

Navnirman Shikshan Sanstha's

S. P. Hegshetye College of Arts, Commerce & Science

(Affiliated to University of Mumbai and recognized by Govt. of Maharashtra)

S.M. Joshi Vidyanketan, P -63 M. I. D. C., Mirjole, Tal & Dist. Ratnagiri. 415 639

Phone No. (02352) 228977 / 230812. E mail- navnirmancollege@rediffmail.com

Activity/Programme Report

Academic Year: 2018-19	Activity No.:
Name of Activity/Programme	Faculty development programme Examination work
Organizing Department/Committee	IQAC
Date and time	24 th TO 28 th Sep 2018,3.00 to 6.00
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr. Asha Jagdale .
Resource Person/Speaker	Dr. Asha Jagdale, , Dr.Pooja Mohite
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance•
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of Paper setting, Supervision And Report Writing, Unfairness And Rules And Regulation.
IQAC Cell	Activity as per academic calendar Month: September 2018--19

IQAC Co-coordinator

Coordinator
I. Q. A. C.

S. P. Hegshetye College of Arts,
Commerce & Science,
P 63, MID C, Mirjole, Ratnagiri-415 639



Principal

I/c Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639



Navnirman Shikshan Sanstha's

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Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Date: 21/09/2018

Notice

All the faculty members are requested to attend the five days faculty development programme examination work on 24th sept. to 28th sept. 2018 organized by IQAC .

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	24/09/2018	Paper Setting
2	25/09/2018	Paper Assessment
3	26/09/2018	Supervision And Report Writing
4	27/09/2018	Unfairness And Rules And Regulation
5	28/09/2018	Marks Filling And Result Preparation




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IQAC Organizes

Five Days Faculty Development Programme

On

" Examination Work "

Resource Person - Prof. Dr. Asha Shivajirao Jagdale.

Date - 24th sept. to 28th sept. 2018

Time - 3 pm. To 6 pm.

Place - Seminar Hall



I/c Principal

S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639

Five Days Faculty Development Programme on Examination Work

Date: 24-09-2018 to 28-09-2018

Attendance sheet

Sr. No.	Name of the participant	Designation	24-09-18	25-09-18	26-09-18	27-09-18	28-09-18
1	Dr. Asha Jagdale	Assistant Professor	P	A	P	P	P
2	Mr. Pramod Athavale	Assistant Professor	P	P	P	P	P
3	Mr. Koustubh Bamane	Assistant Professor	P	P	P	P	P
4	Ms. Mamata Manohar Ghadashi	Assistant Professor	P	P	P	P	P
5	Mr. Prasad Shripad Kolekar,	Assistant Professor	P	P	P	P	P
6	Ms. Ruhina Mayer	Assistant Professor	P	A	P	P	A
7	Mrs. Ashwini Kadam	Assistant Professor	P	P	P	P	P
8	Miss. Dhanashri Vijay Shinde	Assistant Professor	P	P	P	P	P
9	Ms. Samruddhi Sinkar	Assistant Professor	P	P	P	P	P
10	Mrs. Archana Marathe	Assistant Professor	P	A	P	P	P
11	Mrs. Shruti Jog	Assistant Professor	P	P	P	A	P
12	Miss. Supriya Santosh Surve	Assistant Professor	A	P	A	P	P
13	Miss. Ahlam A. Khan	Assistant Professor	A	P	A	P	P
14	Miss. Sayali Keer	Assistant Professor	P	P	P	P	P
15	Dr. Pooja M. Mohite	Assistant Professor	P	A	P	P	P
16	Miss. Smita S. Amebkar	Assistant Professor	A	P	P	P	P
17	Mrs. Varsha Vidyardhar Kubal	Assistant Professor	P	P	P	P	P
18	Mr. Suhil Mohan Salvi	Assistant Professor	A	P	P	P	P
19	Mrs. Pournima Dilip Sardesai	Assistant Professor	P	P	P	P	P
20	Mr. Tarachand Keshao Rao Dhobale	Assistant Professor	P	P	P	P	P
21	Mr. Rushikesh Ravindra Mehendale	Assistant Professor	P	P	P	P	P
22	Miss. Apurva Tikekar	Assistant Professor	P	P	P	P	P
23	Ms. Meghna Vinayak Shelar	Assistant Professor	A	P	P	P	P
24	Mr. Rutvej Dnyaneshwar	Assistant Professor	P	P	P	P	P
25	Mrs. Karmal Kamble	Assistant Professor	A	P	P	P	P
26	Ms. Sharaddha Kamble	Assistant Professor	P	P	P	P	P
27	Ms. Shilpa Jeurkar	Assistant Professor	P	P	P	A	P



