Shirdi Sai Rural Institute's



ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA





"NAAC REACCREDITED "B++" GRADE COLLEGE" A/P/Tal-Rahata, Dist.-Ahmednagar. (M.S.)423107 Affiliated to Savitribai Phule Pune University, Pune www.ascrahata.org





SELF STUDY REPORT- CYCLE 3rd 2018-2023

Criterion: VI Governance, Leadership and Management

Key Indicator: 6.3 Faculty Empowerment Strategies

Metric: 6.3.3 (QnM)

Percentage of teaching and non-teaching staff in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

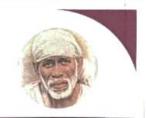
Submitted to
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL(NAAC)
BENGALURU

Shirdi Sai Rural Institutes.



Arts, Science and Commerce College, Rahata

Tal- Rahata, Dist-Ahmednagar, Pin - 423107 (MS) (University of Pune Affiliated ID No. PU/AN/ASC/052/1997) NAAC RE-ACCREDITED "B++" GRADE COLLEGE



Ref. : ASCCR /

Date

DECLARATION

We the undersigned, hereby declare that all information, reports, true copies of the supporting documents, and numerical data submitted by our institution for the purpose of NAAC accreditation have been thoroughly verified by the Internal Quality Assurance Cell (IQAC). We affirm that these submissions are accurate and correct as per our records.

This declaration pertains specifically to the accreditation process for the third cycle of the institution, covering the period from 2018-19 to 2022-23.

Tel-Rahata

Thank you.

Sincerely,

Dr. Vikram P. Bhalekar

Internal Quality Assurance Cell Arts, Science and Commerce College, Rahata

Date-30/07/2024

Place- Rahata

Prof.(Dr.) Somnath S. Gholap Printiginal

Arts, Science and Commerce College Rahata, Tel-Rahata, Dist-Ahmednagar

Recipient of "Best Rural College Award" from Student Welfare Board, (2011- 12 & 2013-14) by Savitribai Phule Pune University, Pune - 07 | NAAC Track ID - MHCOGN 80225 AISHE CODE - C - 41932 Phone : (02423) 295488 Email: principal.ascrahata@pravara.in | rahatacollege@rediffmail.com | Website: www.ascrahata.org

Criterion VI: Governance, Leadership and Management

Page **2** of **29**

Shirdi Sai Rural Institute's,



Arts, Science and Commerce College, Rahata

A/p: - Pimplas, Tal: - Rahata Dist. Ahmednagar, 423107 Phone- (02423) 295488

(University of Pune Affiliated ID No. PU/AN/ASC/052/1997)

NAAC Track I D - MHCOGN 80225 AISHE CODE - C - 41932

Email: ascrahata@gmail.com / rahatacollege@rediffmail.com Website: www.ascrahata.org
NAAC RE-ACCREDITED "B"++" Grade College



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

Kindly provide documents which include event Brochure and reports for each year

List of Professional Development/Administrative training Programmes undertaken

by the HEI in during academic year 2018-19 to 2022-23

Index

Sr. No	Year	Professional Development/Administrative training Programmes	Duration	Particulars	Page No
1	2022-23	Teacher Training Programme on Advanced Writing and Communication Skills	05/07/2022 to 20/07/2022	Event Brochure	4
				Report	5-7
2	2022-23	Workshop on Art of living	03/02/2023 to 08/02/2023	Event Brochure	8
				Report	9-10
3	2021-22	Training Programme on Disaster management	16/03/2022 to 22/03/2022	Event Brochure	11
				Reports	12-14
4	2021-22	Training Programme on Stress Management	25-04-2022 to 30-04-2022	Event Brochure	15
				Report	16-17
5	2019-20	Training program on Tally ERP9.0 and VRIDDHI	06/05/2020 to 14/05/2020	Event Brochure	18-19
				Report	20-22
6	2018-19	Training Programme on Emotional Intelligence	22-04-2019 to 27-04-2019	Event Brochure	23
				Report	24-25
7	2018-19	Training Programme on Basics of Computer and Internet	03/05/2019 to 11/05/2019	Event Brochure	26-27
				Report	28-29

