



**R. C. Patel Educational Trust's
Institute of Management Research Development, Shirpur**

Staff Welfare Committee

Academic Year 2021-22

Activity Name : Online Training on MS Teams
Date & time : 22nd May 2021
Resource Person : Ms. Niti Dwivedi, Trainer, at Microsoft Educator Center
No. of Participants : 29
Activity Details :

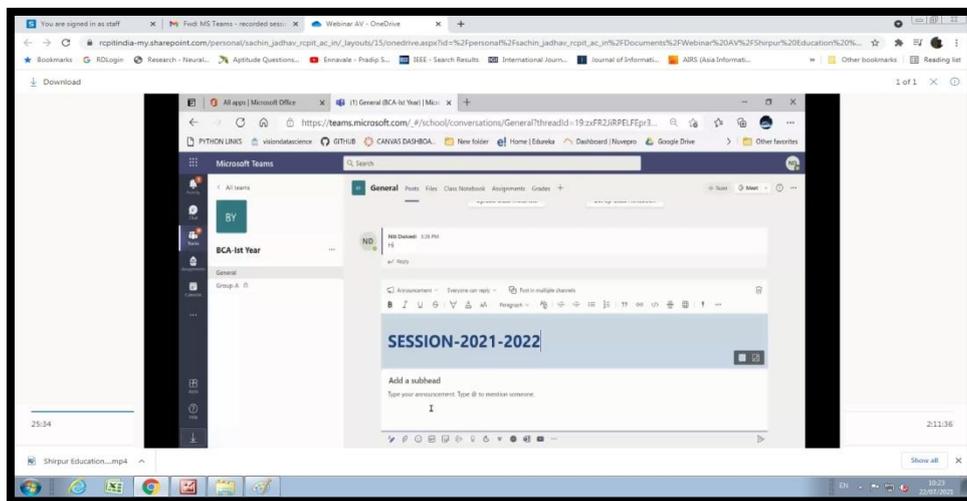
The Shirpur Education Society organized an online training on Microsoft Teams on the 22nd May 2021. Ms. Niti Dwivedi Madam was the invited resource persons for this training. Madam introduced new innovative teaching methodologies and Madam also suggests additional innovative teaching methods using MS Teams that can be attempted in imparting knowledge to the students. Madam also gave different Microsoft additional apps information which was freely available with MS Teams such as Office 365. In this training every teaching faculty got enough knowledge to make their teaching way more interesting.

In this session Ms. Niti Dwivedi Madam gave answers to entire raised question. As well as madam shared information of How to Set Up Virtual Classrooms and monitoring student performance for online teaching learning with MS Teams. All the teaching faculty members of the institute and SES had taken active participation in this session.

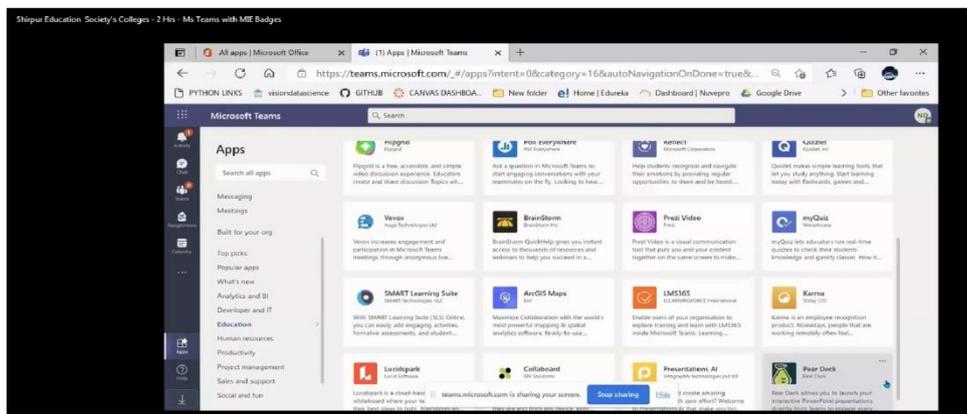




Ms. Niti Dwivedi introduced MS Teams training contents



Ms. Niti Dwivedi demonstrating MS Teams creating class/Group



Ms. Niti Dwivedi introduced MS Teams supported apps

Activity Name : Yoga Day
Date : 21/June/2021
Resource Person : Mr. Anil Patil & Milind Songade
No. of Participants : 88 (Volunteers -33, No. of Staff- 52)
Activity Details :

