



CRITERIA VI

GOVERNANCE LEADERSHIP & MANAGEMENT

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

| Sr. No | Content |
|--------|--|
| 1 | Summary year wise |
| 2 | List of Teaching staff attended FDP year wise |
| 3 | List of Non-teaching staff attended FDP year wise |
| 4 | Certificates of Teaching staff attended FDP year wise |
| 5 | Certificates of Non-teaching staff attended FDP year wise |
| 6 | Reports of FDP conducted in the institute |
| 7 | Sample Certificate of FDP conducted for Teaching staff |
| 8 | Sample Certificate of FDP conducted for Non-teaching staff |




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Dnyansagar Institute of Management and
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Balewadi, Pune-411045





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(AISHE Code : C - 41293, PUN Code - IMMP014030)



6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty Development Programmes (FDP), *Management Development Programmes (MDPs)*, and professional development /administrative training programs during the last five years

| Year | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
|--------|---------|---------|---------|---------|---------|
| Number | 13 | 16 | 17 | 9 | 24 |

6.3.3.2 Total number of non-teaching staff year-wise during the last five years

| Year | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
|--------|---------|---------|---------|---------|---------|
| Number | 1 | 7 | 11 | 0 | 9 |




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GOVERNANCE LEADERSHIP & MANAGEMENT

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|--------|---------|---------|---------|---------|---------|
| Number | 13 | 16 | 17 | 9 | 24 |

6.3.3.2 Total number of non-teaching staff year-wise during the last five years

| Year | 2022-23 | 2021-22 | 2020-21 | 2019-20 | 2018-19 |
|--------|---------|---------|---------|---------|---------|
| Number | 1 | 8 | 11 | 0 | 9 |



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6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

| Year | Name of the participant | Designation | Title of the FDP /MDP/ professional development / administrative training program | Dates (from-to) (DD-MM-YYYY) |
|-----------------------|-------------------------|---------------------|---|------------------------------|
| Teaching Staff | | | | |
| 2018-19 | Dr. Manisha Jagtap | Associate Professor | FDP-Board games-A teaching Tool | 01/04/2019 |
| 2018-19 | Dr. Manisha Jagtap | Associate Professor | FDP on Research Tools-EBSCO host | 12/03/2019 |
| 2018-19 | Dr. Manisha Jagtap | Associate Professor | FDP on Online Exam | 10/05/2019 |
| 2018-19 | Dr. Manisha Jagtap | Associate Professor | FDP on Outcome Based Learning in Marketing Management organised by Progressive Education Society's, Modern Institute of Business Management and Modern College of Engineering, Shivaji Nagar, Pune 411005 | 29/06/2019 |
| 2018-19 | Dr. Meena Sharma | Assistant Professor | 4th Management Development Program on Gamification for Learning and Development | 15/05/2019 To 17/05/2019 |
| 2018-19 | Mr. Pappu Gaikwad | Assistant Professor | One Day Faculty Development Program on Finance and Accounts with finance Specilization subjects | 28/06/2019 |
| 2018-19 | Mr. Dhanjay Bhavsar | Assistant Professor | One Day SPPU Faculty Development Program on Operation and Supply Chain Management(OSCM) | 13/07/2019 |
| 2018-19 | Dr. Varsha Goyal | Assistant Professor | One Day Faculty Development Program on Finance and Accounts with finance Specilization subjects | 28/06/2019 |
| 2018-19 | Mrs. Kavita Pareek | Assistant Professor | One Day Faculty Development Program on Finance and Accounts with finance Specialization subjects | 28/06/2019 |
| 2018-19 | Mrs. Nilambari Moholkar | Assistant Professor | One Day Faculty Development Program on Finance and Accounts with finance Specilization subjects | 28/06/2019 |



