



**Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Administrative Office**

A) A SUMMARY REPORT

1) Title of Program:		One Day Professional Development Program for Non-Teaching Staff		
2) Name of Organizing Department/Unit:		Office		
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Program:		Convener: Mr. Satish Chavan Organizing Secretary: Mr. Jagannath Kshirsagar		
4) Date(s) of the Program:		10/02/2021		
5) Venue:		Hall No. 219		
6) Target Group:		Non-Teaching Staff		
7) Number of Participants:		Male	Female	Total
A separate list with signatures be maintained in the department/Unit)	Teaching			
	Non-Teaching	103	4	107
	Students			
8) Name(s) and details of Resource Person(s), if any:		1) Dr Mahadev Gavhane, Principal 2) Dr. A.J. Raju, Vice Principal 3) Prof. S.N. Shinde, Vice Principal		
9) Total Expenditure for the Program:		500/-		
10) Source of Funding:		College		

B) A Report in the Following Format

i. Title

One Day Professional Development Program for Non-Teaching Staff

ii. Introduction

The non-teaching staff of an institute plays a key role in bridging the gap between the various educational programs and the college. The non-teaching staff is engaged in various activities but there is no a single activity which can function independently. Every college activity in some way or other is related with teaching-learning process. The minor mistakes in college activity may affect the quality of teaching-learning-evaluation process. Keeping this in mind One Day Professional Development Program for Non-Teaching Staff was organized by college office on 10th February 2021.

iii. Objectives of the Program/ issues addressed

- To create positive mindset of the non-teaching staff for growth of the college.
- To develop the emotional intelligence of the non-teaching staff.
- To train the non-teaching staff to handle stress effectively.
- To inculcate the time management skills.

iv. Details of Participants

The One Day Professional Development Program was exclusively arranged for Non-Teaching Staff of Rajarshi Shahu Mahavidyalaya (Autonomous), Latur. 107 staff members including 103 Male and 04 Female actively participated.

v. Brief Summary of Events/ Sessions

Dr. A.J. Raju started the session with benefits of positive mindset and creation of positive mindset for growth of the college. Effective decision making and faithful communication are the highlights of first session. Principal Dr. Mahadev Gavhane focused on managing stress and time efficiently to complete the task. The emotional intelligence, etiquettes at workplace, integrity, harmony, team work, leadership are the focus points of the session. Prof. S.N. Shinde discussed the behavioural skills for faithful communication.

Shri. Jagannath Kshirsagar proposed the vote of thanks. Shri. Satish Chavan presented the concept note.

vi. Conclusion, with Feedback on the Program

The professional development program created positive mindset among the non-teaching staff. The stress and time management skills of non-teaching staff were improved.

vii. Any Appendix If Necessary

List of participants is attached.

Date: 10.02.2021

Place: Latur



Shri. Satish Chavan
Convener -PDP



Dr. Mahadev Gavhane
Principal and Chief Organizer

PRINCIPAL
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur



C) Geotagged Photographs

 	 
<p>Vice Principal Dr A.J. Raju explaining the importance of positive mindset</p>	<p>Principal Dr Mahadev Gavhane discussing stress and time management at work place and emotional intelligence during PDP</p>
	
<p>Participants during professional development program</p>	

D) Link of Video of the programme if any

NIL

E) Copies of Brochure Prepared for the Program



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Organizes

**One Day Professional Development
Program for Non-Teaching Staff**






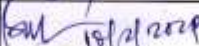



Date: 10th February 2021 ; Venue: Hall No. 219

Chairperson Dr Mahadev Gavhane Principal	Special Presence Dr A.J. Raju Vice Principal	Prof. S.N. Shinde Vice Principal
Convener Shri. Satish Chavan Registrar	Organizing Secretary Shri. Jagannath Kshirsagar Office Superintendent	

F) Any Other Publicity Material :NIL

G) List of the participants

One day professional Development Program for
Non-Teaching Staff. Date: 10.2.2021. 5.00 PM. 10/02/2021
Rajarshi Shahu Mahavidyalaya, Latur
Non-Teaching (Gr.) Staff Name List 2020-2021 (Dec.-2020) Class III

