



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

IQAC

A) A Summary Report of the Activity

1) Title of Program:		Training Programme for Non-Teaching Staff		
2) Name of Organizing Department/Unit:		IQAC		
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Program:		Shri. S.P. Chavan, Organizing Secretary Shri. J.R. Kshirsagar, Convenor		
4) Date(s) of the Program:		15/07/2022		
5) Venue/Mode:		VLC Hall		
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	60	05	65
	Students	-	-	-
8) Name(s) and details of Resource Person(s), if any:		Dr. Mahadev Gavhane, Principal Prof. S.N. Shinde, Vice Principal		
9) Total Expenditure for the Program:		Free		
10) Source of Funding:		NA		

B) Report

i. Title: Training Programme for Non-Teaching Staff

ii. Introduction

The non-teaching staff play an important role in the development of student and make him successful. The non-teaching staff in both administration and laboratory purposes are effective contributor to the vision, mission and objectives of the institution. From our experience we observe that, only teaching staff or the faculty members alone get some training inputs, but there is definite lack of training for the non-teaching staff which can result in the imbalance of the students' growth. Therefore, in order to train the non-teaching staff on various aspects, a training programme was organized on 15/07/2022.

iii. Objectives of the Program/ issues addressed

- To develop non-teaching staff professionally.
- To boost the confidence of non-teaching staff at the workplace.
- To improve the output of non-teaching staff at the workplace.

iv. Details of Participants

65 Non-teaching staff (05 Female and 60 Male) participated in the Training Programme.

v. Brief Summary of Events/ Sessions

The training programme started with introduction given by Shri S.P. Chavan. Vice Principal Prof Sadashiv Shinde started his talk with guidelines of lab safety and lab maintenance. He highlighted the importance of electrical and mechanical safety of equipments, safety and security on and off campus, food safety on campus and canteen service management. Principal Dr Mahadev Gavhane explained the importance of communication skills, stress management, time management, organizational behavior, noting and drafting in administration, accounting and book keeping, etc. Shri J.R. Kshirsagar proposed a vote of thanks.

vi. Conclusion, with Feedback on the Program

The training programme helped to develop non-teaching staff professionally. It has helped to boost the confidence and improve outcome at the workplace.

vii. Any Appendix If Necessary

List of participants is attached.

Date: 16.07.2022

Place: Latur


Convener




Principal
PRINCIPAL
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

C) Geotagged Photographs



Principal Dr Mahadev Gavhane explained the importance of communication skills, stress management and time management



Prof. S.N. Shinde guided about lab safety and lab maintenance



Participants during the training programme

D) Link of Video of the program if any: NIL

E) Brochure of the Training Programme



शिव चहात्रपती
शिक्षण संस्था
स्थापना - १९७०

Shiv Chhatrapati Shikshan Sanstha's

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Training Programme for Non-Teaching Staff

Chief Organizer

Dr. Mahadev Gavhane
Principal, Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Special Presence

Prof. S.N. Shinde
Vice Principal, Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Dtate : 15.07.2022

Venue : VLC Hall

Time : 4:00 pm

F) Any Other Publicity Material: Notice to the staff

राजर्षी शाहू महाविद्यालय (स्वायत्त), लातूर

सूचना दि. १४.०७.२०२२

महाविद्यालयातील वर्ग तीन व चार अनुदानित, ठराविक वेतनावरील सर्व शिक्षकेत्तर कर्मचाऱ्यांसाठी शुक्रवार दि. १५ जूलै, २०२२ रोजी दुपारी ०४.०० वा. व्हीएलसी हॉलमध्ये प्रशिक्षण वर्गाचे आयोजन करण्यात आले आहे.

तरी सर्व शिक्षकेत्तर कर्मचाऱ्यांनी या प्रशिक्षण वर्गासाठी वेळेवर उपस्थित राहणे अनिवार्य आहे.


राजर्षी शाहू महाविद्यालय
लातूर

o/k



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



Training Programme for Non-Teaching Staff

Date: 15/07/2022

Attendance Sheet

SN	Name of the Non-Teaching Staff	Signature
1.	S. P. Chavan	
2.	Jagannath R. Kshirsagar	
3.	Ohare S. R.	
4.	R. T. Suran	
5.	Shubham. H. Pardeshi	
6.	S. B. Kamble	
7.	D. S. Kamble	
8.	Sudati R. Soneri	
9.	Mangale M. S.	
10.	Bhange. S. B.	
11.	Gawali A. K.	
12.	Yerolkar M. N.	
13.	Jadhav R. A.	
14.	Waghmare M. A.	
15.	Shei. Nondkshet V. Phulzei	
16.	Shri. Nidane V. S.	
17.	" Kait R. V.	
18.	A. B. Boyane	
19.	Tekale S. R.	
20.	Satwade R. B.	
21.	Badale N. R.	
22.	Joshi Vijay J.	



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SN	Name of the Non-Teaching Staff	Signature
23.	SanKamble Anand yashwant	
24.	Balame Santaji Nivrutti	
25.	Deshmukh P. M.	
26.	N. T. Kothwate	
27.	Kadom shiraji vishumbhar	
28.	Jitendra Bebanrao Hale	
29.	P. S. Suryawanshi	
30.	Shaikh J. S	
31.	Swami R. S.	
32.	Randive m. m.	
33.	Somwanshi A. M.	
34.	SurDase. B. D.	
35.	M. S. Khadap	
36.	Keshvi Anant	
37.	Vijay Ingle	
38.	Mr. Ankush G. Shendage	
39.	Penkale B. A.	
40.	PAHIL ARUN DILIP	
41.	Balaji V. Masalge	
42.	Tansabhar G B.	
43.	Subhawashi VIVEK	
44.	Swati Sawant	



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SN	Name of the Non-Teaching Staff	Signature
45.	Sajanshetti A.D.	
46.	Pitke D.T	
47.	S.H. Vhasale	
48.	U.S. Biradar	
49.	D.K. Nazwate	
50.	M.P. Shinde	
51.	S.B. Meshram	
52.	B.K. Pawar	
53.	Bhosle P.L.	
54.	Tidke C.B	
55.	N.G. Salunke	
56.	Jadhav G.R.	
57.	S.P. D. Meshram	
58.	T.S. Saldhane	
59.	Shinde J.B.	
60.	Shaikh N.D	
61.	Bhandgar H.R	
62.	Shinde M.S.	
63.	R.R. Lokhande	
64.	Bob Dhengle	
65.	A.H. Bhurwad	
66.		

JPKshir
Convenor
(J.R. Kshirsagar)



PRINCIPAL
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur