



**IQAC S.M.B.S.T College, Sangamner**

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**PROFESSIONAL DEVELOPMENT &  
ADMINISTRATIVE TRAINING  
PROGRAM FOR TEACHING AND  
NON TEACHING STAFF  
ORGANIZED BY.....**

**IQAC & Computer Science  
Department S.M.B.S.T College,  
Sangamner.**

**ON**

**Date:10/09/2022 to 14/09/2022**

**Venue:**

**Computer Science Department  
( Lab 1,2,3,4)  
S.M.B.S.T College, Sangamner.**



## IQAC S.M.B.S.T College, Sangamner

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### SECRETARY

**Dr.D.D Patil**  
Principal  
S.M.B.S.T College, Sangamner

### Principal

Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 605

### COORDINATORS IQAC

**Dr.Laxman Ghaywat**  
IQAC Coordinator  
S.M.B.S.T  
College, Sangamner

**IQAC Coordinator**  
**S.M.B.S.T. College, Sangamner**

### FDP COORDINATORS

**Dr.B.D Wagh**  
Associate Professor  
Dept. of Botany  
S.M.B.S.T College, Sangamner

**Dr. Kolhe Vilas**  
Associate Professor  
Dept. of English  
S.M.B.S.T College, Sangamner

**Mr.R.K Manjul**  
Assistant Professor  
Dept. of Chemistry  
S.M.B.S.T College, Sangamner







# IQAC S.M.B.S.T College, Sangamner


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## ASSISTANT DIRECTORS TEACHING LEARNING CENTRE, S.M.B.S.T COLLEGE

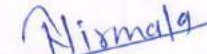
  
**Mr. Thakare M.V**  
Assistant Professor  
Dept. of Computer Science  
**Head of  
Computer Science**

  
**Mrs. Satpute S.G**  
Assistant Professor  
Dept. of Computer Science

  
**Mrs. Jagre S.P**  
Assistant Professor  
Dept. of Computer Science


  
**Mr. Mande P.B**  
Assistant Professor  
Dept. of Computer Science

  
**Mr. Thorat D.S**  
Assistant Professor  
Dept. of Computer Science

  
**Mrs. Pansare N.N**  
Assistant Professor  
Dept. of Computer Science

## TECHNICAL TEAM S.M.B.S.T COLLEGE

  
**Mr. Santosh Barskar**  
Lab Assistance  
Dept. of Computer Science

  
**Mr. Amol Udumale**  
Lab Assistance  
Dept. of Computer Science







# IQAC S.M.B.S.T College, Sangamner

S.B.V.P's

SAHKAR MAHARSHI BHAUSAHEB SANTUJI THORAT COLLEGE OF ARTS, SCIENCE  
AND COMMERCE, SANGAMNER

Dist:-Ahmednagar

DEPARTMENT OF COMPUTER SCIENCE


Date: 08/09/2022

## NOTICE

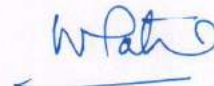
All administrative Teaching and Non-Teaching ,Laboratory assistance are here by informed that the IQAC And Computer Science Department has jointly organized an 5 days training program on "Faculty Development Programme on ICT Tools & Documentation for Effective Teaching Pedagogy" between 10 September 2022 to 14 September 2022.

The program is compulsory for all Teaching & Non-Teaching staff members and all should attend the same.


Venue: Computer Science Department

  
Head  
of  
Computer Science

Department of Comp.Science

  
Principal

S.M.B.S.T College, Sangamner

  
IQAC Coordinator  
S.M.B.S.T. College, Sangamner

Principal  
Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 606



# IQAC S.M.B.S.T College, Sangamner

**FACULTY DEVELOPMENT  
PROGRAM**  
**ON**  
**Professional Development &  
Administrative Training Program  
For Teaching and Non-Teaching  
Staff (2022-23)**

**ON**  
**10-09-2022 to 14-09-2022 (05 Days)**



**Organized By**  
**Department of Computer Science &  
IQAC**

**Venue**  
**Computer Science Department,  
(LAB 1, 2, 3, 4)  
S.M.B.S.T College, Sangamner**



**Patron**  
**S.M.B.S.T College, Sangamner**

**Convener**  
**Dr. D.D. Patil**  
**Principal**  
**Organizing Secretary**  
**Dr. Laxman Ghyawat,**  
**IQAC coordinator**

**Mr. Thakare M.V., HOD Dept. of  
Computer Science**

## REGISTRATION

Dr/Mr/Mrs/Ms \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Full Postal \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Mobile Number \_\_\_\_\_

I shall take a part in the Faculty  
Development program on  
"Professional Development &  
Administrative Training Program For  
Teaching and Non-Teaching Staff  
(2022-23)  
on 10-09-2022 to 14-09-2022 at  
S.M.B.S.T College, Sangamner.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_







# IQAC S.M.B.S.T College, Sangamner

## Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

### REGISTRATION FORM

Dr/Mr./Mrs./Ms \_\_\_\_\_

Designation \_\_\_\_\_

Department \_\_\_\_\_

Full Postal \_\_\_\_\_

Adress \_\_\_\_\_

E-mail \_\_\_\_\_

Mobile Number \_\_\_\_\_

I shall take a part in the Faculty Development program on "Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) on 10-09-2022 to 14-09-2022 at S.M.B.S.T College, Sangamner.

#### DECLARATION BY THE CANDIDATE

The given information is true to the best of my knowledge. I agree to abide by the rules and regulations governing the programme. If selected, I shall attend the course for the entire duration.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature of the candidate

Principal

Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 605

IQAC Coordinator  
S.M.B.S.T. College, Sangamner





## IQAC S.M.B.S.T College, Sangamner

### **Objective Of The Program:**

**Enhancing Digital Literacy:** Equip faculty and staff with the necessary digital literacy skills required to effectively navigate and utilize various ICT tools.

**Integrating ICT into Pedagogy:** Train faculty on how to integrate ICT tools seamlessly into their teaching methodologies to enhance student engagement, interaction, and learning outcomes.

**Facilitating Remote Teaching and Learning:** Provide training on utilizing ICT tools for remote teaching and learning, enabling faculty to effectively conduct online classes, create digital resources, and engage with students virtually.

**Improving Administrative Efficiency:** Train non-teaching staff on the use of ICT tools for administrative tasks such as record-keeping, data management, communication, and resource allocation to improve efficiency and productivity.

**Promoting Collaborative Learning Environments:** Introduce collaborative ICT tools that foster teamwork, communication, and knowledge-sharing among faculty, staff, and students, thereby promoting a culture of collaboration within the institution.

**Ensuring Accessibility and Inclusivity:** Educate participants on selecting and utilizing ICT tools that are accessible to diverse learners, including those with disabilities, to ensure inclusivity in teaching and learning environments.

**Enhancing Assessment and Feedback Mechanisms:** Train faculty on using ICT tools for creating and administering assessments, providing timely feedback to students, and analyzing assessment data to inform instructional improvements.

**Staying Updated with Emerging Technologies:** Keep faculty and staff abreast of the latest developments and trends in ICT tools and technologies relevant to education, ensuring they remain updated and adaptable to technological advancements.

**Addressing Technological Challenges:** Provide support and resources to help participants overcome common technological challenges they may encounter while using ICT tools, such as troubleshooting technical issues and optimizing tool usage.

**Measuring Impact and Effectiveness:** Establish mechanisms for evaluating the impact and effectiveness of the FDP in terms of participants' proficiency with ICT tools, improvements in teaching practices, student satisfaction, and institutional outcomes.







## IQAC S.M.B.S.T College, Sangamner

### Outcomes Of The Program:-

**Enhanced Digital Skills:** Participants acquire advanced proficiency in utilizing a diverse range of ICT tools relevant to their roles, including software for presentations, collaborative work, data analysis, communication, and administrative tasks.

**Improved Teaching Effectiveness:** Faculty members integrate ICT tools seamlessly into their pedagogical practices, resulting in enhanced student engagement, active learning, and improved academic performance across various subjects and disciplines.

**Streamlined Administrative Processes:** Non-teaching staff demonstrate increased efficiency in performing administrative tasks, such as managing records, scheduling, communication, and resource allocation, leading to smoother operations and improved service delivery within the institution.

**Expanded Access to Learning Resources:** Participants leverage ICT tools to create, curate, and share digital learning resources, including multimedia presentations, interactive modules, and online repositories, thereby enriching the learning experience for students and colleagues.

**Facilitated Remote Teaching and Learning:** Faculty members demonstrate proficiency in conducting effective online classes, leveraging ICT tools for content delivery, interaction, assessment, and student support, thereby ensuring continuity of education during disruptions.

**Promotion of Collaborative Learning Environments:** Participants utilize collaborative ICT tools to facilitate teamwork, communication, and knowledge-sharing among students, faculty, and staff, fostering a culture of collaboration and innovation within the institution.

**Enhanced Accessibility and Inclusivity:** ICT tools are selected and implemented in a manner that promotes accessibility for all learners, including those with disabilities, ensuring equitable access to educational resources and opportunities.