Sr. No.	Name of the Staff	Desig.	Remarks
1	Shri. Satish Chavan	Registrar	
2	Shri. Jagannath Kshirsagar	O.S.	
3	Shri. Shivaji Kamble	Head Clerk	
4	Shri. Subhash Sakhare	Sr. Clerk	
5	Shri. Bhagwan Rathod	Sr. Clerk	
6	Shri. Vasant Gund	Jr. Clerk	 10/2/2021
7	Shri. Arun Gawali	Jr. Clerk	
8	Shri. Pandurang Bhogile	Asst. Librarian	
9	Smt. Swati Sawant	Lib. Clerk	—
10	Shri. Parmeshwar Shinde	Lab. Asst.	—
11	Shri. Amar Bhoinwad	Lab. Asst.	—
12	Shri. Milind Sonkamble (MCVC)	Jr. Clerk	

(10)

Rajarshi Shahu Mahavidyalaya, Latur
Non-Teaching (Gr.) Staff Name List 2020-2021 (Dec.-2020)
Lab. Attd., Peon (Class IV)

Sr. No.	Name of the Staff	Desig.	Remarks
1	Shri. Vishwambhar Jadhav	Lab. Attd.	<u>Attd.</u>
2	Shri. Tejerao Rathod (Jr.Sci.)	Lab. Attd.	—
3	Shri. Ramdas Kamble	Lab. Attd.	<u>Ramdas</u>
4	Shri. Nivruti Kathwate	Lab. Attd.	<u>Nivruti</u>
5	Shri. Pradip Kale	Lab. Attd.	<u>Pradip</u>
6	Shri. Narendra Yadav (Jr.Sci.)	Lab. Attd.	—
7	Shri. Tukaram Maske	Lab. Attd.	<u>Tukaram</u>
8	Shri. Bhaskar Patil	Lab. Attd.	<u>Bhaskar</u>
9	Shri. Jagannath Gore	Lab. Attd.	<u>Jagannath</u>
10	Shri. Laxman Sarwade	Lab. Attd.	<u>Laxman</u>
11	Shri. Kalidas Deshmukh	Lab. Attd.	<u>Deshmukh</u>
12	Shri. Chandrakant Tidke	Lab. Attd.	<u>Chandrakant</u>
13	Shri. Babruwahan Dhengle	Lab. Attd.	<u>Col¹ 12/12/21</u>
14	Shri. Bhaskar Mane (Jr.Sci.)	Lab. Attd.	—
15	Shri. Govind Jadhav	Lab. Attd.	<u>Govind</u>
16	Shri. Vyankat Kale	Lab. Attd.	<u>Vyankat</u>
17	Shri. Rajkumar Lokhande	Lab. Attd.	<u>Col</u>
18	Shri. Datta Pitle	Lab. Attd.	<u>Col¹ 10-2-22</u>
19	Shri. Angad Boyane	Lab. Attd.	<u>BOYANE</u>
20	Shri. Madhav Shinde	Lab. Attd.	<u>Madhav</u>
21	Shri. Sushant Tekale	Lab. Attd.	<u>Sushant</u>
22	Shri. Santaji Balne	Lab. Attd.	<u>Santaji</u>
23	Shri. Madhukar Tur	Lib. Attd.	<u>Madhukar</u>
24	Shri. Nagnath Kharabe (Jr.Sci.)	Lib. Attd.	—
25	Shri. Nijam Shaikh	Lib. Attd.	<u>Nijam</u>
26	Shri. Sadanand Nikam	Lib. Attd.	<u>Sadanand</u>
27	Shri. Balasaheb Hale (BT)	Lib. Attd.	—

