

**Pune District Education Association's  
Mamasaheb Mohol College. Puad Road, Pune-411038  
Report on**

**NEED BASED PROGRAMME.**

**" Develop advance work culture in New era" One  
day workshop for Non Teaching staff**

Savitribai Phule Pune University Extra Mural Studies Department and PDEA's Mamasaheb Mohol College has jointly organized "**Develop advance work culture in New era" One day workshop for Non Teaching staff** On 21/12/2018.

This Programme is started at 9:30 a.m. with registration of participants. After this at 10.00 a.m. Breakfast and Tea. At 10.30 a.m. Dr. Vijay Narkhde Saheb, Joint Director, Pune Region of Government of Maharashtra has inaugurated the function by lightning the lamp. In his speech, he has explained the how Government is implementing the online systems and benefits of these systems. The present digital world, everything is changing, therefore the non-teaching staff has also to change and co up with the new systems, he explained. This session is highly apricated by all the participants

The next session of the day starts at 12.30 p.m., the speaker of this session, Shri. S.J. Sable, Registrar of Garware College, Karvenage Pune, has explained the official work of non-teaching staff and role of service book maintenance. In his presentation on PPT, he showed the copy of service book with accurate entries in the service book. This session is highly appreciated by all the participants.

Afterward, there is a break of lunch at 1.30 to 2.30 p.m.

The next session starts at 2.30 p.m., The speaker of this session, Dr. S.S. Rane, Computer expert, delivered her lecture on Role of non-teaching staff in NAAC preparation. In her presentation, she has given various tips for maintenance of various records for NAAC. This session is highly appreciated by all the participants.

Before starting of the next session, Mr. Viond Ranpise and Dr. Prakash Humbad has delivered lecture on Non-salary Grants and GST respectively.

The next session starts at 4.30 p.m. The speaker of this session, Dr Rajendra Kankriya has delivered his lecture on "Student oriented administration in the college." The principal

and staff of the college should work for the students. He has explained various techniques with examples.

The work shop end on 5.30 p.m. For this Hon. Treasurer of PFEA's Adv. Mohanrao Deshmukh is present. He also guided the audience about the need of such type of work shop in the colleges. The work shop end at 6.00 p.m.

All these lectures are very natural and liked by all the participated non-Teaching staff.



