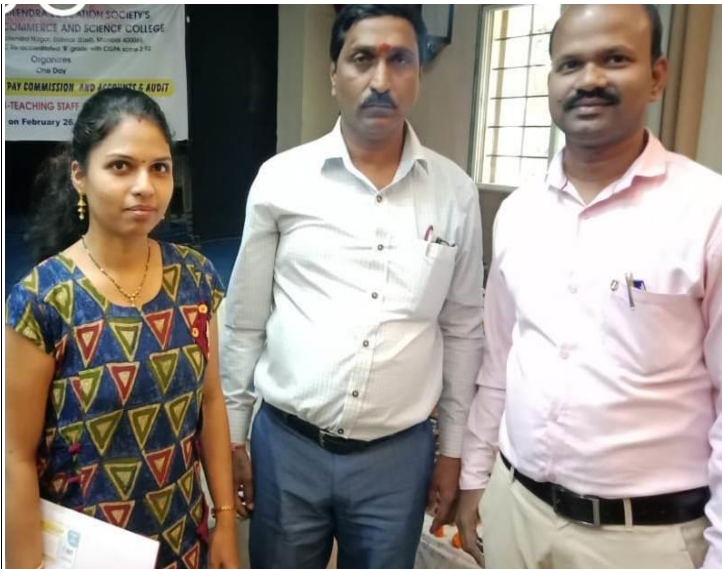


Digitized Administrative Office

Professional Development

Attended / Conducted Seminars / Workshops / Training to improve skills & knowledge to raise the level of performance to support the Department Goals and Mission



Mr. Naresh Lad, Mr. Santosh Okate & Mrs. Anushka Shivade : **"7th Pay Commission and Accounts & Audit"** at Shailendra College, Dahisar (East), 26.02.2019



Ms. Ujwala Padhye & Ms. Gayatri Sarode : **"7th Pay Commission Workshop"** at Jogeshwari Education Department, 05.03.2019



Ms. Anushka Shivade : **"New AQAR Methodolgy"** at Valia College, Andheri West, 23.07.2019



Ms. Aarati Mahadik & Mr. Naresh Lad: **"Effective Communication Skills & 7th Pay Fixation"** at Mulund Commerce College, 11.04.2019



Ms. Aarati Mahadik, Ms. Anushka Shivade & Mr. Santosh Okate: **"Guidelines for Implementation of 7th Pay Commission for Non-Teaching Staff"** at V.E.S. College of Arts, Sci. & Com., Chembur, 19.9.2019



Ms. Gayatri Sarode, Ms. Pranali Satam & Ms. Supriya Dholam : **"Digital Communication and Internet Security/ Cyber Crime"** at College of Social Work, Nirmla Niketan, Mumbai, 05.12.2019



"Revising Data Templates with New NAAC Guidelines" Resource Person Prof. K. Venkataramani, Ex - Registrar, University of Mumbai, 11.01.2020

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Professional Development



Sur-Milap A musical Self-development activity for all non-teaching staff by Ms. Sangeeta Muley, 19.10.2019



Training on **"Handling Technical Infrastructure"** by Mr. Vishwas Patwardhan, 31.01.2020

Staff Achievements



Ms. Keyaa Mukherjee, Ms. Anushka Shivade & Ms. Dhanashree Joshi: **trained and educated IT students** from Mulund College of Commerce, Mulund (w) for understanding the **Functioning of Paperless Office**, 01.08.2019



Award of Merit conferred upon Ms. Keyaa Mukherjee in appreciation of her outstanding work in Administration by Ms. Sucheta Shetty. Ms. Anuradha Pal was the Chief Guest, 24.01.2020



Award of Merit conferred upon Ms. Aarati Mahadik in appreciation of her outstanding work in Administration by Ms. Sucheta Shetty. Ms. Anuradha Pal was the Chief Guest, 24.01.2020

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Staff Achievements



Cultural Events – 19.10.2019

1) Best Dancer: Anita, Divya & Suresh 2) Best Dress: Pranali & Anushka 3) Musical Chair Winners: Sakshi & Aarati 4) Woman of the Event: Anita



Sports – 23.12.2019

Ms. Supriya Dholam, Ms. Keyaa Mukherjee, Ms. Ujwala Padhye, Mr. Jayram Dhupal, Mr. Santosh Okate, Mr. Rajendra Rathod

Health/ Fitness/ Sports/ Safety Activity



Yoga Training to Admin Staff by Mr. Amol Shivade, Professional Physical Instructor at Madhuvan Farms, Alibag, 04.01.2020



Maha Walkathon was to acquaint public about road safety, responsible driving, helmet safety & traffic rules, 30.11.2019



Sports Activity for Non-Teaching Staff conducted at Madhuvan Farms, Alibag, 04.01.2020

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Team Building and Recreational Activities



Recreational Activity for Non-Teaching Staff Members conducted on 04.01.2020 at Madhuvan Farms, Alibag



Two Days Team Building Activities for Non-Teaching Staff at Madhuvan Farms, Alibaug, 04.01.2020 & 05.01.2020



Spirituality & Tradition Meet: Satyanarayan Pooja & Haldi Kum-kum Ceremony on 25.01.2020

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Women Day Celebration

Admin Staff performed Naari Aadi Shakti Dance and represented Women Empowerment She is Agriculturist, Teacher, Film Maker, Architecture, Scientist, Astronomer, Doctor, House Wife, Sports, Artist...