**Increased Efficiency in Assessment and Feedback:** Faculty members employ ICT tools to create and administer assessments, provide timely feedback to students, and analyze assessment data, leading to more efficient and effective evaluation practices.

**Positive Institutional Impact:** The cumulative effect of the FDP results in improved educational outcomes, enhanced institutional reputation, increased student satisfaction, and greater competitiveness in the academic landscape.







# IQAC S.M.B.S.T College, Sangamner

## FDP REPORT

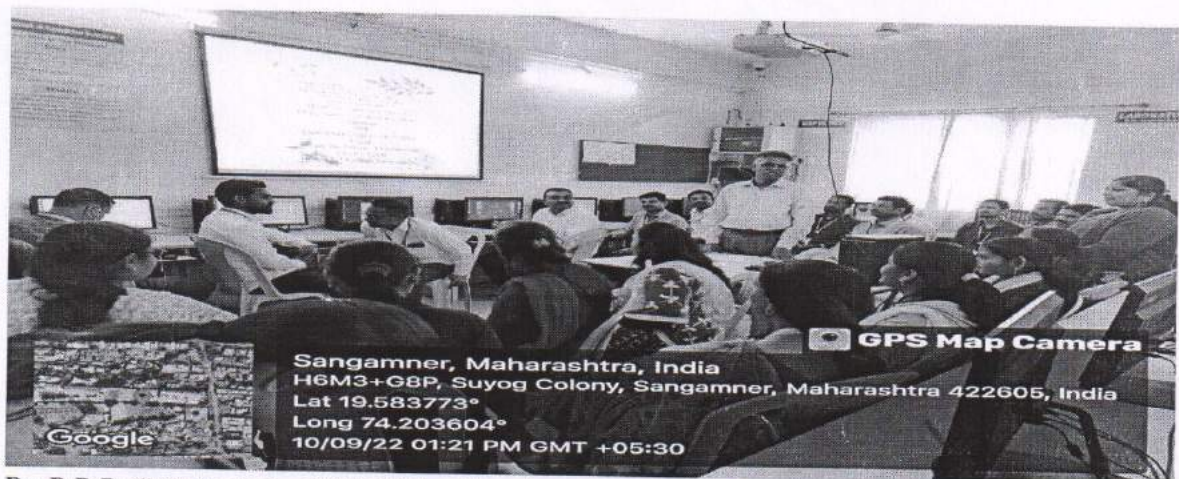
### Rationale for the Course:

In light of the prevailing dynamic and uncertain times, it has become pertinent for all educators to upgrade their skills and become fully competent in the new ICT-dominated modes of functioning so as to continue with their quest for providing higher education of highest standards. The FDP was organized against this backdrop to provide a much-needed opportunity to the faculty to familiarize and equip themselves with various technological tools and platforms for efficient conduct of virtual learning, explore the usage of online courses for learning, teaching and professional development and also build their capability to plan, design and implement courses that are in tune with international standards.

### SESSION 1:-

**Inaugural of the Course:** The FDP started with an inaugural session on 10<sup>th</sup> September, 2022 in the presence of the **Dr. D.D.Patil (Principal, S.M.B.S.T College, Sangamner)** and **Dr. Ghywat Laxman (IQAC Co-ordinator S.M.B.S.T college)** and the **Chief Guest Dr. B.D Wagh and Dr.Kolhe Sir**. The session began with **Welcome Address** by **Mr.Thakare M.V ,HOD of Computer Department** who also discussed the rationale of the FDP and its key components.

**Dr. D.D.Patil** addressed audience with his words of wisdom and expressed that teachers being the role models and warriors, have the ability and responsibility to change themselves to changing technology landscape demanding more use of ICT. He added that he is fully confident that teachers are always ready to and would successfully cope up with new challenges for the benefit of students.



Dr. D.D.Patil (Principal of S.M.B.S.T college, Sangamner) Welcome to all Staff members.







## IQAC S.M.B.S.T College, Sangamner

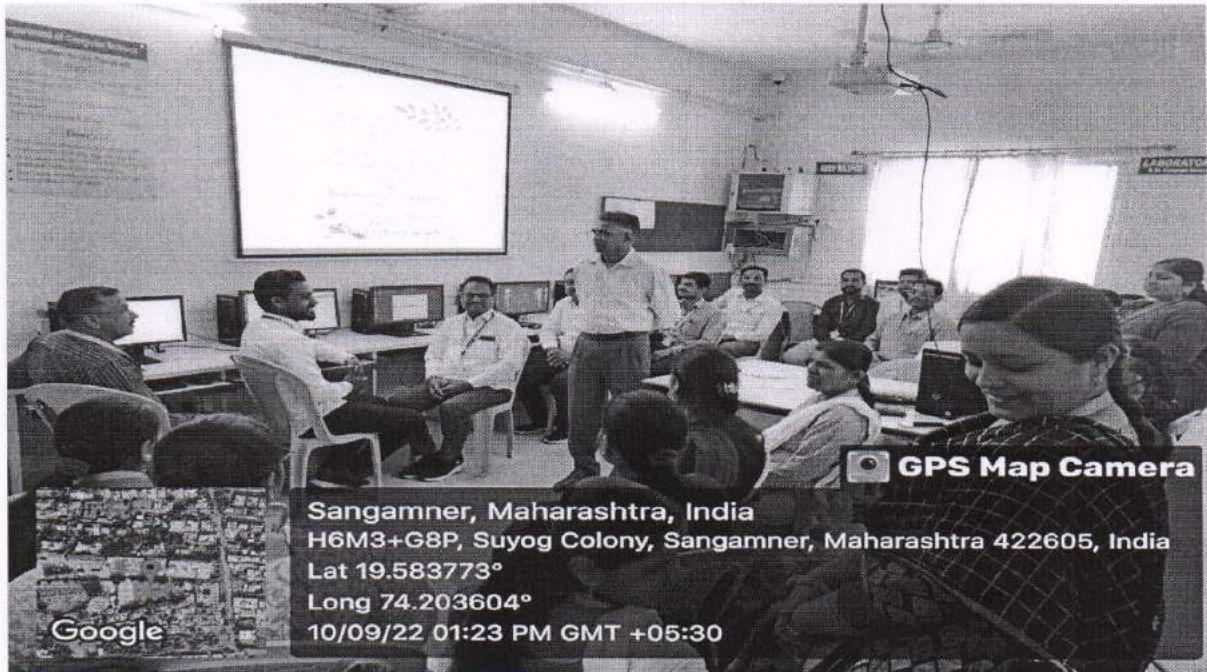
### SESSION 2:-

**Dr. Ghywat Laxman** addressed the session stating that the changes we are going through in current times, have really brought out the best in our faculties who seem ready to develop their learning and gaining knowledge on the ICT tools. **Dr. Ghywat Laxman** apprised everyone with the success of the Teaching Learning Centre, S.M.B.S.T College that has successfully trained thousands of teachers. The participation in FDPs has certainly increased during lockdown. He welcomed almost 93 participants who have joined this FDP. He added that despite being a new institution, College has achieved tremendous success in a short span of time. **Dr. Ghywat Laxman** encouraged teachers to use ICT and learn the required skills.

In his Keynote address, **Mr.Thakare M.V** highlighted the importance of Smart Technology for students and faculties. He also laid emphasis on the point that emergence of this time has really called upon everyone to embrace this changing landscape of technology in educational area and in every relevant field.

All the three dignitaries welcomed participants and wished them good luck for the FDP.

**Dr. D.D.Patil (Principal of S.M.B.ST college,Sangamner)** addressed audience with his words of wisdom.







# IQAC S.M.B.S.T College, Sangamner

S.B.V.P's

SAHKAR MAHARSHI BHAUSAHEB SANTUJI THORAT COLLEGE OF ARTS, SCIENCE AND  
COMMERCE, SANGAMNER

Dist:- Ahmednagar

DEPARTMENT OF COMPUTER SCIENCE

Mr. Thakare M.V

HOD (Department of Computer Science)

Date :-06/09/2022

To,  
Principal,  
S.M.B.S.T College,  
Sangamner, Dist:- Ahmednagar

**Subject: Permission to organize training program for Teaching and Non- Teaching Staff.**

Respected Sir,


IQAC and Department of Computer Science jointly wish to organize an 5 Days training program on "Faculty Development Program on ICT Tools & Documentation for Effective Teaching Pedagogy" between 10 September 2022 to 14 September 2022, for all administrative Teaching and Non-Teaching staff.

We kindly request you to please grant permission to conduct the program.

Thanking you!

Allowed  
W.F.D.

