadewar, Member Dr. Pravin Deshpande, Computer Educator Mr. Bagade and participants all Non teaching Staff of The College.




Principal
 Sevidal Mahila Mahavidyalaya
 Umrer Road, Nagpur-9.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener)



Dr. Pravin S. Deshpande (Member)



Mr. Dilip T. Koche (Member)



Mr. Gangadhar K. Uikey (Member)




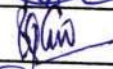
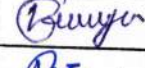

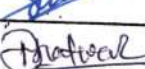



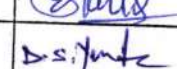
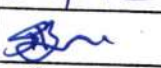
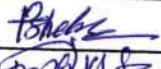
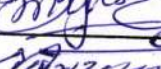

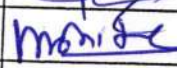
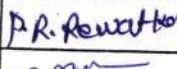
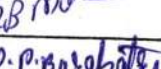
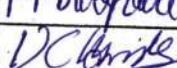
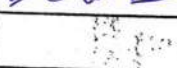
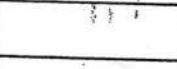
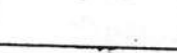

Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Sevadal Mahila Mahavidyalaya


Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop - Computer Literacy for Non-Teaching staff
Ref. No.: _____ Dated: 28/03/2019 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		




(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

WAAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 24-09-19

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2019-20 on 25th September 2019 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)



Principal

(Prof. P. N. Charde)

Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9,



Date: 04/11/2019

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2019-20.**

Respected Sir,

In the academic session 2019-20 the meeting was held on 28th September 2019 and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2019-20.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day workshop on **Mastering Computer Typing Data Entry Operator** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 1st October 2019 at Skill Development Department of the college.
2. Total 20 (Twenty) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the member learn to data entry of various fields.
4. Participants learnt to operate Microsoft office including Microsoft word, and Data sheet operation.
5. Due to this work shop, the participants got more knowledge about data entry and using it effectively in their work place.
6. In this work shop, staff's computer literacy levels have been discussed and checked.



SE
Principal
Sevadal Mahila Mahavidyalaya
Lunger Road, Nagpur-9.

Report of Professional development of non teaching staff Committee: 2019-20



Mr. Arvind Bagade addressing to the workshop.



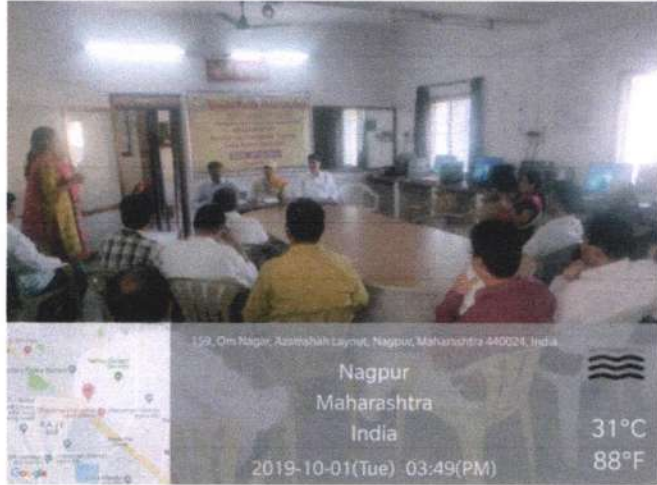
Dr. Pravin Deshpande addressing to the workshop.



Dr. Rajesh Gadewar addressing to the workshop.



[Signature]
Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Group Photo showing Convener Dr. Rajesh Gadewar, Member Dr. Pravin Deshpande, Computer Educator Mr. Bagade and participants all Non teaching Staff of The College.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener) *for Rajesh D. Gadewar*

Dr. Pravin S. Deshpande (Member) *P. S. Deshpande*

Mr. Dilip T. Koche (Member) *Dilip T. Koche*

Mr. Gangadhar K. Uikey (Member) *Gangadhar K. Uikey*



[Signature]
Principal
Sevadai Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop - Mastering Computer Typing Data Entry Operator
Ref. No.: _____ Dated 11/10/2019 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

WAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 06-07-2020

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2020-21 on 8th July 2020 at 1:00pm at Hon'ble principal's office.

The Following members, May kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)



Principal

(Prof. P. N. Charde)

Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 27/04/2021

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2020-21.**

Respected Sir,

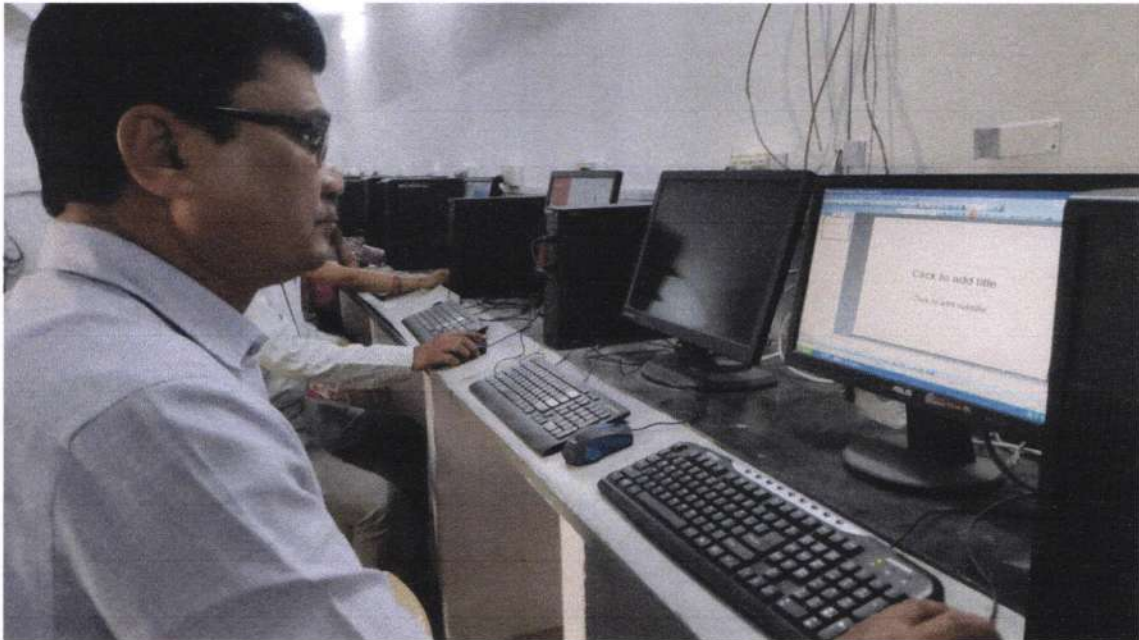
In the academic session 2020-21 the meeting was held on 8th July 2020, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2020-21.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

