

Shri Vijaysinha Yadav College, Peth Vadgaon
Post Programme Report
One Day Workshop on
“Effective Communication & Administration” for College
Administrative Staff

Under Lead College Scheme of Shivaji University, Kolhapur

Date: Wednesday, 25th March 2026

Venue: Shri Vijaysinha Yadav College, Peth Vadgaon, Dist. Kolhapur

Objectives of the Workshop

- To enhance the professional skills of administrative staff in higher education institutions.
- To create awareness about the role of administrative staff in the NAAC accreditation process.
- To provide guidance on various student scholarship schemes, their eligibility, and documentation.
- To develop effective communication skills and promote digital etiquette (e-manners).
- To improve overall administrative efficiency and institutional quality practices.

Target Group: Administrative Staff of Various Colleges.

Number of Participants: 49

Shri Vijaysinha Yadav College, Peth Vadgaon, organized a One Day Workshop on “**Effective Communication & Administration**” for college administrative staff under the Lead College Scheme of Shivaji University, Kolhapur on Wednesday, 25th March 2026.

The programme began with the **Inauguration Function**. The workshop was introduced by Dr. Sachin Pawar, Coordinator of the Lead College Scheme. The dignitaries were welcomed and felicitated, and the Chief Guest was introduced by Dr. Prashant Yadav.

In the inaugural address, Dr. Suresh Patil guided participants on the **role of administrative staff in the NAAC process**, emphasizing the importance of proper documentation, coordination, and quality assurance. The function was presided over by Principal Dr. Ashok S. Chavan. The session concluded with a vote of thanks by Mr. Nandkishor Patil.

Session II

The second session was conducted by Mr. Suhas Bhosale from The New College, Kolhapur, under the chairmanship of Dr. Rajaram Atigre. He elaborated on **various scholarships available for students**, explaining eligibility criteria and required documents. The session helped administrative staff understand their role in assisting students in availing these schemes.

Session III

The third session was delivered by Dr. Sachin Pawar under the chairmanship of Dr. Dinesh Bhandare. He spoke on **E-Manners and Effective Communication**, highlighting the importance of professional behavior, digital communication etiquette, and interpersonal skills in administrative work.

Outcomes of the Workshop

- Administrative staff gained a clear understanding of their responsibilities in the NAAC process.
 - Participants became aware of various scholarship schemes and the proper procedures to guide students.
 - Improved knowledge of effective communication and e-manners in official work.
 - Enhanced confidence and efficiency in handling administrative tasks.
 - Strengthened coordination and professionalism among staff members.
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Valedictory Function

The programme concluded with a valedictory function presided over by Principal Dr. Ashok S. Chavan. Participants expressed positive feedback and appreciated the practical usefulness of the sessions. The programme coordinator, Mr. Nandkishor Patil, delivered the vote of thanks.

Conclusion

The workshop was successfully organized and proved to be highly beneficial for administrative staff. It contributed significantly to improving their knowledge of NAAC procedures, student support systems, and communication practices, thereby supporting institutional quality enhancement.

Glimpses of the Workshop.....



Felicitiation Mr. Suhas Bhosale



Felicitiation Prin. Ashok Chavan



Mr. Suhas Bhosale



Mr. Nandkishor Patil



Felicitiation Dr Sachin Pawar



Dr Sachin Pawar

Sachin Pawar

Dr. Sachin Pawar
Coordinator, Lead College, Scheme

Ashok Chavan

Principal
Shri. Vijaysinha Yadav College
Peth Vadgaon, Dist. Kolhapur.