



MARATHWADA MITRA MANDAL'S

# SHANKARRAO CHAVAN LAW COLLEGE

Accredited with 'A' Grade by NAAC  
202/A, DECCAN GYMKHANA, PUNE - 411 004.

Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi  
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



**Late. Shri. Shankarrao Chavan**  
Founder President

**Shri. Shivajirao D. Ganage**  
President

**Prin. Bhausaheb Jadhav**  
Exe - President

## SKILL DEVELOPMENT PROGRAMME FOR ADMINISTRATIVE STAFF


ACADEMIC YEAR 2018-2019

Date 20/11/2018


Effective administrative staff is the foundation of the successful academic institution. With the view to develop various skill sets of the administrative staff, the college organized the one day Skill Development Programme on 16/11/ 2018. As resource person, Ms. Dhanashree Gahare, educational psychologist and counsellor was invited.

In this programme Dhanashree Ghare madam imparted the guidance to the participants with respect to maintaining the work and personal life balance. She said that due to changing style of our personal and professional life, maintaining the balance has become very challenging. She shared the tips to achieve the same. She emphasized on the need to have effective 'Time Management' so as to learn how to prioritize tasks, setting of goals to manage time effectively. She also addressed the gathering on the very important issue of stress management. She shared the techniques such as mindful exercises, time management and different work life balance strategies.

The program was attended by the staff members of the Shankarrao Chavan Law College. The feedback of the programme was collected and analyzed. The overall feedback found to be very satisfactory and participants considered it be an enriching experience

  
Dr. Kranti Deshmukh  
Principal



  
Ms. Revati Naik  
Co-ordinator