Smt. Fatimabai M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
(Affiliated to University of Mumbai)
College Code: 557

C/o. St. John'S Convent High School
Near Raiway Station, Mumbra.
(Thane)-400612
Tel no:- +91-8591655745

Ref. No: _____

Date:- 18|09|2018

Management Information System (MIS) Summary Report

A session on Management Information System (MIS) Communication Skills was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 10th September 2018-16th September 2018 in the computer lab of the college. The session was a valuable opportunity for all the Non-teaching faculty to gain insights into the transformative potential of MIS in the context of our college.

Mr. Sujith Raman was invited as the speaker for the session on Management Information System (MIS). Mr. Raman was a distinguished professional with extensive expertise in the field, making him a valuable resource for gaining insights into the transformative power of MIS. Mr. Sujith Raman brings a wealth of knowledge and experience in the realm of Management Information Systems. As senior manager at JPMorgan chase. he has played a pivotal role in implementing and optimizing MIS to enhance operational efficiency and decision-making processes.

Objective: The Management Information System (MIS) Summary Report aims to provide an overview of the organization's MIS, highlighting its key components, functionalities, and impact on decision-making processes. The MIS is a crucial tool designed to streamline information flow, enhance data accuracy, and facilitate effective decision-making across various levels of the organization.

Key Components:

1. **Data Collection and Input:**
   - Overview of the methods and sources used to collect data.
   - Explanation of data input processes and quality control measures.
2. **Database Management:**
   - Discussion on the organization's database structure.
   - Measures taken to ensure data security, integrity, and accessibility.
3. **Data Processing and Analysis:**
   - Description of data processing methods and tools.
   - Analytical capabilities of the MIS to derive meaningful insights.
4. **Information Output:**
   - Types of reports and outputs generated by the MIS.
   - Customization options for tailoring information to different user needs.
5. **User Interface and Accessibility:**
   - Evaluation of the user interface for ease of use.
   - Accessibility features and permissions granted to different user roles.

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Ref. No: _____   Date:- 18\09\2018

6. **Integration with Other Systems:**
   - Discussion on the MIS's compatibility with other organizational systems.
   - Data exchange protocols and interoperability.

Functionalities:

1. **Real-time Reporting:**
   - Capability of the MIS to provide real-time information for timely decision-making.
   - Examples of critical reports generated to support various departments.
2. **Forecasting and Predictive Analysis:**
   - Overview of the MIS's ability to support forecasting and predictive analytics.
   - Examples of how predictive analysis contributes to strategic planning.
3. **Inventory Management:**
   - Integration of inventory data within the MIS.
   - Streamlining inventory processes and optimizing stock levels.
4. **Financial Management:**
   - Inclusion of financial data for budgeting and financial analysis.
   - Tools available for financial reporting and auditing.
5. **Human Resource Management:**
   - MIS functionalities related to employee data, payroll, and performance metrics.
   - Support for strategic human resource planning.

Impact on Decision-Making:

1. **Improved Data-Driven Decision-Making:**
   - Examples of how the MIS has enhanced decision-making processes by providing accurate and timely information.
2. **Enhanced Efficiency and Productivity:**
   - Illustration of how the MIS has streamlined operational processes, leading to increased efficiency and productivity.
3. **Strategic Planning Support:**
   - Testimonials on how the MIS aids in long-term strategic planning through forecasting and trend analysis.
4. **Resource Optimization:**
   - Demonstrations of how the MIS has contributed to the optimal allocation of resources.
5. **Responsive to Organizational Needs:**
   - Adaptability of the MIS to changing organizational needs and evolving market conditions.

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Ref. No: _____   Date:- १८|०९|२०१८

Conclusion: The Management Information System plays a pivotal role in supporting the organization's decision-making processes by providing timely, accurate, and relevant information. Its impact on operational efficiency, strategic planning, and resource optimization underscores its significance in the modern business environment. Continuous evaluation and adaptation of the MIS to evolving organizational requirements are recommended to ensure its ongoing effectiveness and contribution to overall success.

Name of the participant

Mrs. Rajshree Bhosale
Mr. Vishnu Tandale
Mr.Ganesh Erande

Smt. Fatimabai M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
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Internal Quality Assurance Cell (IQAC)

Organise

FDP ON Management Information System

➢ **Date: 10-09-2018 to 16-09-2018**

➢ **Venue: AV Room.**

Principal
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Ref. No: _____

Date:- 18|01|2019

Training on mentoring and counselling

Training on Mentoring and Counselling session was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 10th January 2019 – 16th January 2019 in the AV Hall of the college. Workshop was useful for the faculty members in understanding the importance of training regarding mentoring and counselling. The report covers key topics discussed during the workshop, expert insights shared, and the overall impact on participating faculty members.

The guest speaker for the session on Training on Mentoring and counselling was Mr. Ankur Sinha. He is an accomplished professional with extensive experience in the field of counselling and mentoring, making him an ideal resource for our training program.