S. P. Hegshetye College of
Arts, Commerce & Science,
I/c Principal

S. P. Hegshetye College of
Arts, Commerce & Science,



Navnirman shikshan sanstha

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S. M. Joshi Vidyaniketan, P 63 MIDC Mirjole, Ratnagiri 415 612

CERTIFICATE

This is to certify that,

Mr./Miss..... of S.P. Hegshetye college of Arts, Commerce & Science Ratnagiri participated in a five days faculty development on examination work organised the by internal quality Assuarence Cell of the college, on 24th sept. to 28th sept. 2018

IQAC Coordinator

Principle

Navnirman Shikshan Sanstha's

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Activity/Programme Report

Academic Year: 2019-20	Activity No.:
Name of Activity/Programme	Faculty development programme on Effective communication skills
Organizing Department/Committee	IQAC
Date and time	16 th TO 20 th Sep 2019,3.00 to 6.00
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr. Asha Jagdale
Resource Person/Speaker	Dr. Asha Jagdale , Dr.Pooja Mohite
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance•
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of Appropriate nonverbal communication, Engaged listening Body language etc.
IQAC Cell	Activity as per recommendation of IQAC.

IQAC Co-coordinator

Coordinator

I. Q. A. C.

S. P. Hegshetye College of Arts,
Commerce & Science,

P 63, MIDC, Mirjole, Ratnagiri-415 639



Principal

I/c Principal

S. P. Hegshetye College of
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Ratnagiri - 415 639



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Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Date: 13/09/2019

Notice

All the faculty members are requested to attend the five days faculty development programme on Effective communication skill on 16th sept. to 20th sept. 2019 organized by IQAC .

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	16/09/2019	Effective Communication Skill
2	17/09/2019	Effective Communication Skill
3	18/09/2019	Effective Communication Skill
4	19/09/2019	Effective Communication Skill
5	20/09/2019	Effective Communication Skill




I/c Principal
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Ratnagiri - 415 639



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IQAC Organizes

Five Days Faculty Development Programme

On

" Effective communication Skill"

Resource Person- Dr. Asha Shivajirao Jagdale

Date- 16th sept. to 20th sept. 2019

Time- 3 pm. To 6 pm.