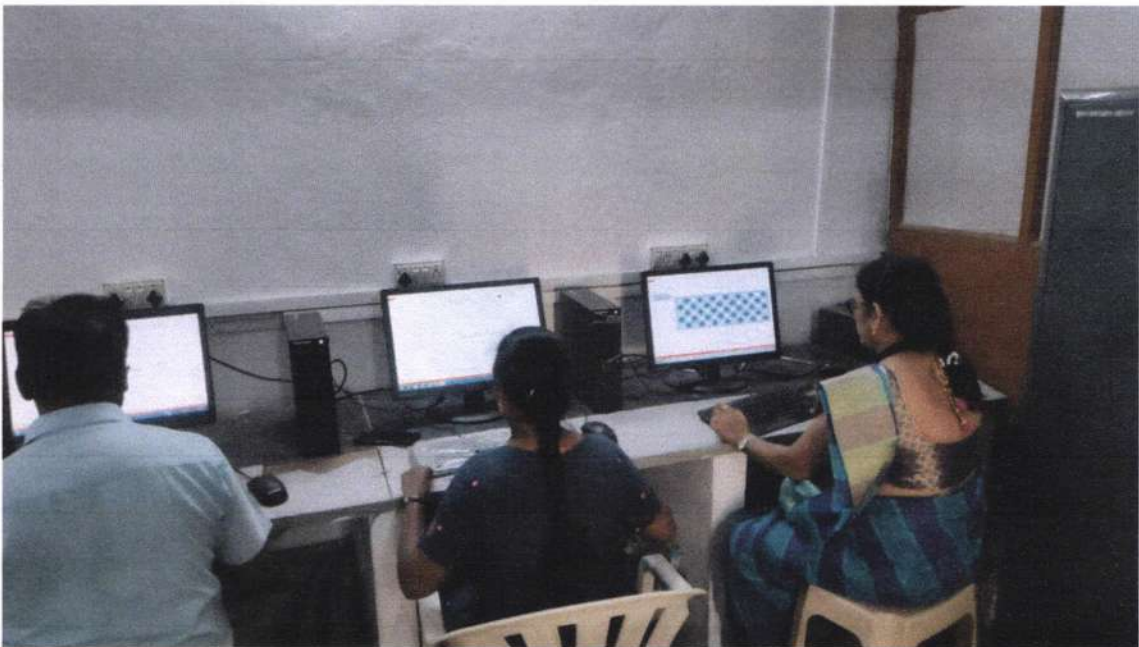
1. The programme was conducted as one day **Workshop Preparation of PowerPoint Slides** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 20th August 2020 at Skill Development Department of the college.
2. Total 20 (Twenty) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the member learnt the importance of PowerPoint presentation and it's uses.
4. They also learnt customizing designs and animation.
5. Due to this work shop, the participants got aware about the scope and future of the PowerPoint presentation in their daily work and official administration.




Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



The Non Teaching Staff taking lessons of e-commerce at the Work Shop.



Participants in the learning process of using e-commerce websites in daily life.



Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Non teaching staff taking practical session in this workshop.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener)

Dr. Pravin S. Deshpande (Member)

Mr. Dilip T. Koche (Member)

Mr. Gangadhar K. Uikey (Member)

Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop: Preparation of PowerPoint Slides.
Ref. No.: _____ Dated 20/08/2020 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)

Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 18-03-2021

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2020-21 on 19th March 2021 at 1:00pm at Hon'ble principal's office.

The Following members, May kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)


Principal

(Prof. P. N. Charde)

Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Date: 27/04/2021

To,

The Principal,

Sevadal Mahila Mahavidyalaya,

Nagpur.

Subject: Submission of Report of Professional development of non teaching staff Committee for Session 2020-21.

Respected Sir,

In the academic session 2020-21 the meeting was held on 19th March 2021, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2020-21.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

1. The programme was conducted as one day **Workshop on e-commerce** for Non Teaching Staff members of Sevalal Mahila Mahavidyalaya, Nagpur on 25th March 2021 at Skill Development Department of the college.
2. Total 20 (Twenty) Non Teaching including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the member learnt to know how to use e-commerce websites and how to use it in the college administration.
4. They also learnt the safety measures while using e-commerce websites.
5. Due to this work shop, the staff is able to get both knowledge at personal level and also on administration level at their work place.



Principal

Sevalal Mahila Mahavidyalaya

Report of Professional development of non teaching staff Committee: 2020-21
220-21 Road, Nagpur-9.



The Non Teaching Staff taking lessons of e-commerce at the Work Shop.



Participants in the learning process of using e-commerce websites in daily life.




Principal
Sevadai Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Non teaching staff performing practical session in this workshop.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener)

Dr. Pravin S. Deshpande (Member)

Mr. Dilip T. Koche (Member)

Mr. Gangadhar K. Uikey (Member)

Principal
Sevatal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop on 'e-Commerce'
Ref. No.: _____ Dated 25/03/2021 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)

Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 15-06-2021

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2020-21 on 15th June 2021 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)




Principal

(Prof. P. N. Charde)

Principal

**Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.**

REPORT ON
“INTER-UNIVERSITY WEBINAR ON PROFESSIONAL
DEVELOPMENT OF NON-TEACHING STAFF”



Sevadal Mahila Mahavidyalaya, Nagpur, M.S. (India) **Dr. Khatri Mahavidyalaya, Tukum, Chandrapur, M.S. (India)** **Jagdamba College of Engg. & Tech., Yavatmal M.S. (India)**

Inter-University Webinar

On

PROFESSIONAL DEVELOPMENT OF NON-TEACHING STAFF

— Saturday, 17th July 2021 —

Chief Guest			Speakers		
					
Dr. Anil Z. Chitade Registrar (Acting) & COE, Gandwana University, Gadchiroli			Ms. Keyaa A. Mukharjee Office Superintendent, Navavati Women College, Mumbai		Mr. Ashok Bagal Jr. Administrative Officer, Joint Director Higher Education, Nagpur Division, Nagpur
Patrons			Chairpersons of Webinar		
					
Shri. Sanjayji Shende President Sevadal Education Society, Nagpur		Dr. N. H. Khatri President Dnyandev Shikshan Prasarak Mandal, Chandrapur	Prof. Pravin Charde Principal Sevadal Mahila Mahavidyalaya, Nagpur		Dr. J. M. Kakde Off. Principal Dr. Khatri Mahavidyalaya, Tukum, Chandrapur
					