Objective: Key Components and Sessions:

Agenda: The training sessions were structured to cover a range of topics related to mentoring and counselling, including:

1. **Understanding the Role of a Mentor:**
   - Definition and characteristics of effective mentors.
   - Importance of mentorship in academic and personal development.
2. **Basic Counselling Skills:**
   - Active listening techniques.
   - Empathy and rapport building.
   - Problem-solving strategies.
3. **Identifying and Addressing Student Issues:**
   - Recognizing signs of academic and personal challenges.
   - Strategies for approaching and assisting students in need.
4. **Ethical Considerations in Mentoring and Counselling:**
   - Maintaining confidentiality.
   - Boundaries and professionalism in mentorship.
5. **Promoting a Supportive Campus Culture:**
   - Creating an inclusive and welcoming environment.
   - Collaborative approaches to student support.

Interactive Sessions: The training incorporated various interactive elements, such as case studies, role-playing, and group discussions. This allowed participants (Faculty members) to apply the concepts learned in real-life scenarios, fostering a deeper understanding of the material.

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Ref. No: _____   Date:- 18|01|2019

Feedback and Evaluation: At the conclusion of the training Faculty members provided feedback on the sessions. Overall, the response was positive, with Faculty members expressing appreciation for the practical skills gained and the relevance of the training to their roles within the college.

Conclusion: The mentoring and counselling training conducted in the college premises proved to be a valuable initiative in equipping faculty members with the necessary skills to support students effectively.

Name of the participant

Dr. Sachin Dnyaneshwar Lokhande

Mr. Tushar Shrirang Chavan

Mrs. Sadhana Chhattlani

Mr. Kapil Mohite

Mr. Prasad Umarji

Mr. Yashodhan Oak

Mr. Akshay Singh

Mr.Vinayak Chakrawarti

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MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC)

Organise

FDP On Training on mentoring and counselling

➢ **Date: 10th January 2019 – 16th January 2019.**

➢ **Venue: AV Room.**

Principal
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Ref. No: _____   Date:- 28 th JUNe 2019

Working with Tally ERP Summary Report

Session on Working with Tally ERP was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 21st June 2019-27th June 2019 in the computer lab of the college. The objective of this session was to equip the non-teaching staff with the latest knowledge and updates on Tally ERP.

Mrs. Hemalatha Iyengar was the guest speaker for the session on Working with Tally ERP. She has an experience of more than 12 years in providing knowledge in the field of Tally.

Objective: This summary report provides an overview of the training program focused on working with Tally ERP, highlighting key components and outcomes. The program aimed to familiarize participants with Tally ERP software, emphasizing its features, functionalities, and practical applications in the context of accounting and financial management.

Key Components and Sessions:

1. **Introduction to Tally ERP:**
   - Overview of Tally ERP software and its significance in business operations.
   - Understanding the user interface and basic navigation.
2. **Company Setup and Configuration:**
   - Creating and configuring a company profile in Tally ERP.
   - Setting up chart of accounts and other relevant configurations.
3. **Data Entry and Voucher Management:**
   - Hands-on exercises on data entry for various transactions (e.g., sales, purchases, expenses).
   - Voucher creation and management for accurate recording of financial transactions.
4. **Inventory Management:**
   - Utilizing Tally ERP for effective inventory tracking and management.
   - Integration of inventory data with financial reports.
5. **Financial Reporting:**
   - Generating standard financial reports (e.g., balance sheet, profit and loss statement) using Tally ERP.
   - Customizing reports to meet specific business requirements.
6. **GST (Goods and Services Tax) Compliance:**
   - Understanding and implementing GST functionalities within Tally ERP.
   - Generating GST-compliant reports and returns.

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Ref. No: _____   Date:- 28 th June 2019

7. **Bank Reconciliation:**
   - Techniques for reconciling bank statements with Tally ERP records.
   - Resolving discrepancies and maintaining financial accuracy.
8. **Payroll Processing:**
   - Overview of payroll management using Tally ERP.
   - Configuring and processing payroll transactions.

Outcomes:

1. **Proficient Tally ERP Usage:**
   - Participants gained proficiency in navigating and using Tally ERP for day-to-day accounting and financial activities.
2. **Accurate Financial Recording:**
   - Improved accuracy in financial data entry and voucher management, ensuring reliable financial records.
3. **Effective Inventory Control:**
   - Enhanced ability to manage and control inventory using Tally ERP, leading to improved business efficiency.
4. **Compliance with GST Regulations:**
   - Participants acquired the knowledge and skills to ensure compliance with GST regulations through Tally ERP.
5. **Timely and Accurate Reporting:**
   - Efficient generation of financial reports, enabling timely and accurate decision-making.
6. **Streamlined Bank Reconciliation:**
   - Improved bank reconciliation processes, reducing errors and ensuring financial integrity.
7. **Competent Payroll Processing:**
   - Participants developed competence in using Tally ERP for payroll processing, ensuring accurate and timely salary disbursements.