Place-Seminar Hall

I/c Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639

Five Days Faculty Development Programme on Effective Communication Skill

Date: 16-09-2019 to 20-09-2019

Attendance sheet

Sr. No.	Name of the participant	Designation	16-09-19	17-09-19	18-09-19	19-09-19	20-09-19
1	Dr. Asha Jagdale	Assistant Professor	P	P	P	P	P
2	Mr. Pramod Arvind Athawale	Assistant Professor	P	P	P	P	P
3	Mr. Kaustubh Shrish Bamane	Assistant Professor	P	P	P	P	P
4	Miss. Mamata Manohar Ghadashi	Assistant Professor	P	P	P	P	P
5	Mr. Prasad Shripad Kolekar	Assistant Professor	P	P	P	P	P
6	Mrs. Sneha Mayuresh Mukadam	Assistant Professor	P	A	P	P	P
7	Miss. Ruhina Rashid Mayer	Assistant Professor	P	A	P	A	P
8	Mrs. Amruta Harshal Salvi	Assistant Professor	P	P	P	P	P
9	Mrs. Ashwini Swapnil Kadam	Assistant Professor	P	P	P	P	P
10	Miss. Dhanashri Vijay Shinde	Assistant Professor	P	P	P	P	P
11	Miss. Samruddhi Balkrishna Sinkar	Assistant Professor	P	P	P	P	P
12	Mrs. Shruti Gaurav Jog	Assistant Professor	P	P	P	P	P
13	Miss. Supriya Santosh Surve	Assistant Professor	P	P	P	P	P
14	Miss. Ahlam A. Khan	Assistant Professor	P	P	P	P	P
15	Miss. Sayali Keer	Assistant Professor	P	P	P	P	P
16	Miss. Nikita Rajendra Nalawade	Assistant Professor	P	P	P	P	P
17	Dr. Pooja Mahendra Mohite	Assistant Professor	P	P	P	P	P
18	Mr. Suhil Mohan Salvi	Assistant Professor	P	P	P	P	P
19	Mrs. Varsha Vidyadhar Kubal	Assistant Professor	P	P	P	P	P
20	Miss. Smita Ambekar	Assistant Professor	P	P	P	P	P
21	Mrs. Sanskruti Sachin Pachkude	Assistant Professor	P	P	P	P	P
22	Mr. Tarachand Keshao Rao Dhobale	Assistant Professor	P	P	P	P	P
23	Ms. Meghna Vinayak Shelar	Assistant Professor	P	P	P	P	P
24	Mr. Rushikesh Ravindra Mehendale	Assistant Professor	P	P	P	P	P
25	Mrs. Poojeshwari Kadam	Assistant Professor	P	P	A	P	P
26	Mr. Rutvel Dnyaneshwar	Assistant Professor	P	P	P	P	P
27	Mrs. Purnuma Dilip Sardesai	Assistant Professor	P	P	P	P	P



S.P. Bagshi College of Arts, Commerce & Science,
Ratnagiri - 415 039



Navnirman shikshan sanstha

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S. M. Joshi Vidyaniketan, P 63 MIDC Mirjole, Ratnagiri 415 612

CERTIFICATE

This is to certify that,

Mr./Miss..... of S.P. Hegshetye college of Arts, Commerce & Science Ratnagiri participated in a five days faculty development on Effective Communication Skills organised the by internal quality Assurance Cell of the college, on 16th sept. to 20th sept. 2020

Date:

Head of Department

Principle

Navnirman Shikshan Sanstha's

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Activity/Programme Report

Academic Year: 2020-21	Activity No.:
Name of Activity/Programme	Faculty development programme on Online Exam
Organizing Department/Committee	IQAC
Date and time	7 th sept. to 11 th sept. 2020, 3.00 to 6.00
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr.Pooja Mohite
Resource Person/Speaker	Mrs. Amruta Salvi Miss. Supriya Surve,
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance•
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of create Google form ,insert image in Google form, prepare PPT etc.
IQAC Cell	Activity as per recommendation of IQAC.

IQAC Co-coordinator

Coordinator
I. Q. A. C.

S. P. Hegshetye College of Arts,
Commerce & Science,
P-63, MIDC, Mirjole, Ratnagiri-415 639



Principal

I/c Principal
S. P. Hegshetye College of
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Ratnagiri - 415 639



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Date : 4/09/2020

Notice

All the faculty members are requested to attend the five days faculty development programme on Online Exam on 7th sept. to 11th sept. 2020 organized by IQAC.

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	07/09/2020	How to create Google form
2	08/09/2020	How to insert image in Google form
3	09/09/2020	How to prepare PPT
4	10/09/2020	How to download and analysis responses on Google form
5	11/09/2020	Marks converter



[Signature]
I/c Principal
S. P. Hegshetye College of
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IQAC Organizes

Five Days Faculty Development Programme

On

" Online Exam "

Resource Person - Prof. Mrs. Amruta Harshal Salvi.

Miss. Supriya Santosh Surve.

Date - 7th sept. to 11th sept. 2020

Time - 3 pm. To 6 pm.