NSS Unit celebrated International Yoga Day, on 21st June, 2021 on an online platform. The main objective of celebrating International Yoga Day was to pursue the legacy of yoga and its practices. Teaching staff and non-teaching staff attended yoga session through online platform (Microsoft Team)) from 7.30 am to 8.30 a.m. conducted by R. C. Patel Educational Trust's. Demonstration of various yoga postures and its importance were excellently delivered by our colleague Mr. AnilPatil sir & Milind Songade sir, from R. C. Patel Educational Trust's. Overall, International Yoga day was a grand success with a total of 85 participants participated in International Yoga Day including NSS Volunteer and student from institutions.



Mr. Anil Patil and Milind Songade sir demonstrating Yoga Aasanas



Staff members doing Yoga/Aasanas



NSS Volunteers doing Yoga/Aasanas



NSS Volunteers doing Yoga/Aasanas

Activity Name : Session on “Reforms in MCA Syllabus Structure

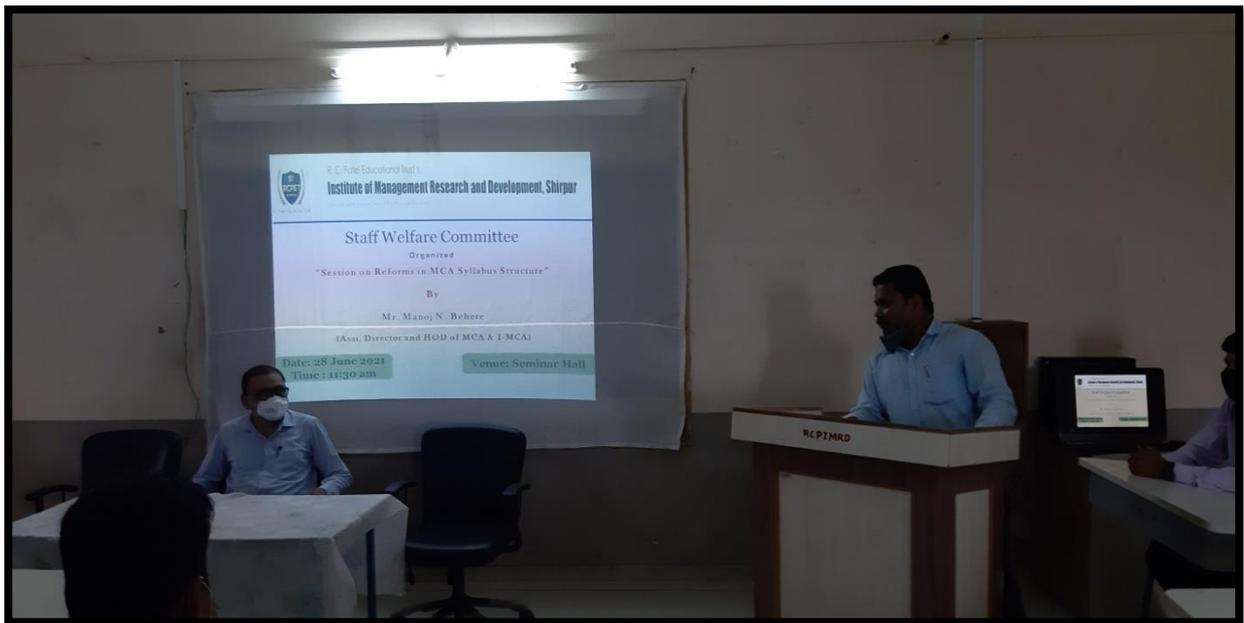
Date : 28th June 2021

Resource Person : Mr. Manoj N. Behere

No. of Participants : 27

Activity Details :

Institute’s staff welfare committee organized Session on “Reforms in MCA Syllabus Structure” on the 28th June 2021. Mr. Manoj N. Behare Sir, Assistant Director & HOD of MCA & I-MCA was initiate the session. Sir also introduced elective subjects, their objective and outcome of subjects for career enrichments of students. Next in this discussion different practices related to teaching of elective subjects were discussed. The discussion done with all staff members over related extracurricular actives based on elective based subjects. In this discussion every teaching faculty actively involved and discusses different things which help to improve teaching practices for same.



