

One-day State Level Workshop on STRENGTHENING THE BACKBONE: PROFESSIONAL SKILLS FOR NON-TEACHING STAFF On 15th October, 2025



Organized by

S. S. S. Samiti's

MAHAVEER P. MIRJI COLLEGE OF COMMERCE

Nehru Nagar, Belagavi.

Affiliated to Rani Channamma University, Belagavi

Re-Accredited at 'B+' Grade by NAAC





ABOUT THE WORKSHOP

The non-teaching staff is rightly considered the backbone of any academic organization, as they play a crucial role in ensuring the smooth functioning of the institution. While the teaching faculty is engaged in imparting knowledge and shaping the future of students, it is the non-teaching staff who work tirelessly behind the scenes, managing administration, maintaining records, facilitating student services, and providing essential support to every academic and extra curricular activity. Their contribution often goes unnoticed, but without their efficiency and dedication, no academic institution can truly achieve excellence.

To keep pace with recent and updated advancements in their profession, all professionals have to be well-versed with the latest developments in their field. With this consideration, there is a need to constantly develop and upgrade the skills of non-teaching staff so that they remain effective, confident, and adaptable in today's fast-changing academic environment. Since non-teaching staff form the backbone of higher education institutions, their active participation in this workshop will help them upgrade their professional skills, enhance efficiency, and adapt to the changing demands of academic administration.

ABOUT MAHAVEER P. MIRJI COLLEGE OF COMMERCE

Mahaveer P. Mirji College of Commerce is affiliated to Rani Channamma University, Belagavi, run by Sanmati Shikshana Sahakari Samiti Shedbal (Belagavi). The society was formed in 1951 in Shedbal by dedicated philanthropists and started Commerce College in Shedbal in the year 1968. The commerce college relocated to Belagavi in 1973, and in 1982, the commerce college was renamed as Mahaveer P. Mirji College of Commerce with the help of a generous donation given by Shri Mahaveer P. Mirji of Bagalkot.

Being a responsible educational institute, Mahaveer P. Mirji College of Commerce is committed to providing value education and a research-oriented teaching & learning process. Dedicated teaching and other supportive staff, digital classrooms, rich library with digital collections, and a well-equipped computer lab are the core competencies of the college. Along with academic education, the college is providing student-centric environment with career education, certification courses, job offers, etc.



AIMS AND OBJECTIVES OF THE WORKSHOP



- To recognize and strengthen the role of non-teaching staff as the backbone of academic institutions.
- To enhance professional competencies that are essential for effective institutional functioning.
- To provide a platform for learning, interaction, and skill development in line with recent advancements in administration and technology.
- To motivate and empower non-teaching staff for improved performance, confidence, and job satisfaction.
- To create awareness about government regulations, institutional policies, and service rules.
- To train participants in office management, record keeping, and documentation practices.

AREAS COVERED

- Unified University & College Management System (UUCMS)
- Recruitment Procedures & Documentation
- Service Registers & Record Maintenance
- Salary Fixation And Increments
- Transfers And Promotions Rules
- Government Orders & Notifications Tracking
- KCSR (Karnataka Civil Services Rules)
- Right To Information Act (RTI)

RESOURCE PERSONS

The workshop will be facilitated by eminent professionals and experts with rich experience in the domains of administration, higher education, and public service. The resource persons include senior administrators, academicians from reputed institutions, and government officials, who will share their insights and practical knowledge with the participants. Their expertise will help the non-teaching staff gain a deeper understanding of professional skills, institutional practices, regulatory frameworks, and the latest developments in academic administration.

TARGET PARTICIPANTS

The workshop is specifically designed for all non-teaching staff members of undergraduate colleges across the state. These include office staff, administrative assistants, clerical staff, support staff, and other personnel who contribute to the effective functioning of academic institutions.

VENUE

Kannada Bhavan
Behind S.S.S Samiti's
Mahaveer P. Mirji College of Commerce,
Nehru Nagar, Belagavi

DURATION

One-day State Level workshop
on 15th October, 2025

REGISTRATION FEE

The registration fee for the workshop is Rs. 750/- (Rupees Seven Hundred & Fifty only) per participant.

