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Maniben M.P. Shah Mahila Arts College, Kadi

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

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

Website : www.mahilaartskadi.org

Email : prinhhmpatel@gmail.com

Ref. No. P/2023-24

Date : 5/2/2024

Dr. Narendra Chotaliya
Principal,
Govt. Science College,
Jasdan

Subject: Invitation to Serve as an Expert for Management Development Programme

Dear Dr. Narendra Chotaliya,

I hope this letter finds you well. On behalf of the Internal Quality Assurance Cell (IQAC) at Maniben M. P. Shah Mahila Arts College, Kadi, I am delighted to extend an invitation to you to serve as an expert for our upcoming Management Development Programme.

The programme is scheduled to take place from March 1st to March 5th, 2024, at our college premises. The theme of the programme revolves around enhancing the professional skills and competencies of our teaching and non-teaching staff members. Your expertise in management and leadership development would be invaluable in facilitating sessions on the following topics:

1. Leadership and Team Building
2. Time Management and Productivity
3. Communication Skills & Information Technology Skills
4. Conflict Resolution and Negotiation
5. Effective Classroom Management Techniques

Your vast knowledge and experience in these areas will undoubtedly enrich the learning experience of our participants and contribute to the success of the programme.

We envision your involvement in delivering engaging and insightful sessions, which will include presentations, interactive discussions, case studies, and practical exercises. Your expertise will play a pivotal role in equipping our staff members with the necessary skills to excel in their respective roles within the college.

We sincerely hope that you will accept our invitation to be a part of this meaningful initiative. Your presence would greatly contribute to the success of our Management Development Programme and further strengthen the academic and professional development opportunities at our institution.

Please let us know at your earliest convenience if you are available and willing to participate. We would be happy to provide any additional information or assistance you may require regarding your involvement in the programme.

Thank you for considering our invitation. We eagerly await your positive response and look forward to the opportunity to collaborate with you.

Warm regards,




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



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Ref. No. P/2023-24

Date : 5/3/2024

Dr. Narendra Chotaliya
Principal,
Govt. Science College,
Jasdan

Subject: Letter of Appreciation for Your Contribution to the Management Development Programme

Dear Dr. Narendra Chotaliya,

I hope this letter finds you in good health and high spirits. On behalf of the Internal Quality Assurance Cell (IQAC) at Maniben M. P. Shah Mahila Arts College, Kadi, I would like to express our sincerest gratitude for your invaluable contribution as an expert for our recent Management Development Programme.

Your expertise and insights were instrumental in making the programme a resounding success. The sessions you conducted on various topics including Leadership and Team Building, Time Management and Productivity, Communication Skills & Information Technology Skills, Conflict Resolution and Negotiation, and Effective Classroom Management Techniques were highly informative, engaging, and well-received by the participants.

Your ability to effectively communicate complex concepts, coupled with your practical approach and real-world examples, significantly enriched the learning experience of our teaching and non-teaching staff members. Your dedication and commitment to ensuring the success of the programme were truly commendable.

The knowledge and skills imparted during the programme will undoubtedly have a lasting impact on the professional development of our staff members, empowering them to excel in their respective roles within the college and beyond.

Once again, thank you for your invaluable contribution to our Management Development Programme. Your expertise and support are deeply appreciated, and we look forward to the possibility of collaborating with you again in the future.

Warm regards,




Principal

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Ref. No. P/2023-24

Date : 7/3/2024

Subject: Report on the Management Development Programme

➤ Introduction:

The Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, took place from March 1st to March 5th, 2024. The programme aimed to enhance the professional skills and competencies of the 19 teaching and 5 non-teaching staff of the college. Dr. Narendra Chotaliya, an expert in management and leadership development, served as the facilitator for the programme.

➤ Programme Overview:

The Management Development Programme covered a diverse range of topics aimed at improving the managerial and interpersonal skills of the participants. The sessions were conducted in an interactive and participatory manner, allowing for meaningful engagement and knowledge exchange.

