



# Dr S.C. Gulhane Prerna College of Commerce, Science and Arts

Run by Prerna Sewa Mandal  
Reshimbag Square, Nagpur-24

Govt Recognized and Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University  
NAAC (UGC) ACCREDITED INSTITUTION 'B' GRADE (CGPA-2.32)

Ph.: 2745296, 2746840

E-mail: [prernacollegengp@gmail.com](mailto:prernacollegengp@gmail.com)



## Dr S. C. Gulhane Prerna College of Commerce, Science and Arts Organizes

A

### 'Guidance Seminar for Non-Teaching Staff'

Date: Saturday, 17<sup>th</sup> February 2024

Time: 8:00 am 5.00 pm

#### **Inaugural Ceremony**

Hon'ble Chief Guest

Shri. Naveen Agrawal

Registrar, DRB Sindhu Mahavidyalaya, Nagpur

Emceed by

Dr Priyanka Dongre

Vote of Thanks proposed by

Mr. Sandip Alone

#### **Session 1**

Topic : 1. Role of Non Teaching Staff in College Administrative.

2. Code of Conduct/Ethics in Non Teaching Staff

Resource Person: Dr Pravin Joshi, Director, Dr S. C. Gulhane Prerna College of  
Commerce, Science and Arts, Nagpur

Emceed By: Ms. Sharvari Ramteke

Vote of thanks: Ms. Poorva Wagh

Time : 9:00 am to 10.00 am

#### **Session 2**

Topic : 1. Desirable qualities in Non Teaching Staff: Regularity, Sincerity, Punctuality,  
Dedication, Professionalism and Teamwork.

2. Grooming Session

**Resource Person:** Miss. Neha Samundre, Assistant Professor, Dr S.C. Gulhane Prerna College of Commerce, Science and Arts, Nagpur.

**Emceed By:** Ms. Shikha Gajbhiye

**Vote of thanks:** Dr Manjiri Pathak

**Time :** 10.15 am to 11.00 am

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### **Session 3**

**Topic :** Behaviour towards the Parents, Students, Supervisors and Teachers and Higher Authorities.

**Resource Person:** Dr Liladhar Rewatkar, HOD, Dr S. C. Gulhane Prerna College of Commerce, Science and Arts, Nagpur.

**Emceed By:** Ms. Shweta Churhe

**Vote of thanks:** Ms. Rajshree Akare

**Time :** 11.15 am to 12.00 noon

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### **Session 4**

**Topic :** Health Care and Stress Management

**Resource Person:** Dr Ratna Sarkar, Principal, Dr S. C. Gulhane Prerna College of Commerce, Science and Arts, Nagpur.

**Emceed By:** Ms. Kalyani Bawanghar

**Vote of thanks:** Ms. Priya Godbole

**Time :** 12.00 noon am to 1.00 pm

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### **Session 5**

**Topic :** Documentation and Communication Skills.

**Resource Person:** Mr. Ravindra Shrikhande, Registrar, Dr S. C. Gulhane Prerna College of Commerce, Science and Arts, Nagpur

**Emceed By:** Ms. Anamika Meshram

**Vote of thanks:** Mrs. Nancy Purohit

**Time :** 2.00 pm to 3.00 pm

## **Valedictory Function**

**Speaker/Guest -** Dr S. C. Gulhane, Secretary, Dr S. C. Gulhane Prerna College of Commerce, Science and Arts, Nagpur, India

**Emceed By :** Ms. Priyanka Chandawar

**Vote of Thanks By :** Mr. Sandeep Kshirsagar

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### **Objectives:**

- To assist in various administrative tasks such as record-keeping, scheduling, and coordinating events. They may also handle inquiries from students, parents, and visitors.
- To involve in managing finances, including budgeting, accounting, and processing financial transactions.
- To work closely with teaching staff, administrators, and other departments to ensure effective communication and collaboration.
- To maintain confidentiality regarding sensitive information, such as student records, financial data, and internal discussions.
- To act with honesty and integrity in all their dealings, including handling of resources and interactions with colleagues and stakeholders.
- To offer tips and guidance on personal grooming, hygiene, and dress code standards that align with the organization's policies and expectations.
- To discuss the importance of ethical behavior in the workplace, including issues related to confidentiality, integrity, and respect for others.
- To increase productivity by ensuring that employees are healthy, motivated, and engaged in their work.
- To encourage a healthy balance between work and personal life to prevent burnout and improve overall quality of life.
- To enhancing these skills can lead to more efficient workflows, as clear documentation and effective communication reduce misunderstandings and errors.
- To improve skills in documentation and communication can enhance the career prospects of non-teaching staff by making them more valuable and versatile employees.