The fee covers the following :

- Participation in all workshop sessions
- Workshop bag and kit
- Training materials and handouts
- Breakfast, lunch and tea/coffee
- Certificate of participation

The payment may be made in the form of a Demand Draft or Cheque in favour of "The Principal, Mahaveer P. Mirji College of Commerce" payable at Belagavi. Participants may also utilize the NEFT facility using the following details.

BANK DETAILS

Bank Name : Bank of India

Branch : Maratha Mandal
Belagavi

SB A/C No : 111321110000001

IFSC Code : BKID0001113

For Registration, you are requested to fill out the Google Form. Alternatively, an offline registration form is attached, which can also be filled in by the participants

Google Form Link :

<https://forms.gle/4ZoVLEfKyPE4F6EK6>



- Last Date for Registration:
05th October, 2025

OUR GUIDING LIGHTS

CHIEF PATRON

- **Shri Vinod S. Baragale**
President
Sanmati Shikshan Sahakari Samiti Ltd. Shedbal

PATRON

- **Er. Shri Vinod S. Patil**
Chairman
School & College Executive Committee
S.S.S.Samiti Ltd. Belagavi

WORKSHOP ADVISOR

- **Shri A. B. Patil**
Member
School & College Executive Committee
S.S.S. Samiti Ltd. Belagavi

WORKSHOP DIRECTOR

- **Prof. Ravi S. Dandagi**
Principal
S.S.S.Samiti's Mahaveer P. Mirji College
of Commerce, Belagavi

ORGANIZING SECRETARIES

- **Dr. Bharat B. Alasandi**
**Librarian, Vice Principal &
IQAC Coordinator**
S. S. S Samiti's, Mahaveer P. Mirji College
of Commerce, Belagavi
- **Dr. Rekha Kalburgi**
M.Com Coordinator
S. S. S Samiti's, Mahaveer P. Mirji College
of Commerce College, Belagavi

ORGANIZING COMMITTEE

- **Prof. Nirmala I. Gadad**
HOD Dept. of Commerce
- **Prof. Nagaveni D. Dharennavar**
Additional IQAC Coordinator
- **Prof. Poonam Y. Patil**
Assistant Professor
- **Shri Basanagouda Patil**
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SDA
- **Shri Mahesh Hublikar**
Accountant
- **Shri Milind Tashildar**
System Admin
- **Mrs. Vidya Pandit**
SDA
- **Shri Dodagouda B. Patil**
SDA
- **Mrs. Surekha Baragale**
Library Assistant

For More Details Please Contact

S. S. S Samiti's

Mahaveer P. Mirji College of Commerce

Nehru Nagar, Belagavi

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One Day Workshop on ‘Strengthening the Backbone: Professional Skills for Non-Teaching Staff’

On

15/10/2025

Registration Form

Name of the Participant: _____

Name of the Institution: _____

Address for communication: _____

Qualification: _____

Designation: _____

Contact No.: _____

Email: _____

Payment Details (Demand Draft Number, NEFT details, UPI any other Reference Number):

Bank Name: _____

Amount in Rs. (for Cash Payment): _____

Signature of the Participant



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

ಸಂಖ್ಯೆ: ಕಾಶಿಇ/ಪ್ರಾಕಧಾ/526/ಅಕಾನಿ/ಜಿಇಎಸ್-5/2025-26 ಪ್ರಾದೇಶಿಕ ಜಂಟಿ ನಿರ್ದೇಶಕರ ಕಛೇರಿ
ಧಾರವಾಡ, ದಿನಾಂಕ:24.09.2025

ಸುತ್ತೋಲೆ

ವಿಷಯ: ದಿನಾಂಕ:15.10.2025 ರಂದು ಒಂದು ದಿನದ **"Strengthening the Backbone:**

Professional Skills for Non-Teching Staff" ಎಂಬ ವಿಷಯ ಕುರಿತು ಒಂದು ದಿನದ
ಕಾರ್ಯಾಗಾರಕ್ಕೆ ಅನ್ಯಕಾರ್ಯ ನಿಮಿತ್ತ (OOD) ಸೌಲಭ್ಯ ಮಂಜೂರು ಮಾಡುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: 1) ಮಾನ್ಯ ಆಯುಕ್ತರು, ಕಾಲೇಜು ಮತ್ತು ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ ಬೆಂಗಳೂರು ಇವರ
ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ:ಕಾಶಿಇ/ಶೈವಿ/25/ಸುತ್ತೋಲೆ/2010-11 ದಿನಾಂಕ:22.12.2010.