Dr. Shital A Watile Secretary JAGADAMBHA BAHUDDHESHIY GRAMIN VIKAS SANSTHA, YAVATMAL			Dr. Hemant Baradkar Principal Jagdamba College of Engg. & Technology, Yavatmal		
Conveners			Organising Secretary		
					
Prof. Rajesh Gadewar Dr. Naresh Dahegaonkar Mrs. Kaveri Lakhe (Kulkarni)			Mr. Dilip Koche Mr. Pramod Raut Mr. Ravi Bochare		
Joint Organising Committee Members			Mr. Deepak Akulwar, Dr. Swapnil Gudadhe, Mr. Tushar Reikuntwar, Mr. Harsh Khobragade, Mr. Ajay Khadgi, Mrs. Archana Rajesh Ghawade, Mr. Gangadhar Uike, Mr. Liladhar Wanjari		

Submitted by

Dr. Rajesh D. Gadewar

Convener of Webinar

Sevadal Mahila Mahavidyalaya, Nagpur




Principal
 Sevadal Mahila Mahavidyalaya
 Umrer Road, Nagpur-9.

REPORT ON
“INTER-UNIVERSITY WEBINAR ON PROFESSIONAL DEVELOPMENT OF
NON-TEACHING STAFF”

Date of organizing Inter University Virtual Webinar	17 th July 2021
Name of the organizing colleges	<ol style="list-style-type: none"> 1. Sevadal Mahila Mahavidyalaya, Nagpur (Affiliated to RTM Nagpur University, Nagpur) 2. Dr. Khatri Mahavidyalaya, Tukum Chandrapur (Affiliated with Gondwana University, Gadchiroli). 3. Jagdambha College of Engineering & Technology, Yavatmal (Affiliated with SGB Amravati University, Amravati)
Academic Session	2020-2021
Number of Participants	632

Inter-University Webinar on “Professional Development of Non-teaching Staff” was organized by **Sevadal Mahila Mahavidyalaya, Nagpur** (Affiliated with Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur) in association with Dr. Khatri Mahavidyalaya, Tukum Chandrapur (Affiliated with Gondwana University, Gadchiroli) and Jagdambha College of Engineering & Technology, Yavatmal (Affiliated with Sant Gadge Baba Amravati University, Amravati) on **17th July 2021, 10.30 AM** onward. The webinar was held on **Cisco WebEx OTT** platform along with the live streaming on WebEx. Total 632 participants registered by google form link, out of that, 137 participants from affiliated colleges under Gondwana University, Gadchiroli, 159 participants from affiliated colleges under Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur, 44 participants from affiliated colleges under Sant Gadge Baba Amravati University, Gadchiroli and 292 from other Universities from within Maharashtra and out of Maharashtra also.

The event witnessed the participation of **450 participant** and academician from the different universities and also from the affiliated colleges.




Principal
 Sevadal Mahila Mahavidyalaya
 Umrer Road, Nagpur-9.



Sevalal Mahila Mahavidyalaya,
Nagpur, M.S. (India)



Dr. Khatri Mahavidyalaya,
Tukum, Chandrapur, M.S. (India)



Jagdambha College of Engg. & Tech.,
Yavatmal M.S. (India)

Inter-University Webinar

On

PROFESSIONAL DEVELOPMENT OF NON-TEACHING STAFF

— Saturday, 17th July 2021 —

Chief Guest



Dr. Anil Z. Chitade
Registrar (Acting) & COE,
Gondwana University, Gadchiroli

Speakers



Ms. Keyaa A. Mukharjee
Office Superintendent,
Nansavati Women College,
Mumbai



Mr. Ashok Bagal
Jr. Administrative Officer,
Joint Director Higher Education
Nagpur Division, Nagpur

Patrons



Shri. Sanjayji Shende
President
Sevalal Education Society,
Nagpur



Dr. N. H. Khatri
President
Dnyandeep Shikshan Prasarak
Mandal, Chandrapur



Prof. Pravin Charde
Principal
Sevalal Mahila Mahavidyalaya,
Nagpur



Dr. J. M. Kakde
Off. Principal
Dr. Khatri Mahavidyalaya,
Tukum, Chandrapur



Dr. Shital A. Watile
Secretary
JAGDAMBHA BAHUDDHESHVI GRAMIN
VIKAS SANSTHA, YAVATMAL



Dr. Hemant Baradkar
Principal
Jagdambha College of Engg. &
Technology, Yavatmal

Convenors



**Prof. Rajesh
Gadewar**



**Dr. Naresh
Dahegaonkar**



**Mrs. Kaveri
Lakhe (Kulkarni)**

Organising Secretary



**Mr. Dilip
Koche**



**Mr. Pramod
Raut**



**Mr. Ravi
Bochare**

Joint Organising Committee Members

Mr. Deepak Akulwar, Dr. Swapnil Gudadhe, Mr. Tushar Reikuntwar, Mr. Harsh Khobragade,
Mr. Ajay Khadgi, Mrs. Archana Rajesh Ghawade, Mr. Gangadhar Uike, Mr. Liladhar Wanjari




Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

— WEBINAR DETAILS —

Theme

Online Inter-University Webinar for development of Non-Teaching Staff in E-Governance and Data Management.

Date of Webinar

17th July 2021

Webinar Registration Link

https://docs.google.com/forms/d/e/1FAIpQLSeBBGm-Fhpi9kyDii6v0FLCnUgFY3kppvlehjFVFyOPE4nQdA/viewform?usp=sf_link

Online Platform (Webex)

The link will be provided to the participants one day before the webinar.

Certificate

E-Certificate will be provided to the participants on their email id after successful attendance of the webinar and filling up feedback form.

WEBINAR SCHEDULE

- **Inaugural Function (10.30 AM - 11.00 AM)**
Address by..Convener, Chairpersons of webinar, Chief Guest and Patrons
- **Technical Session - I (11.00 AM - 12.00 AM)**
Ms. Keyaa A. Mukharjee
Office Superintendent, Nanavati Women College, Mumbai
Topic - Office Automation, Document Control, Record Management & Data Centricity
- **Technical Session -II (12.00 PM - 01.00 PM)**
Mr. Ashok Bagal
Jr. Administrative Officer, Joint Director Higher Education Nagpur Division, Nagpur
Topic - Administrative work related to Joint Director Office for Non-Teaching Staff
- **Valedictory Function (01.00 PM -01.15 PM)**

For any queries feel free to contact our coordinators

Mo.- 9423107614, 9420554302,7020163078, 9822725535, 8275397533, 8668463787

For more updates : Kindly join our Telegram group <https://t.me/joinchat/xd7lwHBnABgwODE1>




Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

The presided of inaugural session Patron of webinar Hon. Dr. N. H. Khatri, Dnyandeep Shikshan Prasarak Mandal Chandrapur.