## **Highlights:-**

### **Inaugural Ceremony**

- Dr S. C. Gulhane Perna College of Commerce, Science and Arts organized guidance Seminar for Non-Teaching Staff on 17<sup>th</sup> February 2024.
- On the occasion, Ms. Priyanka Dongre welcomed and introduced the Chief Guest Dr Navin Agrawal.
- Dr. Pravin Joshi delivered an opening and welcoming address.
- Chief Guest Dr Navin Agrawal emphasized the importance of teamwork and collaboration in achieving organizational goals and also highlighted the role of non-teaching staff as the backbone of the institution and emphasized the need for continuous learning and development. He shared insights on effective communication strategies and the importance of maintaining a positive work environment.
- Finally, Vote of thanks proposed by Mr. Sandip Alone.

### **Session 1:**

- Ms. Sharvari Ramteke welcomed and introduced the Resource person Dr Pravin Joshi.
- Dr Navin Agrawal highlighted that Non-teaching staff members provide essential administrative support to faculty, students, and other staff. This includes managing paperwork, maintaining records, scheduling appointments, and handling inquiries.
- He encouraged the Non-teaching staff often work in student services departments, assisting students with admissions, enrollment, financial aid, and other support services. They play a key role in helping students navigate their college experience.
- He explained that non-teaching staff often provide IT support to faculty, students, and staff. They help troubleshoot technical issues, maintain computer systems, and provide training on software and technology.
- Finally, Vote of thanks proposed by Ms. Poorva Wagh.

### **Session 2:**

- Ms. Shikha Gajbhiye welcomed and introduced the Resource person Ms. Neha Samundre.
- Ms. Neha Samundre explained that Non-teaching staff should consistently adhere to their work schedules and fulfill their responsibilities reliably.
- She also demonstrated about genuine care and commitment to their work and the institution, non-teaching staff should approach their tasks with honesty and integrity.
- She highlighted that Collaborating effectively with colleagues and other stakeholders to achieve common goals and enhance the overall functioning of the institution.
- Vote of thanks proposed by Dr Manjiri Pathak.

### **Session 3:**

- Ms. Shweta Churhe welcomed and introduced the Resource person Dr Liladhar Rewatkar.

- Dr Liladhar Rewatkar highlighted that Non-teaching staff should maintain a positive and supportive attitude towards students. They should be patient and understanding, especially when dealing with student issues or requests. Staff should also be mindful of their language and behavior, as they serve as role models for students.
- He also explained non-teaching staff should demonstrate respect and professionalism when interacting with higher authorities, such as school administrators or board members. Clear and transparent communication, along with a proactive approach to problem-solving, is important in these interactions. Staff should also be receptive to guidance and direction from higher authorities in fulfilling their roles effectively.
- Finally Vote of thanks proposed by Ms. Rajshree Akare.

#### **Session 4:**

- Ms. Kalyani Bawanghar welcomed and introduced the Resource person Dr Ratna Sarkar.
- Dr Ratna Sarkar highlighted that non-teaching staff can experience stress due to various factors such as workload, interpersonal conflicts, or job insecurity. Stress management aims to help individuals cope with and reduce stress levels. This can involve providing stress-relief activities, counseling services, and creating a supportive work environment. Stress management techniques may include mindfulness exercises, relaxation techniques, time management skills, and conflict resolution strategies.
- Finally Vote of thanks proposed by Ms. Priya Godbole.

#### **Session 5:**

- Ms. Anamika Bhagat welcomed and introduced the Resource person Mr. Ravindra Shrikhande.
- Mr. Ravindra Shrikhande focused on Non-teaching staff often need to maintain records, reports, and other documents related to various aspects of the institution's operations.
- He also explained strong documentation skills involve the ability to organize information effectively, ensure accuracy and completeness, and follow established protocols and procedures. Good documentation practices help in maintaining transparency, accountability, and efficiency in administrative processes.
- He also focused on Effective communication is crucial for non-teaching staff to interact with students, parents, teachers, and other staff members.
- Finally Vote of thanks proposed by Ms. Nancy Purohit.