Criterion VI: Governance, Leadership and Management

1. Teacher Training Programme on

Advanced Writing and Communication Skills

Duration: 05/07/2022 to 20/07/2022

Event Brochure



SSRI'S

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

Department of English

Teacher Training Programme

On

"Advanced Writing and Communication Skills"

05/07/2022 to 20/07/2022

REPORT

The Department of English of Arts. Science and Commerce College, Rahata has conducted Teacher Training Programme in English on "Advanced of Writing and Communication Skills" from 05/07/2022 to 20/07/2022 to improve and strengthen the capacity in the use of English of the teachers from the college as per the directions of Hon'ble Director, Dr. Mahesh Kharde and on the demand of many staff members.

On the first day, the Training Programme was inaugurated under the guidance of Principal Prof. S. V. Lahare. The trainer explained basic communication skill- Listening. Speaking, Speaking, Reading and Writing.

Further, the trainer taught to all the participant teachers the syllabus like tenses, usage of tenses, active and passive voice, how to use dictionary? Subject-verb concord, common errors in pronunciation, how to use language in presentation, formal letter writing etc. In order to know how to use English on daily basis, the trainer planned that every day one participant should introduce herself/himself and one participant should propose vote of thanks of the day during the all training days.

Dr. R. D. Kasar, Head, Department of English and her colleague Prof. Bothe P.G. had taught them and took efforts for the success of this training programme. There were 38 teachers actively participated in the training programme. The Teacher Training programme was arranged successfully under the guidance and cooperation of Dr. Mahesh Kharde, Director of SSRI, Prof. S. V. Lahare, Principal and all teaching and non-teaching staff.

Dr. Rohini Kasar

Art's, Science & Commerce College Rahata, Dist. Ahmednagar

Photo Gallery



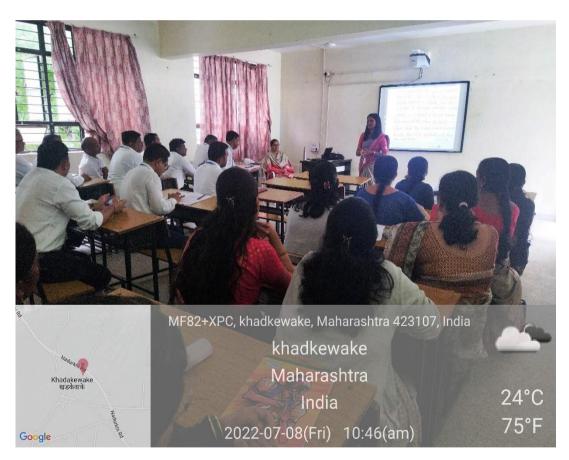
Prof. S. V. Lahare, Principal addressing the participants at inaugural session.



Teacher Participants



Dr. Rohini Kasar, teaching to participants



Participants introducing themselves in the interactive session

2. Workshop on Art of Living

Duration: 03/02/2023 to 08/02/2023

Event Brochure





Arts, Science and Commerce College,



Workshop On Art of Living February 3rd to 8th, 2023 For Non-teaching Staff

Organized by Internal Quality Assurance Cell

Department of English

"Shirdi Sai Rural Institute's"

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

"NAAC RE-ACCREDITED "B++" GRADE COLLEGE" A/P/Tal-Rahata, Dist.-Ahmednagar. (M.S.)





SSRI, s

RTS, SCIENCE AND COMMERCE COLLEGE, RAHATA DEPARTMENT OF ENGLISH

Art of Living Workshop

Report

Date: 3rd to 8th Feb, 2023

Aim and Objective:

- ❖ It aims to promote personal development with practice and by using Sudarshan Kriya.
- Lt is helpful to reduce stress, to improve the mental clarity and to cultivate a sense of inner peace.