  
**IQAC Coordinator**  
**S.M.B.S.T. College, Sangamner**

  
Yours faithfully,  
**Head of**  
**Computer Science**  
Head  
Department of Computer Science



## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

#### **REPORT- 05 Days Faculty Development Programme on ICT Tools & Documentation for Effective Teaching Pedagogy**

**Level:** Local

**Title:** ICT Tools & Techniques

**Category:** Faculty Development Program

**Date:** 10-09-2022 to 14-09-2022 (05 Days)


**Organizers:** Department of Computer Science & IQAC

**Mode:** OFFLINE

**Objective:** This 05 Days FDP on ICT provided a platform to learn the tools and techniques required for teachers to serve to the learners and their learning ideas. Its motive to provide the knowledge and skills needed for the design and development of digital resources for teaching and learning. The FDP provided exposure to the participants and provided a chance to enhance their knowledge in the subject area.

#### **Schedule of 05 Days FDP: (Teaching Staff)**

Date	Particular	Time	Experts
10-09-2022	Understanding Word Processing	2:00 PM – 4:00	Mr.Thakare M.V
11-09-2022	Making small presentation	2:00 PM – 4:00	Mr.Mande P.B
12-09-2022	Financial Literacy for banking Scheme and Applications	2:00 PM – 4:00 PM	Mrs.Satpute S.G
13-09-2022	Using Spread Sheet	2:00 PM – 4:00	Mrs. Jagre S.P
14-09-2022	General Quiz for Faculty	2:00 PM – 4:00	Mr.Thorat D.D

  
Head of  
Computer Science

  
**IQAC Coordinator**  
S.M.B.S.T. College, Sangamner



  
**Principal**  
Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 605





## IQAC S.M.B.S.T College, Sangamner

### ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

Sr No	Topic Name	Theory Hours	Practical Hours
1	Understanding Word Processing	2	3
2	Making small presentation	2	3
3	Financial Literacy for banking Scheme and Applications	2	3
4	Using Spread Sheet	2	3
Total Hours		8	12

### Syllabus outline:

#### 1. UNDERSTANDING WORD PROCESSING

- 1.0 Introduction
- 1.1 Objectives
- 1.2 Word Processing Basics
  - 1.2.1 Opening Word Processing Package
  - 1.2.2 Menu Bar
  - 1.2.3 Using The Help
  - 1.2.4 Using The Icons Below Menu Bar
- 1.3 Opening and closing Documents
  - 1.3.1 Opening Documents
  - 1.3.2 Save and Save as
  - 1.3.3 Page Setup
  - 1.3.4 Print Preview





# IQAC S.M.B.S.T College, Sangamner

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- 1.3.5 Printing of Documents
  - 1.4 Text Creation and manipulation
    - 1.4.1 Document Creation
    - 1.4.2 Editing Text
    - 1.4.3 Text Selection
    - 1.4.4 Cut, Copy and Paste
    - 1.4.5 Spell check
    - 1.4.6 Thesaurus
  - 1.5 Formatting the Text
    - 1.5.1 Font and Size selection
    - 1.5.2 Alignment of Text
    - 1.5.3 Paragraph Indenting
    - 1.5.4 Bullets and Numbering
    - 1.5.5 Changing case
  - 1.6 Table Manipulation
    - 1.6.1 Draw Table
    - 1.6.2 Changing cell width and height
    - 1.6.3 Alignment of Text in cell
    - 1.6.4 Delete / Insertion of row and column
    - 1.6.5 Border and shading
  - 1.7 Summary
- Model Answers







# IQAC S.M.B.S.T College, Sangamner

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## 2. MAKING SMALL PRESENTATIONS

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- 2.0 Introduction
- 2.1 Objective
- 2.2 Basics
  - 2.2.1 Using PowerPoint
    - 2.2.1.1 Opening A PowerPoint Presentation
    - 2.2.1.2 Saving A Presentation
- 2.3 Creation of Presentation
  - 2.3.1 Creating a Presentation Using a Template
  - 2.3.2 Creating a Blank Presentation
  - 2.3.3 Entering and Editing Text
  - 2.3.4 Inserting And Deleting Slides in a Presentation
- 2.4 Preparation of Slides
  - 2.4.1 Inserting Word Table or An Excel Worksheet
  - 2.4.2 Adding Clip Art Pictures
  - 2.4.3 Inserting Other Objects
  - 2.4.4 Resizing and Scaling an Object
- 2.5 Presentation of Slides
  - 2.5.1 Viewing A Presentation
  - 2.5.2 Choosing a Set Up for Presentation
  - 2.5.3 Printing Slides And Handouts
- 2.6 Slide Show
  - 2.6.1 Running a Slide Show
  - 2.6.2 Transition and Slide Timings
  - 2.6.3 Automating a Slide Show
- 2.7 Summary





# IQAC S.M.B.S.T College, Sangamner

## 3.FINANCIAL LITERACY FOR BANKING SCHEME AND APPLICATIONS

### 3.0 Introduction

### 3.0 Objectives

### 3.0 Why Savings are needed?

3.1.1 Emergencies

3.1.1 Future Needs

3.1.2 Large expenses

### 3.2 Drawbacks of keeping Cash at home

3.2.1 Unsafe

3.2.2 Loss of Growth Opportunity

3.2.3 No Credit Eligibility

### 3.3 Why Bank is needed?

3.3.1 Secure Money, Earn Interest, Get Loan

3.3.2 Inculcate habit of saving

3.3.3 Remittances using Cheque Demand Draft

3.3.4 Avoid risk of chit funds, sahkars

3.3.5 Documents needed for opening a bank account

### 3.4 Banking Products

3.4.1 Types of Accounts and Deposit

3.4.2 Types of Loan and Overdrafts

3.4.3 Filling up of Cheques, Demand Drafts

### 3.5 Banking Service Delivery Channels - I

3.5.1 Bank Branch, ATM

3.5.2 Bank Mitra with Micro ATM

### 3.6 Banking Service Delivery Channels - II

3.6.1 Internet Banking

3.6.2 National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS)







# IQAC S.M.B.S.T College, Sangamner

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- 3.7 Various Schemes
  - 3.7.1 Pradhan Mantri Jan-Dhan Yojana (PMJDY)
  - 3.7.2 Social Security Schemes
    - 3.7.2.1 Pradhan Mantri Suraksha Bima Yojana (PMSBY)
    - 3.7.2.2 Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
    - 3.7.2.3 Atal Pension Yojana (APY)
    - 3.7.2.4 Pradhan Mantri Mudra Yojana (PMMY)
  - 3.7.3 National Pension Scheme
  - 3.7.4 Public Provident Fund (PPF) Scheme
- 3.8 Bank on your mobile
  - 3.8.1 Mobile Banking
  - 3.8.2 Mobile Wallets
- 3.9 Insurance
  - 3.9.1 Necessity of Insurance
  - 3.9.2 Life Insurance and Non-life Insurance
- 3.10 Summary
- 3.11 Model Answers





# IQAC S.M.B.S.T College, Sangamner

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## 4. USING SPREAD SHEET

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- 4.0 Introduction
- 4.0 Objectives
- 4.1 Elements of Electronic Spread Sheet
  - 4.1.1 Opening of Spread Sheet
  - 4.1.2 Addressing of Cells

