

M. S. P. Mandal's
Shivchhatrapati College, Aurangabad

Report of

**Administrative Training Program for Non-Teaching Staff
On
"Spoken English and Systematics in Office Management"**

**Organized by
Internal Quality Assurance Cell**

Academic Year: 2018-19

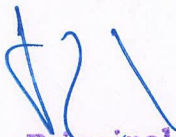
Date: 22.12.2018

- **Title of the Event :** Administrative Training Program for Non-Teaching Staff on "Spoken English and Systematics In Office Management"
- **Brief information about event :** Internal Quality Assurance Cell, Shivchhatrapati College, Aurangabad organized an Administrative Training Programme for Non-teaching staff on Spoken English and systematic in office management.

Mr. Joseph Borde and Mrs. Darshana Gandhi were the resource persons for this training programme. The programme was started with felicitation.

The program was divided into three sessions. In the first session, Mr. Joseph Borde was a resource person and his topic was "Speak English without grammar". He said that we can speak English without learning grammar. He gave some tips to speak English without any mistakes through some videos, and power point presentation. He said that to Listen videos in English many times, read English stories, try to make simple sentences by own, try to talk in English with your friends, etc. He gave some task to participants and the participants were actively done the task and participated in training program.




Principal
Shivchhatrapati College,
Aurangabad

Mrs. Darshana Gandhi, Registrar, Deogiri College, Aurangabad conducted the second and third sessions.

In the second session, Mrs. Darshana Gandhi guided the non-teaching staff participants on how to maintain a systematic record of office data including that of teaching, non-teaching staff, as well as student documents. Mrs. Darshana Gandhi addressed about importance of maintaining office records and she said that records management ensures that institutional records of vital historical, fiscal, and legal value are identified and preserved and those non-essential records are discarded in a timely manner according to established guidelines and identified legislation. She also gave some tips to make keeping record easily in the institution.

In the third session, Mrs. Darshana Gandhi had interaction and question answering session with the non-teaching staff. She also highlighted the significance of data digitalization for smart presentation of the office data. The participants were satisfied with the explanation provided by Mrs. Gandhi.