Conclusion: The Working with Tally ERP training program successfully equipped participants with the skills and knowledge necessary to effectively utilize Tally ERP for accounting, financial management, and compliance purposes. Continuous practice and exploration of advanced features are recommended to maximize the software's potential and stay updated on any future enhancements or changes. The acquired proficiency in Tally ERP positions participants to contribute to the financial success and compliance of their respective organizations.

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Date:- 28th JUNE 2019

Name of the participant

Mrs. Rajshree Bhosale
Mr. Vishnu Tandale
Mr.Ganesh Erande

Smt. Fatimabai M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
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Internal Quality Assurance Cell (IQAC)

Organise

FDP ON Working with Tally ERP

➢ **Date: 21-06-2019 to 27-06-2019**

➢ **Venue: AV Room.**

Principal
Mumbra College of Arts & Commerce
(Night) Mumbra.

Ref. No: _____

Date:- 27 Jan 2020

Faculty Development Program (FDP) on Communication Skills

Faculty Development Program (FDP) on Communication Skills was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 20th January,2020-25th January 2020 in the AV Hall of the college. Faculty Development Program (FDP) was mainly focused on Communication Skills which is crucial for the professional growth of the faculty. Effective communication is the cornerstone of successful teaching and learning therefore a well-designed FDP in this domain equips faculty members with the tools to convey information clearly, engage students effectively, and foster a positive learning environment.

The guest speaker for the faculty development program (FDP) on communication was Mrs. Nisha Deodhar. Mrs. Nisha Deodhar brings a distinguished career in communication training, having worked with diverse groups across various industries. Her dynamic and engaging approach to communication skills development has garnered recognition and appreciation from participants and organizations alike. As a seasoned professional, Mrs. Deodhar has successfully conducted numerous workshops, seminars, and training sessions on effective communication. Her insights into the nuances of verbal and non-verbal communication, interpersonal skills, and public speaking are sure to provide our faculty members with practical tools and strategies to enhance their communication proficiency.

Objective: The Faculty Development Program (FDP) on Communication Skills aimed to enhance the communication competencies of educators, enabling them to effectively convey ideas, facilitate student engagement, and foster a positive learning environment. The program focused on both verbal and non-verbal communication skills essential for educators in diverse academic settings.

Key Components and Sessions:

1. **Foundations of Effective Communication:**
   - Understanding the importance of clear communication in the educational context.
   - Identifying barriers to effective communication and strategies to overcome them.
2. **Verbal Communication Skills:**
   - Developing clarity and precision in verbal expression.
   - Techniques for structuring lectures, explanations, and discussions.
3. **Active Listening and Feedback:**
   - Importance of active listening in the teaching-learning process.
   - Providing constructive feedback to students and colleagues.

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Ref. No: _____

Date:- 27 Jan 2020

4. **Non-Verbal Communication:**
   - Recognizing the impact of body language and facial expressions.
   - Techniques for using non-verbal cues to enhance teaching effectiveness.
5. **Effective Presentation Skills:**
   - Designing and delivering engaging presentations.
   - Utilizing multimedia tools and visual aids effectively.
6. **Interpersonal Communication:**
   - Building positive relationships with students, colleagues, and administrators.
   - Strategies for handling difficult conversations in a professional manner.
7. **Technology-Mediated Communication:**
   - Integrating digital communication tools in educational settings.
   - Best practices for online communication and virtual classroom management.
8. **Cross-Cultural Communication:**
   - Sensitivity to cultural differences in a diverse academic environment.
   - Strategies for effective communication in culturally inclusive classrooms.

Outcomes:

1. **Enhanced Classroom Engagement:**
   - Educators developed skills to captivate students' attention through effective verbal and non-verbal communication, resulting in improved classroom engagement.
2. **Improved Student Understanding:**
   - Clarity in communication and effective presentation techniques led to enhanced student comprehension of course materials.
3. **Constructive Feedback Practices:**
   - Educators acquired the ability to provide constructive and meaningful feedback, promoting student growth and learning.
4. **Adaptability to Technology:**
   - Participants gained confidence in using technology for communication, fostering adaptability to various teaching modalities, including online and hybrid formats.
5. **Culturally Inclusive Practices:**
   - Sensitivity to diverse cultural backgrounds fostered an inclusive learning environment, promoting respect and understanding among students and faculty.
6. **Effective Collaboration:**
   - Improved interpersonal communication skills contributed to positive collaborations among faculty members, leading to a more cohesive academic community.

Conclusion: The Faculty Development Program on Communication Skills successfully equipped educators with the necessary tools to enhance their communication competencies. By focusing on both verbal and non-verbal aspects of communication, the program aimed to create a positive and engaging learning environment. Continuous support and opportunities

for practice and feedback are recommended to reinforce and sustain the acquired communication skills among faculty members.

