

Empowering Non-Teaching Staff with Modern Computer Skills

The HNSB Ltd. Science College, Himatnagar

Organized By: Internal Quality Assurance Cell (IQAC)



Speaker: Mr. Virendrasinh Rahevar,
Friends Computer, Himatnagar



Date: 10 March 2026



Time: 3:15 PM to 4:00 PM



Venue: IQAC Office



**Principal:
Dr. P. S. Patel**



**IQAC Coordinator:
Dr. Z. M. Gadhwala**

Principal

The HNSB. Ltd. Science College
Himatnagar-383 601



Report of the Program

Empowering Non-Teaching Staff with Modern Computer Skills

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The Internal Quality Assurance Cell (IQAC) of The HNSB Ltd. Science College, Himatnagar organized a **Professional Development and Capacity Building Program titled “Empowering Non-Teaching Staff with Modern Computer Skills”** on 10 March 2026 in the IQAC Office. The program aimed to enhance the digital and computer-related skills of non-teaching clerical staff to improve efficiency in administrative work.

The session was conducted by **Mr. Virendrasinh Rahevar**, a computer expert from Friends Computer, Himatnagar. During the session, he explained the importance of modern computer applications in office administration. He provided practical guidance on the effective use of basic computer tools such as document preparation, digital record keeping, data management, and the use of office software for efficient administrative work.


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Attendance Sheet

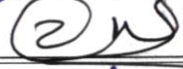
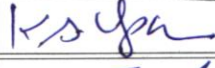
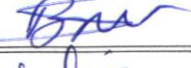
Program Title: Empowering Non-Teaching Staff with Modern Computer Skills

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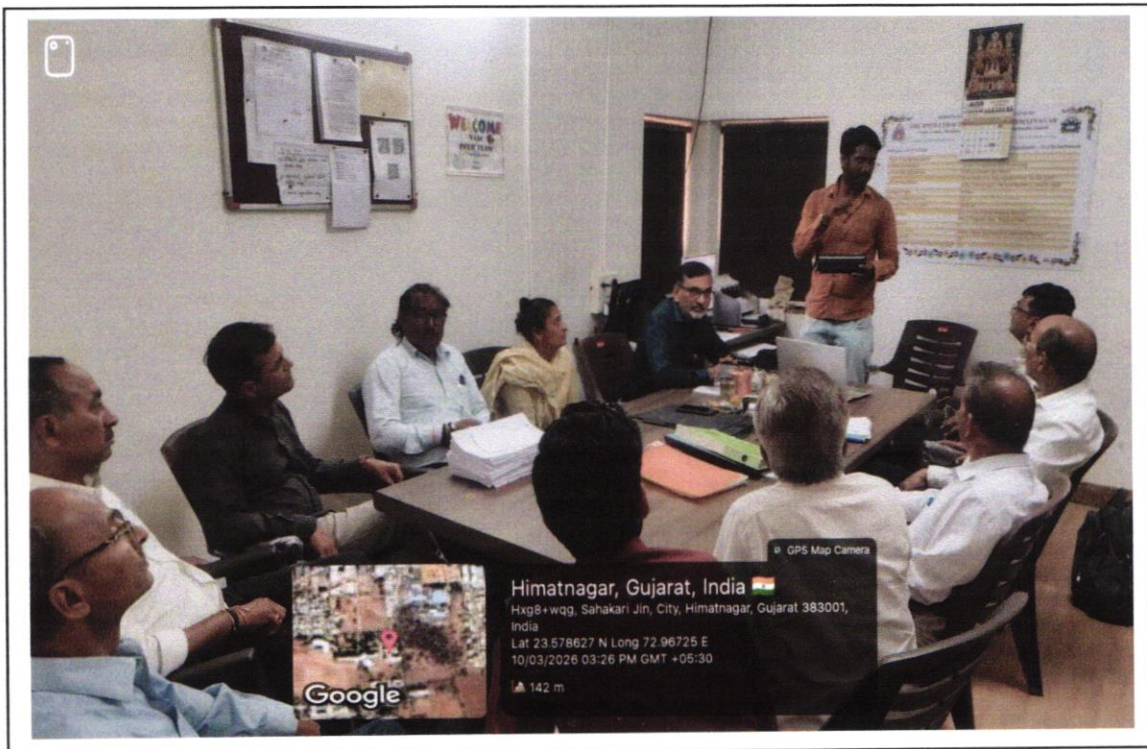
Speaker: Mr. Virendrasinh Rahevar, Friends Computer, Himatnagar

