CRITERION- VI	
KEY INDICATOR	**6.3 Faculty Empowerment Strategies**
METRIC NO.	**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.**

REPORT OF PROFESSIONAL DEVELOPMENT / ADMINISTRATIVE TRAINING PROGRAMMES DURING THE ACADEMIC YEAR

2016-17

Y & M Anjuman Khairul Islam's

POONA COLLEGE
OF ARTS, SCIENCE AND COMMERCE
(Affiliated to Savitribai Phule Pune University: ID No. PU/PN/ASC/023/1970)

ACTIVITY REPORT
(2016 – 2017)

I.   Basic Details:

Name of The Activity: Two days Workshop for Non-Teaching Staff **(Vriddhi Software training for Examination)**			
Date	**Faculty**	**Department/ Committee**	**Coordinator Name & Phone no.**
12/09/2016 and 13/09/2016	**Exam Department**	**Exam Dept**	Dr. Shakir Shaikh
Time	**Venue**	**Activity for class/ group& Staff number**	**Nature: Academic/co-curricular / extracurricular/ Environmental/ social/ other**
10 am to 04.00 pm	**Exam Department**	**Non-teaching staff 09**	**Co - Curricular**

II.   Brief Information about the Activity (Criterion no -):

Topic/ Subject of the activity	**Workshop for non-teaching staff (Vriddhi Software training for Examination)**
Objective for conducting the activity	1. To guide the non-Teaching staff on examination process, rules and regulations 2. To guide the non-Teaching staff on conduct of examination, questions papers and answer sheet management and coordination between non-teaching and teaching staff 3. To guide the non-Teaching staff on Vriddhi Software training for Examination
Methodology	Interactive training session and Practical Training
Outcomes	• Non-Teaching Staff understood the rules and regulation of examination • Non-Teaching Staff understood the process to be followed at the time of examination • Non-Teaching Staff understood Vriddhi Software procedure for examination

NOTICE

Two-day Workshop for Non-Teaching Staff has been organized for Non-teaching Staff on 12/09/2016 and 13/09/2016

Venue- Examination Department

Time: 10:00 a.m. to 4.00 p.m.

Following non-teaching staff members are instructed to attend the same.

S.R	Name of the Non teaching Staff
1	Mr. Arif Salauddin Shaikh
2	Mr. Sadique Pathan
3	Mr. Sayed Ismail Gous
4	Akbar Yasinkhan Pathan
5	Mr.Azim Tamboli
6	Mr. Shaikh Usman Rashid
7	Mr.Javed Shaikh
8	Mr.Tanveer Shaikh
9	Mr.Mohsin Mulani

Principal

Report

Two day Workshop for Non-Teaching Staff
(Vriddhi Software training for Examination)

Two-day Workshop for Non-Teaching Staff was organized from **12-09-2016 to 13-09-2016** successfully for teaching and non-teaching Staff in Examination Department.09 non-teaching staff participated in it.

Dr. Shakir Shaikh, Assistant Professor, delivered the session and threw light on procedure and process of examinations, bar coding system and steps to be followed for bar coding in answer sheet. He also guided on rules and regulation of examination as per university.

Mr. Akbar Pathan, staff from examination department provided the training on Vriddhi Software training for Examination.

Mr. Akbar Pathan has given practical training to non-teaching staff Vriddhi Software training for Examination

Dr. Baba Shaikh proposed the vote of thanks.

| Dr. Shakir Shaikh coordinated the workshop | Mr. Akbar Pathan is giving Practical training |

Y & M Anjuman Khairul Islam's

POONA COLLEGE
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AKI'S POONA COLLEGE OF ARTS,SCIENCE AND COMMERCE
CAMP,PUNE-411001

Two Days Orientation Workshop for Non-Teaching Staff

(Vriddhi Software Training for Examination)

Date: 12/09/2016 and 13/09/2016

ATTEDANCE SHEET

Sr. No	Name of the staff	Signatures	
		Day 1 12th Sept 2016	Day 2 13th Sept 2016
1	Mr. Arif Salauddin Shaikh		
2	Mr. Sadique Pathan Usmakhan		
3	Mr. Sayed Ismail Gous		
4	Akbar Yasinkhan Pathan		
5	Mr.Azim Tamboli		
6	Mr. Shaikh Usman Rashid		
7	Mr.Javed Shaikh		
8	Mr.Tanveer Shaikh		
9	Mr.Mohsin Mulani		