Place - Seminar Hall



I/c Principal

**S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639**

Five Days Faculty Development Programme on Online Examination

Date: 07-09-2020 to 11-09-2020

Attendance sheet

Sr. No.	Name of the participant	Designation	07-09-20	08-09-20	09-09-20	10-09-20	11-09-20
1	Dr. Asha Jagdale	Assistant Professor	P	P	P	P	P
2	Mr. Pramod Arvind Athawale	Assistant Professor	P	P	P	P	P
3	Mr. Kaustubh Shrish Barmane	Assistant Professor	P	P	P	P	P
4	Miss. Mamata Manohar Ghadashi	Assistant Professor	P	P	P	P	P
5	Mr. Prasad Shripad Kolekar	Assistant Professor	P	P	P	P	P
6	Miss. Mehajabeen Imtiyaz	Assistant Professor	P	P	P	P	P
7	Miss. Ruhina Rashid Mayer	Assistant Professor	P	P	A	P	P
8	Mrs. Amruta Harshal Salvi	Assistant Professor	P	P	P	P	P
9	Mrs. Sonali Vaibhav Salvi	Assistant Professor	P	P	P	P	P
10	Ms. Ankita Raghunath Kale	Assistant Professor	P	P	P	P	P
11	Miss. Dhanashri Vijay Shinde	Assistant Professor	P	P	P	P	P
12	Ms. Supriya Santosh Surve	Assistant Professor	P	P	A	P	P
13	Ms. Pooja Pramod Nimbalkar	Assistant Professor	A	P	P	P	P
14	Miss. Ahlam A. Khan	Assistant Professor	P	P	P	P	P
15	Ms. Pratiksha P. Supal	Assistant Professor	P	P	P	P	P
16	Miss. Sayali Keer	Assistant Professor	A	P	P	P	P
17	Miss. Nikita Rajendra Nalawade	Assistant Professor	P	P	P	P	P
18	Dr. Pooja Mahendra Mohite	Assistant Professor	P	P	P	P	P
19	Mr. Suhil Mohan Salvi	Assistant Professor	P	P	P	P	P
20	Mrs. Varsha Vidyardhar Kubal	Assistant Professor	P	P	P	P	P
21	Mrs. Pournima Dilip Sardesai	Assistant Professor	P	P	P	P	P
22	Mr. Ajinkya Prakash Prabhudesai	Assistant Professor	A	P	P	P	P
23	Mrs. Sanskruti Sachin Pachkude	Assistant Professor	P	A	P	P	P
24	Mr. Tarachand Keshao Rao Dhobale	Assistant Professor	P	P	P	P	P
25	Ms. Meghna Virayak Shekar	Assistant Professor	P	P	P	P	P
26	Mr. Rutvej Dnyaneshwar	Assistant Professor	P	P	P	P	P
27	Mr. Rushikesh Ravindra Mehendale	Assistant Professor	P	P	P	P	P
28	Mrs. Poojeshwari Kadam	Assistant Professor	P	P	P	P	P



(Signature)
Principal

S. P. Hegde's College of
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CERTIFICATE

This is to certify that,

Mr./Miss..... of S.P. Hegshetye college of Arts, Commerce & Science Ratnagiri participated in a five days faculty development on Online Exam organised by internal quality Assurance Cell of the college, on 7th sept. to 11th sept. 2020

IQAC Coordinator

Principle



Navnirman Shikshan Sanstha's

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Year 2019-2020

Sr. No.	Name of the participant	Title of the FDP/Professional development/administrative training program	Dates
1	Pournima D. Sardesai	Mobile based smart E-Content development for online teaching	15 th April to 25 th April 2020




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Activity/Programme Report

Academic Year: 2022-23	Activity No.:
Name of Activity/Programme	Faculty development programme Examination work
Organizing Department/Committee	IQAC
Date and time	12th TO 16th th Sept 2022,3.00 to 6.00
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr. Asha Jagdale .
Resource Person/Speaker	Dr. Asha Jagdale, , Dr.Pooja Mohite
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance•
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of Paper setting, Supervision And Report Writing, Unfairness And Rules And Regulation.
IQAC Cell	Activity as per recommendation by IQAC

IQAC Co-coordinator
Coordinator

S. P. Hegshetye

College of Arts,
& Science,

Ratnagiri-415 639

S. P.

P 63, 1

Principal

S. P. Hegshetye College of
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Ratnagiri - 415 639





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Date : 10/09/2022

Notice

All the faculty members are requested to attend the five days faculty development programme examination work on 12th sept. to 16th sept. 2022 organized by IQAC.

