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M. S. P. Mandal's
Shivchhatrapati College, Aurangabad

Report On
Faculty Development Program for Non-teaching Staff
Organized by
Internal Quality Assurance Cell

Academic Year: 2022-23

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- **Title of the Event :** Faculty Development Program for Non-teaching Staff

- **Brief information about the event:** The Internal Quality Assurance Cell, Shivchhatrapati college, Aurangabad organized a Faculty Development Program for Non-teaching Staff.

  The chairperson and inaugurator of the function was Mr. Trimbakrao Pathrikar, Member, Management council, M. S. P. Mandal, Aurangabad. The program started with offering of garland to the founder member of M. S. P. Mandal- late Vinayakrao Patil and felicitation of guests.

  The programme was held in three sessions.

  Dr. Dharamraj Veer, Director, Knowledge Resource Centre, Dr. B. A. M. University, Aurangabad was resource person for the **first session**. He addressed the importance of library in the development of college and also said about the responsibility of the librarian as well as all the non-teaching staff members towards the library.

  Mr. Pandurang Thengade, was resource person for the second session. He guided the non-teaching staff for better representation of office record of the duties allotted to them by the college. He guided the participants on **Office Data Management**

  The **third session** was conducted on question-answering and discussion with both the resource persons. Participants' asked several queries and were satisfied with the justification given by the resource persons.

  For this programme chairperson Mr. Trimbakrao Pathrikar, President of the programme, Dr. R. P. Pawar (Principal), Dr. Sangita Rajmane, (Vice principal), Mr. Bharat Wahatule and non-teaching staff members were present.

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SEAL

Principal
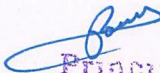Shivchhatrapati College,
Aurangabad

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- **Event Details :**

Name of the program	Date and Time	Details of sessions	Organizer
Faculty Development Program for Non-teaching Staff: 2022-23	**Date:** 22th January 2023 **Time:** 11.00 am 3.00 pm	**Session-I:** Dr. Dharamraj Veer - **Topic:** Sharing of Best practices by the library **Time:** 11.00 am to 12.30 pm **Session-II: Mr. Pandurang Thengade –** **Topic:** Office Data Management **Time:** 1.00 pm to 2.30 pm **Session-III: Both resource persons:** **Topic:** Question answering & discussions **Time:** 2.30 pm to 3.00 pm	Internal Quality Assurance Cell, Shivchhatrapati College, Aurangabad

- **Selected photgraphs of the program:**

Photgraphs of the program

SEAL
SHIVCHHATRAPATI COLLEGE
AURANGABAD

Principal
Shivchhatrapati College,
Aurangabad

Innauguration of the program

Participants during the faculty development program

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Aurangabad

Participants during the faculty development program

Encl: 1.Event brochure
      2. Schedule
      3. Session wise attendance of the participants
      4. Sample certificate

Event Coordinator

IQAC coordinator

IQAC Co-ordinator
Shivchhatrapati College,
N-3, CIDCO, Aurangabad-431003 (M.S.)

Principal

Principal
Shivchhatrapati College,
Aurangabad

M. S. P. Mandal's

Shivchhatrapati College, Aurangabad

"One Day Orientation Program for Non-teaching Staff"

Organized by Internal Quality Assurance Cell

Academic Year: 2022-23

Date: 22/01/2023   **Time: 11.00 am to 3.00 pm**

Chairperson   : Mr. Trimbakrao Pathrikar
                                     (Member of MSP Mandal)

Welcome Note   : Dr. R. P. Pawar

                                     (Principal, Shivchhatrapati College)

Welcome Note   : Dr. R. P. Pawar

Session I   : Sharing of Best Practices by
                                     Library

Resource Person   : Dr. Dharamraj Veer

Session II   : Office Data Management
Resource Person   : Mr. Pandurang Thengde
Session III   : Question Answering &
                                     Discussion

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Shivchhatrapati College, Aurangabad

Faculty Development Program
For Non-teaching Staff: 2022-23

Organized by
Internal Quality Assurance Cell
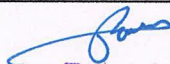
Academic Year:2022-23

Schedule

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• **Inauguration**	:	11.00 am
• **Chairperson**	:	Mr. Trimbakrao Pathrikar
		(Member of MSP Mandal)
• **Felicitation of guests**	:	
• **Welcome Note**	:	Dr. R. P. Pawar

❖ **Session I**	:	11.00 am to 12.30 noon
• **Resource Person**	:	Dr. Dharamraj Veer
		(Director, Knowledge Resource Centre, Dr. B. A. M. University, Aurangabad).
• **Title of talk**	:	Sharing of Best practices by the library

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Lunch Break : 12.30 – 1.00 pm

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❖ **Session II**	:	1.00 pm to 2.30 pm
• **Resource Person**	:	Mr. Pandurang Thengade, Accountant)
• **Title of talk**	:	Office Data Management
• **Session III**		: 2.30 to 3.00 pm (Question answering & discussion)
• **Vote of Thanks**	:	Mr. Umakant More

Principal
Shivchhatrapati College,
Aurangabad