Name of the participant

Dr. Sachin Dnyaneshwar Lokhande

Mr. Tushar Shrirang Chavan

Mrs. Sadhana Chhattlani

Mr. Kapil Mohite

Mr. Prasad Umarji

Mr. Yashodhan Oak

Mr. Akshay Singh

Mrs.Zeenat Shaikh

Smt. **Fatimabai** M.S. Educational Trust's
MUMBRA COLLEGE OF ARTS & COMMERCE (NIGHT)
(Affiliated to University of Mumbai)

Internal Quality Assurance Cell (IQAC)

Organise

FDP ON Communication Skills

➤ **Date: 20-01-2020 to 25-01-2020**

➤ **Venue: AV Room.**

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Ref. No: _____   Date:- 17 th July 2020

Faculty Development Program (FDP) on Creating and Managing Online Classes

Faculty Development Program (FDP) on Creating and Managing Online Classes was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 15th July 2020-21st July 2020 in Online Mode. In the rapidly evolving landscape of education, the shift towards online learning has become more pronounced than ever. Recognizing the transformative impact of technology on teaching methodologies, our college has conducted a Faculty Development Program (FDP) on Creating and Managing Online Classes. This FDP holds immense significance for faculty members, as it addresses the fundamental need to adapt and excel in the digital teaching environment.

The guest speaker for the Workshop on Creating and Managing Online Classes was Mr. Tarun Kuckian. Mr. Kuckian brings a wealth of expertise and experience in the field of online education, making him a valuable resource for our faculty members. Mr. Tarun Kuckian was a seasoned professional with a proven track record in designing and implementing successful online teaching strategies. With a deep understanding of the challenges and opportunities presented by virtual classrooms, he has played a pivotal role in transforming traditional teaching methodologies into effective online learning experiences.

Objective: The Faculty Development Program (FDP) on Creating and Managing Online Classes aimed to empower educators with the necessary skills and knowledge to design, deliver, and effectively manage online learning environments. The program focused on leveraging technology for educational purposes, promoting student engagement, and addressing the unique challenges associated with virtual teaching.

Key Components and Sessions:

1. **Introduction to Online Teaching:**
   - Understanding the principles and challenges of online education.
   - Overview of the advantages and disadvantages of virtual classrooms.
2. **Learning Management System (LMS) Familiarization:**
   - Introduction to popular Learning Management Systems (e.g., Moodle, Canvas, Blackboard).
   - Navigation and utilization of LMS features for course creation and management.
3. **Designing Engaging Online Content:**
   - Strategies for creating interactive and engaging online course materials.
   - Incorporating multimedia elements, discussion forums, and collaborative activities.
4. **Effective Online Communication:**
   - Techniques for clear and concise communication in the online learning environment.

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Ref. No: _____   **Date:-**

- Utilizing communication tools within the LMS and external platforms.

5. **Assessment and Feedback in Virtual Settings:**
   - Designing effective online assessments.
   - Providing timely and constructive feedback to students.

6. **Facilitating Online Discussions:**
   - Best practices for fostering meaningful online discussions.
   - Creating a collaborative and inclusive virtual classroom environment.

7. **Technology Integration:**
   - Exploring tools for live virtual classes, webinars, and interactive sessions.
   - Troubleshooting common technical issues and ensuring a seamless online learning experience.

8. **Time Management and Organization:**
   - Strategies for organizing online course materials and resources.
   - Managing time effectively and setting realistic expectations for both educators and students.

Outcomes:

1. **Competence in Online Course Creation:**
   - Participants acquired the skills to create engaging and effective online courses using Learning Management Systems.

2. **Enhanced Virtual Communication Skills:**
   - Improved communication skills in the online environment, fostering a positive and inclusive learning atmosphere.

3. **Effective Assessment and Feedback Practices:**
   - Participants developed strategies for creating fair and meaningful assessments and providing constructive feedback to students.

4. **Interactive Online Teaching Techniques:**
   - Proficiency in utilizing technology for live virtual classes, webinars, and interactive sessions to keep students engaged.

5. **Facilitated Virtual Discussions:**
   - Ability to foster and moderate productive online discussions, promoting collaboration and critical thinking among students.

6. **Adaptability to Technical Challenges:**
   - Participants learned to troubleshoot common technical issues, ensuring a smooth online learning experience.

7. **Efficient Time Management:**
   - Strategies for organizing online course materials, managing time effectively, and setting realistic expectations for educators and students.

Conclusion: The Faculty Development Program on Creating and Managing Online Classes equipped educators with the necessary skills and strategies to navigate the challenges of

virtual teaching. By focusing on both technical and pedagogical aspects, the program aimed to ensure that participants are well-prepared to create engaging online learning experiences for their students. On-going support and professional development opportunities are recommended to keep educators updated on emerging technologies and best practices in online education.