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	12/09/2022	Paper Setting
2	13/09/2022	Paper Assessment
3	14/09/2022	Supervision And Report Writing
4	15/09/2022	Unfairness And Rules And Regulation
5	16/09/2022	Marks Filling And Result Preparation


The Principal
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Ratnagiri - 415 639





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IQAC Organizes

Five Days Faculty Development Programme

On

" Examination Work "

Resource Person - Dr. Asha Shivajirao Jagdale

Dr. Pooja Mahendra Mohite

Date - 12th sept. to 16th sept. 2022

Time - 3 pm. To 6 pm.

Place - Seminar Hall

I/c Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639

Five Days Faculty Development Programme on Examination Work

Date: 12-09-2022 to 16-09-2022

Attendance sheet

Sr. No.	Name of the participant	Designation	12-09-22	13-09-22	14-09-22	15-09-22	16-09-22
1	Dr. Asha Shivaljirao Jagdale	Assistant Professor	P	P	A	P	P
2	Mr. Prasad Shripad Kolekar	Assistant Professor	P	P	P	P	P
3	Miss. Mehajabeen Imtiyaz	Assistant Professor	P	P	P	P	P
4	Miss. Akanksha Vijay Joshi	Assistant Professor	P	P	P	P	P
5	Mrs. Nishita Jitendra Pliankar	Assistant Professor	P	P	P	P	P
6	Miss. Sonali Siddharth Palkar	Assistant Professor	P	P	P	P	P
7	Miss. Tejaswita Ravindra Kamble,	Assistant Professor	A	P	P	A	P
8	Miss. Pranita Arvind Pliankar,	Assistant Professor	A	P	P	A	P
9	Miss. Siddhika Narendra Hatiskar	Assistant Professor	P	P	P	P	P
10	Mrs. Amruta Harshal Salvi	Assistant Professor	P	A	P	P	P
11	Mrs. Sonali Vaibhav Salvi	Assistant Professor	P	P	P	A	P
12	Miss. Supriya Santosh Surve	Assistant Professor	P	A	P	P	P
13	Miss. Pratiksha Pradip Supal	Assistant Professor	P	P	P	P	P
14	Miss. Sayali Mohan Kamble	Assistant Professor	A	P	P	P	P
15	Miss. Ahlani A. Khan	Assistant Professor	P	P	P	P	P
16	Mrs. Priyanka Bhushan Ghorpade	Assistant Professor	A	P	A	P	P
17	Miss. Priyanka Nilesh Lad	Assistant Professor	P	P	A	P	P
18	Mr. Prasad Ganesh Bakare	Assistant Professor	P	P	P	P	P
19	Miss. Nikita Rajendra Nalawade	Assistant Professor	P	P	P	P	P
20	Dr. Pooja Mahendra Mohite	Assistant Professor	P	P	P	A	P
21	Mr. Suhil Mohan Salvi	Assistant Professor	P	P	A	P	P
22	Mrs. Varsha Vidyadhar Kubal	Assistant Professor	P	P	P	P	P
23	Mrs. Pournima Dilip Sardesai	Assistant Professor	P	P	P	P	P
24	Mrs. Swara Mandar Khamkar	Assistant Professor	P	P	A	P	P
25	Mrs. Rupali A. Anerao	Assistant Professor	P	P	P	P	P
26	Mr. Tarachand Keshao Rao Dhobale	Assistant Professor	P	P	P	P	P
27	Ms. Meghna Vinayak Shejar	Assistant Professor	P	P	P	P	P
28	Miss. Apurva Tikekar	Assistant Professor	P	P	P	P	P
29	Mr. Rushikesh Ravindra Mehendale	Assistant Professor	P	P	P	P	P
30	Ms. Sonia Ajit Mapuskar	Assistant Professor	P	A	P	A	P



(Signature)

Wc Principal
Hegshetye College of
Commerce & Science,
Ratnagiri - 415 039



Certificate of Participation

This is to certify that

Mr./Mrs/ Miss..... Mrs. POURNIMA DILIP SARDESAI

*From..... S.P.Hegshetye College of
Arts, Commerce & Science, Ratnagiri.*

*enthusiastically participated in our exclusive "Mahabridge webinar on mobile based
smart E-Content development for online Teaching" conducted
on 15th to 25th April 2020, at 10am to 11.30am and also fulfilled the
assignments provided during 24th to 27th April 2020.*

