

Metric 6.3.3 - Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Clarification Asked-

- 1) Provide the consolidated List of professional development / administrative training programs organized by the institution
- 2) Provide the Event Brochures and reports year-wise
- 3) Provide the consolidated List of participants in each program
- 4) Provide the Photographs with date adaption.
- 5) Provide the Annual reports highlighting the programs organized by the institution.

Response-

- 1) E-copy of certificate of program attended by teachers and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years are attached. (Appendix-I)

Appendix-I



SHEELA MULTIPURPOSE SOCIETY

HIWARKAR ARTS, COMMERCE & SCIENCE COLLEGE



WADI, NAGPUR-440 023

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Coll. Ph. : 07104-222175

Coll. Code : 302

Activity Report	
Academic Year	2017-18
Name of the Activity	Computer Training Program
Date of the Activity	17/08/2017
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	<p>The FDP on Computer Training is designed to enhance the skills and knowledge of educators in effectively utilizing computer technology for teaching and learning. The program focuses on equipping faculty members with essential computer skills, software applications, and pedagogical techniques to integrate technology into their curriculum. Participants will gain proficiency in various computer tools, programming languages, digital resources, and online teaching platforms.</p>
Photographs	
<p style="text-align: center;"><i>S. J. Jaisani</i> I.Q.A.C. Coordinator Hiwarkar Arts, Commerce And Science College Wadi, Nagpur.</p> <p style="text-align: center;"></p> <p style="text-align: center;"><i>S. J. Jaisani</i> Principal Hiwarkar Arts, Comm. & Sci. College Wadi, Nagpur-23</p>	



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Activity Report	
Academic Year	2017-18
Name of the Activity	ERP Training
Date of the Activity	17/08/2017
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	<p>The Administrative Development program focused on Enterprise Resource Planning (ERP) aims to enhance organizational efficiency and effectiveness by optimizing administrative processes through the implementation and utilization of ERP systems. This program involves training staff in utilizing ERP software to streamline various administrative functions such as finance, human resources, procurement, and inventory management. By integrating diverse processes into a single unified platform, the program seeks to improve data accuracy, decision-making, and resource allocation across the organization.</p>
Photographs	
<p style="text-align: center;"><i>S. J. Jaisani</i> I.Q.A.C. Coordinator Hiwarkar Arts, Commerce And Science College Wadi, Nagpur.</p> <p style="text-align: center;"></p> <p style="text-align: right;"><i>S. J. Jaisani</i> Principal Hiwarkar Arts, Comm. & Sci. College Wadi, Nagpur-23</p>	



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Activity Report	
Academic Year	2018-19
Name of the Activity	Personality Development Program
Date of the Activity	15/10/2018
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	<p>A Faculty Development Program on Personality Development aims to enhance the personal and professional growth of educators. This program typically includes workshops, seminars, and training sessions focused on improving various aspects of one's personality such as communication skills, emotional intelligence, leadership abilities, and interpersonal interactions. The program equips faculty members with the tools to not only enhance their own personalities but also to effectively guide and mentor students in their personal growth journeys. Through practical techniques and theoretical insights, participants learn to foster a positive learning environment and promote holistic development among both themselves and their students.</p>
Photographs	
<p style="text-align: center;"><i>S. J. J. J.</i> I.Q.A.C. Coordinator Hiwarkar Arts, Commerce And Science College Wadi, Nagpur.</p> <p style="text-align: center;"></p> <p style="text-align: right;"><i>S. J. J. J.</i> Principal Hiwarkar Arts, Comm. & Sci. College Wadi, Nagpur-23</p>	



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Activity Report	
Academic Year	2018-19
Name of the Activity	MAHADBT Workshop
Date of the Activity	15/10/2018
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	<p>The MAHADBT (Maharashtra Direct Benefit Transfer) workshop for non-teaching staff is designed to familiarize participants with the benefits and functionalities of the MAHADBT portal. This portal serves as a platform for efficient and transparent distribution of various government welfare schemes and subsidies directly to eligible beneficiaries. During the workshop, non-teaching staff members are trained on how to navigate the portal, register beneficiaries, verify eligibility criteria, and assist individuals in accessing their entitled benefits. The workshop aims to empower non-teaching staff with the knowledge and skills necessary to effectively support beneficiaries in availing the benefits offered by the government through the MAHADBT portal.</p>
Photographs	
<p style="text-align: center;"><i>S. J. J. J.</i> I.Q.A.C. Coordinator Hiwarkar Arts, Commerce And Science College Wadi, Nagpur.</p> <p style="text-align: center;"></p> <p style="text-align: center;"><i>S. J. J. J.</i> Principal Hiwarkar Arts, Comm. & Sci. College Wadi, Nagpur-23</p>	



