



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](http://www.mpedusocikadi.org)

NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Email : [mmsmac@yahoo.com](mailto:mmsmac@yahoo.com)

Ref. No. P/2021-22

Date : 23/07/2021

To,  
Dr. Sanjay Shah  
Principal,  
Shri U. P. Arts and Smt. M. G. Panchal Science and Shri V. L. Shah Commerce College,  
Pilvai.

### Invitation Letter

Dear Sir,

We are pleased to inform you that IQAC Committee has organized Professional Development Program on "**Best Practices in Office Administration**", from 26<sup>th</sup> July, 2021 to 31<sup>st</sup> July, 2021, Our pleasure to invite you as a Resource person and speaker of Administrative Department where your topic will be "Good Administration Work", "How to Tackle Day to Day Activities of the College" and "How to Manage Work in Admin Framework" which is to be held on 26<sup>th</sup> July, 2021 to 28<sup>th</sup> July, 2021 through Google Meet from 04:00 pm to 05:00 pm. We hope you would be able to fit this even in your busy schedule. We look forward to a positive response.

Principal

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



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Email : [mmsmac@yahoo.com](mailto:mmsmac@yahoo.com)

Ref. No. P/2021-22

Date : 23/07/2021

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

### Invitation Letter

Dear Sir,

We are pleased to inform you that IQAC Committee has organized Professional Development Program on “**Best Practices in Office Administration**”, from 26<sup>th</sup> July, 2021 to 31<sup>st</sup> July, 2021, Our pleasure to invite you as a Resource person and speaker of Administrative Department where your topic will be “How to Maintain College Register”, “Conducting Examination, Structure Manner and Discipline Planned” and “Maintenance of College Accounts” which is to be held on 29<sup>th</sup> July, 2021 to 31<sup>st</sup> July, 2021 through Google Meet from 04:00 pm to 05:00 pm. We hope you would be able to fit this even in your busy schedule. We look forward to a positive response.

*Hina Patel*  
Principal

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Ref. No. P/2021-22

Date : 28/07/2021

### 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 "Best Practices in Office Administration" During 26<sup>th</sup> July, 2021 to 28<sup>th</sup> July, 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      | 26/07/2021 | Prin. Dr. Sanjay S. Shah | Good Administration Work                           | 06                  |
| 02      | 27/07/2021 | Prin. Dr. Sanjay S. Shah | How to Tackle Day to Day Activities of the College | 06                  |
| 03      | 28/07/2021 | Prin. Dr. Sanjay S. Shah | How to Manage Work in Admin Framework              | 06                  |

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

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

*Hina Patel*  
Principal

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



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Ref. No. P/2021-22

Date : 31/07/2021

### 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 "Understanding of NAAC Parameters" During 23<sup>rd</sup> March, 2021 to 27<sup>th</sup> March, 2021 under Faculty Development Program Organized by IQAC, Smt. M. M. Shah Mahila Arts College, Kadi.

| Sr. No. | Date       | Resource Person       | Topic                                                             | No. of Participants |
|---------|------------|-----------------------|-------------------------------------------------------------------|---------------------|
| 01      | 29/07/2021 | Prin. Dr. Ajay S. Gor | How to Maintain College Register                                  | 06                  |
| 02      | 30/07/2021 | Prin. Dr. Ajay S. Gor | Conducting Examination, Structure Manner and Discipline Planned.. | 06                  |
| 03      | 31/07/2021 | Prin. Dr. Ajay S. Gor | Maintenance of College Accounts                                   | 06                  |

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

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

Principal

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





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Ref. No.

Date : 02/08/2021

### Report of Professional Development Program on “Best Practices in Office Administration”

Smt. M. M. Shah Mahila Arts College organized a non-teaching staff Professional Development Program on “Best Practices in Office Administration” with the kind support of college non-teaching staff on 26/07/2021 to 31/07/2021.

The idea behind having such a professional development program was to guide the non-teaching staff of College. Regarding P.F., Retirement Benefit, Accounting and Auditing, Maintenance of Dead Stock Register, Examination System of University as well as College Examination System. It is very essential for college non-teaching staff.