The programme started as per scheduled and **Dr. N.H. Khatri Sir**, Ex Dean Commerce Faculty, Nagpur University Nagpur and President, Dnyandeep Shikshan Prasarak Mandal, Chandrapur extended warm welcome to delegates and the participants. He addressed those professional skills is most important to enhance the quality work and one should learn it with all one's mind and heart. Through his word he narrated that importance of online work during the pandemic situation.



Registrar (Acting) & COE, Gondwana University Gadchiroli, **Dr. Anil Z. Chitade** delivered the inaugural address emphasizing the need of professional development of Non-teaching Staff to create and sustain quality standard in the work of institution. Reiterating the emergency created by the Covid-19 pandemic. He urged all the participant especially office superintendent and Head Clerk to utilize this is an opportunity to learn new skills, introduce new ways and develop new process that increase the relevance in the work. While appreciating the organizer of this webinar he expressed that such type of webinar should be arranged in every year to enhance the quality of non-teaching staff.



The chief guest of the inaugural session and Patron of webinar was **Mr. Sanjayji Shende sir**, President Sevadal Education Society, Nagpur said this webinar will support all the participant to develop their quality and skill in their own work which help them to complete their pending work firstly.


Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.





The chief guest of the inaugural session and Patron of webinar was **Dr. Shital A. Watile sir**, Secretary, Jagdambha Bahudeshiya Gramin Vikas Sanstha, Yavatmal told that every participant should grasp all the skill which main speaker will teach you and implement them in your daily work. He said that technical skill as well as professional skill is more important in present situation and everyone should learn it.



Chairpersons of the webinar and Principal of Dr. Khatri Mahavidyalaya, Tukum, Chandrapur **Dr. J. M. Kakde** addressed that it is a life changing opportunity for the non-teaching staff, so all the participant should accept the opportunity and improve their personal skill by hearing the knowledge from the key note speaker. Everyone should change himself and acquire skill but he try to accept new ways of information.



Convener of the webinar of Sevadal Mahila Mahavidyalaya, Nagpur **Dr. Rajesh D. Gadewar** conducted whole webinar.



Joint Organizing Secretary of the webinar and Office Superintended of Dr. Khatri Mahavidyalaya, Tukum, Chandrapur **Mr. P. G. Raut** addressing on valedictory function of webinar, he says this type of webinar is very useful to non-teaching staff and due to this every staff member is updated time to time.

Principal

Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Chairpersons of the webinar and Principal of Sevadal Mahila Mahavidyalaya, Nagpur **Dr. Pravin Charde** highlighted that webinar is the key to enhance the quality of professional development. Everyone should pay attention toward it and learn the skill.

Chairpersons of the webinar and Principal of Jagdambha College of Engg. & Technology, Yavatmal **Dr. Hemant Baradkar**, said that professional skill can change the lifestyle of person. So everyone should increase the potential of quality in their office work. Joint Organizing secretary **Mr. Dilip Koche**, Sevadal Mahila Mahavidyalaya, Nagpur, **Mr. P. G. Raut**, Dr. Khatri Mahavidyalaya, Tukum, Chandrapur and **Mr. Ravi Bokhara**, Jagdambha College of Engg. & Technology, Yavatmal expressed their view on the webinar and learnt how to work non-teaching staff in their office and handle them with kind behaviour and professional skill. Comparing of the programme was done by **Dr. Rajesh Gadewar sir**.

He presented the structure of the programme and need of webinar for professional development. Vote of thanks of first technical session was done **Dr. N. R. Dahegaonkar** sir and **Mrs. Dhanshree Pohare** did vote of thanks of second technical session. Whole programme was conducted by **Mr. R. S. Walke** and the meeting ended with the vote of thanks by **Dr. S. K. Gudadhe**. He expressed special gratitude to all delegates, Chief Guest, Speaker, and Patron for their informative and useful presentations and extended thanks to the organizers and all the participants for making the webinar a grand success.


Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Inaugural Programme



Dr. N. H. Khatri Sir addressing Presidential Speech at the time of Inaugural Programme

Chief Guests at the time of Inaugural Programme




Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.





Chief
Guests at
the time of
Inaugural
Programme

Technical Session – I

Topic: **Office Automation, Document Control, Record Management and Data Centricity**

Resource Person: **Ms. Keyaa A. Mukharjee,**
Office Superintendent, Maniben Nanavati Womens College, Mumbai.

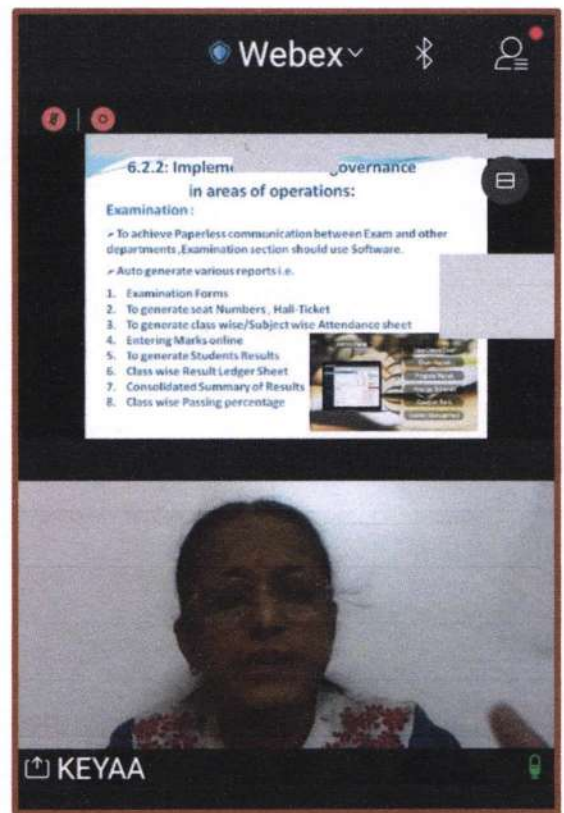
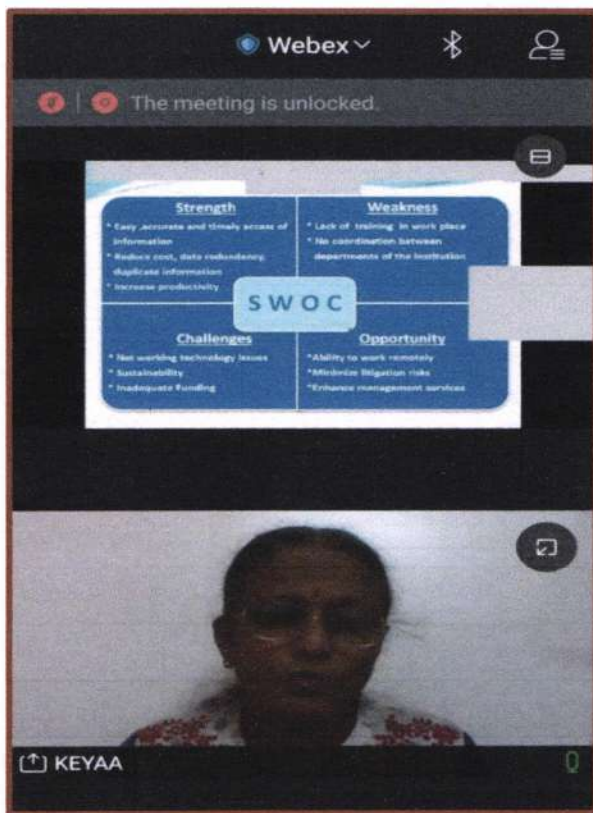
Expertise: Digitized Administrative Office, Role of ICT in Administration, Paperless Office–Need of an Hour, Office Automation, Document Control / Record Management, Documentation & Data Centricity with NAAC perspective, Scope of Administrative Audit & Responsibilities of Admin Office with NAAC perspective