Certificate ID:-

FHXP28-CE000046

Bhushan Kulkarni
Pro-Trainer, Knowledge Bridge

Eknath Kore
Administrator, Knowledge Bridge

Issue Date:-
29 April 2020

'Knowledge Bridge', Flat No. - 10, Second Floor, Atharva Towers, Near Chaupati Karamja Chawk,
Ahmednagar, Dist.- Ahmednagar 414001 (MS) Mob. 9822057786, 8055819131

Navnirman Shikshan Sanstha's

S. P. Hegshetye College of Arts, Commerce & Science

(Affiliated to University of Mumbai and recognized by Govt. of Maharashtra)

S.M. Joshi Vidyaniketan, P -63 M. I. D. C., Mirjole, Tal & Dist. Ratnagiri. 415 639

Phone No. (02352) 228977 / 230812. E mail- navnirmancollege@rediffmail.com

Activity/Programme Report

Academic Year: 2022-23	Activity No.:
Name of Activity/Programme	Non teaching Staff Development programme Maintaining office records
Organizing Department/Committee	IQAC
Date and time	19 th sept. to 23 th sept. 2022
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr.Pooja Mohite , Mr. Mahendra Gurav
Resource Person/Speaker	Mr. Yogesh Thakur, Mr. Mahendra Gurav
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of Block Arrangement, Seating Arrangement, maintain report of records.
IQAC Cell	Activity as per recommendation of IQAC.

IQAC Co-coordinator

Coordinator
I. Q. A. C.

S. P. Hegshetye College of Arts,
Commerce & Science,
P 63, MIDC, Mirjole, Ratnagiri-415 639



Principal

Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639



Navnirman Shikshan Sanstha's

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Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Date : 17/09/2022

Notice

All the non-teaching members are informed that the college IQAC organizing five days faculty Development programme examination preparation on 19th sept. to 23th sept. 2022. Kindly remain for the above said programme

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	19/09/2022	Examination preparation
2	20/09/2022	Block Arrangement
3	21/09/2022	Seating Arrangement
4	22/09/2022	How to maintain report of records
5	23/09/2022	How to prepare hall ticket and daily presently

IQAC Coordinator

Principal

I/c Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639





Navnirman Shikshan Sanstha's

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College IQAC Organizes

Five Days Faculty Development Programme

On

" Examination Preparation "

Resource Person- Mahendra Madhukar Gurav & Mr. Yogesh Thakur

Date- 19th sept. to 23th sept. 2022

Time- 3 pm. To 6 pm.

Place-Seminar Hall

IQAC Co-coordinator

Principal

**I/c Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639**



Five Days Faculty Development Programme on Examination Preparation

Date: 12-09-2022 to 16-09-2022

Attendance sheet

Sr. No.	Name of the participant	Designation	12-09-22	13-09-22	14-09-22	15-09-22	16-09-22
1	Mahendra Madhukar Gurav	Head Clerk	P	P	P	A	P
2	Mayur Vinayak Shetye	Senior Clerk	P	P	P	P	P
3	Sachin Vasudev Thul	Lab. Asst.	P	P	P	P	P
4	Megha Jitendra Pore	Jr. Clerk (Library)	P	A	P	A	P
5	Sagar Sudhir Shinde	Peon	P	P	A	P	P
6	Uday Ashok Kamble	Peon	P	P	P	P	P
7	Ganesh Shantaram Joshi	Peon	P	P	P	A	P




Principal

S. P. Hegshetye College of
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Ratnagiri - 415 639



Navnirman Shikshan Sanstha's

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Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Year 2022-2023

Sr. No.	Name of the participant	Title of the FDP/Professional development/administrative training program	Dates
1	Dr. Pooja M. Mohite	Geography faculty development programme	13 th feb to 17 th feb. 2023

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Phone No. (02352) 228977 / 230812. E mail- navnirmancollege@rediffmail.com

Activity/Programme Report

Academic Year: 2020-21	Activity No.:
Name of Activity/Programme	Non teaching Staff Development programme examination preparation
Organizing Department/Committee	IQAC
Date and time	14 th sept. to 18 th sept. 2020, 3.00 to 6.00
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr.Pooja Mohite ,Mr. Mahendra Gurav
Resource Person/Speaker	Dr.Pooja Mohite, Mr. Mahendra Gurav
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of Maintain of files Labelling of files, Numbering of files maintain records
IQAC Cell	Activity as per recommendation of IQAC.

