

THE HNSB. LTD. SCIENCE COLLEGE, HIMATNAGAR



LOGO



# Capacity Building and Professional Development Program

## for Non-Teaching Staff

Organized by: Internal Quality Assurance Cell (IQAC)



Date: 7 March 2026



Time: 9:30 AM – 10:30 AM



Place: Library Hall



**Resource Person: Mr. H. M. Nayak**

(S.S. Mehta Arts & M.M. Patel Commerce College, Himatnagar)

**Resource Person:**

**Mr. H. M. Nayak**

(S.S. Mehta Arts & M.M. Patel Commerce College, Himatnagar)

  
**Dr. P. S. Patel**

Principal

The HNSB. Ltd. Science College  
Himatnagar-383 001

**Dr. Z. M. Gadhawala**

IQAC Coordinator

**Dr. P. S. Patel**

Principal

**Dr. Z. M. Gadhawala**

IQAC Coordinator



# **Capacity Building and Professional Development Program for Non-Teaching Staff**

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### **Executive Summary**

The Internal Quality Assurance Cell (IQAC) of The HNSB. Ltd. Science College, Himatnagar organized a Capacity Building and Professional Development Program for Non-Teaching Staff on 7 March 2026 in the Library Hall. The session was conducted from 9:30 AM to 10:30 AM with the objective of enhancing the professional skills, administrative efficiency, and service quality of non-teaching staff members.

The program featured an insightful session by Mr.H.M.Nayak, from S.S. Mehta Arts & M.M. Patel Commerce College, Himatnagar, who shared his valuable experience in office administration, documentation practices, and institutional workflow management.

The session emphasized the importance of effective communication, digital documentation, record management, and teamwork in maintaining smooth administrative functioning within educational institutions. The program provided an opportunity for staff members to learn practical approaches for improving professional competence and institutional service delivery.

  
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## Aims and Objectives

1. **To enhance professional skills and administrative efficiency** of non-teaching staff in institutional work.
2. **To promote better documentation, office management, and digital practices** in college administration.
3. **To encourage teamwork, communication, and quality service** in support of institutional development.

## About the Program

The program began with a brief introduction of the **resource person Mr. H.M.Nayak**, who shared his experience and expertise related to **administrative work culture in higher education institutions**.

During the session, the resource person explained the importance of **systematic record keeping, proper file management, digital documentation, and timely communication** in maintaining efficient administrative operations. He also highlighted how **non-teaching staff play a crucial role in institutional growth and governance**.

The interactive session encouraged staff members to discuss practical challenges faced in daily administrative work and explore **effective solutions and improved working methods**. The program created awareness about **professional responsibility, accountability, and quality service in institutional administration**.

## Outcomes

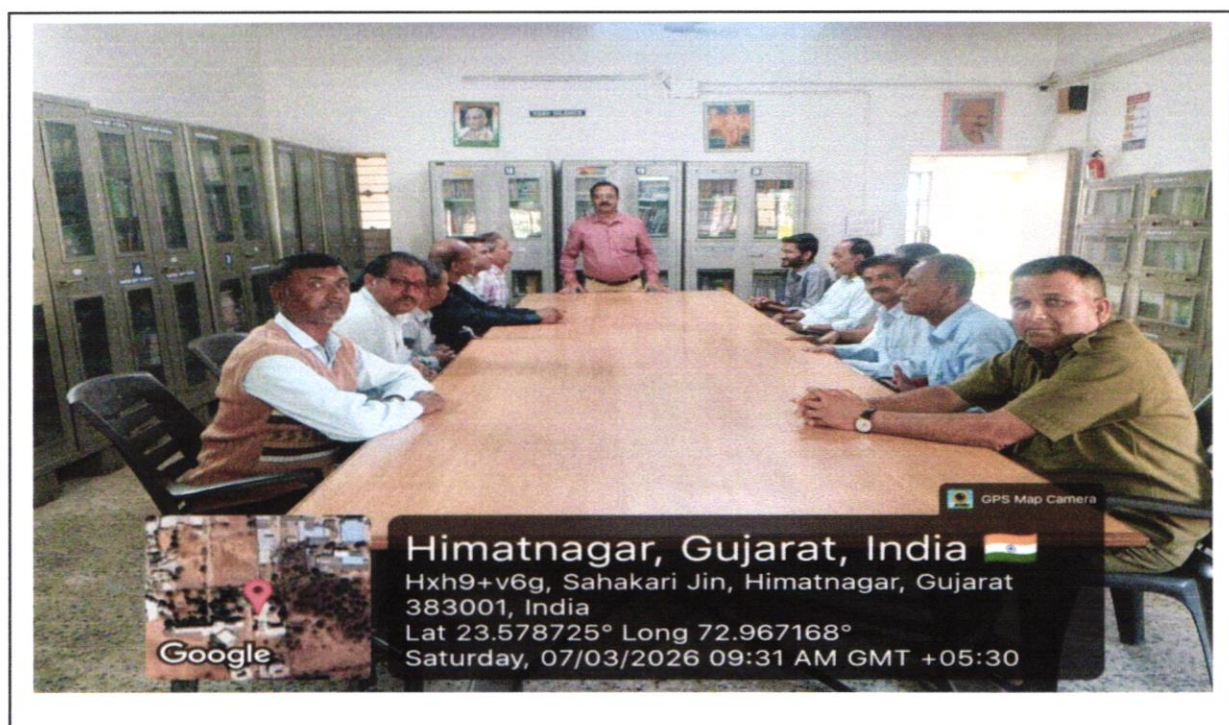
- Non-teaching staff gained **better understanding of professional responsibilities and administrative practices**.
- The session improved awareness regarding **efficient office management and documentation systems**.

