



MANIBEN NANA VATI WOMEN'S COLLEGE

Re-accredited with 'A' by NAAC (Affiliated to SNDT Women's University)

Vallabhbhai Road, Vile Parle (West),
Mumbai - 400 056.

I Q A C

Organizes
One day State
Level Seminar
on



**“Digital Communication, Data Management
& Professional Ethics at Work Place”**

(Time : 9.00 am to 5.00 pm)

Venue : Seminar Hall, 4th Floor

Saturday, August 11, 2018

Aims and Objectives:

1. To educate the Administrative Staff in the area of online communication system.
2. To impart Hands on Training in using Google Drive, Professional Email Etiquettes for optimizing work efficiency.
3. To foster an environment of professional ethics and values at the workplace.

Target Participants:

- IQAC Co-ordinators
- College Development Committee Members
- Registrars
- Office Superintendents
- Head Clerks
- Sr./Jr. Clerk & Accountants
- And other interested staff.

Registration:

- The brochure and registration forms are also available on college website:- www.mnwc-sndt.com
- The last date of registration will be on 6th August, 2018 Monday.
- Registration Fee: Rs. 500/- per delegate
- On the spot registration from 8.00 to 9.00 am on 11 August, 2018 Registration fees: Rs. 600/- per delegate.
- Participants may send the registration fees by cash demand draft in favour of “Principal, Maniben Nanavati Women’s College” payable at Mumbai.

Programme Schedule

Time	Topic	Resource Person
9:00 to 10:00 a.m.	Registration & Refreshments	
10:00 to 11:00 a.m.	Inauguration Function	Dr. Rohidas B. Kale Joint Director of Higher Education, Mumbai Region, Mumbai
11:00 to 1:00 p.m.	“Digital Communication and Data Management” <ul style="list-style-type: none"> • Email Etiquettes • Google Drive 	Dr. Garima Tripathi IT Communication Consultant, Mumbai
1:00 to 2:00 p.m.	Lunch Break	
2:00 to 4:00 p.m.	“Ethics and Values at work place” <ul style="list-style-type: none"> • Ethics and values • Awareness • Work Standard • Universal values and inner governance • Good governance • Total well being for all 	Dr. Sunil Dhapte Director - State Institute of Urban Development, Director - MDC, HOD Estate, Yashada, Pune.
4:00 to 5:00 p.m.	Stress Management Techniques	Dr. Harish Shetty Social Psychiatrist

Organizing Committee

Chairperson

Dr. (Ms.) Harshada Rathod
Principal

Maniben Nanavati Women's College
Vallabhbhai Road, Vile Parle (West),
Mumbai - 400056

Convener

Dr. Rajshree Trivedi
IQAC Co-ordinator

Maniben Nanavati Women's College
Vallabhbhai Road, Vile Parle (West),
Mumbai - 400056

Co-Convener

Mrs. Keyaa A. Mukherjee
Office Superintendent

Maniben Nanavati Women's College
Vallabhbhai Road, Vile Parle (West),
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Contact

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