The Workshop and Training Programme on "Art of Living" was from 3, Feb 2023 to 8th Feb. 2023 for non-teaching staff on behalf of the English department of Arts, Science and Commerce College, Rahata. It is mainly organized for the non-teaching staff of the college. Ms. Pratiksha Cholke, Trainer, Art of Living, was the Resource Person for the workshop. The program was presided over by Mr. Sanjay Lahare, Vice -principal of the college addressed the participants.

Ms. Pratiksha Cholke gave very useful information on an art of living. According to her the workshop will incorporates breathing exercises, meditation, and yoga and practical wisdom for participants to apply in their daily lives.

Mr. Sanjay Lahare, President said that such types of workshops were often organized as it was the need of the time. He also congratulated the department of English for organizing such activities. Dr. D. N. Dange did the introduction of the Programme and welcomed the resource person. Ms. Pranali Bothe proposed vote of thanks. Total 19 non-teaching staff were benefitted by the workshop.

Outcomes: Participants experiences reduced level of stress and anxiety due to the relaxation techniques and mindfulness practices taught during the workshop. Participants may find their ability to concentrate and focus improves.

Pranali G. Bothe

Art's, Science & Commerce College Rahata, Dist. Ahmednagar.

Photo Gallery



President of Programme Mr. Lahare Sanjay felicitating Chief Guest Ms. Pratiksha Cholke, Trainer, Art of living.

Trainer while giving training to the participants. Dr. Dange D. N. Vice Principal introducing the Programme and Ms. Bothe P.G. giving vote of thanks.

3. Training Programme on Disaster Management

Duration: 16th to 22th March, 2022

Event Brochure



Shirdi Sai Rural Institute's,

Arts, Science and Commerce College, Rahata



Training Programme On

"DISASTER MANAGEMENT"

For

Non-teaching Staff

March 16th to 22nd, 2023

Organized by

Internal Quality Assurance Cell

&

Department of Geography

"Shirdi Sai Rural Institute's"

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

"NAAC RE-ACCREDITED "B++" GRADE COLLEGE"

A/P/Tal-Rahata, Dist.-Ahmednagar. (M.S.)



Criterion VI: Governance, Leadership and Management

ARTS, SCIENCE AND COMMERCE COLEGE, RAHATA

DEPARTMENT OF GEOGRAPHY

Organized six Days Training Programme for non-teaching staff

on

"DISASTER MANAGEMENT"

Date 16/ 03/ 2022 to 22 / 03/ 2022 Report

Department of Geography of Arts, Science and Commerce College, Rahata has organized 6 days Programme on Disaster Management for non-teaching staff from 16/03/2022 to 22/03/2022. At the opening of training Programme Prin. Prof. S. V. Lahare gave a valuable welcome speech on Disaster management to the participants.

The expert lecture was given in this Programme. Mr. Nandkumar Dengale, Chief Security Officer, Padmshri Dr. Vitthalrao Vikhe Patil Co-operative Sugar Pravara Sagar Industry, guided on Disaster Management. He and His team gave a demonstration on fire control. Mr. Amol R. Pagare, Assistant Professor, Dept of Chemistry, Arts, Science and Commerce College, Rahata, explained Types of Disaster & its Management'. Dr. S. N. Shingote, Assistant Professor, and Head, Dept of Geography, Arts, Science and Commerce College, Kolhar guided on Natural Disaster & its Management. Dr. R. S. Pawar, Assistant Professor, Dept of Geography, PVP College, Loni guided on Man-made Disaster Management, Prof. Vijay Sonawane, Assistant Professor, Dept of Geography, Shri Saibaba College, Shirdi explained on Earthquake Disaster Management. Last lecture was conducted by Prof. Gotiram Dhage, Assistant Professor, Dept of Geography, Sai Nirman College, Shirdi on Flood Disaster Management.

All lectures were informative and most valuable to the non-teaching staff members. 18 non-teaching staff members were actively participated in this training Programme. Dr. D. M. Nalage was working coordinator of the training Programme. The Programme is successfully conducted underthe guidance of Prin. Prof. S. V. Lahare. I would like to thank for cooperation for all participants of the college.