### Printing of Spread Sheet

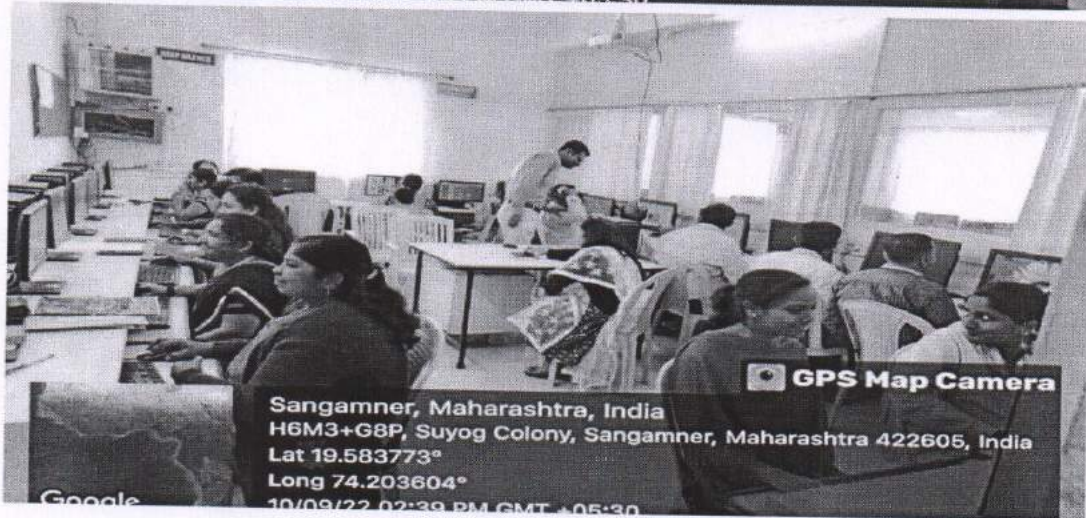
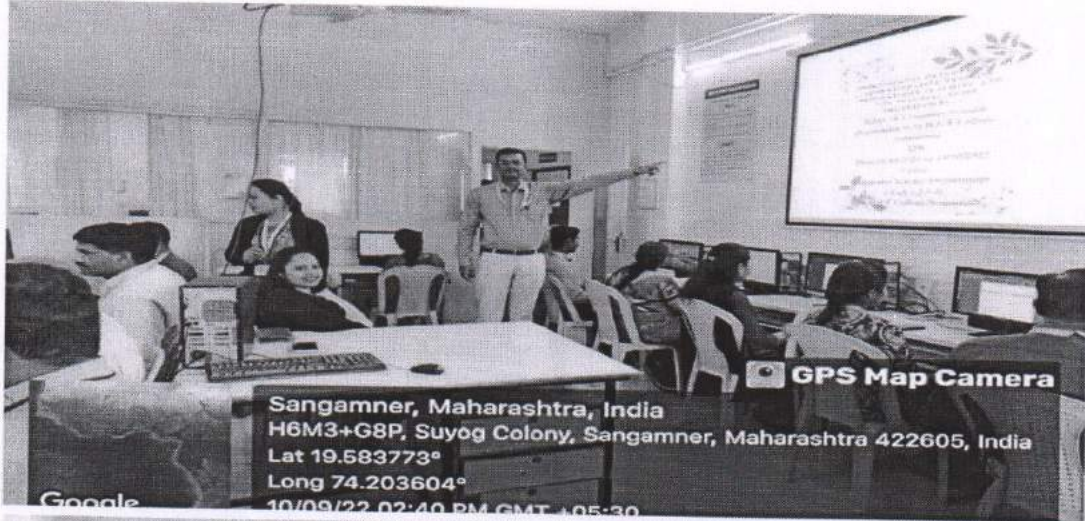
- 4.0.1 Saving Workbooks
- 4.0 Manipulation of Cells
  - 4.0.1 Entering Text, Numbers and Dates
  - 4.0.2 Creating Text, Number and Date Series
  - 4.0.3 Editing Worksheet Data
  - 4.0.4 Inserting and Deleting Rows, Column
  - 4.0.5 Changing Cell Height and Width
- 4.1 Formulas and Function
  - 4.1.1 Using Formulas
  - 4.1.2 Function
- 4.2 Summary
- 4.3 Model Answers







# IQAC S.M.B.S.T College, Sangamner



First Day 10<sup>th</sup> Sep 2022 Mr.Thakare Sir Gives Training For Teaching Staff.







# IQAC S.M.B.S.T College, Sangamner



First Day 10<sup>th</sup> Sep 2022 Mr.Thakare Sir Gives Training For Teaching Staff.







# IQAC S.M.B.S.T College, Sangamner



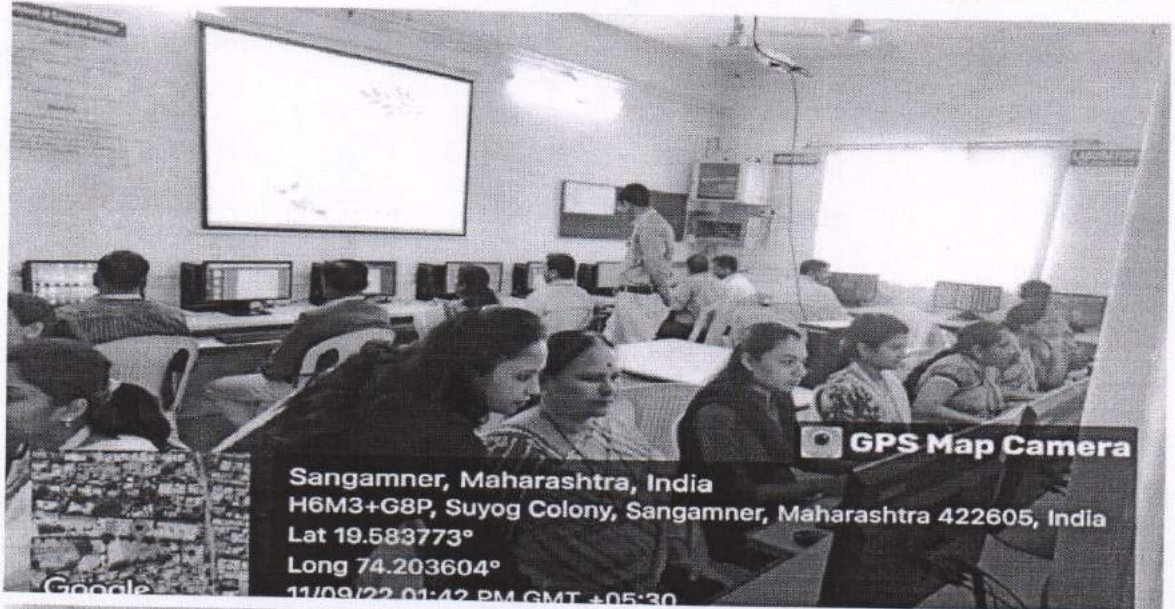
Second and Third Day Of training Program Conduct By Mrs.Satpute S.G And Mrs.Jagre S.P







# IQAC S.M.B.S.T College, Sangamner



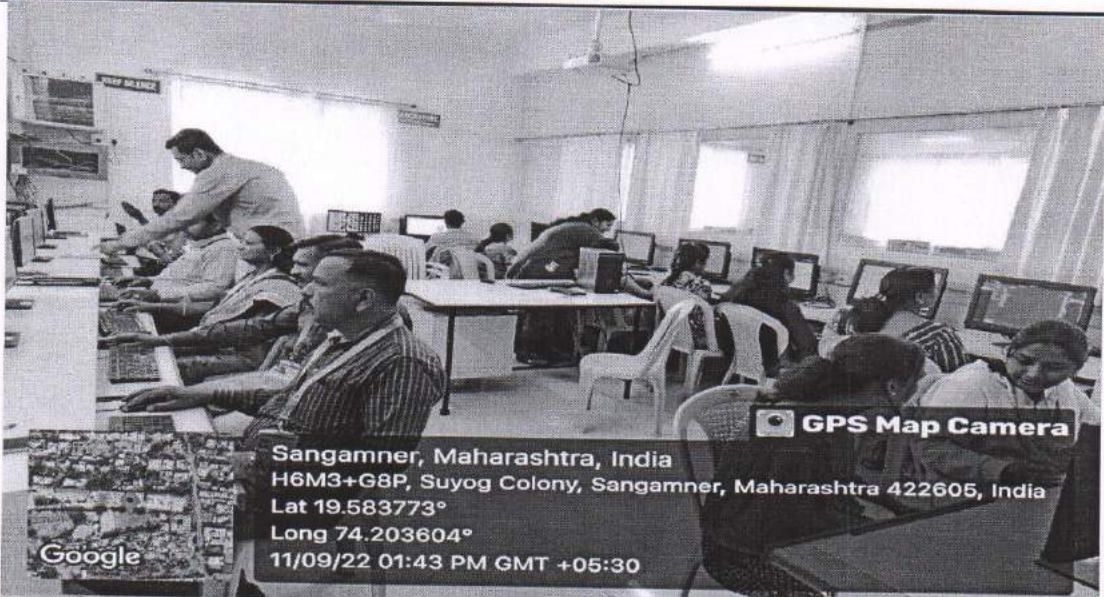
Second and Third Day Of training Program Conduct By Mrs.Satpute S.G And Mrs.Jagre S.P



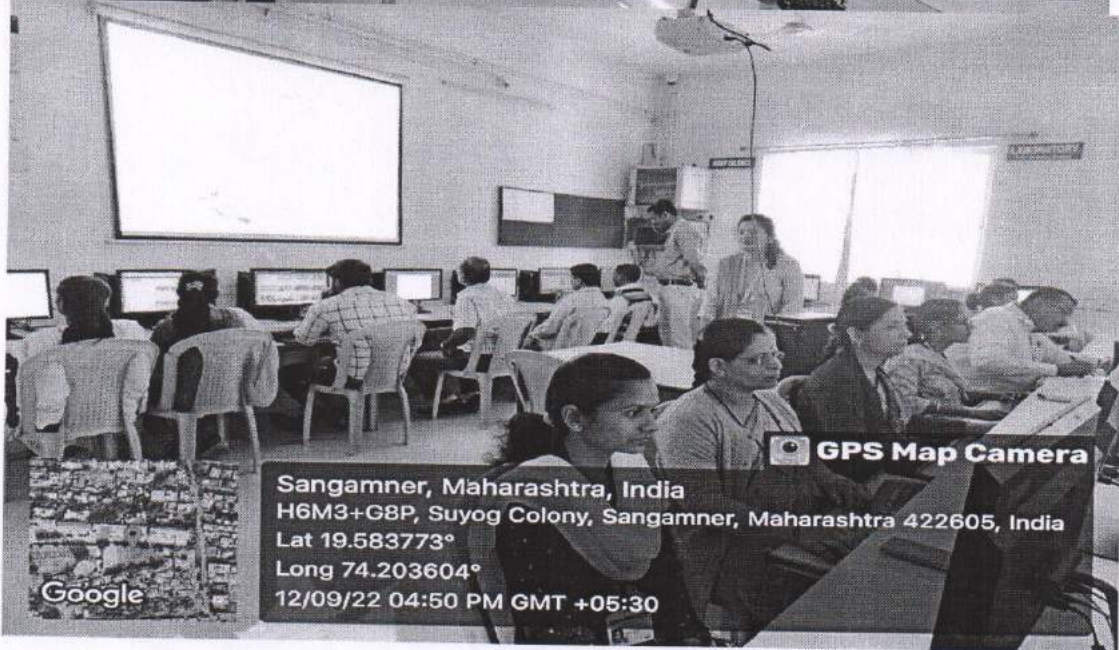




# IQAC S.M.B.S.T College, Sangamner



**GPS Map Camera**  
Sangamner, Maharashtra, India  
H6M3+G8P, Suyog Colony, Sangamner, Maharashtra 422605, India  
Lat 19.583773°  
Long 74.203604°  
11/09/22 01:43 PM GMT +05:30



