



Prin. Dr.Hina M. Patel
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Maniben M.P. Shah Mahila Arts College, Kadi

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

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NAAC ACCREDITED "B" GRADE (2.48 CGPA)

Ref. No. P/2022-23

Date : 10 / 6 / 2022

To,
Dr. Rajesh H. Mehta
Principal,
Samarpan Arts and Commerce college.
Gandhinagar.

Invitation Letter

Dear Sir,

We are pleased to inform you that IQAC Committee Organized Professional Development Program on "Time Management in Administration" from 13th June 2022 to 18 June 2022 Our pleasure to invite you as a Resource person and speaker of Administrative Department where your topic will be "Course objectives " learn the scheduling, planning and prioritizing skills" " learn tips and ways to become better organized. ' Handling work load efficiently " " Utilize Technology Effectively to save time " work effectively in a Team." Which is to be held on 13th Jun 2022 to 18th Jun 2022 through college offline mod 08 to 12;00am. We hope you would be able to fit this even in your busy schedule. We are waiting for your good response.

Thank you.


Dr Hina M patel

Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715



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Smt. M. M. Shah Mahila Arts College

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Report of professional Development program on "Time Management in office Administration"

Smt. M. M. Shah Mahila Arts college, IQAC Organized an Administration staff professional Development Program on "Time Management in office Administration "with the kind support of college Administration staff on 13/06/2022 to 18 /06/2022.

The idea behind having such a professional development program was to guide the Administration staff of college. Regarding arrange daily activities in an Administrative, work station and workflow make better use of time, learn the scheduling, planning and prioritizing skills, 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. Rajesh H. Mehta Associate Professor in English (Samarpan Arts and Commerce College, Gandhinagar) 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 handling workload efficiently Dr. Rajesh M. Mehta gave important information regarding Utilize Technology Effectively to save time, conducting Examination in well-structured manner discipline planned. Manner reflects efficiency of the institution. Learn effective ways of handling paper work. In this programme participants have asked the doubts and also got satisfactory answer for the same.


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



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Date : 18/6/2022

Certificate of Appreciation

This is to certify that Dr. Rajesh H. Mehta principal, Samarpan Arts and Com. College Gandhinagar has delivers his lecture on "Time Management in Administration" during 13/06/2022 to 18/06/2022 under professional development programme organized by IQAC Smt M. M. Shah Mahila Arts College, kadi.

Sr.no	Date	Resource person	Topic	No. of participants
1.	13/06/2022	Prin. Dr. Rajesh H. Mehta	Course objectives	06
2.	14/06/2022	Prin. Dr. Rajesh H. Mehta	Learn the scheduling, planning and prioritizing skills	06
3.	15/06/2022	Prin. Dr. Rajesh H. Mehta	Learn tips and ways to become better organizer	06
4.	16/06/2022	Prin. Dr. Rajesh H. Mehta	Handing work load efficiently	06
5.	17/06/2022	Prin. Dr. Rajesh H. Mehta	Utilize technology effectively to save time	06
6.	18/06/2022	Prin. Dr. Rajesh H. Mehta	Learn effective ways of handling paper work and work effectively in a team	06

we thank you your contribution and knowledge sharing with our staff.

we also look forward to more such academic with you as part of professional Development programme.


Principal

Maniben M. P. Shah Mahila Arts College
Kadi - (N.G.) - 382 715



Smt. M. M. Shah Mahila Arts College, Kadi
MANIBEN M. P. SHAH MAHILA ARTS COLLEGE - KADI
Managed by
Meghji Pethraj Education Society, Kadi



KNOWLEDGE IS SELF-RENEWING

NAAC ACCREDITED
"B" GRADE (2.48 CGPA)

Certificate

This is to certify that Mum./Smt./Shri Falaknuz S. Malek.
has successfully completed PDP - Course Time Management
from 13th June to 18th June 2022 with → grade. in Administration

Date : 18/6/2022

Place : Kadi

S. C. Joshi
Programme Co-Ordinator
Smt. M. M. Shah Mahila Arts College, Kadi

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



KNOWLEDGE IS SELF REPLENISHING

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

MANIBEN M.P. SHAH MAHILA ARTS COLLEGE - KADI

Managed by
Meghji Pethraj Education Society, Kadi

NAAC ACCREDITED
"B" GRADE (2.48 CGPA)

Certificate

This is to certify that Kum./Smt./Shri Karambhai Shukla
has successfully completed P.D.P - Course Time Management in
from 13th - June to 18th - June - 2022 with - grade. Administration

Date : 18/6/2022

Place : Kadi

S. C. Ar

Programme Co-Ordinator

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

P. M. Ar

Principal

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



KNOWLEDGE IS SELF-REGISTRATION

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

MANIBEN M. P. SHAH MAHILA ARTS COLLEGE - KADI

Managed by
Meghji Pethraj Education Society, Kadi

NAAC ACCREDITED
"B" GRADE (2.48 CGPA)

Certificate

This is to certify that Kum./Smt./Shri Deeptiben P. Solanki
has successfully completed PDP - Course Time management
from 13-june to 18-june-2022 with an in Administration grade.

Date : 18/6/2022

Place : Kadi

S.C. Joshi

Programme Co-Ordinator
Smt. M.M. Shah Mahila Arts College, Kadi

Principal

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