Mr. Amarsing K. Gour introducing Session Person Mr. Manoj Behere sir



Mr. Manoj Behere sir explaining different reforms in MCA Syllabus



Mr. Manoj Behere sir explaining different reforms in MCA Syllabus

Activity Name : Discussion on “Elective subject introduced from 2019-20 in BBA & BMS by KBC NMU, Jalgaon”

Date & time : 08th July 2021

Resource Person : Mr. Amul S. Tamboli

No. of Participants :28

Activity Details :

The Institute’s staff welfare committee organized Discussion on “Elective subjects introduced from 2019-20 in BBA & BMS by KBC NMU, Jalgaon” on the 08nd July 2021. Mr. Amul Tamboli sir was initiate the session. Sir also introduced elective subjects, their objective and outcome of subjects for career enrichments of students. Next in this discussion different practices related to teaching of elective subjects were discussed. Also through the discussion all staff members along with Head of department made discussion over related extracurricular actives based on elective based subjects. In this discussion every teaching faculty actively involved and discusses different things which help to improve teaching practices for same.



Mr. J. E. Rajput introducing discussion session objectives and guests



Mr. Amul S. Tamboli introducing BBA & BMS Elective Based Syllabus



Mr. Amul S. Tamboli made discussion with staff members

Activity Name : Session on “Introducing NDLI Club”

Date & time : 16/07/2021 11:30 AM

Resource Person : Mrs. Kavita Patil, Librarian

Number of Participant: 31

Activity Details :

A session on “Introducing NDLI Club” for staff members was organized in IMRD to provide the basic information of National Digital Library of India and NDLI Club events. Mrs. Kavita Patil tells National Digital Library of India is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. Online events can be conducted through the NDLI-Club platform itself without the need of any other service. The objective behind organizing this session was to create awareness among staff members about the self-registration process. This session also helped staff members to know the objectives of this club as well as its benefits to the institution. The main objective of this activity is to aware staff members about NDLI Club and How to register on this club



Mr.Amol Tamboli introducing session objectives and guests



Mrs. Kavita Patil made discussion with staff members



Mr. Amol Tamboli expressing Vote of Thanks

Activity Name : Session on ‘Turnitin: A Tool of Anti Plagiarism’

Date : 05th August 2021 Time: - 11:30 AM

Resource Persons : Mrs. Kavita Patil

Number of Participant: 29

Activity Details :

On 05th August 2021 Staff Welfare Committee organized session on ‘**Turnitin: A Tool of Anti Plagiarism**’ for faculty members. The aim of this session is to introduce faculty members about use of Turnitin software. The resource person for this session was Mrs. Kavita Patil Mam. In this session Mam explained the concept of plagiarism, types of plagiarism, consequences of plagiarism, various open access plagiarism detection software. Practical demonstration about how to check similarity percent, sources, analysis report of the document was shown by the resource person. Total 29 faculty members were present for the session. Staff welfare committee member Sachin Surana had proposed the vote of thanks.



Mrs. Kavita Patil Mam introducing Turnitin Software to the faculty members

Activity name : Session on Importance of Physical Fitness in Professional Life

Date and Time : Wednesday, 25 August 2021 Time: 3:00pm

Resource person : Dr. Vaishali B. Patil, Director RCPIMRD

Number of Participant: 40

Activity Details :

Institute's staff welfare committee organized a session on Importance of Physical Fitness in Professional Life for all teaching and administrative staff members. The objective of this session is to inculcate health management practices by exercising physical activities and participating in sport activities. In this session Dr. Vaishali Patil Madam explained different physical activities, exercises. Madam also guided about importance and benefits of such physical fitness activities and how these activities are helpful to stress free survive in professional life. This session is very helpful for all teaching and non-teaching staff to aware importance and valuable guidance about Importance of Physical Fitness.