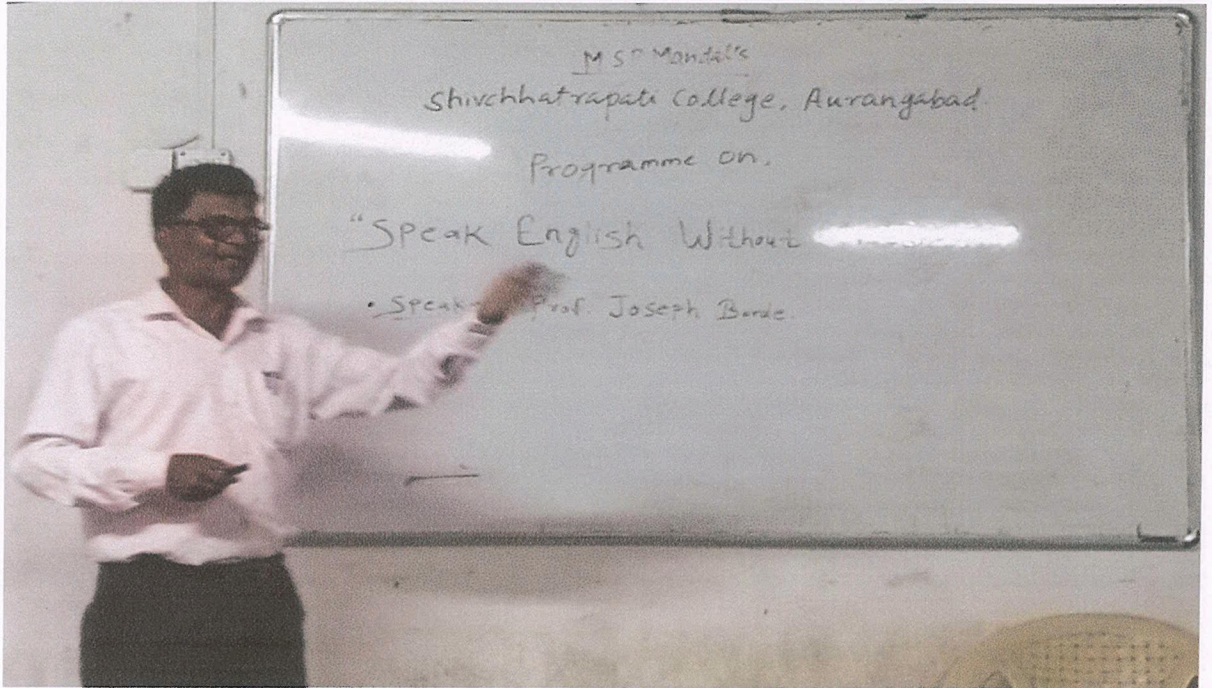
• **Event Details :**

Name of the program	Date and Time	Details of sessions
Administrative Training Program for Non-Teaching Staff on "Spoken English and Systematics In Office Management"	Date: 22/12/2018 Time: 10.30 am to 3.00 pm	Session-I: 10.30 am to 11.30 am (Resource person: Mr. Joseph Borde) Session-II: 12.00 to 1.00 pm (Resource person: Mrs. Darshana Gandhi) Session-III: 2.00 to 3.00 pm (Resource person: Mrs. Darshana Gandhi)




Principal
Shivchhatrapati College,
Aurangabad

• Selected photographs of the Administrative Training Program:



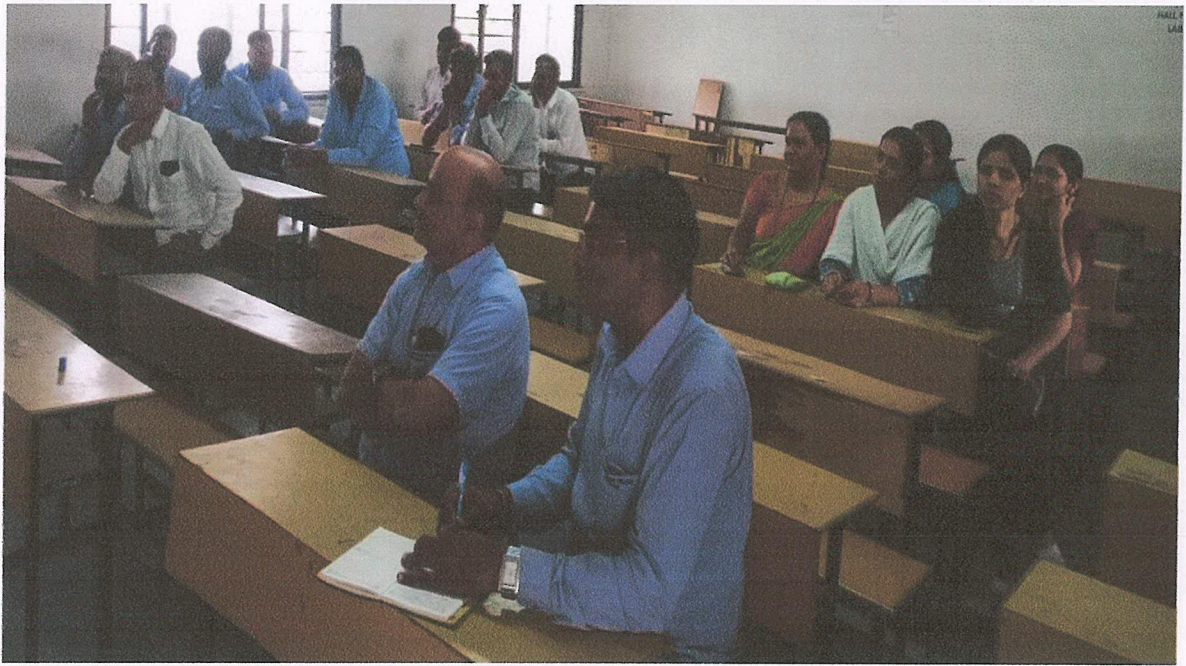
Mr. Joseph Borde discussing on Speak English without grammar



