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-   Event Brochures and reports year-wise.   e-copy of the certificates of the program attended by teaching and non teaching staff.   List of participating teaching and non   teaching staff as per the prescribed format year wise during the last five years.   Annual reports highlighting the programs undertaken by the teaching faculties and non-teaching staff.
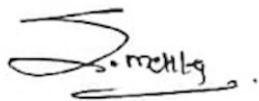
Response-

1) Reports 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

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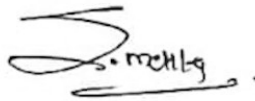| Activity Report	
Academic Year	2018-19
Name of the Activity	Computer Training Program
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	The FDP on Computer Training is designed to enhance the skills and knowledge of educators in effectively utilizing computer technology 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.
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Activity Report	
Academic Year	2018-19
Name of the Activity	ERP Training
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	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.
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Activity Report	
Academic Year	2019-20
Name of the Activity	Personality Development Program
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	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.
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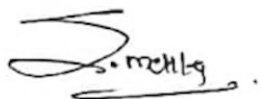| Activity Report	
Academic Year	2019-20
Name of the Activity	MAHADBT Workshop
Number of Participants	All Non-Teaching Staff
Venue	College Campus
Brief Report	The MAHADBT (Maharashtra Direct Benefit Transfer) workshop for non-teaching staff is designed to familiarize participants with the benefits and 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.
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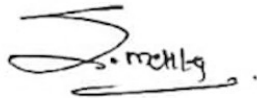| Activity Report	
Academic Year	2020-21
Name of the Activity	MS Office Orientation
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	The MS Office Orientation for Faculties is a training session designed to familiarize teaching staff with the various tools and features offered by Microsoft Office suite. This orientation aims to enhance faculty members' proficiency in using essential Office applications such as Word, Excel, 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.
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Activity Report	
Academic Year	2020-21
Name of the Activity	University Portals Orientation
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 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.
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Activity Report	
Academic Year	2021-22
Name of the Activity	Google Tool Usage
Number of Participants	All Teaching Faculty
Venue	College Campus
Brief Report	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.
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Activity Report	
Academic Year	2021-22
Name of the Activity	Online Admission Process Orientation
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 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.
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Activity Report	
Academic Year	2022-23
Name of the Activity	NAAC Orientation Program
Number of Participants	All Teaching and 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 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.
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