**GPS Map Camera**  
Sangamner, Maharashtra, India  
H6M3+G8P, Suyog Colony, Sangamner, Maharashtra 422605, India  
Lat 19.583773°  
Long 74.203604°  
12/09/22 04:50 PM GMT +05:30

Mr.Thakare Sir Gives Training.







## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

#### **REPORT- 05 Days Faculty Development Programme on ICT Tools & Documentation for Effective Teaching Pedagogy**

**Level:** Local

**Title:** ICT Tools & Techniques

**Category:** Faculty Development Program

**Date:** 10-09-2022 to 14-09-2022 (05 Days)

**Organizers:** Department of Computer Science & IQAC

**Mode:** OFFLINE

**Objective:** This 05 Days FDP on ICT provided a platform to learn the tools and techniques required for teachers to serve to the learners and their learning ideas. Its motive to provide the knowledge and skills needed for the design and development of digital resources for teaching and learning. The FDP provided exposure to the participants and provided a chance to enhance their knowledge in the subject area.

#### **Schedule of 05 Days FDP: (Non -Teaching Staff)**

Date	Particular	Time	Experts
10-09- 2022	Basic Knowledge of Computer	04.00 PM – 05.30 PM	Mr.Thakare M.V
11-09-2022	MS Word	04.00 PM – 05.30 PM	Mr.Mande P.B
12-09-2022	MS Excel	04.00 PM – 05.30 PM	Mrs.Satpute S.G
13-09-2022	MS PowerPoint	04.00 PM – 05.30 PM	Mrs. Jagre S.P
14-09-2022	General Quiz for Faculty	04.00 PM – 05.30 PM	Mr.Thorat D.S

Head of  
Computer Science

**IQAC Coordinator**  
S.M.B.S.T. College, Sangamner



**Principal**  
Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 605





# IQAC S.M.B.S.T College, Sangamner

## ALLOCATION OF TOTAL HOURS FOR EACH CHAPTER:

Sr No	Topic Name	Theory Hours	Practical Hours
1	Basic Knowledge of Computer	2	3
2	MS Word	2	3
3	MS Excel	2	3
4	MS PowerPoint	2	3
<b>Total Hours</b>		<b>8</b>	<b>12</b>

### Syllabus outline:

#### 1. Basic Knowledge of Computer

- 1.1 Introduction
- 1.2 Objectives
- 1.3 What is Computer?
  - 1.3.1 Basic Applications of Computer
- 1.4 Components of Computer System
  - 1.4.1 Central Processing Unit
  - 1.4.2 Keyboard, mouse and VDU
  - 1.4.3 Other Input devices
  - 1.4.4 Other Output devices
  - 1.4.5 Computer Memory
- 1.5 Concept of Hardware and Software
  - 1.5.1 Hardware
  - 1.5.2 Software
    - 1.5.2.1 Application Software





# IQAC S.M.B.S.T College, Sangamner

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## 1.5.2.2 Systems software

- 1.6 Concept of computing, data and information
- 1.7 Applications of IECT
  - 1.7.1 e-governance
  - 1.7.2 Entertainment
- 1.8 Bringing computer to life
  - 1.8.1 Connecting keyboard, mouse, monitor and printer to CPU
  - 1.8.2 Checking power supply

### Summary

## 1.9 Model Answers

1.10

## 2. MS WORD

### **Module 1: Text Basics**

- Typing the text, Alignment of text
- Editing Text: Cut, Copy, Paste, Select All, Clear
- Find & Replace

### **Module 2: Text Formatting and saving file**

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Change the Text Case
- Line spacing, Paragraph spacing
- Shading text and paragraph
- Working with Tabs and Indents

### **Module 3: Working with Objects**







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- Shapes, Clipart and Picture, Word Art, Smart Art
- Columns and Orderings - To Add Columns to a Document
- Change the Order of Objects
- Page Number, Date & Time
- Inserting Text boxes
- Inserting Word art
- Inserting symbols
- Inserting Chart

## **Module 4: Header & Footers**

- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Add section break to a document

## **Module 5: Working with bullets and numbered lists**

- Multilevel numbering and Bulleting
- Creating List
- Customizing List style
- Page bordering
- Page background

## **Module 6: Tables**

- Working with Tables, Table Formatting
- Table Styles
- Alignment option
- Merge and split option





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## Module 7: Styles and Content

- Using Build- in Styles, Modifying Styles
- Creating Styles, Creating a list style
- Table of contents and references
- Adding internal references
- Adding a Footnote
- Adding Endnote

## Module 8: Merging Documents

- Typing new address list
- Importing address list from Excel file
- Write and insert field
- Merging with outlook contact
- Preview Result
- Merging to envelopes
- Merging to label
- Setting rules for merges

Finish & Merge options

## Module 9: Sharing and Maintaining Document

- Changing Word Options
- Changing the Proofing Tools
- Managing Templates
- Restricting Document Access
- Using Protected View
- Working with Templates
- Managing Templates
- Understanding building blocks







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## Module 10: Proofing the document

- Check Spelling As You Type.
- Mark Grammar Errors As You Type.
- Setting AutoCorrect Options

## Module 11: Printing

- Page Setup, Setting margins
- Print Preview, Print

### 3. MS EXCEL

## Module 12: Introduction to Excel

- Introduction to Excel interface
- Understanding rows and columns, Naming Cells
- Working with excel workbook and sheets

## Module 13: Formatting excel work book:

- New, Open, Close, Save, Save As
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Wrap text, Merge and Centre
- Currency, Accounting and other formats
- Modifying Columns, Rows & Cells





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## Module 14: Perform Calculations with Functions

- Creating Simple Formulas
- Setting up your own formula
- Date and Time Functions, Financial Functions
- Logical Functions, Lookup and Reference
- Functions Mathematical Functions
- Statistical Functions, Text Functions.

## Module 15: Sort and Filter Data with Excel

- Sort and filtering data
- Using number filter, Text filter
- Custom filtering
- Removing filters from columns

Conditional formatting

## Module 16: Create Effective Charts to Present Data Visually

- Inserting Column, Pie chart etc.
- Create an effective chart with Chart Tool
- Design, Format, and Layout options
- Adding chart title
- Changing layouts
- Chart styles
- Editing chart data range
- Editing data series
- Changing chart







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## Module 17: Analyze Data Using PivotTables and Pivot Charts

- Understand PivotTables, Create a PivotTable
- Framework Using the PivotTable and PivotChart
- Create Pivot Chart from pivot Table.
- Inserting slicer
- Creating Calculated fields

## Module 18: Protecting and Sharing the work book

- Protecting a workbook with a password
- Allow user to edit ranges
- Track changes
- Working with Comments
- Insert Excel Objects and Charts in Word Document and Power point Presentation.