Dr. D. M. Nalage

I/C PRINCIPAL

Art's, Science & Commerce College
Rahata, Dist Ahmednagar.

Photographs of activity Khadakewake, Maharashtra, India Rahata pimpals road sadaphal vasthi, Khadakewake, Maharashtra 423107, India Lat N 19° 41' 37.536" Long E 74° 28' 43.104" 16/03/2022 10:24 AM Note: A.S.C. College Rahata. 203° SW 2916.52 km/h

→458.5 m

Inaugural function of the training Programme

%14%



Mr. Nandkumar Dengale: Guiding on Disaster management





Demo Fire Control

Principal
I/C PRINCIPAL
Art's, Science & Commerce College
Rahata, Dist. Ahmednagar

4. Training Programme on

Stress Management

Duration: 25-04-2022 to 30-04-2022

Event Brochure

SSRI's

Arts, Science and Commerce College, Rahata

Internal Quality Assurance Cell

Announces a

Training Programme

on

"Stress Management"

For Non-teaching Staff

Dates: 25th April 2022 to 30th April 2022

Time: 11:00 AM to 1:00 PM

Venue: Seminar Hall, Arts, Science and Commerce College, Rahata

The Stress Management training programme is designed to equip participants with the tools and techniques necessary to manage stress effectively in both personal and professional situations. Over the course of six days, this programme will cover various aspects of stress management, providing practical strategies for handling with stress and keeping overall well-being.

Programme Objectives:

- To understand the nature and sources of stress.
- * To identify stress triggers and their impact on health and performance.
- * To develop effective stress management techniques.
- * To promote mental and emotional well-being.
- ❖ To learn strategies for maintaining work-life balance.

Key Focus Areas:

- 1. Understanding Stress
- 2. Identifying Stress Triggers
- 3. Stress Management Techniques
- 4. Building Resilience
- 5. Maintaining Work-Life Balance
- 6. Creating a Personal Stress Management Plan

Dr. Vikram Bhalekar

IQAC Coordinator

Arts, Science and Commerce College, Rahata

SSRI's,

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

Training Programme on

"Stress Management"

Duration: 6 Days

Date: 25-04-2022 to 30-04-2022

Report

The Internal Quality Assurance Cell (IQAC) of Arts, Science, and Commerce College, Rahata, organized a Training Programme on "Stress Management" specifically personalized for the non-teaching staff of the college. Held from 25th April to 30th April 2022, this initiative aimed to provide participants with crucial tools and strategies to effectively manage stress in their personal and professional lives.

The training Programme was attended by 19 non-teaching staff. Participants appreciated the practical nature of the sessions and expressed confidence in applying the techniques in their daily lives.

The training Programme successfully achieved its goals of educating non-teaching staff about stress management and providing them with practical tools to manage stress. The participants left the Programme with a better understanding of how to handle stress effectively, both at work and in their personal lives.

The "Stress Management" training Programme was a success, providing valuable skills and knowledge to the non-teaching staff. The Programme not only enhanced their ability to manage stress but also contributed to a more positive and productive work environment. The IQAC plans to organize similar training sessions in the future to continue supporting the well-being of all college staff.

The IQAC extends its sincere gratitude to the college administration for their support in organizing this training programme. Special thanks to the trainer and resource person, Ms. Bharti Nirmal Yoga teacher, Dr. Balasaheb Vikhe Patil International School, Rahata, for contributing her expertise to make this event a success.

Coordinator

I/C PRINCIPAL

Art's, Science & Commerce College
Rahata, Dist Ahmednagar.

