



BHARATI VIDYAPEETH'S

Matoshri Bayabai Shripatrao Kadam Kanya Mahavidyalaya, Kadegaon

Non Teaching Workshop 2022

A workshop on Managing Time, Workload & Stress was organized by Internal Quality Assurance Cell (IQAC) of B.V. Matoshri bayabai shripatrao kadam kanya Mahavidyalaya for non-teaching staff to improve productivity and personal well being, as well as to identify causes of procrastination and techniques to overcome them. Resource Person for the workshop was Mrs. R. D. Pawar O S. Arts commerce co;ege Kadepur and Mr. J.S.Patil O.S.Matoshri Bayabai Shripatrao Kadam Kanya Mahavidyalaya, Kadegaon

Non-teaching staff have a significant role to play in making distance education programmes and the institution a success. They have to undertake a wide range of activities related to course development, course delivery and course programme implementation, including student support services. Junior-assistant-cum-typist, computer operators, section officers/superintendents, stenographers, personal assistants, etc., in the open/distance teaching institutions perform their functions in close collaboration with the academics. Without proper awareness and a general understanding of the distance mode of teaching-learning and a degree of sensitivity to the problems of learners, it is not possible to make distance teaching a meaningful activity. The academics, the administrators, and the non-teaching staff must work in tandem and their focus should always be on the student.

There is not a single activity in an open university that can be viewed in isolation, though each category of the personnel may be engaged in different sets of activities. This being what it is, we have highlighted the important role of support staff in ensuring better servicing to our clients, particularly students. Further, we have touched upon the need for effecting change, notwithstanding some resistance, for effecting functioning of distance education system. In this unit we have also discussed the need for management information System (MIS) for the top-management to guide the staff properly and profitably. In essence, you should consider this unit as an input for drawing out a training programme for the non-teaching staff on your own and increasing their participation and commitment by involving them in different staff development activities.



OBJECTIVES

This unit should provide you with an overview of the role of non-teaching/ support/allied staff in distance teaching contexts and the need to train them. After going through this unit, you should be able to

- explain how non-teaching staff make a difference in servicing clients –both internal and external,
- explain the need for 'change' through training that will help an organisation function better,
- discuss the need for and the nuances involved in management information system and say how it contributes to effective functioning of an organization, and
- Conduct a training programme for allied staff (keeping the above three objectives in view), when required.

Dr. Sanjay Pore, IQAC Co-ordinator, welcomed the participants and introduced the resource person. The resource person conducted a few activities and had a very interactive session. 18 Non-Teaching Staff of the college participated and benefited from the workshop. Mrs. A L More, proposed the vote of thanks.

Mr. S. N. Gotpagar

Convener

Dr. S. V. Pore

Co ordinator

Dr. V. Y. Kadam

I/c. Principal

I/c. Principal
B.V.M.B.S.K. Kanya Mahavidyalaya,
Kadegaon, Dist. Sangli



BHARATI VIDYAPEETH'S

Matoshri Bayabai Shripatrao Kadam Kanya Mahavidyalaya, Kadegaon

One Day Workshop

On

Innovative Information For Non - Teaching & IQAC

Wednesday, 29 June 2022 Time =10.00 a.m.

Chief Guest

Prin.Prof.(Dr) V. Y. kadam

Resource Person

Mr. R.D. Pawar

Arts commerce college ,Kadepure

Mr. J. S. Patil

O.S.MBSK KM Kadegaon

Mr. S. N. Gotpagar

Convener

Dr. S. V. Pore

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**B.V.M.B.S.K. Kanya Mahavidyalaya,
Kadegaon, Dist. Sangli**



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Matoshri Bayabai Shripatrao Kadam Kanya Mahavidyalaya, Kadegaon

Non Teaching Workshop 2022

Sr. No.	Participant Name	Mobile No.	Signature
1.	shri Pataygar D.K	9881871075	
2.	shri. Pofar H.G.	9922210254	
3	miss Pabi S.R.	9011369823	
4	Mrs. Suryawanshi V.S.	9730089736	
5	Mrs. Kadam S.A.	9699449596	
6.	Mrs. Kapse. S. T	9970094764	
7	Ghadage, P. S.	9822761149	
8	Pawar T. P	9049525073	
9	Gurav. G D	9699804898	
10	Natta Laxman Khade	9850735180	
11	Yelhal H. m.	9921873096	
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Mr. S. N. Gotpagar
Convener

Dr. S. V. Pore
Co ordinator

Dr. V. Y. Kadam
Vc. Principal
B.V.M.B.S.K. Kanya Mahavidyalaya,
Kadegaon, Dist. Sangli



Hon. Dr. Vishwajeet Kadam
Secretary, Bharati Vidyapeeth, Pune

"Social Transformation Through Dynamic Education"



Hon. Dr. Patangrao Kadam
Founder, Bharati Vidyapeeth, Pune

Bharati Vidyapeeth's
MATOSHRI BAYABAI SHRIPATRAO KADAM
KANYA MAHAVIDYALAYA, KADEGAON

(Arts, Science & Commerce)

(Affiliated to Shivaji University, Kolhapur)

Accredited in 3rd "Cycle 'A' at Grade by NAAC

Indira Gandhi NSS Award by Govt. of India

Best NSS Unit- 1st Prize by Govt. of Maharashtra

Jointly organized by Administrative office and IQAC

One Day Workshop

on

Innovative Information on Administration
for Non-Teaching Faculty

Wednesday, 29th June 2022

Time - 10.00 am

President

Prof. Dr. V. Y. Kadam

Resource Persons

Mr. R. D. Pawar

Swami Vivekanand Shikshan Sanstha,
Kolhapur, Arts & Commerce College, Kadepur

Mr. J. S. Patil

O.S., Bharati Vidyapeeth's, MBSK Kanya
Mahavidyalaya, Kadegaon

Mr. S. N. Gotpagar

Convener

Prof. Dr. S. V. Pore

Co-ordinator

Prof. Dr. V.S. Salunkhe

Vice-Principal

Prof. Dr. V. Y. Kadam

I/C Principal