2) ತಮ್ಮ ಪತ್ರ ಸಂಖ್ಯೆ: 151/2025-26 ದಿನಾಂಕ: 17.09.2025.

ಸೂಚಿತ ವಿಷಯ ಹಾಗೂ ಉಲ್ಲೇಖಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ದಿನಾಂಕ: 15.10.2025 ರಂದು
ಬೋಧಕೇತರ ಸಿಬ್ಬಂದಿ ವರ್ಗದವರಿಗೆ **"Strengthening the Backbone: Professional Skills for Non-
Teching Staff"** ಎಂಬ ವಿಷಯ ಕುರಿತು. ಎಸ್. ಎಸ್. ಎಸ್. ಸಮಿತಿಯ ಮಹಾವೀರ ಪಿ. ಮಿರ್ಜಿ ವಾಣಿಜ್ಯ
ಮಹಾವಿದ್ಯಾಲಯ ಬೆಳಗಾವಿಯಲ್ಲಿ ಆಯೋಜಿಸಲಾದ ಪ್ರಯುಕ್ತ ಒಂದು ದಿನದ ಕಾರ್ಯಾಗಾರದಲ್ಲಿ ಈ
ಪ್ರಾದೇಶಿಕ ಕಛೇರಿಯ ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಸರ್ಕಾರಿ/ಖಾಸಗಿ ಅನುದಾನಿತ ಕಾಲೇಜುಗಳ ಬೋಧಕೇತರ
ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಇಲಾಖೆ/ಸರ್ಕಾರಕ್ಕೆ ಯಾವುದೇ ಆರ್ಥಿಕ ಹೊರೆಯಾಗದಂತೆ ಹಾಜರಾತಿ ಪ್ರಮಾಣ ಪತ್ರ
ಪೂರೈಸುವ ಷರತ್ತಿಗೊಳಪಟ್ಟು ಅನ್ಯ ಕಾರ್ಯ ನಿಮಿತ್ತ ಎಂದು ಪರಿಗಣಿಸಲು ಈ ಮೂಲಕ ಅನುಮತಿ
ನೀಡಲಾಗಿದೆ.

(Signature)

ಪ್ರಾದೇಶಿಕ ಜಂಟಿ ನಿರ್ದೇಶಕರು,
ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಧಾರವಾಡ.

ಇವರಿಗೆ,

1. ಪ್ರಾಂಶುಪಾಲರು, ಎಸ್. ಎಸ್. ಎಸ್. ಮಹಾವೀರ ಪಿ. ಮಿರ್ಜಿ ವಾಣಿಜ್ಯ ಕಾಲೇಜು, ಬೆಳಗಾವಿ. ಇವರ
ಮಾಹಿತಿಗಾಗಿ ಹಾಗೂ ಅಗತ್ಯ ಕ್ರಮಕ್ಕಾಗಿ.
2. ಈ ಕಛೇರಿ ವ್ಯಾಪ್ತಿಯಡಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲ ಜಿಲ್ಲೆಗಳ ಸರ್ಕಾರಿ/ಖಾಸಗಿ ಅನುದಾನಿತ ಕಾಲೇಜುಗಳ
ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ ಇವರ ಮಾಹಿತಿಗಾಗಿ.
3. ಮಾನ್ಯ ಆಯುಕ್ತರು, ಕಾಲೇಜು ಮತ್ತು ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ ಬೆಂಗಳೂರು ಇವರ ಮಾಹಿತಿಗಾಗಿ.
4. ಕಛೇರಿ ಪ್ರತಿ.