Date: 10 March 2026

Time: 3:15 PM to 4:00 PM

Sr. No.	Name of Participant	Designation	Signature
1	Mr. M. A. Rahevar	clerk	
2	Mr. R. S. Patel	Head clerk	
3	Mr. Nitin A. Sadhu	Gr. clerk	
4	Dr. Z. M. Gadhawala	IQAC Coordinator	
5	Dr. N. I. Patel	IQAC Member	
6	Dr. M. M. Prajapati	Asso. prof	
7	Mr. T. N. Patel	Lab Asst.	
8	Mr. K. S. Upadhyay	Gen mech	
9	Dr. B. A. Patel	Librarian	
10	Mr. S. B. Pruskar	Lab Asst.	
11	Ms. M. S. Akuli	Lab Asst	
12			


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The speaker also highlighted how digital literacy and computer proficiency help staff perform tasks more efficiently, maintain accurate records, and support the smooth functioning of institutional administration. The interactive session helped the participants understand the importance of adopting modern technological tools in daily office work.

The program was organized under the guidance of **Principal Dr. P. S. Patel**, who continuously encourages professional development activities for both teaching and non-teaching staff. **IQAC Coordinator Dr. Z. M. Gadhawala** played a key role in coordinating and organizing the session successfully.

Non-teaching clerical staff members actively participated in the training program and benefited from the practical knowledge shared by the resource person.

Objectives of the Program

- To enhance computer literacy among non-teaching staff.
- To improve administrative efficiency through digital tools.
- To encourage the use of modern technology in office management.

Outcome of the Program

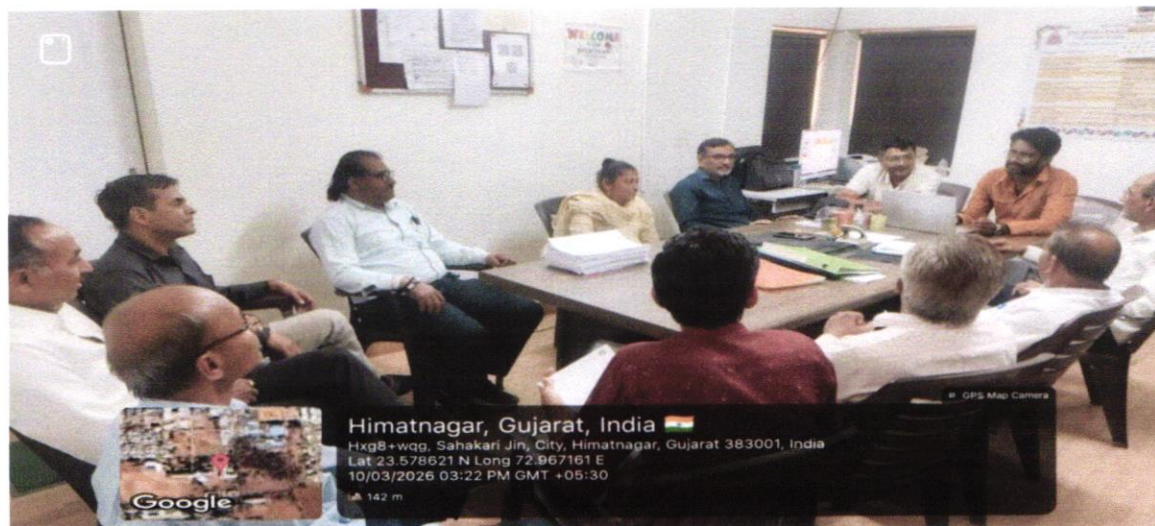
- Non-teaching staff gained awareness about modern computer applications.
- Participants learned methods to improve efficiency in administrative tasks.
- The program strengthened digital competency among staff members.

Conclusion

The program concluded successfully with valuable insights into the importance of computer skills in modern office administration. The session proved to be


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informative and beneficial for the non-teaching staff in enhancing their professional capabilities and supporting the digital transformation of the institution.



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