## Module 19: Use Macros to Automate Tasks

- Creating and Recording Macros
- Assigning Macros to the work sheets
- Saving Macro enabled workbook

## Module 20: Proofing and Printing

- Page setup, Setting print area, Print titles
- Inserting custom Header and Footer
- Inserting objects in the header and footer
- Page Setup, Setting margins, Print Preview, Print
- Enable back ground error checking

Setting AutoCorrect Options





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## 4. MS POWERPOINT

### **Module 21: Setting Up PowerPoint Environment:**

- New, Open, Close, Save, Save As
- Typing the text, Alignment of text
- Formatting Text: Font Size, Font Style
- Font Color, Use the Bold, Italic, and Underline
- Cut, Copy, Paste, Select All, Clear text
- Find & Replace
- Working with Tabs and Indents

### **Module 22: Creating slides and applying themes**

- Inserting new slide
- Changing layout of slides
- Duplicating slides
- Copying and pasting slide
- Applying themes to the slide layout
- Changing theme color
- Slide background
- Formatting slide background
- Using slide views

### **Module 23: Working with bullets and numbering**

- Multilevel numbering and Bulleting
- Creating List
- Page bordering







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- Page background
- Aligning text
- Text directions
- Columns option

## Module 24: Working with Objects

- Shapes, Clipart and Picture, Word Art, SmartArt
- Change the Order of Objects
- Inserting slide header and footer
- Inserting Text boxes
- Inserting shapes, using quick styles
- Inserting Word art
- Inserting symbols
- Inserting Chart

## Module 25: Hyperlinks and Action Buttons

- Inserting Hyperlinks and Action Buttons
- Edit Hyperlinks and Action Button
- Word Art and Shapes

## Module 26: Working with Movies and Sounds

- Inserting Movie from a Computer File
- Inserting Audio file
- Audio Video playback and format options
- Video options, Adjust options
- Reshaping and bordering Video





## **IQAC S.M.B.S.T College, Sangamner**

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### **Module 27: Using SmartArt and Tables**

- Working with Tables, Table Formatting
  - Table Styles
  - Alignment option
  - Merge and split option
- Converting text to smart art

### **Module 28: Animation and Slide Transition**

- Default Animation, Custom Animation
- Modify a Default or Custom Animation
- Reorder Animation Using Transitions
- Apply a Slide Transition, Modifying a
- Transition, Advancing to the Next Slide

### **Module 29: Using slide Master**

- Using slide master
  - Inserting layout option
  - Creating custom layout
  - Inserting place holders
- Formatting place holders







# IQAC S.M.B.S.T College, Sangamner



Dr. D.D.Patil (Principal of S.M.B.ST college,Sangamner) Welcome to all Non –Teaching Staff members.

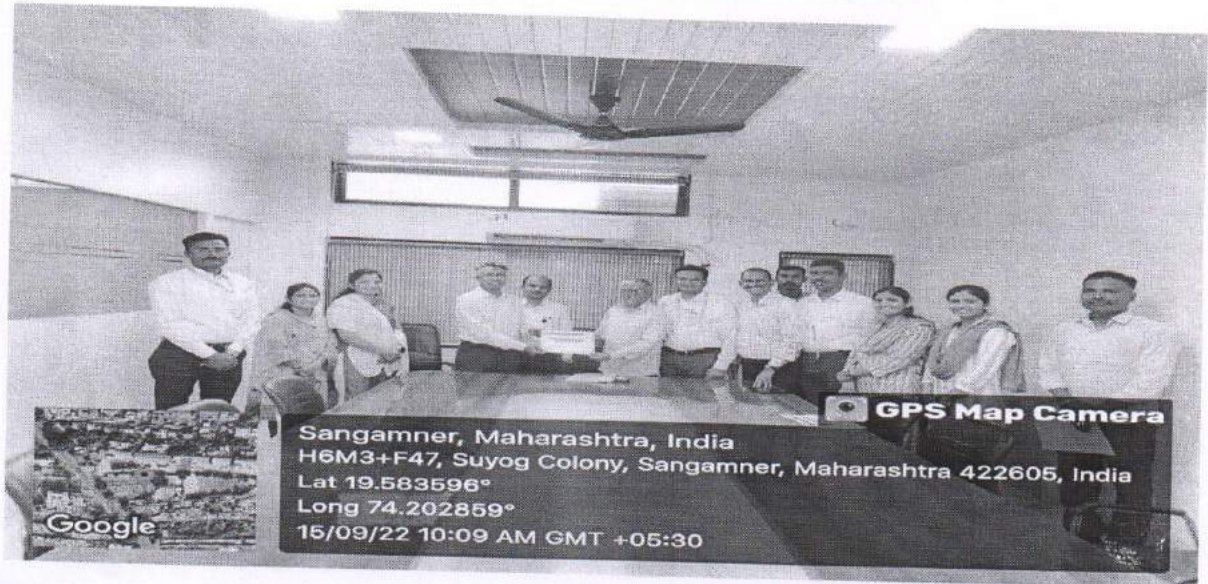






# IQAC S.M.B.S.T College, Sangamner

Dr.D.D.Patil Sir (Principal) while issuing the Training Certificate to Non-Teaching Staff.



Dr.Kolhe Sir (Vice Principal) while issuing the Training Certificate to Non-Teaching Staff.







# IQAC S.M.B.S.T College, Sangamner

Dr.Wagh sir (vice Principal) while issuing the Training Certificate to Teaching Staff.



Dr.D.D.Patil Sir (Principal) while issuing the Training Certificate to Teaching Staff









# IQAC S.M.B.S.T College, Sangamner

## Report:

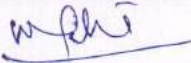
05 Days Faculty Development Programme, started with a formal address by the IQAC head Dr. Ghaywat Sir. It was followed by Welcome address and dynamics of FDP by Mr. Thakare M.V, Head, and Department of Computer Science. He highlighted the importance of the FDP is the faculty learning with latest technology using with ICT tools and teaching techniques. He also explained what ICT means and defined terms also gave the basic knowledge of Computer in which he told about Computer Hardware, Selecting the Right Peripherals, Getting the Right Software Installed, how to Use an Operating System, Input and Output Devices.

In this 05 days, Various experts explained to the Faculties about the Basic Knowledge of Computer, MS Word, MS Excel, MS PowerPoint. Practice sessions of all the topics were also organized. Faculties benefited by ICT based FDP. In Practice Session, many tasks were given to participants in time limit to complete. At the end of the FDP, General Quiz was conducted to enhance memory and creativity. Participants successfully completed all tasks in FDP session. All the participants appreciated by Experts.

<p><b>FACULTY DEVELOPMENT PROGRAM</b> <b>ON</b> <b>Professional Development &amp; Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)</b> <b>ON</b> <b>10-09-2022 to 14-09-2022 (05 Days)</b></p>  <p><b>Organized By</b> Department of Computer Science &amp; IQAC</p> <p><b>Venue</b> Computer Science Department, (LAB 1, 2, 3, 4) S.M.B.S.T College, Sangamner</p>	 <p><b>Patron</b> S.M.B.S.T College, Sangamner <b>Convener</b> Dr. D. D. Patil Principal <b>Organizing Secretary</b> Dr. Laxman Ghaywat, IQAC coordinator</p> <p>Mr. Thakare M.V, HOD Dept of Computer Science</p>	<p><b>REGISTRATION</b></p> <p>Dr/Mr/Mrs/Ms _____</p> <p>Designation _____ Department _____ Full Postal Address _____</p> <p>E-mail _____ Mobile Number _____</p> <p>I shall take a part in the Faculty Development program on "Professional Development &amp; Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) on 10-09-2022 to 14-09-2022 at S.M.B.S.T College, Sangamner</p> <p>Date: _____ Signature: _____</p>
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**IQAC Coordinator**  
S.M.B.S.T. College, Sangamner



  
**Principal**  
Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 605





## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

#### REGISTRATION FORM

Dr/Mr./Mrs./Ms Kawade Swati Sahebrao

Designation Asst. Prof.

Department Chemistry

Full Postal

Address A/1 Po - Nandurji dumala, Sangamner

E-mail swatikawade93@gmail.com

Mobile Number 9527738474

I shall take a part in the Faculty Development program on "Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) on 10-09-2022 to 14-09-2022 at S.M.B.S.T College, Sangamner.

#### DECLARATION BY THE CANDIDATE

The given information is true to the best of my knowledge. I agree to abide by the rules and regulations governing the programme. If selected, I shall attend the course for the entire duration.

Date: 10/09/2022  
Sangamner

Place: Sangamner

Swate  
Signature of the candidate



## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

#### REGISTRATION FORM

Dr/Mr./Mrs./Ms Prof. Dr. Sangita Kanawade (Danduate)

Designation prof.

Department Chemistry

Full Postal

Address S.M.B.S.T. college Sangamner

E-mail danduate.sangita7@gmail.com

Mobile Number 9922158268

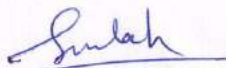
I shall take a part in the Faculty Development program on "Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) on 10-09-2022 to 14-09-2022 at S.M.B.S.T College, Sangamner.

#### DECLARATION BY THE CANDIDATE

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Date: 10/9/2022

Place: Sangamner

  
Signature of the candidate





## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

#### REGISTRATION FORM

Dr./Mr./Mrs./Ms Sachin Ramdas Kihre

Designation Junior clerk

Department Account

Full Postal

Address At-post - Kulkewadi Tal - Sangamner Dist - Ahmednagar

E-mail sachinkolhe04@gmail.com

Mobile Number 9975641503

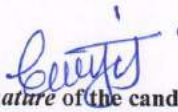
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Date: 10/09/2022

Place: Sangamner

  
Signature of the candidate



## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

#### REGISTRATION FORM

Dr./Mr./Mrs./Ms Ambre Manika Bhanudas

Designation Asst. Prof.

Department Chemistry

Full Postal

Address At/Po- Ganore, Tal.-Akole, Dist. A.Nagar

E-mail manikaambre1998@gmclil.com

Mobile Number 8010110320

I shall take a part in the Faculty Development program on "Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) on 10-09-2022 to 14-09-2022 at S.M.B.S.T College, Sangamner.