Dr. Vaishali B. Patil Madam introducing importance of Physical Fitness



Dr. Vaishali B. Patil Madam guiding about inculcating physical fitness activities

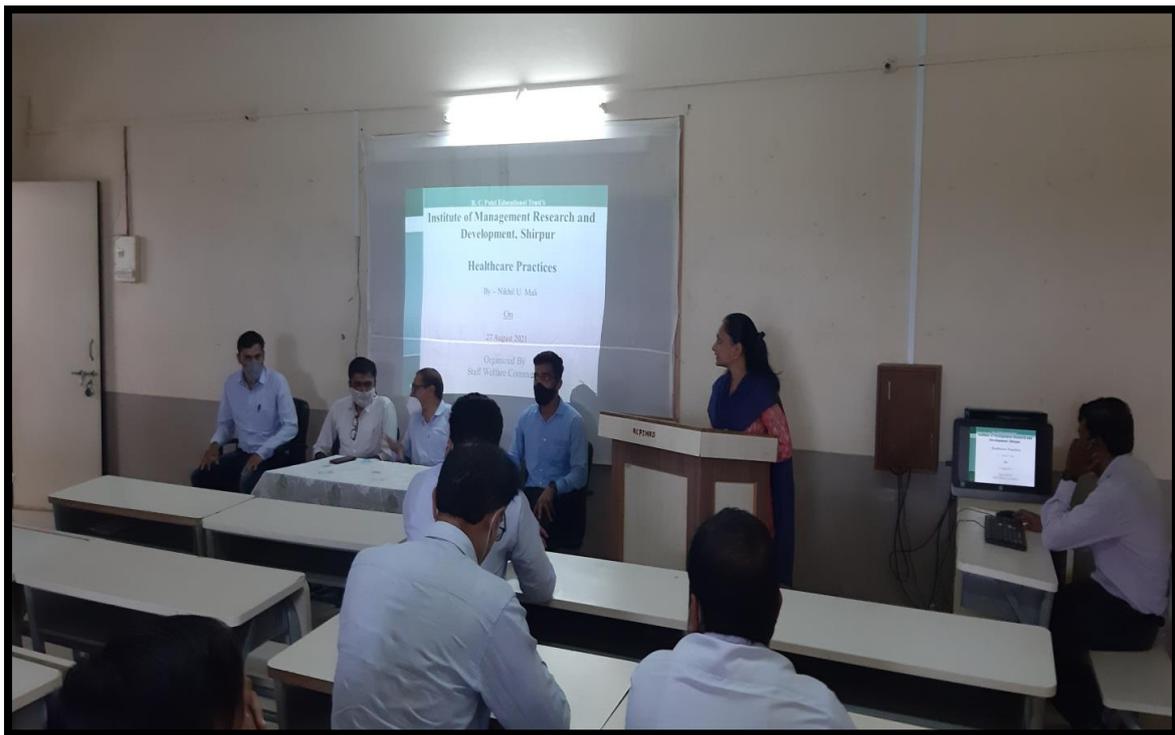
Activity name : Session on Healthcare Practices

Date and Time : Friday, 27 August 2021, 11:30 AM

Resource person : Mr. Nikhil U. Mali.

Number of Participant: 46

Activity Details : Institute's staff welfare committee organized a session on Healthcare Practices for all teaching and administrative staff members. The objective of this session is to increase awareness of health and immunity power increase practices by exercising physical activities. In these session Mr. Nikhil sir explained different physical activities and exercises in our day to day life and their benefits. Sir also explained how much exercise we need to maintain healthy life, introduced Body Mass Index (BMI), BMI measurement of body fat based on height and weight of adult men and women. In this session Mr. Nikhil sir also told about Healthy Diet and role of diet practices in fitness. This session is very helpful for all teaching and non-teaching staff to aware and implements health practices.



