

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. HEI is requested to kindly provide correct data in the column " Name of the participant " in the prescribed data template. As provided data in the numerical form which should not be considered. So please relook and provide correct revised data. 2. Please provide required details in the column " Dates (from-to) (DD-MM-YYYY)" in the prescribed data template. As in the provided prescribed data template column is missing. So please relook and provide correct revised data. 3. Please provide list of Total number 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. 4. Please provide e-copy of the certificates of the program attended by teaching and nonteaching staff academic year wise. 5. Please provide Annual reports HIGHLIGHTING the programs undertaken by the teaching faculties and non-teaching staff. 6. Kindly note that Multiple participation of the faculty in the same academic year to be considered as one. 7. Please provide Total number of non- teaching staff/ technical staff working /worked in the institution year-wise during last five years for metrics id 6.3.3.2. 8. Kindly note that less than 5 days FDPs should not be considered. 9. Please provide any other relevant data or documents related to this metrics if available. Note:- Kindly note that without supporting documents HEI Claim could not be considered.

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	2022-23
Name of the Activity	FDP on Research Methods & Academic Publishing
Date of the Activity	15/11/2023
Number of Participants	12
Venue	College Campus
Brief Report	The Faculty Development Program (FDP) on Research Methods and Academic Publishing, held from 15/11/2023 to 17/11/2023, saw 12 faculty members enhance their research and publishing skills. The program covered research methodologies, proposal writing, data collection and analysis skills, and academic publishing processes. Key sessions included hands-on workshops, literature reviews, and ethical considerations in research. Participants praised the practical approach and expert guidance, noting significant improvements in their ability to conduct and publish research. The FDP effectively contributed to the professional growth of the attendees, equipping them with essential academic skills.
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Activity Report	
Academic Year	2022-23
Name of the Activity	Workshop on Personality Development
Date of the Activity	11/08/2023
Number of Participants	17
Venue	College Campus
Brief Report	The Workshop on Personality Development, held on 11/08/2023, attracted 17 participants eager to enhance their personal and professional skills. The program focused on building self-confidence, improving communication skills, and fostering emotional intelligence. Key sessions included self-awareness exercises, public speaking practice, and stress management techniques. Expert trainers provided practical insights and interactive activities, making the learning experience engaging and impactful. Participants appreciated the hands-on approach and reported increased self-awareness and confidence. The workshop successfully contributed to the holistic development of attendees, equipping them with essential skills to thrive in both personal and professional environments.
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Activity Report	
Academic Year	2021-22
Name of the Activity	Workshop on IPR
Date of the Activity	07/12/2021
Number of Participants	12
Venue	College Campus
Brief Report	The Workshop on Intellectual Property Rights (IPR), held on 07/12/2021, engaged 12 participants in understanding the fundamentals of IPR, including patents, copyrights, and trademarks. Expert speakers discussed the importance of protecting intellectual property and the process of filing for rights. Interactive sessions and case studies provided practical insights. Participants found the workshop informative and valuable for safeguarding their innovations and creations, significantly enhancing their knowledge of IPR processes.
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Activity Report	
Academic Year	2021-22
Name of the Activity	MAHADBT Workshop
Date of the Activity	06/09/2023
Number of Participants	17
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
Date of the Activity	18/06/2020
Number of Participants	12
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
Date of the Activity	18/02/2020
Number of Participants	17
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	2019-20
Name of the Activity	Google Tool Usage
Date of the Activity	21/02/2020
Number of Participants	12
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	2019-20
Name of the Activity	Online Admission Process Orientation
Date of the Activity	21/01/2020
Number of Participants	17
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	2018-19
Name of the Activity	NAAC Orientation Program
Date of the Activity	29/12/2018
Number of Participants	12+17
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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