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Date: 10/09/2022

Place: Sangamner

Ambre M.B.  
Signature of the candidate





# IQAC S.M.B.S.T College, Sangamner

## Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

### REGISTRATION FORM

Dt./Mr./Mrs./Ms Satpute Sunita Ganesh

Designation Asst- Prof.

Department Computer science

Full Postal

Adress A/P :- Chamelanapuri, Tal: Sangamner.

E-mail sunita.stpt@gmail.com

Mobile Number 8888778573

I shall take a part in the Faculty Development program on "Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) on 10-09-2022 to 14-09-2022 at S.M.B.S.T College, Sangamner.

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Date: 10/09/2022

Place: Sangamner

  
Signature of the candidate



## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

#### REGISTRATION FORM

Dr/Mr./Mrs./Ms Arvind Gulab Rao Deshmukh

Designation Laboratory Attendant

Department Physics

Full Postal

Address Sai Shradha chowk, behind 102 K.V. Centre Chulwadri Rd, Sangamner

E-mail arvind.deshmukh4606@gmail.com

Mobile Number 9850099202

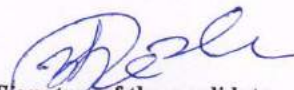
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Date: 10/09/2022

Place: Sangamner

  
Signature of the candidate





## IQAC S.M.B.S.T College, Sangamner

### Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23)

On Date 10/09/2022 to 14/09/2022

#### REGISTRATION FORM

Dt./Mr./Mrs./Ms Satpute Minesh Ramnath

Designation Asst. Prof.

Department Hindi

Full Postal

Adress AT / Po: sukewadi Tal- Sangamner

E-mail Satputeminesh8@gmail.com

Mobile Number 8888225532

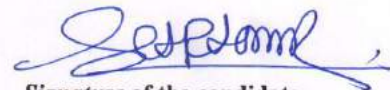
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Date: 10/09/2022

Place: Sangamner.

  
Signature of the candidate

S.M.B.S.T COLLEGE ,SANGAMNER

Professional Development & Administrative Training Program For Teaching and Non-Teaching Staff (2022-23) Feedback Form

Name:	E-mail ID-	Presentatio n by resource persons*	Quality of power point presentatio ns	Contributi on of lecture to your skill/know ledge	Learning objectives and outcomes were clear ?	Did the training meet your expectat ions?	were you provided enough time to fit the training into your schedule?	Are You Implem ents the tools in yours daily life ?	Are you satisfied this training Program ?	Are you satisfied this training Program ? [Feedba ck]
Dr. Patil D.D.	dinanath.patil@gmail.com	Excellent	Excellent	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Dr. Suhas Avhad	avhadsuhas@gmail.com	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Dr. Dhakane Kamal R.	kamaldhakane@gmail.com	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Dr. Shobha Sakharam Borhade	borhadeshobha@gmail.com	Very Good	Very Good	Good	Good	No	No	Yes	Yes	Yes
Professor. Dr. Rajdeo Trimbak	trimbak.rajdeo@rediffmail.c	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Dr. Purnima Prabhakar Sable	purnimasable@gmail.com	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Dr. Dandwate Sangita Cangdeo	dandwate.sangita7@gmail.c	Excellent	Excellent	Very	Excellent	Yes	Yes	Yes	Yes	Yes
Dr. Dilip.V. Pokharkar	pokharkar.dilip@gmail.com	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Dr. Balasaheb Dada Wagh	balasaheb.wagh1@gmail.c	Good	Good	Good	Good	Yes	Yes	Yes	Yes	Yes
Mr. Vijaykumar Rajkumar Pande	vijakumarpande111@gmail	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Mr. Changdeo Laxman Shinde	shinde_changdev@rediffma	Very Good	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Dr. Sakalkale Milind Madhukar	milindsakalkale68@gmail.c	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Miss. Priyanka Tukaram Daware	priyankadaware2018@gma	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Dr. Hemlata A. Rathod	hemlatarathod@rediffmail.c	Excellent	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Dr. Bairagi V.B.	bairagivb@gmail.com	Excellent	Very Good	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Mr. Madhav Vaman Jadhav	mjsmbst2008@gmail.com	Excellent	Excellent	Very	Excellent	Yes	Yes	Yes	Yes	Yes
Mr. Surve Santosh Bahusaheb	s.b.surve@rediffmail.com	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Dr. Sanjay Y. Brahmne	sybrahmne@gmail.com	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Dr. Pramodini Kadam	drpamakadam@gmail.com	Excellent	Excellent	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes





Prof.Gaikwad Prabhakar	gaikwadpm70@gmail.com	Excellent	Very Good	Very	Good	Yes	Yes	Yes	Yes	Yes
Dr. Pramod Bhausaheb Khaire	pramod.khaire70@gmail.co	Excellent	Very Good	Very	Excellent;V	Yes	Yes	Yes	Yes	Yes
Mr. Dere Jayram Damu	jayramdere@gmail.com	Excellent	Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Prof.Kadam Rahul Khandu	kadamrahul2017@gmail.co	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Miss.Thitame Snehalata Ashok	snehalatathitame8@gmail.c	Excellent	Excellent	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Mr.Thorat G.A.	thoratganesh45@yahoo.co	Excellent	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Mr. kadlag Satish Popat	kadlagsatish832@gmail.co	Very Good	Very Good	Excellent;	Excellent	Yes	Yes	Yes	Yes	Yes
Sunita Shivaji Punde	sonupunde8888@gmail.co	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Shinde Vaishali Dattatry	vaishalishinde2110@gmail.	Very Good	Excellent	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Rajesh Kisanrao Manjul	raj.manjul007@gmail.com	Excellent	Very Good	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Mr. Prakash Balasaheb Mande	prakash.mande@gmail.co	Excellent	Very Good	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Thakare Mahendra Vishwanath	m12thakare@gmail.com	Very Good	Very Good	Excellent	Good	Yes	Yes	Yes	Yes	Yes
Phokar Poonam	artijondhale19@gmail.com	Good	Very Good	Good	Good	Yes	Yes	Yes	Yes	Yes
Prof.Pawar Dinkar Chintaman	dcpawar69@gmail.com	Excellent	Excellent	Very	Excellent	Yes	Yes	Yes	Yes	Yes
Gita Balasaheb Nawale	gitanawale8866@gmail.co	Very Good	Good	Very	Excellent	Yes	Yes	Yes	Yes	Yes
Abhale Anuja Arun	anujaabhale@gmail.com	Very Good	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Prof.Dr.Sangita Kanawade	dandwate.sangita7@gmail.	Very Good	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Gunjal R. S	rohinijadhav64@gmail.com	Excellent	Excellent	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Seema Laxman More	seemamore523@gmail.co	Excellent	Excellent	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Dr.Rahane Shobha Tukaram	shobharahane81@gmail.co	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Nagare Navnath	nnagarepatil@gmail.com	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Vaishali Dattatraya Shinde	vaishalishivate2017@gma	Excellent	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Dr.Ganesh Rajendra Walunj	walunjanesh2022@gmail.	Very Good	Excellent	Very	Good	Yes	Yes	Yes	Yes	Yes
Prof. Vijaykumar Rajkumar Pande	vijaykumpande111@gma	Excellent	Excellent	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Dr.Laxman Ghaywat Laxman	ldghaywat@gmail.com	Good	Good	Good	Good	Yes	Yes	Yes	Yes	Yes
Prof. Satpute Minesh Ramnath	satputeminesh8@gmail.co	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Mrs. Tamboli N.A.	tambolina@gmail.com	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Dr.Shobha Rahane	shobharahane81@gmail.co	Very Good	Very Good	Very	Excellent	Yes	Yes	Yes	Yes	Yes
Dr.Ganesh Walunj	walunjanesh2010@gmail.c	Excellent	Excellent	Excellent	Excellent	Yes	Yes	Yes	Yes	Yes
Prof. Dighe Nanasaheb Dattu	nanadighe1988@gmail.com	Excellent	Excellent	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Mrs. Mahale L.M.	mahalelalita@gmail.com	Excellent	Very Good	Excellent	Very Good	Yes	Yes	Yes	Yes	Yes
Mr. Dalavi L.D.	laxmikantdalvi@gmail.com	Excellent	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Mrs. Kadam R.M.	kadamrupali2020@gmail.co	Very Good	Very Good	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Mr. Sachin Karbhari Dorge	sachinkdorge@gmail.com	Excellent	Excellent	Very	Very Good	Yes	Yes	Yes	Yes	Yes
Miss.Dr. Swati Sudhakar Thube	samu.awari@gmail.com	Very Good	Excellent	Very	Good	Yes	Yes	Yes	Yes	Yes



Principal  
Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce,  
Sangamner - 422 605