Name of the participant

Dr. Sachin Dnyaneshwar Lokhande

Mr. Tushar Shrirang Chavan

Mrs. Sadhana Chhattani

Mr. Kapil Mohite

Mr. Prasad Umarji

Mr. Yashodhan Oak

Mr. Akshay Singh

Mr.Vinayak Chakrawarti

Principal
Mumbra College of Arts & Commerce
(Night) Mumbra

Ref. No: _____   Date:- 30/08/2020

MS-CIT and Advanced Excel Training Summary Report

MS-CIT and Advanced Excel Training session was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 18th August 2020-29th August 2020 in the computer Lab of the college. MS-CIT and Advanced Excel training provide non-teaching staff with essential digital literacy skills. In today's technology-driven world, proficiency in basic computer applications is crucial for effective communication and task execution.

Guest for the training session was Mr. Mukul Kulkarni. He is a distinguished professional with a proven track record in the realms of MS-CIT and Advanced Excel. With an extensive background in information technology and data management, he has successfully conducted numerous training sessions, empowering individuals to harness the full potential of these vital tools.

Objective: The MS-CIT and Advanced Excel training program aimed to empower participants with comprehensive digital literacy skills, focusing on Microsoft Certified Information Technology (MS-CIT) fundamentals and advanced features of Microsoft Excel. The program sought to enhance participants' ability to efficiently use these tools in professional settings, enabling them to navigate the digital landscape and perform advanced data analysis and reporting tasks.

Key Components and Highlights:

1. **MS-CIT Modules:**
   - Participants were introduced to the core MS-CIT modules, including Word, Excel, PowerPoint, and Access.
   - Hands-on sessions provided practical experience in using each module for various tasks.
2. **Excel Fundamentals:**
   - The training began with a review of basic Excel functions, covering data entry, formatting, and simple formulas.
   - Participants gained a solid foundation before progressing to advanced Excel features.
3. **Advanced Excel Functions:**
   - In-depth coverage of advanced Excel functions, including VLOOKUP, HLOOKUP, INDEX-MATCH, array formulas, and complex calculations.
   - Participants developed proficiency in performing intricate data analysis.

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Ref. No: _____

Date:- 30|08|2020

4. **Data Analysis and Visualization:**
   - Techniques for efficient data analysis using Excel, including sorting, filtering, and using various functions.
   - Creating visually appealing charts, graphs, and dashboards for effective data presentation.

5. **PivotTables and PivotCharts:**
   - Participants learned to create PivotTables for data summarization and PivotCharts for dynamic data visualization.
   - These tools were explored for their ability to simplify complex datasets.

6. **Automation with Macros:**
   - Introduction to basic Excel macros, enabling participants to automate repetitive tasks and increase workflow efficiency.
   - Practical sessions included recording and editing macros.

7. **Collaboration and Sharing:**
   - Exploring collaborative features in Excel, such as simultaneous editing and commenting, to enhance teamwork on projects.
   - Understanding the process of sharing and securing Excel files through cloud platforms like OneDrive.

Outcomes:

1. **MS-CIT Proficiency:**
   - Participants gained proficiency in using the MS-CIT suite, enhancing their overall digital literacy.

2. **Advanced Excel Skills:**
   - Enhanced proficiency in advanced Excel functions, allowing participants to perform complex data analysis and reporting.

3. **Data Analysis Competence:**
   - Participants developed strong data analysis skills, utilizing Excel's features for efficient interpretation and presentation of data.

4. **Efficient Automation:**
   - Participants acquired the ability to automate routine tasks using Excel macros, increasing productivity.

5. **Enhanced Collaboration:**
   - Improved collaboration skills through the use of Excel's collaborative features, facilitating seamless teamwork on projects.

6. **Data Protection Knowledge:**
   - Understanding data validation and protection measures to ensure data accuracy and security in Excel.

7. **Professional Report Creation:**
   - Participants developed skills to create professional and visually appealing reports using advanced Excel features.

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Date:- ୨୦|୦୨|୨୦୨୦

Conclusion: The MS-CIT and Advanced Excel training program successfully equipped participants with a robust skill set, combining fundamental digital literacy with advanced Excel capabilities. The hands-on approach and practical applications ensured participants could immediately apply their knowledge in professional and academic scenarios. Continuous practice and exploration of emerging features are recommended to maintain proficiency and adapt to evolving technology trends. Overall, the program positioned participants to excel in their roles by leveraging MS-CIT and Advanced Excel for enhanced productivity and informed decision-making.

Name of the participant

Mrs. Rajshree Bhosale
Mr. Vishnu Tandale
Mr.Ganesh Erande

Internal Quality Assurance Cell (IQAC)

Organise

FDP ON MS- CIT and Advance Excel

➢ **Date: 18-08-2020 to 29-08-2020**

➢ **Venue: AV Room.**

Principal
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Ref. No: _____

Date:- 16|01|2022

Seminar on Research and Teaching Techniques

Seminar on Research and Teaching Techniques was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 10th January 2022-14th January 2022 in the AV Hall of the college. Research and Teaching Techniques is a proactive step in ensuring that faculty members are equipped with the knowledge and skills necessary to provide high-quality education in an ever-evolving academic landscape. It serves as an investment in both individual professional growth and the overall success of the institution.