#### **Valedictory Function**

1. On this occasion, Ms. Priyanka Chandawar welcomed and introduced the chief guest Dr S. C. Gulhane, Secretary, Dr S. C. Gulhane Prerna College of Commerce, Science and Arts.
2. Dr. S.C. Gulhane stated that the purpose of seminar is to support the holistic development of non-teaching staff, ensuring they contribute effectively to the academic environment and the well-being of the institution and to provide guidance on maintaining physical and mental health, stress management, and overall well-being.
3. Finally Vote of thanks proposed by Mr. Sandeep Kshirsagar.

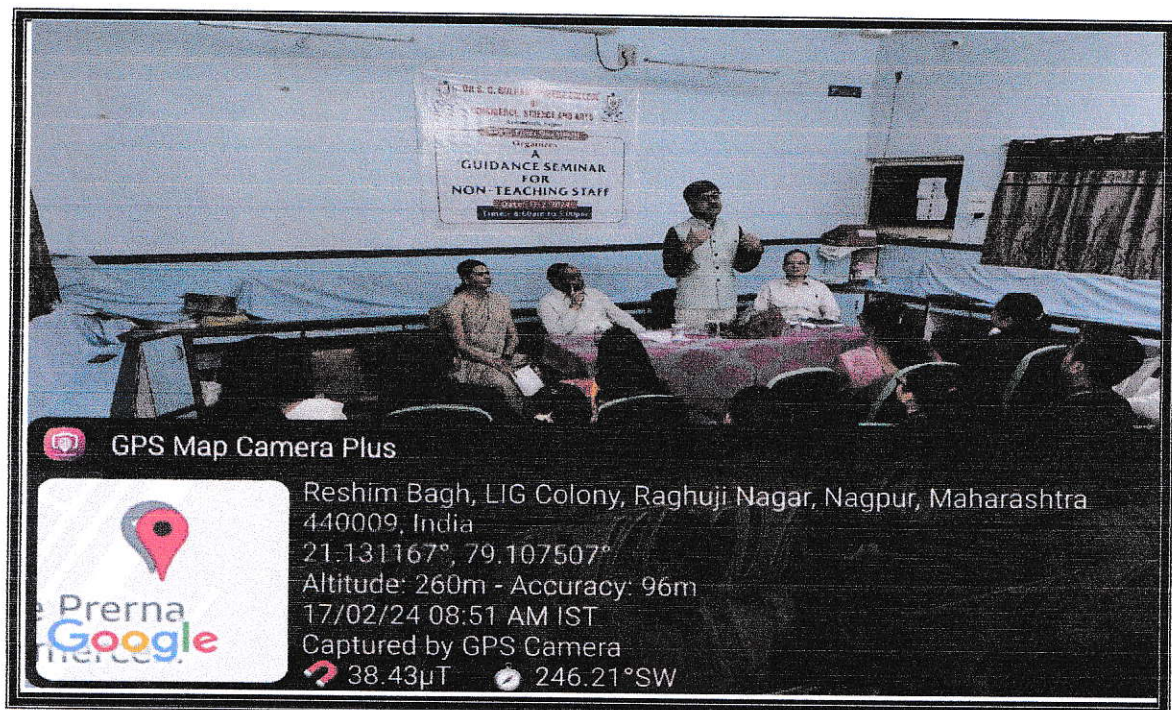


## Outcome:

- Non-teaching staff acquired new skills or improve existing ones relevant to their roles, such as communication, stress management, or administrative skills.
- They gained a better understanding of their roles and responsibilities within the institution, leading to more effective and efficient performance.
- They improved communication skills can lead to better interactions with students, parents, teachers, and other staff members.
- Seminar provided opportunities for professional development, helping non-teaching staff advance in their careers.
- They learned the importance of teamwork and collaboration, leading to a more cohesive and supportive work environment.
- By addressing issues such as stress management and work-life balance, seminar helped improve job satisfaction among non-teaching staff.
- The outcome of a guidance seminar for non-teaching staff was typically aimed at enhancing their skills, knowledge, and overall effectiveness in their roles within the institution.