Mr. Joseph Borde discussing on Speak English without grammar




Principal
Shivchhatrapati College,
Aurangabad

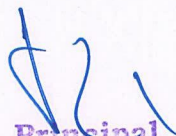


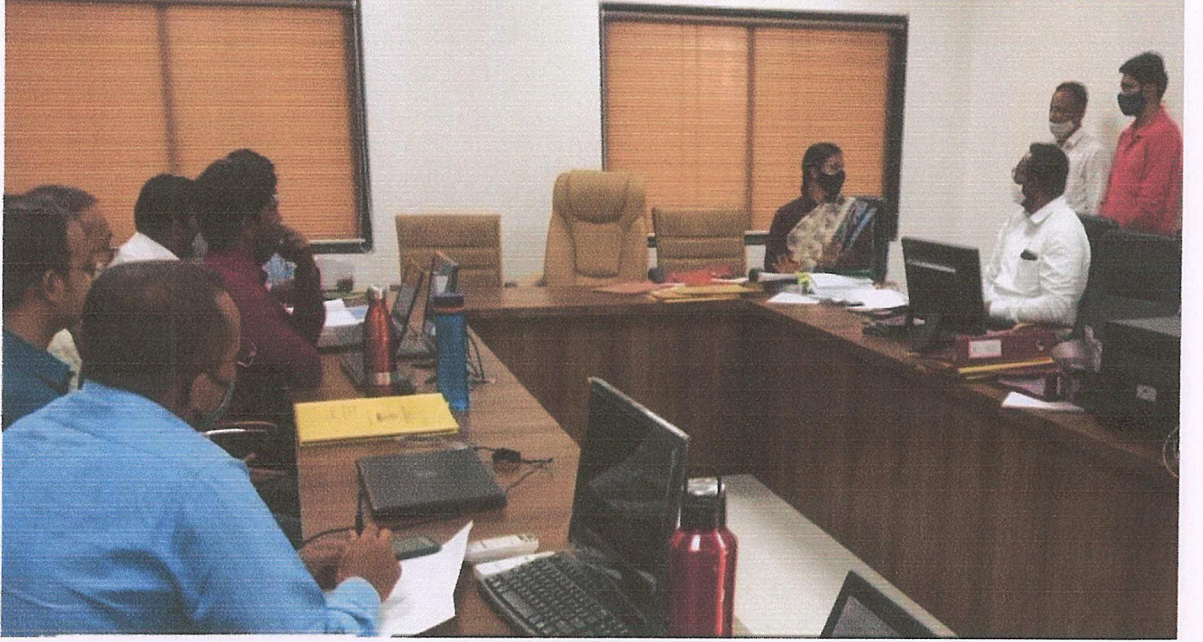
Non-teaching staff present for the session



Session-II: Mrs. Darshana Gandhi guiding the staff




Principal
Shivchhatrapati College,
Aurangabad




Session-III: Mrs. Darshana Gandhi guiding the staff

- Encl:** 1. Event brochure
2. Schedule
3. Session wise attendance of the participants
4. Sample certificate


Event Coordinator


IQAC coordinator
IQAC Co-ordinator
Shivchhatrapati College,
N-3, CIDCO, Aurangabad-431003 (M.S.)


Principal
Principal
Shivchhatrapati College,
Aurangabad



M. S. P. Mandal's



Shivchhatrapati College, Aurangabad

Administrative Training Program for Non – Teaching Staff on “Spoken English & Systematics in Office Records”

Organized by Internal Quality Assurance Cell

Academic Year: 2018-19

Date: 22/12/2018

Time: 10.15 am to 4.00 pm

Welcome Note

: Mr. Bharat Wahatule

Session I

: Speak English without grammar

Resource Person

: Mr. Joseph Borde

Session II

: Systematic office record

Resource Person

: Mrs. Darshana Gandhi

Session III

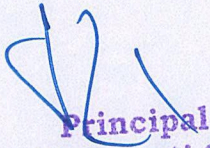
: Maintaining of office record

Resource Person

: Mrs. Darshana Gandhi

ENGLISH




Principal
Shivchhatrapati College,
Aurangabad



M. S. P. Mandal's

Shivchhatrapati College, Aurangabad

Administrative Training Programme for Non – Teaching Staff on

“Spoken English & Systematics in Office Records”

Organized by

Internal Quality Assurance Cell

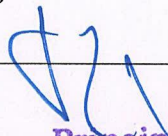
Academic Year:2018-19

Program Schedule

- **Inauguration of the program** :10.15 am
 - **Felicitation of Guests** :
 - **Welcome Note** : Mr. Bharat Wahatule
-
- **Session I** : Speak English without grammar
 - **Resource Person** : Mr. Joseph Borde
 - **Time** : 10.30 am to 11.30 am
 - **Tea Break** : 11.30 am to 12.00 Noon
-
- **Session II** : Systematic office record
 - **Resource Person** : Mrs. Darshana Gandhi
 - **Time** : 12.00 pm to 1.00 pm
-
- **Lunch Break** : 1.00 pm to 2.00 pm
-
- **Session III** : Maintaining of office record
 - **Resource Person** : Mrs. Darshana Gandhi
 - **Time** : 2.00 pm to 3.00 pm
-
- **Valedictory Function** : 3.00 pm to 4.00 pm

Vote of Thanks




Principal
Shivchhatrapati College,
Aurangabad