IQAC Co-coordinator

Coordinator
I. Q. A. C.

S. P. Hegshetye College of Arts,
Commerce & Science,
P & S, MIDC, Mirjole, Ratnagiri - 415 639



Principal

Principal
S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639



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Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Date: 14/09/2020

Notice

All the non-teaching members are informed that the college IQAC organizing five days faculty Development programme Maintaining office records on 14th sept. to 18th sept. 2020. Kindly remain for the above said programme.

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	14/09/2020	Maintain of files
2	15/09/2020	Labelling of files
3	16/09/2020	Numbering of files
4	17/09/2020	How to maintain records
5	18/09/2020	Record keeping



[Signature]
I/c Principal
S. P. Hegshetye College of
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Ratnagiri - 415 639



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IQAC Organizes

Five Days Faculty Development Programme

On

" Maintaining office records "

Resource Person- Mr. Mahendra Madhukar Gurav

Date- 14th sept. to 18th sept. 2020

Time- 3 pm. To 6 pm.

Place-Seminar Hall




I/c Principal

S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639

Five Days Faculty Development Programme on Maintaining Office Record

Date: 14-09-2020 to 18-09-2020

Attendance sheet

Sr. No.	Name of the participant	Designation	14-09-20	15-09-20	16-09-20	17-09-20	18-09-20
1	Mr. Bhagwan Waman Mukadam	Lab. Asst.	P	P	P	P	P
2	Mr. Mayur Vinayak Shetye	Senior Clerk	P	P	P	P	P
3	Mr. Sachin Vasudev Thul	Lab. Asst.	P	P	P	P	P
4	Mrs. Megha Jitendra Pore	Jr. Clerk (Library)	P	P	P	P	P
5	Mr. Sunit Dilip Ghude	Lab. Asst.	P	P	A	P	P
6	Ms Sheetal Vilas Baing	Junior Clerk	P	P	P	P	P
7	Mr. Sagar Sudhir Shinde	Lab. Asst.	P	P	P	P	P
8	Mr. Uday Ashok Kamble	Peon	P	P	P	A	P
9	Mr. Ganesh Shantaram Joshi	Peon	P	P	A	P	P
10	Mr. Sachin Dhondur Salim	Peon	P	P	P	P	P




 Principal
 S. P. Hegshetye College of
 Arts, Commerce & Science,
 Ratnagiri - 415 639



Navnirman shikshan sanstha

S. P. Hegshetye Collage of Arts, Commerce & Science

(Recog. By Govt. of Maharashtra and Affiliated to university of Mumbai)

S. M. Joshi Vidyaniketana, P 63 MIDC Mirjole, Ratnagiri 415 612

CERTIFICATE

This is to certify that,

Mr./Miss..... of S.P. Hegshetye college of Arts, Commerce & Science Ratnagiri participated in a five days non teaching staff development on **Maintaining office records** organised the by internal quality Assurance Cell of the college, on 14th sept. to 18th sept. 2020

IQAC Co-coordinator

Principle



Navnirman shikshan sanstha

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S. M. Joshi Vidyaniketan, P 63 MIDC Mirjole, Ratnagiri 415 612

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This is to certify that,

Mr./Miss..... of S.P. Hegshetye college of Arts, Commerce & Science Ratnagiri participated in a five days non teaching staff development on **Maintaing office records** organised the by internal quality Assuarence Cell of the college, on 14th sept. to 18th sept. 2020

IQAC Co-coordinator

Principle

Navnirman Shikshan Sanstha's

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S.M. Joshi Vidyaniketan, P -63 M. I. D. C., Mirjole, Tal & Dist. Ratnagiri. 415 639