Photo Gallery





Trainer Ms. Bharti Nirmal while giving training to the participants

5. Training program on Tally ERP9.0 and VRIDDHI

Duration 06/05/2020 to 14/05/2020

Event Brochure



SHIRDI SAI RURAL INSTITUTE'S







"NAAC Re-accrediated "B++"Grade College" At Post- Pimplas, Tal - Rahata, Dist. - Ahmednagar (M.S.) Phone No - 02423 204588

9 Day's Training Program on

Tally ERP 9.0 and Vriddhi

For all Administrative Staff

6th May 2020 -14th May 2020

ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL
ARTS, SCIENCE AND COMMERCE COLLEGE
RAHATA

"NAAC Re-accrediated "B++"Grade College"
At Post- Pimplas, Tal - Rahata, Dist. - Ahmednagar (M.S.)
Phone No - 9370487915/928461643310/

Chief Patrons

Hon'ble Shri. Radhakrishna Vikhe Patil

(Chairman, SSRI, Prayaranagar, Minister of Revenue, Animal Husbandry and Dairy Development, Goyt, of Maharashtra)

Hon'ble Mrs. Shalinitai Vikhe Patil

(Trustee, SSRI, Pravaranagar, Ex. President, Zilha Parishad, Ahmednagar)

Hon'ble Dr. Sujaydada Vikhe Patil

(Trustee, SSRI, Pravaranagar, Member of Parliament)

Local Organizing Committee

Convener

Dr. B.K. Salalkar

(Director SSRI, Pravaranagar, Principal, A.S.C. College Rahata)

Prof. S. V. Lahare

(Vice Principal, A.S.C. College Rahata)

Prof. V. P. Bhalekar (Chairman IQAC Committee)

Shirdi Sai Rural Institute's ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA Organized

Training program

on

"Tally ERP 9.0 and Vriddhi"

Report

Organized by: Internal Quality Assurance Cell (IQAC), Arts, Science, and Commerce College, Rahata

Date: Monday, 6th May 2020 to Tuesday, 14th May 2020

Venue: Arts, Science, and Commerce College, Rahata

Participants: Non-Teaching Staff

The Internal Quality Assurance Cell (IQAC) of Arts, Science, and Commerce College, Rahata, organized a training program on "Tally ERP 9.0 and Vriddhi" during Monday, 6th May 2020 to Tuesday, 14th May 2020. The objective of the training program was to enhance the accounting and administrative skills of the non-teaching staff, ensuring effective utilization of these software tools for better management and operational efficiency.

Tally ERP 9.0: Tally ERP 9.0 is a regularly used accounting software that simplifies financial management for businesses and institutions. The training covered fundamental to advanced features of Tally ERP 9.0, including record management, GST compliance, payroll management, and financial reporting.

Vriddhi: Vriddhi is a college management software that assists in managing various administrative tasks such as student information, attendance, examination results, and other institutional data. The training focused on the efficient use of Vriddhi for whole administration.

The training program spanned over nine days, with each day dedicated to different aspects of Tally ERP 9.0 and Vriddhi. The sessions were conducted by **Mr. Sagar Wani, Accountant, Industrial Training Institute, Rahata** experienced trainer, who provided hands-on training to the participants. Below is a brief overview of the training schedule:

Day 1-3: Introduction to Tally ERP 9.0

Day 4-6: Advanced Features of Tally ERP 9.0

Day 7-9: Introduction to Vriddhi

Total 13 Administrative staff actively participated in this Programme. The interactive sessions allowed participants to clarify doubts and gain practical knowledge of using the software. Hands-on exercises and real-time problem-solving activities were integrated into the sessions to enhance learning outcomes.

Criterion VI: Governance, Leadership and Management

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The feedback from the participants was positive. They appreciated the systematic approach of the training and the expertise of the trainers. All participants expressed their confidence in applying the skills learned to their daily tasks, thereby improving the overall efficiency of the college's administrative and financial processes.

The training program on "Tally ERP 9.0 and Vriddhi" organized by the IQAC of Arts, Science, and Commerce College, Rahata, was a resounding success. It not only equipped the staff with important skills but also contributed to the institution's commitment to continuous improvement and excellence in administration.

Coordinator

A SOURCE OF COLLEGE OF

Principal
PRINCIPAL
Art's Science & Commerce
College, Rahata

Shirdi Sai Rural Institute's

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

Organized

"Tally ERP 9.0 and Vriddhi"

Photo Gallery

Monday, 6th May 2020 to Tuesday, 14th May 2020





Trainer, Mr. Sagar Wani while giving training to the participants.