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Activity Report	
Academic Year	2019-20
Name of the Activity	MS Office Orientation
Date of the Activity	18/06/2019
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	<p>The MS Office Orientation for Faculties is a training session designed to familiarize teaching staff with the various tools and features offered by Microsoft Office suite. This orientation aims to enhance faculty members' proficiency in using essential Office applications such as Word, Excel, PowerPoint, and Outlook. Participants learn how to create, edit, and format documents, spreadsheets, and presentations efficiently. Additionally, they gain insights into collaborative features, cloud integration, and time-saving techniques within the Office ecosystem. The orientation equips faculty with skills to effectively manage communication, streamline administrative tasks, and enhance instructional materials using Microsoft Office tools.</p>
Photographs	
<p><i>S. Jeyani</i> I.O.A.C. Coordinator Hiwarkar Arts, Commerce And Science College Wadi, Nagpur.</p> <p></p> <p><i>S. Jeyani</i> Principal Hiwarkar Arts, Comm. & Sci. College Wadi, Nagpur-23</p>	



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Activity Report	
Academic Year	2019-20
Name of the Activity	University Portals Orientation
Date of the Activity	18/06/2019
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	<p>The University Portals Orientation for Administrative Staff is a comprehensive training program designed to familiarize administrative personnel with the university's digital portals and online systems. This orientation aims to equip staff members with the necessary skills and knowledge to effectively navigate and utilize these portals for various administrative tasks. The program covers topics such as accessing student records, managing course registrations, handling financial transactions, and generating reports. Through interactive sessions and hands-on training, administrative staff will gain proficiency in using the university's online platforms, enhancing their efficiency and contributing to streamlined administrative processes.</p>
Photographs	


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Activity Report	
Academic Year	2020-21
Name of the Activity	Google Tool Usage
Date of the Activity	21/01/2021
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	<p>The Faculty Development Program on Google Tool Usage is a targeted training initiative aimed at enhancing the digital skills of college faculty members. This program provides educators with practical knowledge and hands-on experience in utilizing various Google tools for educational purposes. Faculty members learn to leverage tools such as Google Workspace (formerly G Suite), Google Classroom, Google Drive, and Google Meet to facilitate effective communication, collaboration, and content delivery in a virtual or blended learning environment. By participating in this program, faculty members can harness the power of Google tools to create engaging and efficient teaching and learning experiences for their students.</p>
Photographs	
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Activity Report	
Academic Year	2020-21
Name of the Activity	Online Admission Process Orientation
Date of the Activity	21/01/2021
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	<p>The Online Admission Process Orientation for Non-Teaching Staff is a training program designed to familiarize non-teaching staff members with the digital processes and procedures involved in managing admissions for educational institutions. The orientation covers various aspects of the online admission process, including navigating the admission portal, understanding application criteria, assisting applicants with technical difficulties, handling documentation, and collaborating with the admissions team. The goal of the orientation is to equip non-teaching staff with the necessary skills and knowledge to efficiently support the admissions process and provide a seamless experience for prospective students.</p>
Photographs	
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Activity Report	
Academic Year	2020-21
Name of the Activity	NAAC Orientation Program
Date of the Activity	29/12/2021
Number of Participants	All Teaching and Non-Teaching Staff
Venue	College Campus
Brief Report	<p>The NAAC (National Assessment and Accreditation Council) Orientation program for college staff is a focused training initiative designed to familiarize educators and administrative personnel with the principles, processes, and criteria of NAAC accreditation. The program aims to enhance participants' understanding of quality assurance and improvement mechanisms in higher education institutions. During the orientation, participants typically learn about NAAC's assessment methodologies, evaluation criteria, documentation requirements, and the significance of accreditation for institutional growth and development. This orientation equips college staff with the knowledge and tools needed to effectively contribute to the accreditation process and facilitate continuous enhancement in the overall quality of education and institutional practices.</p>
Photographs	
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Certificate of Participation



This is to certify that **Dr. Deepak S. Jejani**
of **RS Mundle Dharampeth Arts and Commerce College**
participated in the **Faculty Development Programme** organised by **R.S. Mundle**
Dharampeth Arts & Commerce College, Nagpur and Bhiwapur Mahavidyalaya, Bhiwapur
from **24 February 2022 to 26 February 2022.**

Dr. Tanuja Nafde
Principal

R.S. Mundle Dharampeth Arts & Commerce College

Dr. Manjushree Sardeshpande
IQAC Coordinator

Dr. Jobi George
Principal

Bhiwapur Mahavidyalaya

Dr. Mangesh Kadu
IQAC Coordinator





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In collaboration with
ICAR-National Academy of Agricultural Research Management
 Rajendranagar, Hyderabad

Faculty Development Programme



On

Competency Enhancement for Efficiency and Effectiveness at Workplace

FEBRUARY 6-10, 2018


Certificate

This is to certify that Dr./Prof./Mr./Ms./ Deepak Tejari
 of Dhanwate National College, Nagpur has participated
 in the Faculty Development Programme on Competency Enhancement for Efficiency and Effectiveness at Workplace
 organized by Dhanwate National College, Nagpur in collaboration with ICAR- National Academy of Agricultural Research
 Management (NAARM), during February 6 - 10, 2018, held at Dhanwate National College, Nagpur.

 
 Dr. K. H. Rao Dr D. Thammi Raju
 Programme Directors

 
 Dr. Sangita Jiwankar Dr. B. Taywade
 Programme Coordinator Principal




 Dr. Ch. Srinivasa Rao
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