


MAISM/ NAAC 2019/ Metrics Level Deviations/Cr6-2

Date:- 16/01/2020

Criteria 6.3.3:	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years.
DVV Findings:	Please provide: • Detailed program report for each program • Copy of circular/brochure/report of training program.
Response/ Clarification	1) List of professional development/ administrative trainings programs organized during the last 5 years is attached. (Appendix-I) 2) One page report on above listed activities including photographs, circulars and brochures is attached. (Appendix-II)


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Appendix-I

6.3.3 Average number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff during the last five years (5)

Year	Sl. No.	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	Dates (from-to)
2014-2015	1	Workshop on Research Methodology	NA	27/07/2014 to 27/07/2014
	2	NA	Microsoft Office Tools Training Program	25/06/2015 to 25/06/2015
2015-2016	1	FDP on Issues and Challenges of Ministry of Small and Medium Enterprises (MSME)	NA	19/11/2015 to 19/11/2015
	2	NA	Tally & ERP Training Program	22/11/2016 to 23/11/2016
2016-2017	1	FDP on Effective Teaching Using ICT	NA	13/05/2017 to 13/05/2017
	2	NA	Microsoft Excel Advanced Training	20/05/2017 to 20/05/2017
2017-2018	1	FDP on How to write Quality Research Articles	NA	14/04/2018 to 14/04/2018
	2	NA	Soft Skills Development Program	17/11/2018 to 17/11/2018
2018-2019	1	FDP on NAAC Accreditation Process	NA	22/01/2019 to 22/01/2019
	2	NA	Computer Awareness and Computer Skills Training program	15/14/2019 to 15/04/2019


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Appendix-II

Activity Report

Date -27/07/2014

Academic year: 2014-15

Activity: One day Workshop on research methodology

Participants: All teaching staff members

Venue: Seminar Hall

Resource Person :Dr. D. P. Sharma

Objective:

- *To understand research methodology
- *To develop research quality
- *To learn data collection and processing
- *To learn advanced techniques in research fields
- *To develop skill of research report writing




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Activity Report

Date -25/06/2015

Academic year: 2014-15

Activity : One day Workshop on Microsoft office tools training

Participants: Non- teaching staff members

Venue: Seminar Hall

Resource Person : Prof. Mahaveer Sain

Objective:

- *To develop skill Microsoft office software
- *To understand importance of Microsoft office program
- *To learn new computer skill for daily life
- *To use this Microsoft office program for fast office working


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Activity Report

Date -19/11/2015

Academic year: 2015-16

Activity : One day FDP on issues and challenges of MSME


Participants: All teaching staff members

Venue:Seminar Hall

Resource Person :Dr. Kavita Vyas

Objective:

- 1)To understand concept of MSME
- 2)To know challenges in MSME
- 3)To understand new issues MSME


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Activity Report

Date -22/11/2016 to 23/11/2016

Academic year: 2015-16

Activity : One day Workshop on Tally ERP Training

Participants: Non- teaching staff members

Venue: Seminar Hall

Resource Person :Mr. Mayank Sharma

Objective:

- *To develop hands on skills of Tally.
- *To understand importance of Tally in Accounting.
- *To learn use of tally ERP.
- *To use tally ERP for billing and maintenance of accounts


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REPORT

Date -13/05/2017

Academic year: 2016-17

Activity : One day Workshop on Effective Use of ICT Facilities.

Participants: All teaching staff members

Venue: Seminar Hall of

Resource Person : Prof. Vanita Bharadwaj

Objective:

*To Teach how to using ICT

*To understand importance of ICT In teaching and learning

*To teach effectively with the help of ICT Tools available in the institution.


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REPORT

Date -20/05/2017

Academic year: 2016-17

Activity : One day Workshop on Microsoft excel advanced training

Participants: All non- teaching staff members

Resource Person :Mr. Vipin Singh

Objective:

- *To know advanced trends in Microsoft excel software
- *To understand importance of excel software
- *To learn how to use excel software
- *To train all non teaching staff members on using formulas in excel.




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REPORT

Date -14/04/2018

Academic year: 2017-18

Activity : One day FDP On how to write quality research articles

Participants: All teaching staff members

Venue:Seminar Hall

Resource Person :Prof. D. P. Sharma

Objective:

- *To make use of plagiarism checking software's.
- *To understand how to increase research quality article
- *To know how to write research articles in reputed journals.
- *To develop standard format for code of ethics.


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REPORT

Date -17/11/2018

Academic year: 2017-18

Activity : One day Workshop on soft skills development

Participants: All non teaching staff members

Venue: Seminar Hall Resource


Person : Prof. Vinit Pant

Objective:

*To improve soft skill for non teaching staff.

*To develop interaction methods with stakeholders.

*To understand importance of soft skill in carrying out day to day work.


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REPORT

Date -22/01/2019

Academic year: 2018-19

Activity : NAAC Accreditation Process


Participants: All teaching staff members

Venue: Seminar Hall

Resource Person :Dr. Ankit Gandhi (Dean Research, UOT Jaipur)

Objectives:

- * To understand NAAC Accreditation and Assessment Process.
- * To know about NAAC New Format
- * To know about IIQA, SSR, DVV and PTV
- * To know documentation process of NAAC.


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REPORT

Date -15/04/2019

Academic year: 2018-19

Activity : One day programme on computer awareness and computer skill training

Participants: All non-teaching staff members

Venue: Seminar Hall

Resource Person : Prof. Mahaveer Kr. Sain

Objective:

- *To aware all non teaching staff members related to basic peripherals of computers.
- *To make them aware of SOP regarding making computer ON and OFF
- * To make them aware about how to use printer
- * To make them aware about use of internet.


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