6. Training Programme on Emotional Intelligence Duration 22-04-2019 to 27-04-2019

Event Brochure

SSRI's

Arts, Science and Commerce College, Rahata

Presents a

Training Programme

on

"Emotional Intelligence"

Duration 22/04/2019 to 27/04/2019

Time: 1.00 pm to 3.00 Pm

Venue: Seminar Hall

Organized by:

Internal Quality Assurance Cell

About the Training Programme

Emotional Intelligence (EI) is a vital skill in both personal and professional life. This training Programme is designed to help teaching staff like understand and manage their emotions, foster better relationships, and achieve greater success in their profession.

Programme Objectives:

To understand the core concepts of Emotional Intelligence.

To learn how to recognize and manage your own emotions.

To develop empathy and improve interpersonal skills.

To enhance communication and relationship-building abilities.

To learn how to handle stress and challenges more effectively.

To promote self-awareness and self-regulation.

Coordinator

Dr. V. P. Bhalekar Co-ordinator

SSRI's,

ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

Training Programme on

"Emotional Intelligence"

Duration: 6 Days

Date: April 22 - April 27, 2019

Report

The Internal Quality Assurance Cell (IQAC) of SSRI's Arts, Science, and Commerce College, Rahata, organized an inclusive training programme on "Emotional Intelligence" from April 22 to April 27, 2019. This initiative aimed at enhancing the emotional intelligence of the teaching staff, focusing on essential skills that contribute to personal and professional development.

The training programme was attended by 34 teaching staff members of the college. Their active participation in discussions, activities, and practical sessions demonstrated a strong commitment to personal and professional growth.

The programme successfully achieved its objectives by equipping the participants with a deeper understanding of emotional intelligence and practical tools for applying it in their professional lives. The sessions were interactive, allowing participants to share their experiences and learn from each other. The training provided valuable insights into managing emotions, fostering a positive work environment, and enhancing interpersonal relationships.

The training programme on "Emotional Intelligence" was a success, providing the teaching staff with essential skills to navigate the emotional complexities of their roles. The knowledge and skills acquired during the training are expected to have a lasting impact on the personal and professional lives of the participants.

The IQAC extends its sincere gratitude to the college administration for their support in organizing this training programme. Special thanks to the trainer and resource person, Mr. Vijay Gadhave, Physical trainer, Dr. Balasaheb Vikhe Patil International School, Rahata, for contributing her expertise to make this event a success.

Coordinator

College College

Principal
PRINCIPAL
Art's Science & Commerce
College, Rahata

Photo Gallery





Trainer Mr. Vijay Gadhave while giving training to the participants

7. Training Programme on

Basics of Computer and Internet

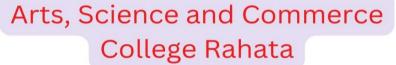
Duration: 03-05-2019 to 11-05-2019

Event Brochure



SHIRDI SAI RURAL INSTITUTE'S







"NAAC Re-accrediated "B++"Grade College" At Post- Pimplas, Tal - Rahata, Dist. - Ahmednagar (M.S.) Phone No - 02423 204588

6 Day's Training Program on

Basics of Computers and Internet

For all Administrative Staff

3rd May 2019 -11 May 2019

ORGANIZED BY
INTERNAL QUALITY ASSURANCE CELL
ARTS, SCIENCE AND COMMERCE COLLEGE
RAHATA

"NAAC Re-accrediated "B++"Grade College"
At Post- Pimplas, Tal - Rahata, Dist. - Ahmednagar (M.S.)
Phone No - 9370487915/928461643310/

About Our Institute

Shirdi Sai Rural Institute was established in 1997 as a Public Trust by the vision of Late Padmabhushan Dr. Balasaheb Vikhe Patil (Ex-Minister, Govt. of India, Founder Trustee, SSRI). The institute is doing progress under the able guidance of Hon'ble Shri. Radhakrishna Vikhe Patil, Chairman, Shirdi Sai Rural Institute, Pravaranagar, (Minister of Revenue, Animal Husbandry and Dairy Development, Govt. of Maharashtra) and Hon'ble Dr. Sujaydada Vikhe Patil, Member of Parliament, India.