The Principal Dr. Hinaben M. Patel delivered an Introductory speech as a Head of the Institution. She welcomed all the speakers as well as participants of institution. Dr. Sanjay Shah, Guided the participants regarding good administration. How to tackle the day to day activities of the college? How to manage the work in admin framework in positive approach and gave some examples of good administrators? Dr. Ajaybhai Gor, Principal of Pramukh Swami Science & H. D. Patel Arts College, Kadi, He gave important information regarding how to maintain register, Regarding P.F. Conducting Examination in well-structured manner discipline planned. Manner reflects efficiency of the institution. Maintenance of College Accounts. In program participants have asked the doubts and also got satisfactory answer for the same.

*H. Patel*  
Principal

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Kadi- (N.G.) -382715





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## **Certificate of Participation**

Internal Quality Assurance Cell  
Organized  
Professional Development Programme

on  
"Best Practices in Office Administration"

This is to certify that Mr./Ms./Mrs. Karambhai A. Shukla has  
Participated in Professional Development Programme on "Best Practice in Office  
Administration" During 26th July, 2021 to 31st July, 2021

*G. C. Acharya*

Dr. Sangeeta C. Acharya  
IQAC Co-ordinator

*Hina M. Patel*

Dr. Hina M. Patel  
Principal





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## **Certificate of Participation**

Internal Quality Assurance Cell  
Organized  
Professional Development Programme

on  
"Best Practices in Office Administration"

This is to certify that Mr./Ms./Mrs. Falaknuz S. Malek has  
Participated in Professional Development Programme on "Best Practice in Office  
Administration" During 26th July, 2021 to 31st July, 2021

*S. C. Acharya*

Dr. Sangeeta C. Acharya  
IQAC Co-ordinator

*Dr. Hina M. Patel*

Dr. Hina M. Patel  
Principal





M. P. Shah Education Society, Kadi

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## Certificate of Participation

Internal Quality Assurance Cell

Organized

Professional Development Programme

on

"Best Practices in Office Administration"

This is to certify that Mr./Mrs. Diptiben D. Solanki has

Participated in Professional Development Programme on "Best Practice in Office Administration" During 26th July, 2021 to 31st July, 2021

*S. C. Acharya*

Dr. Sangeeta C. Acharya  
IQAC Co-ordinator

*Hina M. Patel*

Dr. Hina M. Patel  
Principal





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## **Certificate of Participation**

Internal Quality Assurance Cell

Organized

Professional Development Programme

on

"Best Practices in Office Administration"

This is to certify that Mr./Ms./Mrs. Pradipbhai H. Dave has

Participated in Professional Development Programme on "Best Practice in Office Administration" During 26th July, 2021 to 31st July, 2021

*S. C. Acharya*

Dr. Sangeeta C. Acharya  
IQAC Co-ordinator

*Hina M. Patel*

Dr. Hina M. Patel  
Principal





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## **Certificate of Participation**

Internal Quality Assurance Cell  
Organized  
Professional Development Programme

on  
"Best Practices in Office Administration"

This is to certify that Mr./Ms./Mrs. Dilipbhai H. Jani has  
Participated in Professional Development Programme on "Best Practice in Office  
Administration" During 26th July, 2021 to 31st July, 2021

*S. C. Acharya*  
Dr. Sangeeta C. Acharya  
IQAC Co-ordinator

*Dr. Hina M. Patel*  
Dr. Hina M. Patel  
Principal





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## **Certificate of Participation**

Internal Quality Assurance Cell  
Organized  
Professional Development Programme

on  
"Best Practices in Office Administration"

This is to certify that Mr./Ms./Mrs. Tejaben V. Prajapati has  
Participated in Professional Development Programme on "Best Practice in Office  
Administration" During 26th July, 2021 to 31st July, 2021

*S. C. Acharya*

Dr. Sangeeta C. Acharya  
IQAC Co-ordinator

*Hina M. Patel*

Dr. Hina M. Patel  
Principal