

Time Management for Academic & Financial Work

Bouchers

IQAC

INDIRA MAHAVIDYALAYA

KALAMB, DIST.YAVATMAL
NAAC Re-accreditation B+ Grade, Affiliated to SGBAU Amravati

in collaboration with

All Maharashtra Non-Teaching Staff Organization
organizing

Professional Development Programme

FOR

NON-TEACHING STAFF

Date- 02/01/2023 To 06/01/2023

ON

TIME MANAGEMENT FOR ACADEMIC & FINANCIAL WORK

INAUGURATOR

RAJA BADE

Chairman

All Maharashtra Non-Teaching Staff Organization

CHAIRPERSON

Dr. Pavan Mandavkar

Principal

Organizing committee

Dr. P.B. Mandavkar
Principal

Prof. P.S. Jawade
IQAC Coordinator

Kashinath Nikode
Jr. Clerk

Recourse Persons

Shri. Sudhakar Thakare
Ex Assistant Commissioner Sels Tax Mumbai

Shri. Sudam Mugal
Vice chairman
Maharashtra non-teaching staff
organization.

Shri. Umesh Deshmukh
Chairman
Non-teaching organization
Washim district

Shri. Suresh Kadam
Manager Ordinance Factory, Nagpur

Day 1
*Understanding Time
Management Fundamentals*

Day2
*Tools & Techniques for
financial task*

Day 3
*Time saving strategies for
financial reporting*

Day4
*Balancing multiple financial
responsibilities*

Day 5
*Action plans and continuous
improvement*

Venue: ICT Room

Time: 10 am to 3 pm

Registration Contact and Link: 9270030303

https://docs.google.com/forms/d/e/1FAIpQLSdLuGpEvqcwteHkbZ-kkDLHbyHa0IYw1tmfp3QufejvI-E4Tw/viewform?usp=sf_link

Geo-Tagged Photo of Event



Expert Delivering Lecture on Time Management for Academic & Financial Work

Attendance Sheet

Time Management for Academic & Financial work.

- | | |
|-------------------|--------------------|
| 1) K. R. Nikode | <u>Nikode</u> |
| 2) K.A.V. Bhojani | A.V. Bhojani |
| 3) R.B. Chavan | Chavan, |
| 4) V.V. Kodane | <u>V.V. Kodane</u> |
| 5) V.R. Takle | Dr. T. |
| 6) R.S. Borikar | R.S. Borikar |
| 7) S.V. Dhobe | Dhobe |
| 8) N.G. Kankande | |
| 9) J.K. Pendram | J.K. Pendram |
| 10) J.K. Kamble | J.K.K. |
| 11) A.M. Wankar | <u>A.M. Wankar</u> |

Report

Name of Activity:	Time Management for Academic & Financial Work
Date:	02/01/2023-06/01/2023
Number of Participants:	11
Venue:	Smart Class Room
Name of the Resource Person:	Raja Bade Chairman of Non Teaching Organization, Dist. Yavatmal

From January 2 to January 6, 2023, the Smart Class Room hosted the "Time Management for Academic & Financial Work" workshop, organized by the Non-Teaching Organization under the guidance of Raja Bade, Chairman from District Yavatmal. This intensive workshop aimed to enhance efficiency in handling academic and financial tasks, attracting 11 enthusiastic participants. Sessions were led by Raja Bade, focusing on practical strategies such as prioritization, goal-setting, and time-saving techniques. Real-life examples and case studies were utilized to illustrate effective time management practices, fostering interactive discussions among participants.

The program was chaired by Principal Dr. Pavan Mandavkar, who underscored the importance of effective time management in academic and financial contexts. Mrs. Archana Bhoyar anchored the event, ensuring smooth facilitation, while the guest speaker delivered an insightful discourse on the multifaceted roles of non-teaching staff. Participants expressed positive feedback, noting improved organizational skills and productivity as key takeaways from the workshop.


Co-ordinator
IQAC
Indira Mahavidyalaya
Kalamb


PRINCIPAL
Indira Mahavidyalaya
Kalamb Dist. Yavatmal