



Prin. Dr.Hina M. Patel
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Smt. M. M. Shah Mahila Arts College

Kalol Road, Nr. Petrol Pump, Highway, KADI-384 440 (North Gujarat) India

(Managed by M.P.Shah Education Society,Kadi)

website : www.mpedusocikadi.org

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Email : mmsmac@yahoo.com

Ref. No.

Date : 15-03-2021

Invitation Letter

To,
Dr. Ajay S. Gor
Principal,
Pramukh Swami Science & H. D. Patel Arts College,
Kadi. (N.G.)

Respected Sir,

Greeting of the day,

It gives me immense Pleasure to inform you that IQAC, Smt. M. M. Shah Mahila Arts College, Kadi is Going to Organize a Professional Development Program on "To Improve Office Management & Administrative Skills" for the employees of our institution from 05th April, 2021 to 10th April, 2021.

I humbly invite you sir to deliver a lecture on below mentioned topics for Professional Development Program on 08th April, 2021 to 10th April, 2021.

Your expertise on the topic will definitely be fruitful for our institution in general and our IQAC in Particular.

Date	Time	Topic	No. of Participants
08/04/2021	10:00 am to 01:00 pm	Be Able to work Without Support	05
09/04/2021	10:00 am to 01:00 pm	General Office Duties -Filing -Document Production -Mail Handling	05
10/04/2021	10:00 am to 01:00 pm	Making & Monitoring Financial Payment	05

Yours Faithfully,

Dr. Hina M. Patel
Principal,
Smt. M. M. Shah Mahila Arts College,
Kadi.





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Invitation Letter

To,
Dr. Sanjay S. Shah
Principal,
Shri U P Arts, Smt M G Panchal Science & Shri V L Shah Commerce College,
Pilvai. (N.G.)

Respected Sir,

Greeting of the day.

It gives me immense Pleasure to inform you that IQAC, Smt. M. M. Shah Mahila Arts College, Kadi is Going to Organize a Professional Development Program on "To Improve Office Management & Administrative Skills" for the employees of our institution from 05th April, 2021 to 10th April, 2021.

I humbly invite you sir to deliver a lecture on below mentioned topics for Professional Development Program on 05th April, 2021 to 07th April, 2021.

Your expertise on the topic will definitely be fruitful for our institution in general and our IQAC in Particular.

Date	Time	Topic	No. of Participants
05/04/2021	10:00 am to 01:00 pm	Improving Communication Skills	05
06/04/2021	10:00 am to 01:00 pm	Students Services	05
07/04/2021	10:00 am to 01:00 pm	Time Management & Multiple Task	05

Yours Faithfully,

Dr. Hina M. Patel
Principal,
Smt. M. M. Shah Mahila Arts College,
Kadi.





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Ref. No. 18/2021

Date : 19/04/2021

Certificate of Appreciation

This to certify that Dr. Ajay S. Gor, Principal, Pramukh Swami Science & H. D. Patel Arts College, Kadi has delivered his lecture on "To Improve Office Management & Administrative Skill" During 8th April, 2021 to 10th April, 2021 under Professional Development Program Organized by IQAC, Smt. M. M. Shah Mahila Arts College, Kadi.

Sr. No.	Date	Resource Person	Topic	No. of Participants
01	08/04/2021	Prin. Dr. Ajay S. Gor	Be Able to work Without Support	05
02	09/04/2021	Prin. Dr. Ajay S. Gor	General Office Duties -Filing -Document Production -Mail Handling	05
03	10/04/2021	Prin. Dr. Ajay S. Gor	Making & Monitoring Financial Payment	05

We thank you for your Contribution and Knowledge Sharing with our Faculties.

We also look forward to more such academic with you as part of Faculty Development Program.

Hina Patel
Principal

Smt. M.M. Shah Mahila Arts College
Kadi-(N.G.)-382715



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Ref. No. 18/2021

Date : 19/04/2021

Certificate of Appreciation

This to certify that Dr. Sanjay S. Shah, Principal, Shri U P Arts, Smt M G Panchal Science & Shri V L Shah Commerce College, Pilvai has delivered his lecture on "To Improve Office Management & Administrative Skill" During 5th April, 2021 to 7th April, 2021 under Professional Development Program Organized by IQAC, Smt. M. M. Shah Mahila Arts College, Kadi.

Sr. No.	Date	Resource Person	Topic	No. of Participants
01	05/04/2021	Prin. Dr. Sanjay S. Shah	Improving Communication Skills	05
02	06/04/2021	Prin. Dr. Sanjay S. Shah	Students Services	05
03	07/04/2021	Prin. Dr. Sanjay S. Shah	Time Management & Multiple Task	05

We thank you for your Contribution and Knowledge Sharing with our Faculties.

We also look forward to more such academic with you as part of Faculty Development Program.

Hina Patel
Principal

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Kadi-(N.G.)-382715



M. P. Shah Education Society, Kadi
Managed



Smt. M.M. Shah Mahila Arts College, Kadi

NAAC Accredited "B" Grade (CGPA-2.48)

Certificate of Participation

Internal Quality Assurance Cell

Organized

Professional Development Programme

on

"To Improve Office Management & Administrative Skill"

This is to certify that Mr./Ms./Mrs. _____ has

Participated in Professional Development Programme on "To Improve Office Management & Administrative Skill" During 5th to 10th April, 2021.

S. C. Acharya

Dr. Sangeeta C. Acharya
IQAC Co-ordinator

H. M. Patel

Dr. Hina M. Patel
Principal



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Ref. No. 18/21-22

Date : 19/04/2021

Report of Professional Development Program on "To Improve Office Management & Administrative Skill"

One week Professional Development Program on "To Improve Office Management & Administrative Skill" for non-teaching staff was organized during 05/04/2021 to 10/04/2021 at Smt. M. M. Shah Mahila Arts College, Kadi. Total 5 non-teaching staff members of the college attended the program which was useful for them. Dr. Sanjaybhai S. Shah, Principal of Shri U P Arts, Smt M G Panchal Science & Shri V L Shah Commerce College, Pilvai College and Dr. Ajaybhai S. Gor, Principal of Pramukh Swami Science & H. D. Patel Arts College, Kadi. What kind of work for non-teaching staff has to do under NAAC? Gave information about it by resource person. Principal Dr. Sanjaybhai S. Shah presented his views on topics like Improving Communication Skills, Student Services, and Time Management & Multiple Tasks. While Principal Dr. Ajaybhai S. Gor provided guidance on To Work without Support, General Office Duties and Making & Monitoring Financial Payments.

Principal

Smt. M.M. Shah Mahila Arts College
Kadi-(N.G.)-382715