The session was conducted by Dr.Nitinkumar.M.Patil. Dr. Patil was a distinguished academician, researcher, and educator, bringing a wealth of expertise and insights to enrich our understanding of the dynamic interplay between research and teaching in academia.

Objective: The Seminar on Research and Teaching Techniques aimed to provide educators, researchers, and academic professionals with insights, strategies, and practical approaches to enhance their skills in both research and teaching. The program focused on integrating effective research methodologies with innovative teaching techniques to create a synergistic and enriching academic environment.

Key Components and Sessions:

1. **Research Methodologies:**
   - Overview of various research methodologies, including qualitative and quantitative approaches.
   - Techniques for literature review, data collection, and analysis.
2. **Innovative Teaching Strategies:**
   - Exploration of modern and creative teaching methods to engage diverse learners.
   - Incorporation of technology, active learning, and interactive techniques in the classroom.
3. **Designing Effective Research Projects:**
   - Guidance on structuring and planning research projects.
   - Addressing ethical considerations and obtaining necessary approvals.
4. **Active Learning in Teaching:**
   - Strategies for incorporating active learning methods to promote student engagement.
   - Case studies and examples of successful active learning implementations.
5. **Effective Use of Technology in Research:**
   - Integration of technology tools for efficient data collection, analysis, and visualization.
   - Exploring digital resources for academic research.

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Date:- 16/01/2022

6. **Assessment and Feedback Strategies:**
   - Designing effective assessments aligned with learning objectives.
   - Providing constructive feedback to students to enhance their learning experience.
7. **Collaborative Research and Teaching:**
   - Importance of collaboration in both research and teaching.
   - Facilitating interdisciplinary collaboration and team-based teaching.
8. **Publication and Dissemination:**
   - Guidelines for preparing research manuscripts for publication.
   - Strategies for disseminating research findings through conferences, journals, and other platforms.

Outcomes:

1. **Enhanced Research Skills:**
   - Participants gained a deeper understanding of various research methodologies and techniques for planning and conducting effective research projects.
2. **Innovative Teaching Practices:**
   - Educators acquired a repertoire of innovative teaching strategies and methods to create dynamic and engaging learning experiences for students.
3. **Effective Technology Integration:**
   - Participants learned to effectively leverage technology in both research and teaching, enhancing efficiency and outcomes.
4. **Active Learning Implementation:**
   - Educators developed the ability to implement active learning strategies to foster student participation and understanding.
5. **Assessment and Feedback Proficiency:**
   - Participants gained insights into designing meaningful assessments and providing constructive feedback to enhance student learning outcomes.
6. **Collaboration Skills:**
   - The seminar facilitated networking and collaboration opportunities, fostering interdisciplinary collaboration in research and team-based teaching.
7. **Research Dissemination Success:**
   - Participants gained knowledge and strategies for successfully publishing research findings and disseminating them through various channels.

Conclusion: The Seminar on Research and Teaching Techniques provided a holistic approach to professional development for educators and researchers. By integrating effective research methodologies with innovative teaching strategies, participants were equipped with a diverse skill set to excel in both areas. Continuous engagement with emerging trends, peer collaboration, and application of learned techniques in practice are recommended to sustain and enhance the impact of the acquired knowledge and skills. Overall, the seminar aimed to

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contribute to the continuous improvement of research and teaching practices in the academic community.

Name of the participant

Dr. Sachin Dnyaneshwar Lokhande
Mr. Tushar Shrirang Chavan
Mrs. Sadhana Chhattlani
Mr. Kapil Mohite
Mr. Prasad Umarji
Mr. Yashodhan Oak
Mr. Akshay Singh
Mr.Vinayak Chakrawarti

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Internal Quality Assurance Cell (IQAC)

Organise

FDP ON Research and Teaching Techniques

➢ **Date: 10-01-2022 t0 14-01-2022**

➢ **Venue: AV Room.**

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Date:- 22/01/2022

Human resource management

Session on human resource management was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 16th January 2022 – 20th January 2020 in the AV Hall of the college. Workshop was useful for the Non-teaching faculty members in understanding the importance of human resource management in today's competitive environment.

The guest speaker for the session on Training on Mentoring and counselling was Mr.Suhas Joshi. Mr. Suhas Joshi has spent several successful years in HR leadership roles across diverse industries.

Objective: Key Components and Sessions:

Participants: The training witnessed enthusiastic participation from non-teaching staff members across various departments, including administrative personnel, maintenance staff, and other support staff. The diverse group ensured that a broad spectrum of roles and responsibilities within the college were covered.