Phone No. (02352) 228977 / 230812. E mail- navnirmancollege@rediffmail.com

Activity/Programme Report

Academic Year: 2018-19	Activity No.:
Name of Activity/Programme	Non teaching Staff Development programme Maintaining office records
Organizing Department/Committee	IQAC
Date and time	17 th sept. to 21 th sept. 2018
Venue	Auditorium
Name of the Co-coordinator of the activity and member	Dr.Pooja Mohite , Mr. Mahendra Gurav
Resource Person/Speaker	Mr. Mahendra Gurav
Number of participated	
Proof attached	<ul style="list-style-type: none">• Notice• Attendance
Short summery/Brief report(In English)	As per the notice, the main aim of the workshop is to make aware and get knowledge of Block Arrangement, Seating Arrangement, maintain report of records.
IQAC Cell	Activity as per recommendation of IQAC.

IQAC Co-coordinator

Coordinator

I. Q. A. C.

S. P. Hegshetye College of Arts,
Commerce & Science,
Mirjole, Ratnagiri-415 639



Principal

I/c Principal

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Phone: (02352) 228977 / 230812 / 9420250977 E-Mail: navnirmancollege@rediffmail.com

Date : 14/09/2018

Notice

All the non-teaching members are informed that the college IQAC organizing five days faculty Development programme examination preparation on 17th sept. to 21th sept. 2018. Kindly remain for the above said programme.

PROGRAMME SCHEDULE

Sr. No.	Date	PROGRAMME
1	17/09/2018	Examination preparation
2	18/09/2018	Block Arrangement
3	19/09/2018	Seating Arrangement
4	20/09/2018	How to maintain report of records
5	21/09/2018	How to prepare hall ticket and daily presenty




Principal
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IQAC Organizes

Five Days Faculty Development Programme

On

“ Examination Preparation “

Resource Person- Mr. Mahendra Madhukar Gurav

Date - 17th sept. to 21th sept. 2018

Time - 3 pm. To 6 pm.

Place - Seminar Hall



Principal

S. P. Hegshetye College of
Arts, Commerce & Science,
Ratnagiri - 415 639

Five Days Faculty Development Programme on Examination Preparation

Date: 17-09-2018 to 21-09-2018

Attendance sheet

Sr. No.	Name of the participant	Designation	17-09-18	18-09-18	19-09-18	20-09-18	21-09-18
1	Mr. Bhagwan Waman Mukadam	Lab. Asst.	P	P	P	P	P
2	Mr. Mayur Vinayak Shetye	Senior Clerk	P	P	P	P	P
3	Mr. Sachin Vasudev Thul	Lab. Asst.	P	P	P	P	P
4	Mrs. Megha Jitendra Pore	Jr. Clerk (Library)	P	P	P	P	P
5	Mr. Sunit Dilip Ghude	Lab. Asst.	P	P	P	P	P
6	Ms Sheetal Vilas Baing	Junior Clerk	P	P	P	P	P
7	Mr. Jeevan M. Ayare	Lab. Asst.	A	P	P	P	P
8	Mr Mahesh Pandurang Pawar	Peon	P	A	A	P	P
9	Mr. Sagar Sudhir Shinde	Peon	P	P	P	A	P
10	Mr. Uday Ashok Kamble	Peon	P	P	P	P	P
11	Mr. Ganesh Shantaram Joshi	Peon	A	P	A	P	P
12	Mr. Sachin Dhondou Salim	Peon	P	P	P	P	P




I/c Principal
 S. P. Hegshetye College of
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 Ratnagiri - 415 639



Navnirman shikshan sanstha

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S. M. Joshi Vidyaniketan, P 63 MIDC Mirjole, Ratnagiri 415 612

CERTIFICATE

This is to certify that,

Mr./Miss..... of S.P. Hegshetye college of Arts, Commerce & Science Ratnagiri participated in a five days non teaching staff development on **examination preparation** organised the by internal quality Assuarence Cell of the college, on 17th sept. to 2 1th sept. 2018

IQAC Co-coordinator

Principle