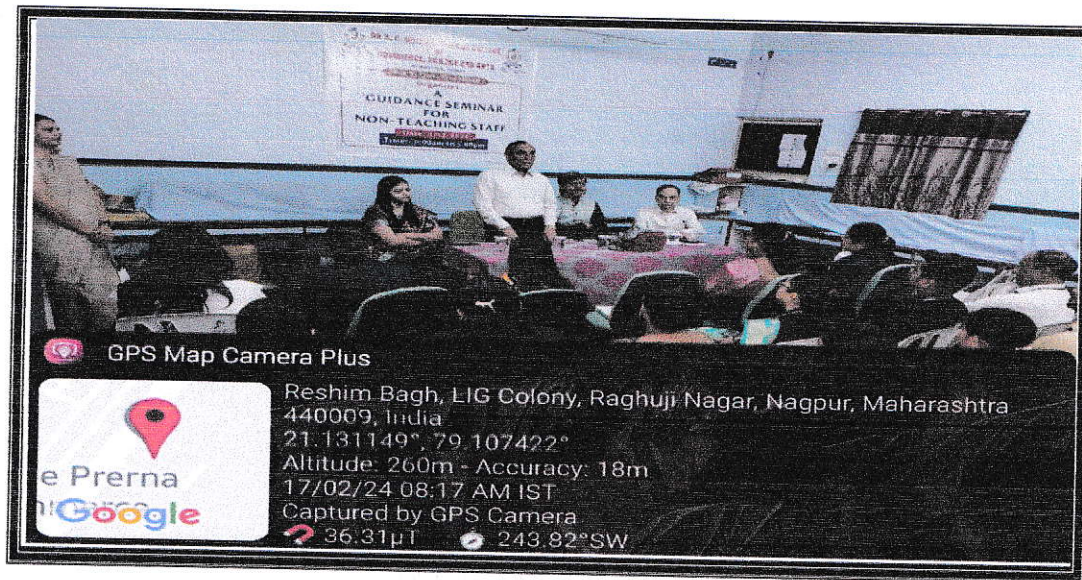
**No. of Participants:** 23 Participants

## The Glimpses of Guidance Seminar for Non Teaching Staff

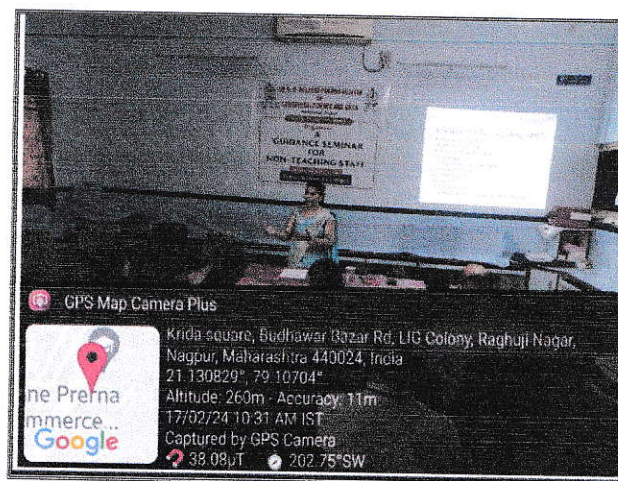
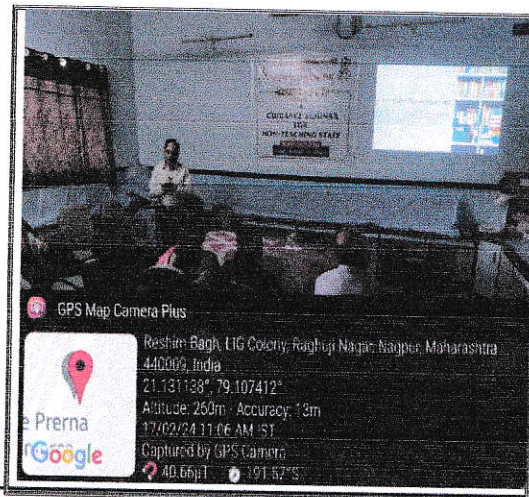


**Chief Guest Shri. Naveen Agrawal addressing the participants**





**Dr Pravin Joshi delivering an opening and welcoming address**



**Resource persons addressing the participants**

*Reshme  
(R. B. Surve)*