Training Agenda: The HRM training program was structured to cover key aspects relevant to the roles and responsibilities of non-teaching staff. The agenda included:

1. **Introduction to Human Resource Management:**
   - Overview of HRM and its significance in organizational success.
   - Understanding the role of non-teaching staff in HR functions.
2. **Employee Recruitment and On boarding:**
   - Basics of the recruitment process.
   - Importance of a structured on boarding program for new employees.
3. **Employee Relations and Conflict Resolution:**
   - Building positive workplace relationships.
   - Strategies for resolving conflicts in a professional setting.
4. **Performance Appraisal and Feedback:**
   - Basics of performance evaluation.
   - Providing constructive feedback for continuous improvement.
5. **Workplace Ethics and Professionalism:**
   - Importance of ethical behaviour in the workplace.
   - Upholding professionalism in various job roles.

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Interactive Sessions: The training included interactive elements such as case studies, group discussions, and practical scenarios. This approach allowed participants to apply HRM concepts to their specific roles, enhancing their understanding of the material.

Feedback and Evaluation: Feedback from the participants highlighted the practical relevance of the training to their daily responsibilities. Many expressed appreciation for the opportunity to enhance their skills and contribute more effectively to the college's overall goals.

Conclusion: The Human Resource Management training for non-teaching staff proved to be a valuable investment in the professional development of our support staff. The college remains committed to providing opportunities for skill enhancement and continuous learning to all members of the institution. Future initiatives will build upon this training to further strengthen the human resource capabilities across various departments.

Name of the participant

Mrs. Rajshree Bhosale
Mrs. Rajshree Bhosale
Mr.Ganesh Erande

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FDP On Human resource management

➤ **Date: 16th January 2022 – 20th January 2020**

➤ **Venue: AV Room.**

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Time Management Skill Workshop Summary Report

Workshop on Time Management skill was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 3rd October 2022-5th October 2022 in the AV Hall of the college. Time Management Skill Workshop was organised exclusively for the students Recognizing the unique challenges and opportunities college life presents, this workshop aims to equip you with essential time management skills that are instrumental for students as well as faculty in their academic and personal success.

The guest speaker for the workshop was Mr. Vishal Ubale. Mr. Vishal Ubale is a renowned expert in time management and productivity enhancement. He has empowered individuals and organizations to optimize their time, achieve their goals, and lead more fulfilling lives.

Objective: The Time Management Skill Workshop aimed to equip participants with practical strategies and techniques to enhance their ability to prioritize tasks, manage workload efficiently, and optimize productivity. The program focused on fostering a proactive and organized approach to time management for both personal and professional effectiveness.

Key Components and Sessions:

1. **Understanding Time Management:**
   - Overview of the importance of effective time management in personal and professional success.
   - Introduction to common challenges and misconceptions related to time management.
2. **Setting Clear Goals and Priorities:**
   - Techniques for setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals.
   - Identifying and prioritizing tasks based on their urgency and importance.
3. **Effective Planning and Scheduling:**
   - Strategies for creating daily, weekly, and long-term plans.
   - Utilizing tools like planners, calendars, and digital applications for effective scheduling.
4. **Delegation and Task Batching:**
   - Understanding the art of delegation to distribute workload efficiently.
   - Implementing task batching to improve focus and productivity.
5. **Overcoming Procrastination:**
   - Identifying the root causes of procrastination and addressing them.
   - Techniques for breaking tasks into manageable parts to reduce procrastination.

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6. **Time Blocking and Prioritization:**
   - Implementing time blocking techniques to allocate specific periods for focused work.
   - Prioritizing tasks based on their impact and deadlines.
7. **Effective Communication and Saying No:**
   - Enhancing communication skills to set clear expectations and deadlines.
   - Learning to say no diplomatically to avoid over commitment.
8. **Review and Continuous Improvement:**
   - Establishing a regular review process to assess and adjust time management strategies.
   - Encouraging a mind-set of continuous improvement in time management habits.

Outcomes:

1. **Increased Awareness of Time Management:**
   - Participants gained a heightened awareness of the importance of effective time management in personal and professional contexts.
2. **Goal Setting Competence:**
   - Improved ability to set clear, achievable goals using the SMART criteria.
3. **Enhanced Planning and Scheduling Skills:**
   - Participants acquired practical skills in creating and implementing effective plans and schedules.
4. **Delegation Proficiency:**
   - Understanding and application of delegation techniques to distribute tasks efficiently.
5. **Proactive Task Management:**
   - Techniques learned to overcome procrastination and manage tasks proactively.
6. **Time Blocking Implementation:**
   - Participants applied time blocking strategies to enhance focus and productivity.
7. **Effective Communication Strategies:**
   - Improved communication skills for setting clear expectations and managing commitments.
8. **Continuous Improvement Mind-set:**
   - Participants developed a mind-set of continuous improvement, regularly reviewing and adjusting time management strategies.