Miss.Rohini Patil introducing Session objectives and resource person



Mr.Nikhi Mali introducing “Healthcare Practices”



Mr.Nikhi Mali explained benefits of physical activity

Activity Name : Workshop on “Shodhganga: A National Repository of Indian ETDs Initiated by Infflibnet”

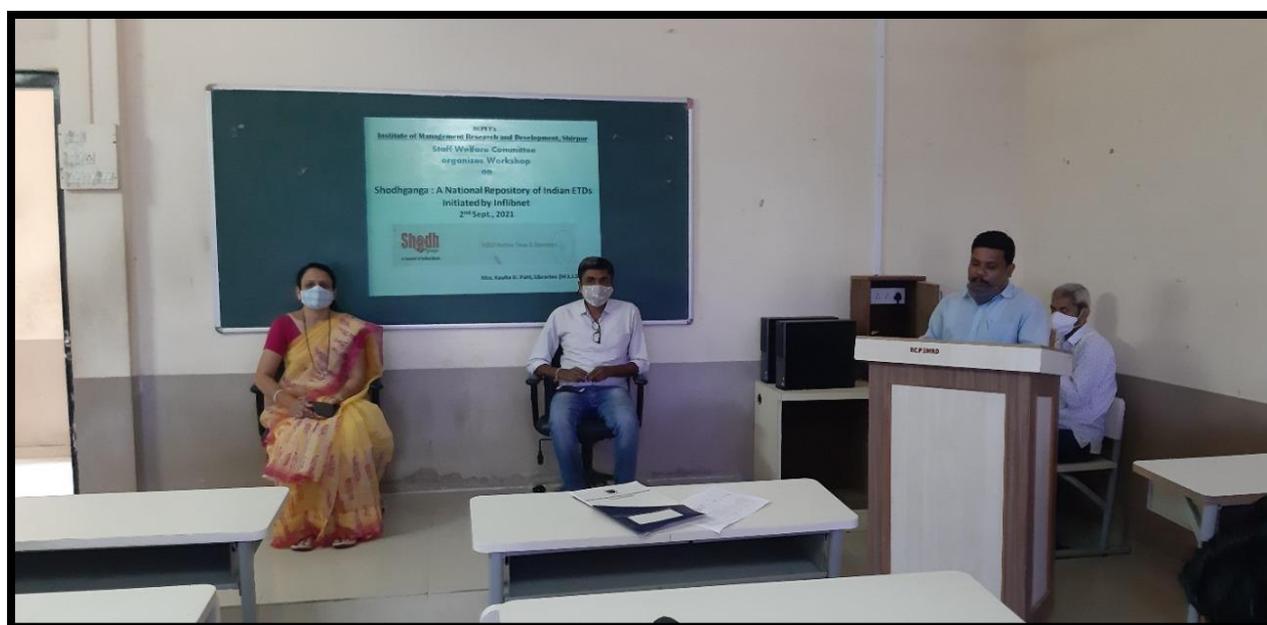
Date and Time : 02nd September 2021 12:00 PM

Resource Persons : Mrs. Kavita Patil, Librarian

Number of Participant: 24

Activity Details :

On 02nd September 2021 Staff Welfare Committee organized workshop on ‘Shodhganga: A National Repository of Indian ETDs Initiated by Infflibnet’ for faculty members. The aim of the workshop is to introduce faculty members towards Shodhganga and its data repository. Mrs. Kavita Patil Mam, Librarian was the resource person for this workshop. In this workshop she explained about the Information and Library Network Centre, INFLIBNET Centre, OPEN ACCESS Initiatives by INFLIBNET, Key Features of Shodhganga Website, How to search on Shodhganga & various open access thesis and Dissertations available on Shodhganga. Resource Person was also shown the Practical demonstration about how to access thesis and Dissertations available on Shodhganga. For this session 24 faculty members were present. Staff welfare committee member Mr.Amar K. Gaur proposed the vote of thanks.



