## Metric ID- 6.3.3

Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years.

6.3.3.1. Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years

## **Findings of DVV**

- Brochures / Reports along with Photographs with date and caption.
- List of participants of each programme

# **Response :-**

We have attached the relevant data In Appendix-I

# **Appendix-I**



## (AFFILIATED TO S. N. D. T. WOMEN'S UNIVERSITY, MUMBAL)

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Ref. No.

Date : \_\_\_\_\_

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	The FDP On Computer Training is designed to enhance the skills and knowledge of educator in effectively utilizing computer technology for teaching and learning. The program focuses on equipping faculty members with essential computer skills, software application, and pedagogical techniques to integrate technology into their curriculum. Participants will gain proficiency in various computer tools, programming languages, digital resources, and online teaching platform	



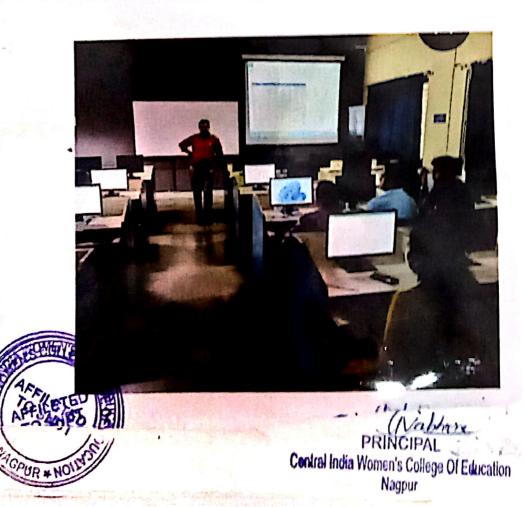


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	Activity Report
Academic Year	2017-18
Name Of the Activity	ERP Training
Date Of the Activity	17/08/2017
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	The Administrative Development program focused on enterprise resource Planning (FRP) aims to enhance organizational efficiency and effectiveness by optimizing administrative processes through the implementation and utilization of ERP software to streamline various administrative function such as finance human resources, procurement, and inventory management. By Integrating diverse processes in to a single unified platform, the program
	seeks to Improve date accuracy, decision-making, and resource allocation across the organization.





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#### Ref. No.

Date : \_\_\_\_

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	A faculty Developemt program on personality development aims to enhance the personal and personal and professional growth of educators. This program typically includes workshop, 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 facility members with the tools to not only enhance their own personalities but also to effectively guide and mentor student in their personal growth journeys, through practical techniques and theoretical insight. Participants learn to foster a positive learning environment and promote holistic development among both themselves and their student.

### Photographs



Cantral India Women's College Of Education Nagpur



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Ref. No.

Date :

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	The MAHADBT (Maharashtra) Direct Benefit Transfer) Workshop for non-teaching staff is designed to familiarize participates 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.





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Ref. No.

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Date : .

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	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, power point, and outlook. Participants learn how to create, edit, and format documents, spreadsheets, and presentations efficiently. Additionally, they gain insights into collaborative features, could 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.	



Mehmuda Shikshan & Mahila Gramin Vikas Bahuddeshiya Sanstha's



# **CENTRAL INDIA WOMEN'S COLLEGE OF EDUCATION**

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Ref. No.

Date

Activity Report		
Academic Year	2019-20	
Name Of the Activity	University Portals Orientation	
Date Of the Activity	19/08/2019	
Number of Participants	All Non-Teaching Staff	
Venue	College Campus	
Brief Report	The University Portals orientation for Administrative staff is a comprehensive training program designed to familiarize administrative personnel with the university's digital portals and on lone 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 record, managing course registrations, handling financial transactions, and generating reports. Through interactive session and hand-on training, administrative staff will gain proficiency in using the university's online platforms, enhancing their efficiency and contributing to streamlined administrative processes.	





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Ref. No.

Date

	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	The Faculty Development Program on Google tools usage is a targeted training initiative aimed at enhancing the digital skills of college faculty members. This program provides educators with practical knowledge and hand —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 Drives, 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.

### Photographs

MAGPUR\*



Central India Women's College Of Education



## (AFFILIATED TO S. N. D. T. WOMEN'S UNIVERSITY, MUMBAI)

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Ref. No.

Date : .

Activity Report	
Academic Year	2020-21
Name Of the Activity	Online Admission Process Orientation
Date Of the Activity	20/06/2021
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	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 institution. The orientation covers various aspects of the online admission process, including navigating the admission portal, understanding application criteria, assisting application with technical difficulties, handling
	documentation, and collaborating with the admissions term. The goal of the orientation is to equip non teaching staff the necessary skills and knowledge to efficiently support the admissions process and provide a seamless experience for prospective students.

### Photographs



Ja Of Education



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Ref. No.

Date : \_\_\_\_

Activity Report	
Academic Year	2020-21
Name Of the Activity	Online Admission Process Orientation
Date Of the Activity	29/12/2021
Number of Participants	All Teaching And I Non-Teaching Staff
Venue	College Campus
Brief Report	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 principal, 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 typical
	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.