The Arts, Science and Commerce College, Rahata is celebrating the Silver Jublie of its establishment (1997-2022). The strength of the students was 141,when it was established, now strength is 1800+. Since then the College has been progressing. The college is located very close to the holy place of Lord Sai Baba's Shirdi. In the area of 21 Acers, 48 Teaching and 39 Non-teaching Staff are taking efforts to add the feathers in its cap. College is permanently affiliated to Savitribai Phule Pune University, and included by UGC under 12 (b)and 2(F) section.

In recognition of the excellent educational facilities provided and services rendered to the rural masses, the college has received 'Best Rural College' Award from Savitribai Phule Pune University for the year 2013. In the academic year 2011-12 Student Welfare Board, Savitribai Phule Pune University has honored the college with the Best College Award. The NAAC has reaccredited the College with 'B++' Grade in 2017-18.

Topics Covered

- 1 Fundamentals of computer
- 2 Operating computer using GUI based operating system
- 3 Microsoft Word
- 4 Microsoft Excel
- 5 Microsoft PowerPoint
- 6 Basic Computer Repairing (Hardware)
- 7 Communicating using the internet
- 8 WWW and web browsers

Training Programme on "Basics of Computer and Internet

Organized by: Internal Quality Assurance Cell (IQAC), Arts, Science, and Commerce College, Rahata

Duration: Friday, 3rd May 2019 to Saturday, 11th May 2019

Venue: Arts, Science, and Commerce College, Rahata

Participants: Non-Teaching Staff

The Internal Quality Assurance Cell (IQAC) of Arts, Science, and Commerce College, Rahata, organized a training programme on "Basics of Computer and Internet" from Friday, 3rd May 2019 to Saturday, 11th May 2019. The primary objective of the programme was to equip the staff with fundamental computer and internet skills, essential for effective day-to-day operations and enhancing digital literacy.

The training programme was designed to cover essential aspects of computer usage and internet navigation. The sessions were personalized to meet the needs of beginners and those with limited computer skills. Key topics included basic computer operations, internet browsing, email communication, and the use of essential software applications.

The nine-day training programme was structured to provide comprehensive and practical knowledge through interactive sessions. Below is a detailed schedule of the training sessions:

Day 1-2: Introduction to Computers

Day 3-4: File Management and Word Processing

Day 5-6: Spreadsheets and Presentations

Day 8: Email Communication

Day 9: Practical Applications and Q&A:

Total 13 Administrative staff actively participated in this Programme The sessions were interactive, with hands-on exercises that allowed participants to apply what they learned in real-time. Trainer Mr. Prashant Dange, Shri Saibaba Institute of Engineering, Research, and Allied Sciences, Rahata provided individual assistance to ensure that all participants were able to follow along and grasp the concepts effectively.

Participants provided positive feedback, highlighting the clarity of instruction and the practical significance of the topics covered. Many expressed their appreciation for the opportunity to enhance their digital skills, which they found crucial for their professional responsibilities.

The training programme on "Basics of Computer and Internet" organized by the IQAC of Arts, Science, and Commerce College, Rahata, successfully achieved its goal of improving digital literacy among the staff. The programme not only built confidence in using computers and the internet but also underscored the importance of ongoing professional development in adapting to technological advancements.

Shirdi Sai Rural Institute's ARTS, SCIENCE AND COMMERCE COLLEGE, RAHATA

Organized

Training Programme on

"Basics of Computer and Internet"

Duration: Friday 03rd to Saturday 11th May, 2019

Photo Gallery





Trainer, Prof. Prashant Dange Shri. Saibaba Institute of Engineering, Research, and Allied Sciences, Rahata. while giving training to the participants.





(Prof. Dr. S. S. Gholap)
PRINCIPAL
Art's,Science & Commerce
College,Rahata