Mr. Amar K. Gaur introducing resource person & workshop details



Mrs. Kavita Patil mam presenting various Open Access Initiatives by INFLIBNET

Activity Name : “Sports Celebration for Staff on occasion of Ganesh festival”

Date : 10 September 2021

No. of Participants: 58 (All Teaching Non-Teaching Staff)

Activity Details :

Institute’s sports department organized a sports celebration for all teaching and non-teaching staff members on the occasion of Ganesh festival. The objective of this session was to inculcate healthy practices and endeavors to various sports to survive with stress free mind in professional life. In this event chess, carom, badminton was organized for the staff. All the staff took the participation and take pleasure in this event.



Staff Playing Chess with IQAC Coordinator Dr. Manoj Patel Sir



Teaching Staff playing Chess with Non-teaching staff

Activity Name : Training on “Audit System”

Date : 30th September 2021

Resource Person : Mr. Apurva Patel.

No. Of Participants : 16

Activity Details :

Institute’s staff welfare committee organized a Training Session on “Audit System” for all non-teaching staff members on 30th September 2021. For this session we had invited resource person Mr. Apurva Patel. Mr. Apurva Patel explained what is auditing with its types and Workflow for auditing systems and processes. In this session Mr. Apurva Patel sir gave answers to the entire raised question. As well as sir shared different terms used in a system audit. This will be also helpful for all non-teaching staff.



Mr. Apurva Patel takes Training session on “Audit System”



Mr. Apurva Patel made discussion with staff members



Participants of Training session on “Audit System”

Activity Name : Session on “Effective Documentation and File Management System”

Date : 4 October 2021

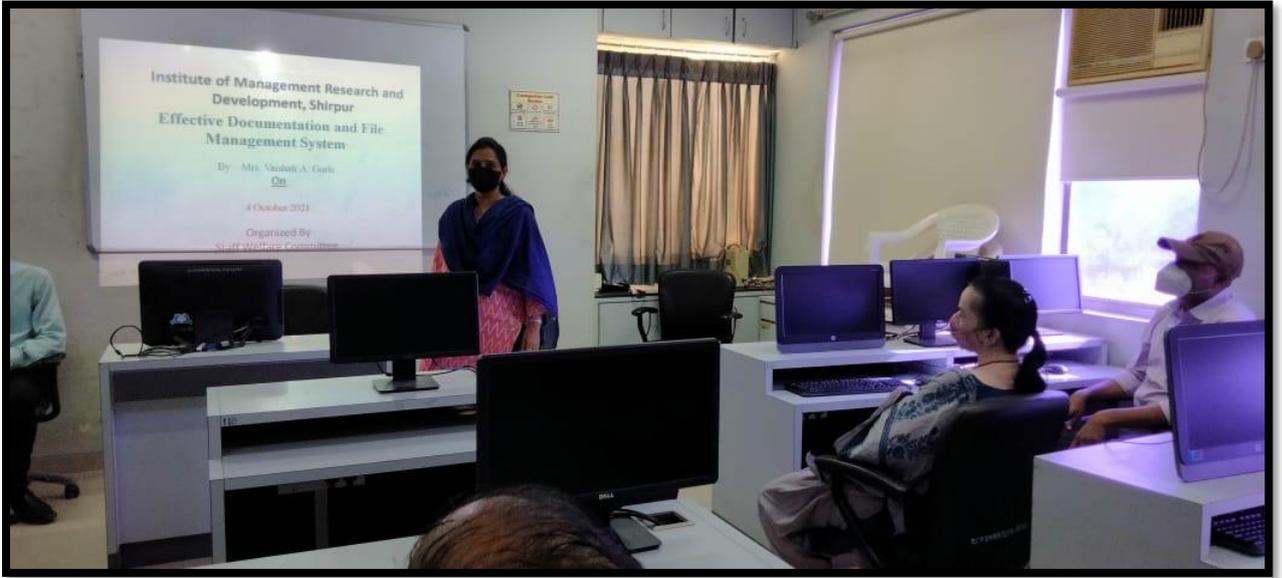
Resource Person : Mrs. Vaishali A. Gorle

No. of Participants : 16

Activity Details : Institute’s staff welfare committee organized a Session on “Effective Documentation and File Management System” for all non-teaching staff members. The objective of this session was why the Document Management System is essential in an organization. In this session Mrs. Vaishali Gorle explained the different purposes and benefits of document and file management systems. Madam also explained which Document Management System to Choose? In this discussion every non-teaching faculty was actively involved and discusses different things which will help to improve in documentation practices.



