



REPORT ON ONLINE SHORT-TERM COURSE FOR NON-TEACHING STAFF

Prerna College of Commerce

Program: ONLINE SHORT-TERM COURSE FOR NON-TEACHING STAFF

Resource Persons: Dr Anil Hirekhan (Deputy Registrar, RTMNU), Dr Pravin Joshi (Director Prerna College of Commerce), Dr Yugal J. Rayalu (Dharampeth M.P.Deo Memorial Science College), Dr Vitthal Jaybhaye (Assistant Professor, Late R.W. College Sonpeth, Parbhani), Dr Rakesh Gedam (HOD, Computer Science Department, DRB Sindh Mahavidyalay), Dr Monika Jain (Assistant Professor, Dr Ambedkar Institute of Management)

Date and Time: 21st February 2022 to 23rd February 2022 from 09:00 AM - 03:00 PM

Objectives: -

1. To understand the university norms and regulatory codes given for administration like Maharashtra University Act and statutes.
2. To understand what consequences one has to face as an administrator if he or she doesn't adhere to the given norms.
3. To get aware of upcoming changes like the replacement of the affiliation system with unitary system.
4. To understand the impact of having good communication skills, especially at the administration level.
5. To imbibe the spirit of leadership and cooperation to promote teamwork.
6. To know how to handle the stress and serve the students in the best possible way.
7. To grab the skill of being good at official correspondence.
8. To learn some administration tools like advance excel to increase the administrative efficiency and accuracy.

Highlights: -

1. Day 1(21st February 2022)

Programme Co-ordinator
Prerna College of Commerce



The inauguration was conducted in the physical mode where Dr S C Gulhane, was present as the chief guest. Ms Neha Sumundre explained the purpose and schedule of the short-term course and introduced the resource persons Dr Pravin Joshi Director Prerna College of Commerce and Dr Anil Hirekhan, Deputy Registrar, RTMNU.

Session 1

Dr Anil Hirekhan, Deputy Registrar, RTMNU explained the importance of non-teaching staff and he also emphasized following the university norms. He elaborated on the Maharashtra University Act and stated the important aspects of the act by explaining the norms and the penalties resulting from their non-adherence.

Session 2

Dr. Pravin Joshi, Director, Prerna College of Commerce blessed the staff with a session on role of effective communication in workplace. He demonstrated how effective communication helps in staying away from unnecessary stress and chaos.

Day 2 (22nd February 2022)

Session 3

Dr Yugal Rayalu emphasized on being great team member. He exclaimed that leadership and team work both goes hand in hand. Leadership cannot survive without team work and vice versa.

Session 4

Dr Vithal Jaybhaye enlightened the staff on how to handle stress at the workplace. He provided some tips using which one can maintain a proper work-life balance and live a stress-free life.

Session 5

Dr Rakesh Gedam elaborated how plays a key role in administration and how can it be done promptly and efficiently.

Day 3 (23rd February 2022)

Session 6

Dr Monika Jain took the staff through a journey of learning advanced excel where the staff got to learn some very useful things which can use to increase work efficiency.

Programme Co-ordinator



Valedictory Function

After the successful execution of the short-term course a Valedictory function was organized where Ms Jyotsana Channe. gave vote of thanks to the management of Prerna college of commerce and all the resource persons who blessed the short-term course with their presence.

Program Outcome: -

- The non-teaching Staff got to learn about the Maharashtra University Act other regulatory codes which helped them in understanding how crucial their work is.
- They understood the severity of penalties and punishment they have to go through in case of breach of code.
- They gained a lot of knowledge on new initiatives and upcoming amendments in university administration.
- The Staff got an opportunity to imbibe the lessons of communication they learned in the session.
- The course enhanced and promoted teamwork among the staff members
- They learned how to manage stress and operate at the highest efficiency level possible.
- The non teaching staff got a blueprint which they can follow to conduct prompt correspondence.
- Excel plays a great in administrative work and the staff got an opportunity to work on their excel skills through the short-term course.
- All in all, it was a productive course through which the non-teaching staff accomplished their overall development.

No. of Beneficiaries : 29 Non Teaching Staff Members

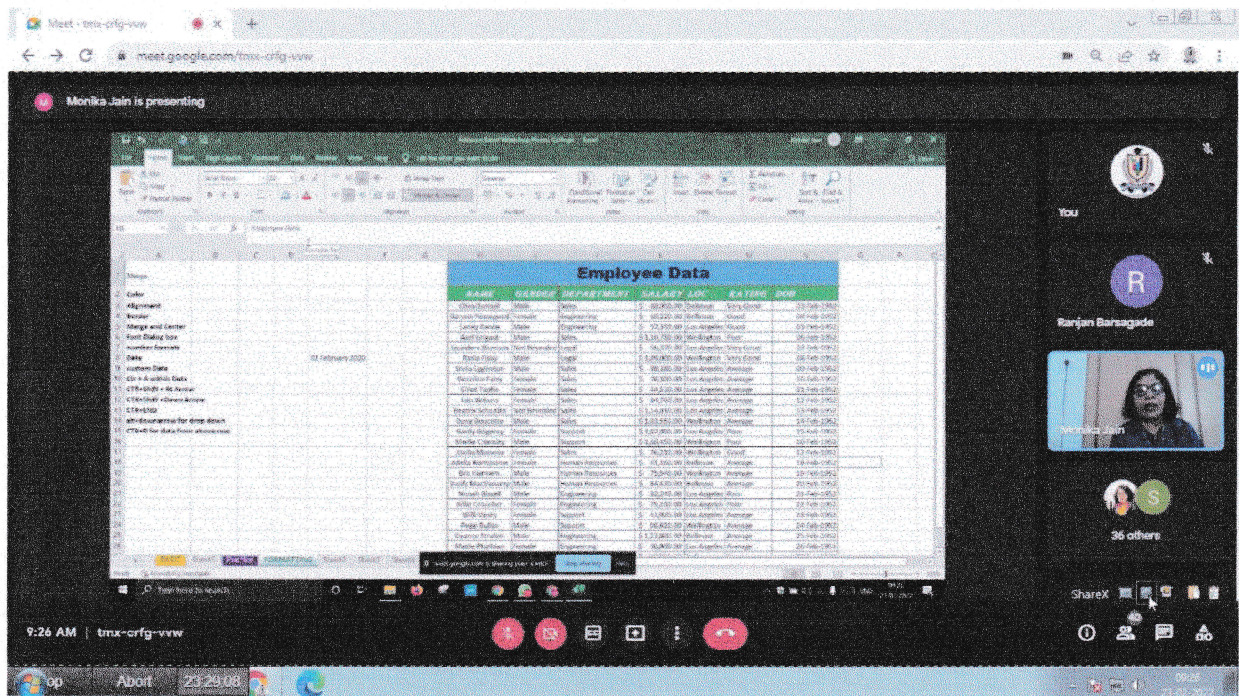
Anchoring and Vote of Thanks by: Ms Neha Samundre, Assistant Professor, Department of Computer Application and Ms Jyotsana Channe, Assistant Professor, Language Department

Programme Coordinator: Dr. Bharti Deshmukh, Assistant Professor, Department of Computer Application.

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Dr Anil Hirekhan, Deputy Registrar, RTMNU Nagpur, addressing the participants.



Dr Monika Jain, addressing the participants.

Key
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Dr S.C.Gulhane addressing the participants on the successful completion of the Short Term Course.

Prerna

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