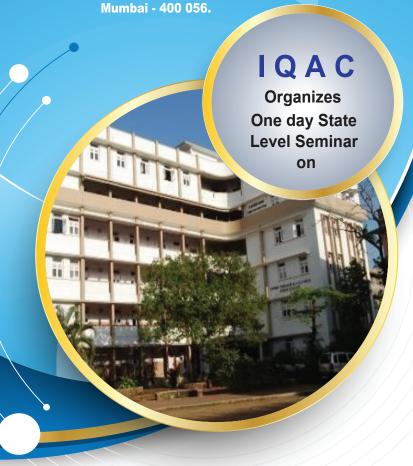


MANIBEN NANAVATI WOMEN'S COLLEGE

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

Vallabhbhai Road, Vile Parle (West),



"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.
- 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	Торіс	Resource Person
9:00 to 10:00 a.m.	Registration & Refreshments	
10:00 to 11:00	Inauguration Function	Dr. Rohidas B. Kale
a.m.		Joint Director of Higher Education,
		Mumbai Region,
		Mumbai
	"Digital Communication and	Dr. Garima Tripathi
11:00 to 1:00	Data Management"	IT Communication Consultant,
p.m.	Email Etiquettes Google Drive	Mumbai
	Google Drive	
1:00 to 2:00 p.m.	Lunch Break	
	"Ethics and Values at work	
	place"	Dr. Sunil Dhapte
	• Ethics and values	Director - State Institute of Urban
	• Awareness	Development,
2:00 to 4:00	Work Standard	Director - MDC,
p.m.	• Universal values and	HOD Estate,
	inner governance	Yashada,
	Good governance	Pune.
	Total well being for all	
4:00 to 5:00	Stress Management Techniques	Dr. Harish Shetty
p.m.		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), Mumbai - 400056

Contact

Mrs. Aarati G. Mahadik (Head Clerk) 986766631 Mrs. Ujwala C. Padhye (Sr. Clerk) 9869243050 Mr. Naresh B. Lad (Sr. Clerk) 8850284112

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