



PTVA'S Institute of Management

(Approved by AICTE, DTE and affiliated to University of Mumbai)

Chitrakar Ketkar Marg, Behind M. L. Dahanukar College of Commerce, Vile Parle (East), Mumbai –400 057.

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ISO 9001:2015 Certified Institute & Accredited by NAAC

3-days University level seminar on participation and contribution of college non-teaching staff in higher education

Introduction

The 3-days University level seminar organized by Rashtriya Uchhatar Shiksha Abhiyan (RUSA) Maharashtra and Bhartiya Vidya Bhavan's Hazarimal Somani College of Arts and Science, Shri Manubhai Maneklal Sheth Junior College of Arts & Science and Jayaramdas Patel College of commerce and management Studies aimed to discuss participation and contribution of college non-teaching staff in higher education during 9 to 11 June 2021. The workshop targeted non-teaching members and educators in higher educational institutions.

Day 1:

Session 1:

- Introduction to the seminar objectives and expected outcomes.
- Importance of non-teaching staff in the functioning of higher education institutions.
- Setting goals for effective participation and contribution.

Session 2:

- Overview of educational planning processes in universities.
- Role of non-teaching staff in supporting academic planning and administration.
- Case studies and examples highlighting successful integration.

Session 3:

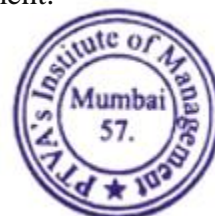
- Importance of digital documentation in modern education systems.
- Tools and techniques for efficient management of digital records.
- Best practices and case studies from institutions.

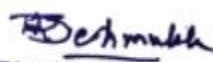
Activities

Interaction in the form of Question & Answer session

Key Takeaways

Recognized the necessity of digital documentation management.




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Day 2:

Session 1:

- Overview of the diverse roles within non-teaching staff.
- Importance of coordination and collaboration with teaching staff.
- Case studies on effective teamwork.

Session 2:

- Understanding the needs and expectations of teaching staff.
- Strategies for providing efficient support to faculty members.
- Tools and resources for enhancing teacher-centered office management.

Session 3:

- Basics of fund management in educational institutions.
- Role of non-teaching staff in budgeting, financial planning, and expenditure control.
- Case studies on effective fund utilization and financial stewardship.

Activities

Question Answer session was opened for all participants

Key Takeaways

Gained valuable insights on aspects of teacher centered office management by the non-teaching staff.

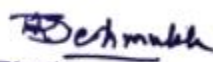
Understood the importance of fund management.

Day 3:

Session 1:

- Overview of student services provided by non-teaching staff.
- Strategies for enhancing student satisfaction and support.
- Case studies on student-centric office management.




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Session 2:

- Detailed exploration of various administrative roles within non-teaching staff.
- Key responsibilities and expectations from office holders.
- Skills and competencies required for effective office management.

Session 3:

- Introduction to various evaluation and assessment systems used in higher education.
- Role of non-teaching staff in data collection, analysis, and reporting.
- Comparative analysis of different accounting and evaluation methodologies.

Activities

Interaction in the form of Question & Answer session

Key Takeaways

- Understood the aspects of student-centered office management by the non-teaching staff.
- Gained insights on different accounting systems of evaluation.

Conclusion

The seminar successfully highlighted participation and contribution of college non-teaching staff in higher education. All non-teaching participants gained insights on Management of Digital Documentation and Registration. The talk on Student and Teacher Centered Office Management and roles and responsibilities of Office holders gave impactful insights to the participants.




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