➤ Topics Covered:

The following topics were covered during the programme:

1. Leadership and Team Building: Understanding the principles of effective leadership and strategies for fostering teamwork and collaboration in the workplace.
2. Time Management and Productivity: Techniques for optimizing time management and improving productivity in daily tasks and responsibilities.
3. Communication Skills: Enhancing verbal and written communication skills to facilitate effective interaction with colleagues, students, and stakeholders.
4. Conflict Resolution and Negotiation: Methods for managing conflicts constructively and negotiating win-win solutions in workplace situations.
5. Effective Classroom Management Techniques: Strategies for maintaining discipline, engaging students, and creating a conducive learning environment in the classroom.
6. Information Technology Skills: Enhancing proficiency in using digital tools and technologies for administrative tasks, teaching, and learning purposes.

➤ **Programme Execution:**

The programme sessions were conducted daily from 9:00 AM to 5:00 PM at the college premises. Each session included presentations, group discussions, case studies, and practical exercises to reinforce learning and skill development. Participants actively participated in the sessions, sharing experiences and seeking clarification on relevant topics.


➤ **Conclusion:**

The Management Development Programme proved to be a resounding success, providing valuable insights and practical skills to the teaching and non-teaching staff of Maniben M. P. Shah Mahila Arts College, Kadi. The expertise of Dr. Narendra Chotaliya combined with the active participation of the participants contributed to the overall effectiveness and impact of the programme.

➤ **Recommendations:**

Based on the success of the Management Development Programme, it is recommended that similar initiatives be organized in the future to continue fostering the professional development of the college staff. Additionally, feedback from participants should be solicited to identify areas for improvement and refinement in future programmes.




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Ref. No. P/2023-24

Date : 7/3/2024

Certificate of Participation

This is to certify that, DR. HINA M. PATEL, PRINCIPAL, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

The participant has actively engaged in sessions covering various topics including:

1. Leadership and Team Building
2. Time Management and Productivity
3. Communication Skills & Information Technology Skills
4. Conflict Resolution and Negotiation
5. Effective Classroom Management Techniques

This certificate is awarded as a testament to the participant's commitment to professional development and continuous learning.

Date: 05/03/2024

Place: Kadi

Dr. V. C. Brahmabhatt

Co-ordinator
IQAC

Maniben M.P.Shah Mahila
Arts College, Kadi



Dr. Hina M. Patel

Principal

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This is to certify that, **DR. VARSHABEN C. BRAHMBHATT, ASSOCCOATE PROFESSOR, DEPARTMENT OF GUJARATI, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.


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This is to certify that, **MRS.MADHUBEN S.THAKOR, DEPARTMENT OF PHYSICAL EDUCATION, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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Dr. V. C. Brahmbhatt


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Certificate of Participation

This is to certify that, **MR.HARSUKH HAMIRBHAI PARMAR, ASSOCIATE PROFESSOR, DEPARTMENT OF GUJARATI, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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This is to certify that, **MR. DHARMENDRA K. CHAUDHARI, ASSOCIATE PROFESSOR, DEPARTMENT OF PSYCHOLOGY, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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This is to certify that, **DR. MANSUKH.P.PATOLIYA, DEPARTMENT OF SANSKRIT, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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This is to certify that, **DR. RATANBEN P.SOLANKI, DEPARTMENT OF PSYCHOLOGY, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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Date: 05/03/2024

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This is to certify that, **DR. JAIMINIBEN C. SOLANKI, ADHYAPAK SAHAYAK, DEPARTMENT OF ECONOMICS, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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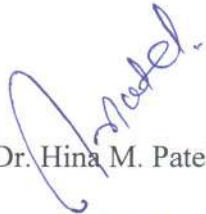
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Certificate of Participation