Time: **11:00 am**

Anchoring: Dr. Rajesh Gadewar, Convenor of webinar of this session Sevadal Mahila Mahavidyalaya, Nagpur.


Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.





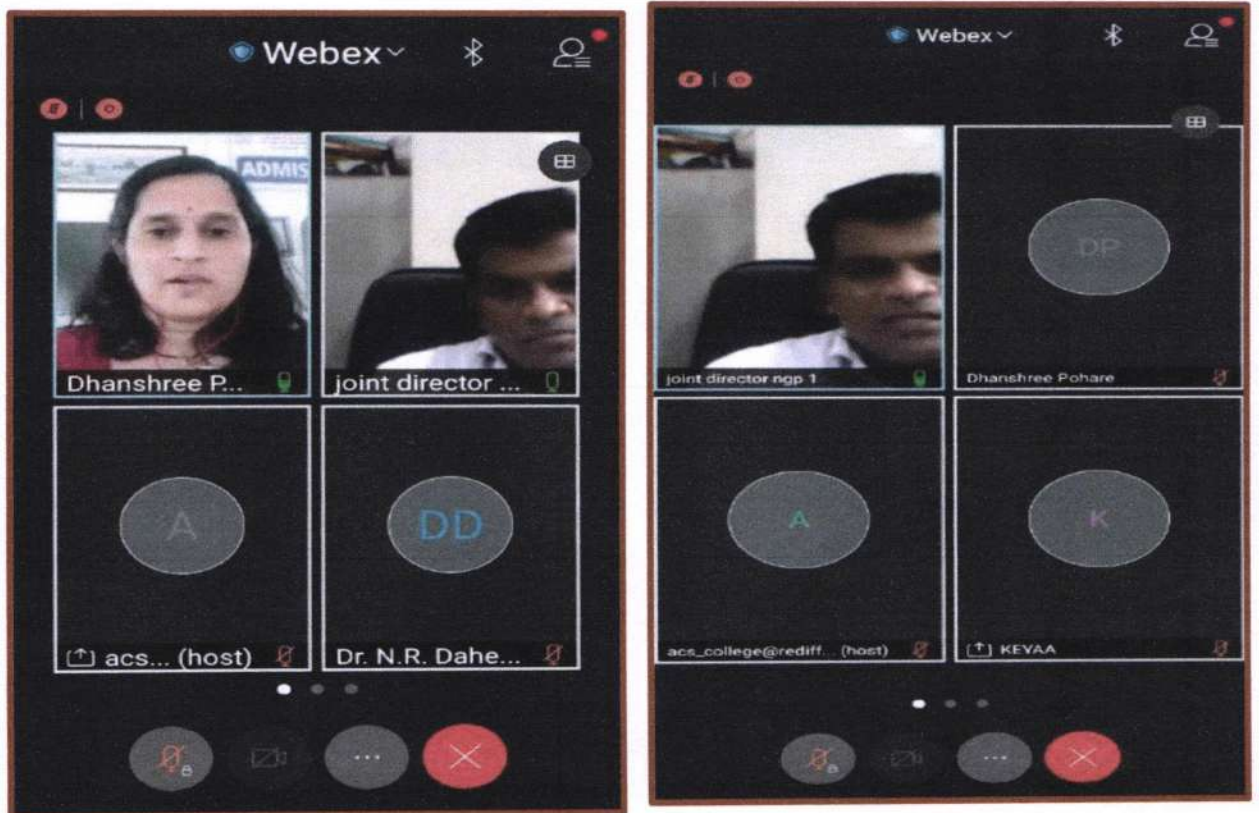
The key note speaker of the first technical session **Ms. Keyya A. Mukharji**, office Superintendent, Nanavati Women College, Mumbai addressed that Non-teaching Staff must develop their professional Skill in their work because it is the backbone of administrative work. It creates good picture in front of the committee and staff will get mental satisfaction. She discussed about SWOC analysis through this everyone can identify their Strength, Weakness, Opportunity and Challenges and he try to perfect in that work. She discussed on various issues likes examination, to generate seat Number and Hall Ticket, to generate class wise and subject wise attendance sheet, entering marks online, to generate student's results, class wise student Ledger sheet, consolidated summary of result, class wise passing percentage and provided the solution on it to work easily in all areas.


Principal
 Sevadal Mahila Mahavidyalaya
 Upper Road, Nagpur-9.