Sr. No.	Name of the Staff	Desig.	Remarks
28	Shri. Sachin Jawade (Jr.Sci.)	Lib.Attd.	—
29	Shri. Narayan Ramtirth	Peon	PP
30	Shri. Vilas Alte (Jr.Sci.)	Peon	—
31	Shri. Dhanu Rathod	Peon	unavailable
32	Shri. Shakur Shaikh (Jr.Sci.)	Peon	—
33	Smt. Jayshri Shinde	Peon	stop
34	Shri. Govind Dhumal	Peon	stop
35	Shri. Sanjay Pawar	Peon	—
36	Shri. Shivaji Kadam	Peon	stop
37	Shri. Ghanshyam Kasturkar	Peon	—
38	Shri. Satish Khandkure	Peon	—
39	Shri. Sandip Meshram	Peon	Meshram
40	Shri. Tulshiram Gaderao (MCVC)	Hamal	stop

A
19/10/2021

Rajarshi Shahu Mahavidyalaya, Latur
Fix Pay Non-Teaching Staff Name List 2020-2021 (Dec.-2020)

Sr. No.	Name of the Staff	Desig.	Signature
Class III (Sr. College)			
1	Shri. Mangesh Yerolkar	Clerk	
2	Shri. Mahesh Shinde	Clerk	
3	Shri. Nandkishor Badule	Clerk	
4	Shri. Datta Kamble	Clerk	
5	Shri. Balaji Masalge	Clerk	
6	Shri. Datta Narwate	Clerk	
7	Shri. Bhaiyasaheb Tenkale	Clerk	
8	Shri. Amol Sonkamble	Clerk	
9	Shri. Ramanad Sutar	Clerk (B.T.)	
10	Smt. Swati Soneri	Clerk	
11	Shri. Amol Sajjanshetti	Clerk	
12	Shri. Sunil Dhage	Clerk/Acc.	
13	Shri. Kedarnath Vagare	Clerk/Acc.	
14	Shri. Vijay Joshi	Clerk	
15	Shri. Sangmeshwar Bhange	Clerk	
16	Shri. Nandkishor Phulari	Clerk	
17	Shri. Irfan Pathan	Clerk	
18	Shri. Manoj Randive	Clerk	
19	Shri. Shashank Vhasale	Clerk	
20	Shri. Vaibhav Nidane	Clerk	
21	Smt. Pooja Shinde	Receptionist	
22	Shri. Ganesh Jambaldhare	Lib Clark	
23	Shri. Harish Bandgar	Hard.Tech.	
24	Shri. Pravin Suryawanshi	Hard.Tech.	
25	Shri. Ankush Shendge	Lang. Lab	
26	Shri. Jalindar Rathod	Lib.Asstt.	

Sr. No.	Name of the Staff	Desig.	Signature
Class-IV			
1	Shri. Sidheshwar Andudge	Peon	
2	Shri. Anant Somwanshi	Peon	
3	Shri. Sachin Burbure	Peon	
4	Shri. Vivek Suryawanshi	Wireman	
5	Shri. Vijaykumar Igave	Driver/Peon	
6	Shri. Ramling Swami	Peon	
7	Shri. Nitishkumar Banate	Peon	
8	Shri. Jayprakash Gone	Peon	
9	Shri. Satyapal Yelgatte	Peon	
10	Shri. Yogesh Bansode	Peon	
11	Shri. Dhananjay Patil	Peon	
12	Shri. Sidhinath Mane	Peon	
13	Shri. Meghraj Mangale	Peon	
14	Shri. Balaji Survase	Peon	
15	Shri. Anant Koshti	Peon	
16	Shri. Nagnath Salunke	Peon	
17	Shri. Arun Patil	Peon	
18	Shri. Pavan Chavan	Peon	-
19	Shri. Devidas Waghmode	Watchman	-
20	Shri. Nitin Rajure	Watchman	
21	Shri. Vinod Abhange	Watchman	-
22	Smt. Satyabhama Shinde	Sweeper	
23	Shri. Mahesh Khadap	Peon (BT)	-
24	Shri. Virbhadrha Udage	Peon (BT)	-
25	Shri. Manik Deshmukh	Watchman (BT)	-
26	Smt. Rohini Deshmukh	Peon (BT)	-
27	Shri. Rahul Taktode	Peon (BT)	-

28 Jitendra Hale

Peon