  
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- Staff members were motivated to adopt **digital tools and organized work methods** in administrative activities.
- The program strengthened the **role of non-teaching staff in supporting institutional quality and governance**.
- It contributed to building a **more efficient, responsible, and collaborative administrative environment** within the college.

## Conclusion

The **Capacity Building and Professional Development Program** successfully enhanced awareness among **non-teaching staff about professional work culture, administrative efficiency, and institutional responsibility**. The session by **Mr.H.M. Nayak** proved highly informative and motivating, contributing to the overall goal of **strengthening quality administration and institutional development** at **The HNSB. Ltd. Science College, Himatnagar**.



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# Attendance Sheet

## Capacity Building and Professional Development Program for Non-Teaching Staff

### The HNSB. Ltd. Science College, Himatnagar

Organized by: IQAC

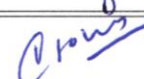
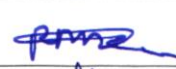
Date: 7 March 2026

Time: 9:30 AM – 10:30 AM

Place: Library Hall

Resource Person: Mr. Atul Nayak

(S.S. Mehta Arts & M.M. Patel Commerce College, Himatnagar)

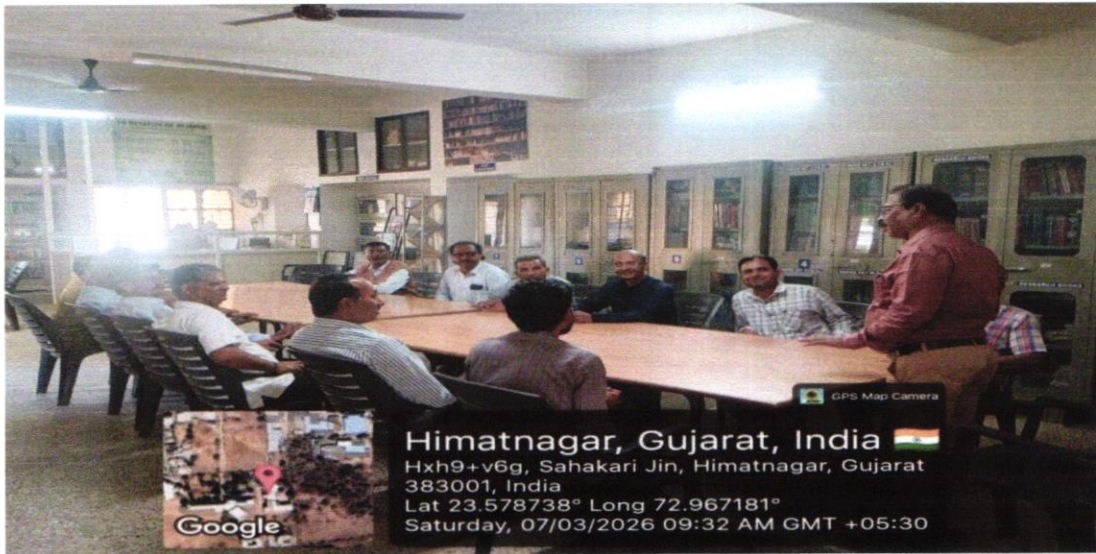
| Sr. No. | Name of Staff Member | Designation | Department/Office | Signature                                                                             |
|---------|----------------------|-------------|-------------------|---------------------------------------------------------------------------------------|
| 1       | Dr. Z. M. Gadhwala   | IQAC        | chem.             |  |
| 2       | Shri T. N. Patel     | Lab. Asst.  | Chem              |  |
| 3       | Shri K. S. Upadhyay  | Gas mech    | chem.             | K. S. Upadhyay                                                                        |
| 4       | Shri V. J. Joshi     | Lab. Helper | Chem              |  |
| 5       | Shri K. J. Bhandari  | Lab. Helper | chem.             |  |
| 6       | Shri Parmar P. M.    | Guardian    | —                 | P. M. P                                                                               |
| 7       | Rohini Renu K.       | peon.       | chem.             | R. Renu                                                                               |
| 8       | Chitra Singh         | 2nd BSE     | 2nd               |  |
| 9       | Mr. M. R. Rahevar    | Clerk       | office            |  |
| 10      | Mr. Nishu R. Sadhu   | Sr. clerk   | OFFICE            |  |

  
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| Sr. No. | Name of Staff Member | Designation | Department/Office | Signature   |
|---------|----------------------|-------------|-------------------|-------------|
| 11      | Dr. B.A. Patel       | Librarian   | Library           | T. S. Patel |
| 12      | Shri R.S. Patel      | Head Clerk  | Office.           | R.S. Patel  |
| 13      | Shri S B Pruthi      | Lab Asst    | Phy               | S.B. Pruthi |
| 14      |                      |             |                   |             |
| 15      |                      |             |                   |             |



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