Mrs.Vaishali Gorle conduct session on “Effective Documentation and File Management System”



Mrs. Vaishali Gorle made discussion with staff members



Participants of “Effective Documentation and File Management System” session

Activity Name : Orientation Program

Date : 15/11/2021 To 20/11/2021

Resource Persons:

1. Director Dr. V. B. Patil
2. Asst. Director Mr. M. N. Behere
3. IQAC Coordinator Dr. M. B. Patel
4. HOD UG Mr. T. R. Patel
5. Assi. Prof. C. S. Patil
6. Assi.Prof. Mr. D. A. Borse
7. Librarian Mrs. K. G. Patil
8. Assi. Prof. Dr. D. M. Marathe

No of Participants: 06

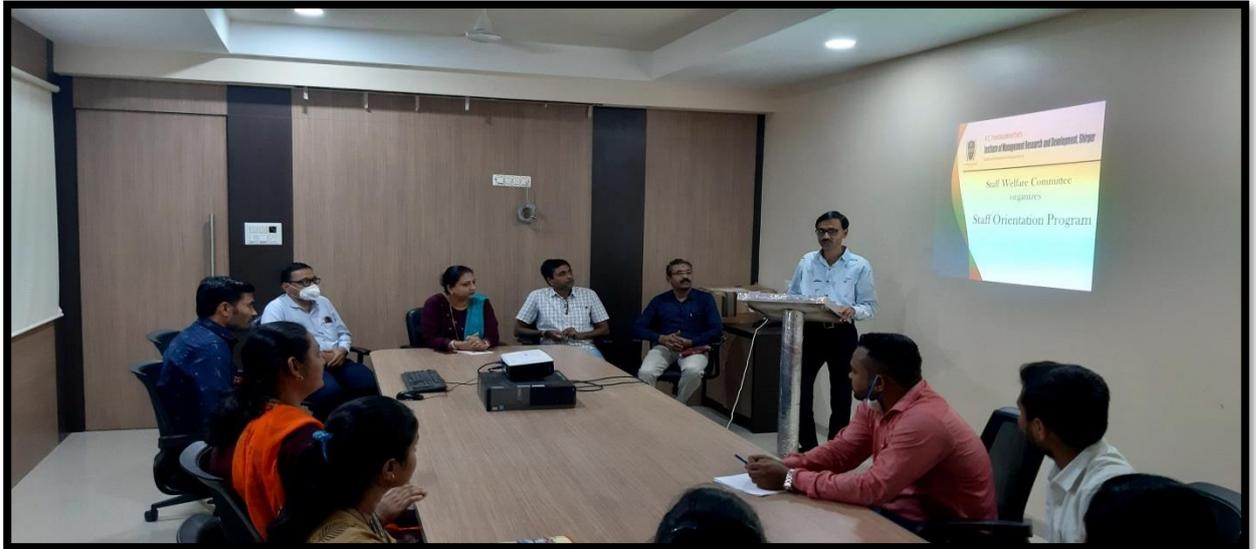
Activity Details :

Institute's staff welfare committee organized five days orientation program for newly joined faculty members in IMRD. The objective of this program is to introduce different systems, committees/Cells, best practices, research motivation schemes and financial support system for professional development of staff in institute. In these five days orientation program various sessions were arranged for newly joined staff by expert resource persons. On day1 respected Director Dr. Vaishali Patil madam took session on institute overview, mission and vision, Management initiatives, importance of 3 E's like Education , Environments and Experiences for staff .Next Respected Assi. Director and HOD MCA Mr. Manoj Behere sir presented session on Academic diary contents and record filling. Further respected IQAC coordinator and HOD of MMS took two sessions on introduction of different committees, objective of each committee, roles and Responsibilities. Sir also gave introduction of performance assessment of faculties and different aspects and record necessary in API. Next Respected HOD of UG Mr. Tushar Patel sir introduced Internal and external examination system. Again Mrs. Chaya Patil Madam gave overview of LMS and Financial assistance scheme for staff professional development. Mr. Dinesh Borse sir introduced different professional ethics,kavita Patil Mam introduced library assets and library systems available for staff and Dr. D. M. Marathe sir give overview of importance of NET/SET/PhD, Journal and conferences research paper publications. This orientation program was organized by staff Welfare committee under the guidance of committee chairman Respected Director Dr. V. B. Patil Madam, Assi. Director Mr. Manoj Behere sir, IQAC CordinatorDr. M. B. Patel sir and HOD UG Mr. T. R. Patel sir. For the successful conduction and execution of the session in