बहुजन हिताय बहुजन सुखाय  
Sahyadri Bahujan Vidya Prasarak Samaj's  
SAHAKAR MAHARSHI BHAUSAHEB SANTUJI THORAT COLLEGE OF ARTS, SCIENCE AND COMMERCE, SANGAMNER  
Tal - Sangamner, Dist. - Ahmednagar, (422605) NAAC Accredited 'B' Grade

॥ साकार महाराष्ट्र ॥



साकार महाराष्ट्र साकार महाराष्ट्र

IQAC AND DEPARTMENT OF COMPUTER SCIENCE  
Organized

"Faculty Development Programme on ICT Tools & Documentation for Effective  
Teaching Pedagogy"

CERTIFICATE OF PARTICIPATION

This is to certify that

This is to certify that *Mr./Mrs.* \_\_\_\_\_ *from S.M.B.S.T. of Arts*


*Science & Commerce college, Sangamner has actively participated in "Faculty Development Programme on ICT Tools & Documentation for Effective  
Teaching Pedagogy" jointly organized by Internal Quality Assurance and Department of Computer Science during 10 September 2022 to 14 September 2022.*

  
Head,  
Dept. of Computer Science

Head of  
Computer Science

  
IQAC Coordinator  
S.M.B.S.T. College, Sangamner

**IQAC Coordinator**  
S.M.B.S.T. College, Sangamner

  
Principal  
S.M.B.S.T. College, Sangamner

**Principal**

Sahakar Maharshi Bhausaheb Santuji Thorat  
College of Art's, Science & Commerce  
Sangamner - 422 605





बहुजन हिताय बहुजन सुखाय  
Sahyadri Bahujan Vidya Prasarak Samaj's  
SAHAKAR MAHARSHI BHAUSAHEB SANTUJI THORAT COLLEGE OF ARTS, SCIENCE AND COMMERCE, SANGAMNER  
Tal - Sangamner, Dist. - Ahmednagar, (422605) NAAC Accredited 'B' Grade

॥ साकारे वेत्ता संतो ॥



साकाराचार्य सा. साकाराचार्य संतुजी थोरत

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This is to certify that

This is to certify that Mr/Mrs. Kolhe Sachin Ramdas from S.M.B.S.T. of Arts

Science & Commerce college, Sangamner has actively participated in "Faculty Development Programme on ICT Tools & Documentation for Effective  
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॥ आर्यो देवाय नमः ॥



संगमनेर अ. प्र. संस्था संगमनेर

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This is to certify that

This is to certify that Mr/Mrs. Deshmukh Arvind Gulabrao from S.M.B.S.T. of Arts

Science & Commerce college, Sangamner has actively participated in "Faculty Development Programme on ICT Tools & Documentation for Effective  
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॥ अज्ञानं विद्वान्मृतं ॥



संगमनेर अज्ञानं विद्वान्मृतं

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CERTIFICATE OF PARTICIPATION

This is to certify that

This is to certify that Mr/Mrs. Ambre Monika Bhanudas from S.M.B.S.T. of Arts

Science & Commerce college, Sangamner has actively participated in "Faculty Development Programme on ICT Tools & Documentation for Effective  
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S.B.V.P'S  
S.M.B.S.T.COLLEGE,SANGAMNER  
Professional Development & Administrative Training Program For  
Teaching & Non-Teaching Staff Organized by Computer Science  
Department & IQAC

Faculty Development Program (Academic Year 2022-23)  
Attendance Sheet

Time: 02 to 04 pm

Date: 10/09/2022

Sr. No	Name Of The Teacher	Department	Sign
1.	Dr. Pramodini Nawale	Economics	Nawale
2	Ashaywat K. O	Zoology	Ashaywat
3)	Dr P. G. Khair	D.P.E	Dr. P. G. Khair
4)	Hunjul R.S	Computer App	Hunjul
5)	Shinde Vaishali D	Hindi	Shinde
6)	Dr. Swati Thube	Hindi	Swati
7	Surve S. B.	chemistry	Surve
8	Dr. R.S. Jomwar	Microbiology	Jomwar
9	Shinde C. L.	Botany	Shinde
10	Jadhav M. V.	physics	Jadhav
11	Jondhale A. G.	BBA/BCA	Jondhale
12.	Prof. Dr. V. B. Bairagi	commerce	Bairagi
13	Dr. M. M. Sakalkale	Mathematics	Sakalkale
14	Prof. Dr. Kanawade S. P.	chemistry	Kanawade
15	Prof. Dr. S. S. Boshade	chemistry	Boshade
16.	prof Sabale A. S.	chemistry	Sabale
17	V. R. PAND E	physics	Pand E
18	Dighe N. D.	Politics	Dighe
19	Nawde G. B.	mathematics	Nawde
20	Kanhare P. S.	Management	Kanhare
21	Dalavi V. D.	Electronics	Dalavi
22	Abhale A. A.	mathematics	Abhale
24	Byre P. P. Sakle	Botany	Byre
25	More S. L.	political sci	More





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Faculty Development Program (Academic Year 2022-23)  
Attendance Sheet

Time: 2 to 4 pm

Date: / /2022

Sr. No	Name Of The Teacher	Department	Sign
26	Mrs. Kadam Rupali Mahendra	Commerce	
27	Dr. Gonesh R. Walunj	Economics	
28	Dr. Shobha Rahane	Economics	
29	Mrs. Pralcap B. Mande	Comp. Sci.	
30	Mr. Thakare N.V.	Comp. Sci	
31	Mr. Bhor, S.D	Botany	
32	Mrs. Hase K.R	Chemistry	
33	Mrs. Pansare N.N	Comp Sci	
34	Mr. Nagare N.V.	Politics	
35	Mr. Satpute M.R	Hindi	
36	Dr. Brehmane S.Y	English	
37	Mr P.M. Gaikwad	Geography	
38	Ms. Mahale L.M.	Computer sci.	
39	Prof. Dr. T.B. Rajte	History	
40	Miss. Shinde G.L.	Botany	
41	Miss: Dengale S.L	physics.	
42	miss. Punde S.S.	BBA	
43	Mr J.D. Dere	BBA	
44	Mrs- Satpute S.G	BCS (compsci)	
45	Thitane S.A	History	
46	Tamboli N.A.	Commeece	
47	Hajare M.B		
48	Gunjal V.S	Zoology	
49	Kadlag S.P.	Maths	





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**Faculty Development Program (Academic Year 2022-23)  
Attendance Sheet**

Time: 2 to 4 pm

Date: 10/09/2022

Sr. No	Name Of The Teacher	Department	Sign
50	Kawade Swati G.	Chemistry	
51	Maryal Poojesh K.	Chemistry	
52	Sawant Vansha B.	Chemistry	
53	Ambre Monika B.	Chemistry	
54	Pokale Abasaheb L.	BBA	
55	Thorat Ganesh Ambade	Commerce	
56	Kaswad Mohini B.	Sanskrit	
57	Gadakh Pallavi Vitay	Marathi	
58	Prof Dr. Balasaheb Waj	Botany	
59	Prof Anaywat L. D	Zoology	
60	Dr. Dinanath D. Patil	Chemistry	
61	Deshmukh A.A.	Comp. Sci (Elec)	
62	Dr. Vilas. S. Kolhe	English	
63	Miss Archana M. Ahu	Chemistry	
64	Miss Waghmare Pallavi	Comp. Sci	
65	Miss. Ugale Pratima	Comp sci	
66	Daware Priyanka	BCA	
67	Dr. Dhakar Komal R	Zoology	
68	Miss. Madiker Poonam	B.C.S	
69	Dr. Suhas Avhad	Economics	
70	Dr. Dipip Pokharkar	Geography	
71	Dr. Hemlata Rathod	Hindi	
	 Principal		



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S.M.B.S.T.COLLEGE,SANGAMNER

**Professional Development & Administrative Training Program For  
Teaching & Non-Teaching Staff Organized by Computer Science  
Department & IQAC**

**Faculty Development Program (Academic Year 2022-23)  
Attendance Sheet**

Time: 4 to 5:30 pm

Date: 10/09/2022

Sr. No	Name Of The Teacher	Department	Sign
1	Pande S. G	office	
2	Thorat R.R.	Examination	
3	Deshmukh A. G	Office	
4	Pansare G.N.	O.S.	
5	Wani A.A	Chemistry	
6	Thorat Ashok parbat	Zoology	
7	Badwan L.R	Exam	
8	Geopale B.K	Library	
9	C.D. Amjel	Lab-Assist.	
10	Inswari M.A	Library	
11	Tapale A.V	Geography	
12	Kadlag M.K	office	
13	Pachpind A.B.	Chemistry	
14	Deshmukh S.V	office	
15	Kolhe S.R	Account	
16	Pachpind V. Y	Exam	
18	Bharaskar S.S.	BRACCA)	
19	S.S wade	Scholarship	
20	R. H. Kachu	Admission	
21	Kadlag R.C.	office	
22	Parbat S.B	Library	



no patel

Principal

Sahakar Maharshi Bhausaheb Santuji Thora  
College of Art's, Science & Commerce  
Sangamner - 422 605