Technical Session – II

Topic	: Administrative work related to Joint Director Office for Non-Teaching Staff.
Resource Person	: Mr. Ashok Bagal, Jr. Administrative Officer, Joint Director Higher Education Nagpur Division, Nagpur.
Time	: 12:30pm
Anchoring	: Dr. Dhanashree Pohare, IQAC Coordinator, Jagdambha College of Engineering & Technology, Yavatmal



Key note speaker of Second technical Session **Mr. Ashok Bagal**, Jr. administrative Officer, Joint Director Higher Education Nagpur Division, Nagpur enlightened the session


Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9. 11



and appreciated the task which organized by Inter-University. He discussed that professional skill play very important role in the life of everyone. One should explore it and try to become a master in this skill. Professional development change the behavior of human being and he reach to skillful platform which is the demand of new generation. He also shared his personal experienced of administrative work and told that it is very vital to evelop



Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



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॥ विद्या षडसि देवता ॥



DnyandeepShikshanPrasarak Mandal's
ARTS, COMMERCE & SCIENCE COLLEGE
Tukum, Chandrapur – (M.S.) 442401

E-mail: acs_college@rediffmail.com

Ph No. (07172) 255305 (Office)

Website www.acscollegetukum.ac.in

ACS/CH/140/2021

Date 06.07.2021

To,

Hon'ble Dr. Anil Z. Chitade,
Registrar,
Gondwana University, Gadchiroli

Respected Sir,

We are pleased to invite you to the **"Inter-university webinar on professional development of non-teaching staff"** during July 17, 2021, on the online platform of WebEx. This webinar will be a joint effort of Sevadal Mahila Mahavidyalaya, Nagpur (RTM Nagpur University, Nagpur), Dr. Khatri Mahavidyalaya (Arts, Commerce and Science College) Tukum, Chandrapur, (Gondwana University, Gadchiroli), Jagdamba Engineering College, Yavatmal, (Sant Gadgebaba Amravati University).

The webinar theme is as follows

"Online interuniversity webinar on non-teaching staff development programme on e-governance and data management".

The webinar committee has recommended you as a top class expert who can give an insight into the most recent knowledge in your field.

Your expertise and knowledge in the area would add a great value to one and all.

With your vast and in depth knowledge in the area, you are hereby invited as a Chief Guest in this webinar on 17th July, 2021 at 11.00 am, on WebEx online platform.

We look forward to hearing from you.

Thanking You...!

Yours,

Dr. J. M. Kakde
Officiating Principal
Arts, Commerce and Science College,
Tukum, Chandrapur

Principal
Sevadal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Dr. Pravin Charde

M.Sc., Ph.D

PRINCIPAL



Sevalal Shikshan Sanstha, Nagpur

SEVALAL MAHILA MAHAVIDYALAYA

NAAC Re-Accredited With 'A' Grade

Place for Higher Learning & Research (Research Academy)

Ref. No. SMM/21/2021

Date: 08/07/2021

Sakkardara Square, Umrer Road, Nagpur - 440 024 (M.S.)

Phone No. : 0712-2705037, 2751344, Fax No. : 0712-2705037

E-mail : smm_college@yahoo.co.in, sevamahitam@gmail.com

Website : <http://www.sevalalmahilamahavidyalaya.org>

To,
Ms. Keyaa A. Mukharjee
Office Superintendent,
Nanavati Women College, Mumbai

Respected Madam,

We are pleased to invite you to the "Inter-university webinar on professional development of non-teaching staff" during July 17, 2021, on the online platform of WebEx. This webinar will be a joint effort of Sevalal Mahila Mahavidyalaya, Nagpur (RTM Nagpur University, Nagpur), Dr. Khatri Mahavidyalaya, (Arts, Commerce and Science College), Tukkum, Chandrapur, (Gondwana University, Gadchiroli), Jagdamba Engineering College, Yavatmal, (Sant Gadgebaba Amravati University, Amravati).

The webinar theme:- "Online interuniversity webinar on non-teaching staff development programme on e-governance and data management".

The webinar committee is recommended you as a top class expert to deliver Guest Lecture on the topic, "Office Automation, Document Control, Record Management & Data Centricity".

Your expertise and knowledge in the area would add a great value to one and all.

With your vast and in-depth knowledge in the area, you are hereby invited as a **Guest Speaker** in this webinar on **17th July 2021 at 10.30 am**, on WebEx online platform.

We look forward to hearing from you.

Thanking You

Yours,

Prof. Pravin Charde
Principal
Sevalal Mahila Mahavidyalaya,
Nagpur



सेवादल शिक्षण संस्था

Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.



Dr. Pravin Charde

M.Sc., Ph.D

PRINCIPAL



Sevalal Shikshan Sanstha, Nagpur

SEVALAL MAHILA MAHAVIDYALAYA

NAAC Re-Accredited With 'A' Grade

Place for Higher Learning & Research (Research Academy)

Ref. No. _____

Date: _____

Sakkardara Square, Umrer Road, Nagpur - 440 024 (M.S.)

Phone No. : 0712-2705037, 2751344, Fax No. : 0712-2705037

E-mail : smm_college@yahoo.co.in, sevamahilamv@gmail.com

Website : <http://www.sevalalmahilamahavidyalaya.org>

To,
Hon'ble Shri A. P. Bagal,
Junior Administrative Officer,
Joint Director Office,
Higher Education Dept.
Nagpur.

Respected Sir,

We are pleased to invite you to the **"Inter-university webinar on professional development of non-teaching staff"** during July 18, 2021, on the online platform of WebEx. This webinar will be a joint effort of Sevalal Mahila Mahavidyalaya, Nagpur (RTM Nagpur University, Nagpur), Dr. Khatri Mahavidyalaya, (Arts, Commerce and Science College), Tuklum, Chandrapur, (Gondwana University, Gadchiroli), Jagdamba Engineering College, Yavatmal, (Sant Gadgebaba Amravati University, Amravati).

The webinar theme is as follows-

"Online interuniversity webinar on non-teaching staff development programme on e-governance and data management".

The webinar committee is recommended you as a top class expert who can give an insight into the most recent knowledge in your field.

Your expertise and knowledge in the area would add a great value to one and all.

With your vast and in-depth knowledge in the area, you are hereby invited as a Guest Speaker in this webinar on **17th July 2021 at 11 am**, on WebEx online platform.

We look forward to hearing from you

Thanking You

Yours,

Prof. Pravin Charde
Principal
Sevalal Mahila Mahavidyalaya,
Nagpur



Principal,
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

आंतरविद्यापीठस्तरीय एक दिवसीय आश्रात्री चर्चासत्र
“शिक्षकेतर कर्मचाऱ्यांचा व्यावसायिक विकास”
(Professional Development of Non-teaching Staff)
दि. १७ जुलै २०२१ वेळ : सकाळी १०.३० वा.