program coordinator Mr. J. E. Rajput , Mrs. V.A. Gorle and Members Mr. S. S. Surana, Mr. A. K. Gour ,Miss R. R. Patil carried assigned responsibilities for successful execution of Program. The detail day wise details as follows-

Five Days Orientation Program Details

Date	Session	Resource Person
Monday 15/11/2021	Inauguration& Ice Breaking <ul style="list-style-type: none"> • Institute Overview 	Dr. Vaishali B. Patil Director
	Academic System <ul style="list-style-type: none"> • Faculty Diary contents • Record Keeping 	Mr. Manoj N. Behere Asst. Director
Tuesday 16/11/2021	Administrative <ul style="list-style-type: none"> • Leave Management System • Financial Assistance & Doc. Requirements • Attendance Management System 	Mrs.Chhya. S. Patil Assi. Professor
	Documentation and E-Copies Committees and NAAC	Dr. Manoj B. Patel IQAC Coordinator
Wednesday 17/11/2021	Examination System <ul style="list-style-type: none"> • Internal Exam • External Exam • Record keeping • Grievances 	Mr. Tushar R. Patel HOD UG
	Self-Development and API	Dr. Manoj B. Patel IQAC Coordinator
Thursday 18/11/2021	Professional Ethics	Mr. Dinesh A. Borase Assi. Professor
	Library Orientation	Mrs. Kavita G. Patil Librarian
Saturday 20/11/2021	Importance of Research in Education <ul style="list-style-type: none"> • Need of NET/SET/ PhD • Research Papers • Journals/Conferences 	Dr. D. M. Marathe



Mr. S. S. Surana sir introducing orientation five day schedule



The Director of institute Dr. Vaishali B. Patil giving overview on institute



Dr. M. B. Patel sir guiding about API form filling and assessment

Activity Name : E-waste & Energy saving practice
Date : 25/03/2022
Resource Persons : Mr. Anurag Chandak (Environment Consultant)
No of participants : 18

Activity Details :

Institute's staff welfare committee organized session on E-Waste and Energy management practices by Mr. Anurag Chandak, Environment Consultant from Chandak Innovations LLP, Dhule. In this session sir share information of environment friendly practices of water harvesting, E-Waste management, importance of save energy and impact of greenery on environment. Sir also talks about different practices of E-Waste Management. For the session along with non-teaching staff members, IQAC coordinator Dr. Manoj Patel sir and Registrar Mrs. Vaishali A. Gorle were give their valuable presence.



Dr. Manoj Patel introducing guest Mr. Anurag Chandak



Mrs. Vaishali A. Gorle facilitating to Mr. Anurag Chandak



Mr. Anurag Chandak guiding to non teaching staff members

Event/activity name: Interactive Smart Board.
Date : 13th May 2022.
Place: Seminar Hall.
Resource person : Mrs. Pradnya Kamble.
Objectives: To enhance teaching learning with effective use of smart board features.

Number of Participants: 31

Events highlights:

Staff Welfare committee organized a “Interactive Smart Board” session on 13th May 2022 .In this session mam demonstrate how Smart Board is an interactive whiteboard. In this session Mrs.Pradnya Kamble explain different smart board features like:

- Smart Board work by connecting to a PC via an HDMI cable.
- The ability to tap things with a finger.
- You can use it with your finger or a mouse
- Used of PowerPoints and Microsoft Word in Smart Board.
- To make the text and background on the Smart Board any color.



Dr. Manoj B. Patel Falicitating to guest



Mrs. Pradnya Kamble explaining the interactive features of smart board