Conclusion: The Time Management Skill Workshop successfully equipped participants with practical skills and strategies to optimize their use of time, both personally and professionally. The acquired knowledge and techniques position participants to achieve greater productivity, reduce stress, and maintain a healthy work-life balance. Continuous practice and reflection on time management habits are recommended to sustain the positive impact of the workshop over the long term.

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Mrs. Rajshree Bhosale
Mr. Vishnu Tandale
Mr. Ganesh Erande

Name of the participant

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Internal Quality Assurance Cell (IQAC)

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FDP ON Time Management Skill

➢ **Date: 03-10-2022 to 05-10-2022**

➢ **Venue: AV Room.**

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Date:- 15/01/2023

Workshop on Choice Based Credit System (CBCS) Summary Report

Workshop on choice-based Credit system (CBCS) was held at Smt. Fatimabai M.S. Educational Trust's Mumbra College of Arts & Commerce (Night) on 9th January 2023 – 14th January 2023 in the AV Hall of the college. Workshop was useful for the faculty in understanding the effective teaching methods within the CBCS framework. The report covers key topics discussed during the workshop, expert insights shared, and the overall impact on participating faculty members.

The guest speaker for the Workshop on choice-based Credit system (CBCS) was Mr. Sandeep Jadhav who has been actively engaged in this relevant field for more than 9 years. With a passion for promoting effective writing skills within the framework of CBCS Mr. Sandeep Jadhav has emerged as a thought leader in the intersection of pedagogy and credit system design.

Objective: The Workshop on Choice Based Credit System (CBCS) aimed to familiarize participants with the principles, implementation, and benefits of the CBCS in higher education. The program provided insights into structuring flexible academic curricula, facilitating learner-centric education, and promoting interdisciplinary learning through a credit-based approach.

Key Components and Sessions:

1. **Introduction to CBCS:**
   - Overview of the Choice Based Credit System, highlighting its significance in modern higher education.
   - Understanding the key features, such as flexibility, student-centric approach, and credit accumulation.
2. **Curriculum Design under CBCS:**
   - Strategies for designing and structuring academic curricula based on credit units.
   - Aligning curricula with industry requirements and global educational standards.
3. **Credit Transfer and Accumulation:**
   - Explanation of credit transfer mechanisms for seamless mobility of students across institutions.
   - Procedures for credit accumulation and the role of the credit bank.
4. **Choice Based Electives:**
   - Incorporating choice-based elective courses to cater to diverse student interests and career aspirations.
   - Balancing core and elective offerings within a program

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5. **Assessment and Grading System:**
   - Understanding the assessment methods suitable for CBCS.
   - Implementing a grading system that reflects student performance accurately.

6. **Implementation Challenges and Solutions:**
   - Discussion on common challenges in implementing CBCS.
   - Strategies and solutions for addressing issues related to faculty training, infrastructure, and student adaptability.

7. **Interdisciplinary Learning:**
   - Encouraging interdisciplinary learning through the integration of subjects from different disciplines.
   - Promoting holistic skill development and critical thinking among students.

8. **Quality Assurance in CBCS:**
   - Establishing mechanisms for quality assurance in CBCS, including periodic reviews and feedback loops.
   - Ensuring alignment with academic standards and continuous improvement.

Outcomes:

1. **Understanding of CBCS Principles:**
   - Participants gained a clear understanding of the fundamental principles and objectives of CBCS.

2. **Competence in Curriculum Design:**
   - Improved skills in designing flexible and learner-centric academic curricula.

3. **Knowledge of Credit Transfer Mechanisms:**
   - Participants acquired knowledge of credit transfer mechanisms, enabling seamless mobility for students.

4. **Effective Implementation Strategies:**
   - Strategies and solutions were discussed to overcome challenges related to CBCS implementation.

5. **Promotion of Interdisciplinary Learning:**
   - Participants understood how to promote interdisciplinary learning and integrate diverse subjects within a credit-based system.

6. **Grading System Proficiency:**
   - Understanding and proficiency in implementing an effective grading system aligned with CBCS.

7. **Quality Assurance Measures:**
   - Awareness of quality assurance measures to ensure the continuous improvement and alignment of programs with academic standards.

Conclusion: The Workshop on Choice Based Credit System successfully provided participants with comprehensive insights into the principles and implementation strategies of

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and adaptation to emerging trends in higher education are recommended to ensure the sustained success of CBCS in fostering a more flexible, student-centric, and globally competitive academic environment.

Name of the participant

Dr. Sachin Dnyaneshwar Lokhande
Mr. Tushar Shrirang Chavan
Mrs. Sadhana Chhattlani
Mr. Kapil Mohite
Mr. Prasad Umarji
Mr. Yashodhan Oak
Mr. Akshay Singh
Mr.Vinayak Chakrawarti

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Internal Quality Assurance Cell (IQAC)

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FDP ON Choice Based Credit System

➤ **Date: 09-01-2023 to 14-01-2023**

➤ **Venue: AV Room.**

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