उद्घाटन कार्यक्रम : (वेळ सकाळी १०.३० ते ११.०० पर्यंत)

कार्यक्रमाचे समन्वयक : प्रा. डॉ. राजेश गादेवार, सेवादल महिला महाविद्यालय, नागपूर यांचे प्रास्ताविक
एकदिवसीय आभासी चर्चासत्राच्या आयोजकांचे मनोगत : डॉ. प्रविण चरडे, प्राचार्य, सेवादल महिला महाविद्यालय, नागपूर
डॉ. जे. एम. काकडे, प्रभारी प्राचार्य, डॉ. खत्री महाविद्यालय, तुळूम, चंद्रपूर
डॉ. हेमंत बारडकर, प्राचार्य, जगदंबा कॉलेज ऑफ इजि.अॅण्ड टेक्नॉ. यवतमाळ

प्रमुख अतिथींचा परिचय : समन्वयक, डॉ. नरेश दहेगावकर, डॉ. खत्री महाविद्यालय, तुळूम, चंद्रपूर

प्रमुख अतिथींचे मनोगत : डॉ. अनिल चित्ताडे, कार्यकारी कुलसचिव व परीक्षा निबंधक, मोठवाना विद्यापीठ, गडचिरोली

कार्यक्रमाचे संरक्षक (Patron) :
यांचे मनोगत

- १) मा. श्री. संजय शेंडे, अध्यक्ष, सेवादल शिक्षण संस्था, नागपूर
- २) मा. डॉ. शितल वातीले, सचिव, जगदंबा बहु-उद्देशिय ग्रामीण विद्यास संस्था, यवतमाळ

अध्यक्षीय मार्गदर्शन

मा. डॉ. एन. एच. खत्री, अध्यक्ष, ज्ञानदीप शिक्षण प्रसारक मंडळ, चंद्रपूर

पहिले सत्र :

संचालन : डॉ. नरेश दहेगावकर, डॉ. खत्री महाविद्यालय, तुळूम, जि. चंद्रपूर

- १) मा. डॉ. केया मुखर्जी यांचा परिचय
- २) प्रमुख वक्ते डॉ. केया मुखर्जी यांचे बीजभाषण
- ३) आभार

दुसरे सत्र :

संचालन : सौ. कावेरी लाखे (कुळकर्णी) जगदंबा कॉलेज ऑफ इजि.अॅण्ड टेक्नॉ. यवतमाळ

- १) श्री. अशोक बागल, कनिष्ठ प्रशासकीय अधिकारी, सहसंचालक कार्यालय, नागपूर विभाग यांचा परिचय
- २) प्रमुख वक्ते श्री. अशोक बागल यांचे मार्गदर्शन
- ३) आभार

समारोप कार्यक्रम

मनोगत

- १) श्री. दिलीप कोचे, आर्गनायझिंग सेक्रेटरी, सेवादल महिला महाविद्यालय, नागपूर
- २) श्री. प्रमोद राजत, डॉ. खत्री महाविद्यालय, तुळूम, जि. चंद्रपूर




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- ▶ Common Statutes
- ▶ Regulations
- ▶ Statutory Bodies
- ▶ Various Formats of University & Information
- ▶ NATS

NEWS & ANNOUNCEMENTS

Learning, Research and Specialized Studies"

- ▶ ट्रेनिंग and प्लेसमेंट कार्यशाळेबाबत
- ▶ Inter university webinar professional development of non teaching staff
- ▶ Invitation of Applications for Two weeks Online/Offline Training / Internship Program
- ▶ परिपत्रक सत्र उन्हाळी २०२१ च्या विद्यार्थांच्या प्रात्यक्षिक परीक्षेबाबत

ADMINISTRATION & ACADEMICS

- ▶ Ordinances
- ▶ Directions



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Online Registration via https://docs.google.com/forms/d/e/1FAIpQLSeBBGm-Fhpi9kyDii6v0FLCnUgFY3kppvIehjVVFyOPE4nQdA/viewform?usp=sf_link632

Gondwana University, Gadchiroli – 137

R. T. M. Nagpur University, Nagpur – 159

Sant Gadge Baba Amravati University, Amravati – 44

Other Universities – 292

Total - 632

Feedback received via https://docs.google.com/forms/d/e/1FAIpQLSfSP_t5hEYZYluVWRs-yj9GWcEbRDAgPFSij78v3iqCML0Jvw/viewform?usp=sf_link438

Principal

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Umrer Road, Nagpur-9.



Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Inter-University Webinar on Professional Development of
Ref. No.: Non-Teaching Staff Dated 17/07/2021 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		

(Prof. Pravin Charde)

Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.



NAAC ACCREDITED 'A'

SEVADAL MAHILA MAHAVIDYALAYA

Sakkardara Chowk, Umrer Road, Nagpur.

Notice

Date: 15-03-2022

All the members of the Professional Development of Non teaching staff Committee are here by informed that the Hon'ble principal has called the meeting to discuss & decide the working strategy of the '**Professional Development of Non teaching staff Committee**' for the session 2021-22 on 16th March 2022 at 1:00pm at Hon'ble principal's office.

The Following members, may kindly present at the meeting.

- 1) Dr. R. D. Gadewar
- 2) Dr. P. S. Deshpande
- 3) Mr. D. T. Koche
- 4) Mr. G. K. Uikey

Convener

(Dr. R. D. Gadewar)



Principal

(Prof. P. N. Charde)



Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur.

Date: 25/04/2022

To,
The Principal,
Sevadal Mahila Mahavidyalaya,
Nagpur.

**Subject: Submission of Report of Professional development of non teaching staff
Committee for Session 2021-22.**

Respected Sir,

In the academic session 2021-22 the meeting was held on 16th March 2022, and it was conducted by the Convenor in the Hon'ble Principals chamber to decide the Professional development of non teaching staff Committee policies for the session 2021-22.

As per the directions given by Hon'ble principal, in the meeting all the Professional development of non teaching staff Committee policies for the Non Teaching Staff have been implemented as follows;