This is to certify that, **DR. TARULATABEN V. PATEL, ADHYAPAK SAHAYAK, DEPARTMENT OF SANSKRIT, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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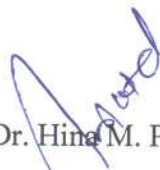
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This is to certify that, **MR. JITENDRASINH VIHOL, ADHOC LECTURER,**
DEPARTMENT OF HISTORY, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE,
KADI has successfully participated in the Management Development Programme organized
by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College,
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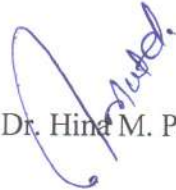
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This is to certify that, **MS.SANOBER SHEKH, CONTRACTUAL FACULTY, DEPARTMENT OF ENGLISH, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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Ref. No. P/2023-24

Date : 7/3/2024

Certificate of Participation

This is to certify that, **DR. APEXABEN N. PANDYA, CONTRACTUAL FACULTY, DEPARTMENT OF SOCIOLOGY, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

The participant has actively engaged in sessions covering various topics including:

1. Leadership and Team Building
2. Time Management and Productivity
3. Communication Skills & Information Technology Skills
4. Conflict Resolution and Negotiation
5. Effective Classroom Management Techniques

This certificate is awarded as a testament to the participant's commitment to professional development and continuous learning.

Date: 05/03/2024

Place: Kadi



Dr. V. C. Brahmhatt
Co-ordinator
IQAC

Maniben M.P.Shah Mahila
Arts College, Kadi

Dr. Hina M. Patel

Principal

Maniben M. P. Shah Mahila Arts College
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Ref. No. P/2023-24

Date : 7/3/2024

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This is to certify that, **MS. ASHWINI BADULE, CONTRACTUAL FACULTY, DEPARTMENT OF ENGLISH, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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Co-ordinator

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Email : prinhm Patel@gmail.com

Ref. No. P/2023-24

Date : 7/3/2024

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This is to certify that, **DR. JALPA V. PRAJAPATI, CONTRACTUAL FACULTY, DEPARTMENT OF ECONOMICS, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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This is to certify that, **DR. HASMUKHBHAI M. SOLANKI, CONTRACTUAL FACULTY, DEPARTMENT OF SOCIOLOGY, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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Ref. No. P/2023-24

Date : 7/3/2024

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Ref. No. P/2023-24

Date : 7/3/2024

Certificate of Participation

This is to certify that, **MS. MANSIBEN PATEL, ADHOC LECTURER^R**,
DEPARTMENT OF GUJARATI, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE,
KADI has successfully participated in the Management Development Programme organized
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Date: 05/03/2024

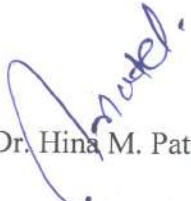
Place: Kadi


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Ref. No. P/2023-24

Date : 7/3/2024

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This is to certify that, **MS. NARMIN S. PATEL, ADHOC LECTURER,**
DEPARTMENT OF HISTORY, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE,
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Date: 05/03/2024

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Ref. No. P/2023-24

Date : 7/3/2024

Certificate of Participation

This is to certify that **MS. FALAKNAZ MALEK, JR. CLERK, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.


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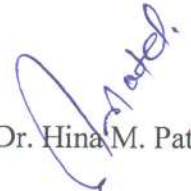
Date: 05/03/2024

Place: Kadi


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Co-ordinator
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Ref. No. P/2023-24

Date : 7/3/2024

Certificate of Participation

This is to certify that, **MS. TEJAL V. PRAJAPATI, LIBRARIAN, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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Date: 05/03/2024

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Dr. V. C. Brahmbhatt

**Co-ordinator
IQAC**

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Dr. Hina M. Patel

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Certificate of Participation

This is to certify that, **MR. KARANKUMAR A. SHUKLA, JR. CLERK,** **MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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This is to certify that, **MR. NARENDRABHAI MEHTA, LIBRARIAN, MANIBEN M. P. SHAH MAHILA ARTS COLLEGE, KADI** has successfully participated in the Management Development Programme organized by the Internal Quality Assurance Cell (IQAC) of Maniben M. P. Shah Mahila Arts College, Kadi, held from 1st to 5th March, 2024.

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