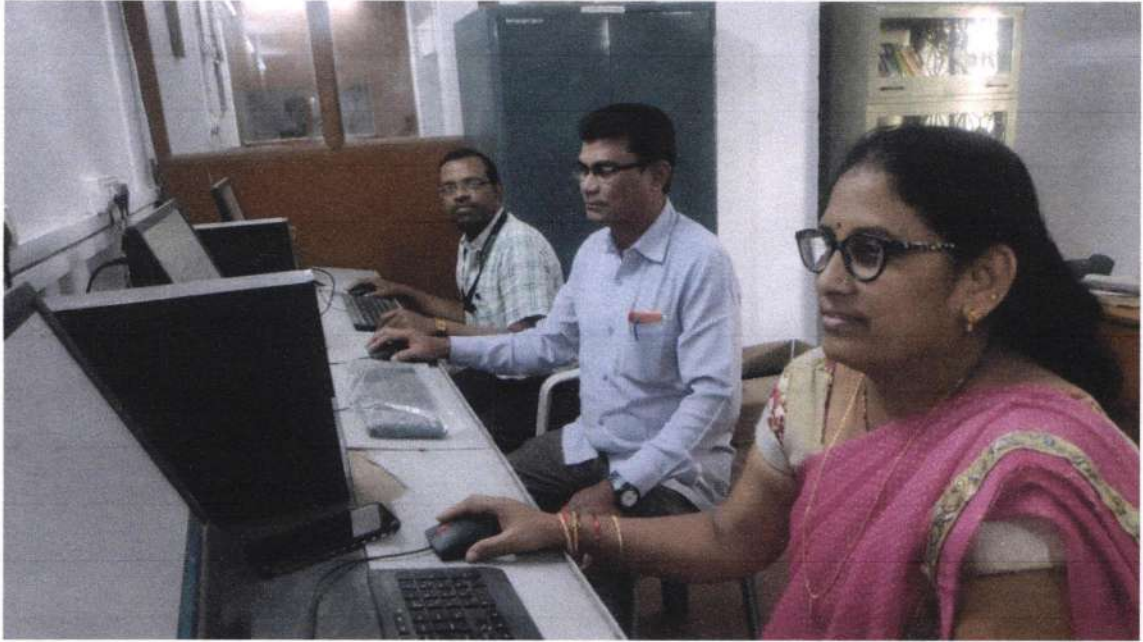
1. The programme was conducted as one day **Workshop on Advanced Computer Training** for Non Teaching Staff members of Sevadal Mahila Mahavidyalaya, Nagpur on 28th March 2022 at Skill Development Department of the college.
2. Total 18 (Eighteen) Non Teaching staff members including office Staff, Laboratory Assistant and Attendants of the college attended and successfully completed the workshop.
3. During workshop all the member learnt spreadsheets within MicroSoft Excel and using it in their daily work.
4. Due to this work shop, the staff is able to get both knowledge at personal level and also on administration level at their work place.



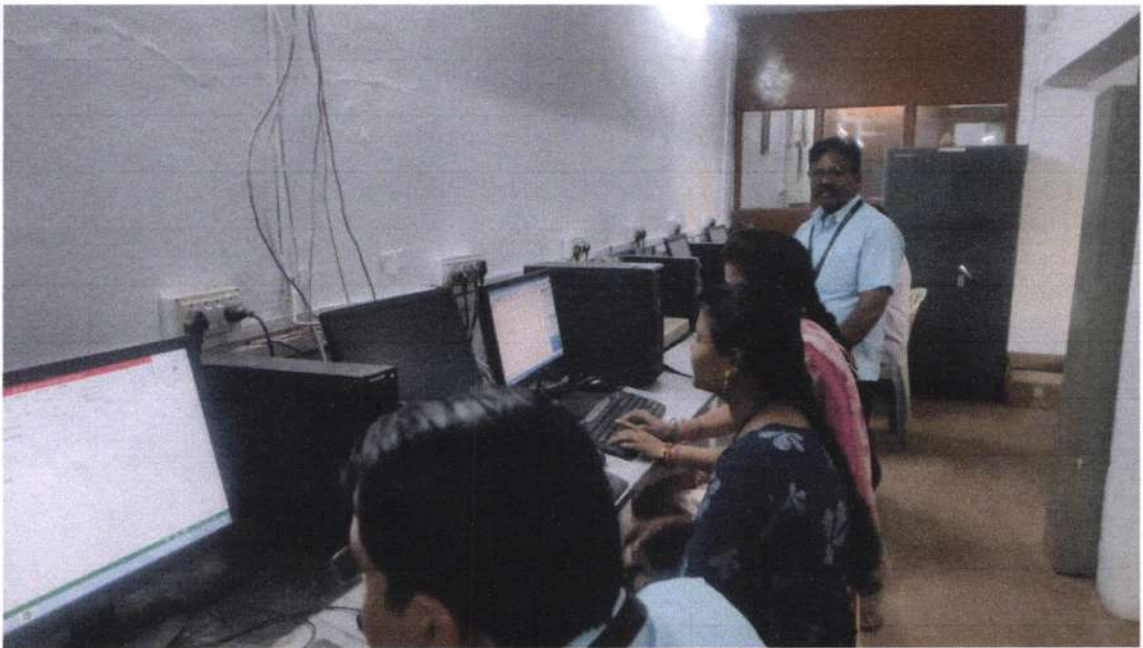
A handwritten signature in blue ink, appearing to be "J. R.", written over a horizontal line.

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Umrer Road, Nagpur-9.

Report of Professional development of non teaching staff Committee: 2021-22



Participants in the learning process of using excel spread sheets.



Participants taking advantage of advanced computing training programme.



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Umrer Road, Nagpur-9.



The Non Teaching Staff taking lessons of advance computing at the Work Shop.

Professional development of non teaching staff Committee is herewith-submitting detail report for your kind information, and oblige.

Thanking you,

Regards,

Yours faithfully,

Dr. Rajesh D. Gadewar (Convener)

Dr. Pravin S. Deshpande (Member)

Mr. Dilip T. Koche (Member)

Mr. Gangadhar K. Uikey (Member)



Principal
Sevalal Mahila Mahavidyalaya
Umrer Road, Nagpur-9.

Sevadal Mahila Mahavidyalaya

Sakkardara Square, Umrer Road, Nagpur-440 024

Subject: Workshop:- Advanced Computer Training
Ref. No.: _____ Dated 28/03/2022 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. D. R. Motghare	Lab. Assistant		
9	Mr. R. I. Nachankar	Lab. Attendant		
10	Mr. G. S. Chaple	Lab. Attendant		
11	Mr. D. S. Yende	Lab. Attendant		
12	Mr. S. P. Barai	Lab. Attendant		
13	Mr. P. S. Shelke	Lab. Attendant		
14	Mr. D. M. Surjuse	Lab. Attendant		
15	Mr. L. S. Madankar	Lab. Attendant		
16	Mr. S. P. Bhure	Lab. Attendant		
17	Mr. P. V. Mohite	Lab. Attendant		
18	Mr. P. R. Rewatkar	Lab. Attendant		
19	Mr. R. B. More	Lab. Attendant		
20	Mr. P. P. Barapatre	Lib. Attendant		
21	Mr. D. C. Kamle	Peon		
22	Mr. D. G. Bawane	Peon		
23	Mr. A. W. Jasud	Peon		
24	Mrs. C. M. Tambulkar	Peon		



(Prof. Pravin Charde)
Principal
Sevadal Mahila Mahavidyalaya,
Nagpur.