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| | | | | |
|---------|--------------------------------------|---------------------|---|--------------------------|
| 2018-19 | Prof. Rubin Ghelot | Assistant Professor | One Day FDP on Outcome Based Education in Generic Elective-Institute Level Courses, Foundation Courses and Enrichment Courses | 10/07/2019 |
| 2018-19 | Prof. Kritika Sinha | Assistant Professor | "FDP on Identifying and Defining Research Problem" | 13/2/2019 |
| 2018-19 | Dr. Manisha Jagtap | Associate Professor | FDP on Research Methodology and Data Analysis, at Rajshri Shahu College of Engineering, Pune | 28/9/2018 to 29/9/2018 |
| 2018-19 | Ms. Manisha Jagtap | Assistant Professor | Faculty Development Program on "Research Methodology and Data Analysis" | 28/09/2018 to 29/09/2018 |
| 2018-19 | Dr. Shriram Shimpi | Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Dr. Manisha Jagtap | Associate Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Dr. Meena Sharma | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Sameer Bhusaheb Patil | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Shruti Navandar | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Kritika Sinha | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Mohd. Iftexhar Mohd. Amir Khan | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Dr. Mayadevi Jadhav | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Yogesh Prabhakar Deshmukh | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Reshma Tamboli | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Pappu Gaikwad | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |

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| | | | | |
|---------------------------|-------------------------|---------------------|---|--------------------------|
| 2018-19 | Prof. Pranita Manjare | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Kavita Pareek | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Dr. Deepali Patil | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Dr. Varsha Goyal | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Harish Naidu | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Sucheta Deshpande | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| 2018-19 | Prof. Shreya Mukherjee | Assistant Professor | Faculty Development Program on Innovative Teaching Pedagogy: A Case Study | 17/12/2018 to 21/12/2018 |
| Non-Teaching Staff | | | | |
| 2018-19 | Dr. Shilpa Gawande | Librarian | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 To 16/03/2019 |
| 2018-19 | Mr. Sunil Kamble | Librarian | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Mr. Akbar Sayyad | O.S. | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Mr. Uday Bute | Accountant | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Mr. Atul Jadhav | Clerk | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Mr. Achinta Mondal | Lab Technician | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Mr. Prathemesh Deshmukh | Lab Technician | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Mr. Yogesh Suryanshi | Clerk | Capacity Building Through Training For Non-Teaching Staff | 11/03/2019 to 16/03/2019 |
| 2018-19 | Dr. Shilpa Gawande | Librarian | Capacity Building Through Training For Non-Teaching Staff | 23/07/2018 To 27/07/2018 |
| 2018-19 | Mr. Sunil Kamble | Librarian | Capacity Building Through Training For Non-Teaching Staff | 23/07/2018 To 27/07/2018 |

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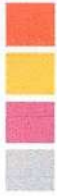


| | | | | |
|---------|--------------------|----------------|---|--------------------------|
| 2018-19 | Mr. Akbar Sayyad | O.S. | Capacity Building Through Training For Non-Teaching Staff | 23/07/2018 To 27/07/2018 |
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| 2018-19 | Mr. Achinta Mondal | Lab Technician | Capacity Building Through Training For Non-Teaching Staff | 23/07/2018 To 27/07/2018 |




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A Report on Staff Development (Non-Teaching) Program

Event Type: Staff (Non-Teaching) Training

Event Name: Staff Development program on Capacity Building through Training for non-teaching Staff

Day & Date: 21st July 2020 to 27th July 2020

Time: 11 am to 1 pm daily

Venue: DIMR Seminar Hall

Target Trainees: Office assistants/ clerks working in offices of administration department. Accounts clerks, library staff and other staff

Resource Persons: Prof. Vijay Deore, Yoga and Wellness trainer

In view of the impact of pandemic during 2020, the management resolved to organise a training program for non-teaching staff on Stress management. Accordingly a five day training program was organised for non-teaching staff with the theme as "Healthy mind set for success" during 6th July 2020 to 10th July 2020 at DIMR campus.

Objectives of the program:

1. To be inspired to focus on his / her own health and wellness.
2. To enhance confidence and self-esteem of non- teaching staff

The trainer started the session with the concept of habits among ourselves. He said that the habits are deeply ingrained in our brains. They are automatic responses that we've developed over time. When we try to simply stop a habit, we're fighting against these powerful neural pathways. This is where the practice of daily meditation comes in. Meditation is a powerful tool that can help everyone become more aware of our thoughts, feelings, and actions. But the most important thing of meditation is that it allows us to change from where the driving force that fuels the habit originates. He further stressed that if one just change oneself a little bit, in the long run it will make a big difference. Imagine you're on a ship sailing in the ocean. If you change your direction just a few degrees, it might not seem like much at first. But over a long distance, those few degrees can mean miles of difference in where one ends up.

Due to pandemic, the people have started feeling that they have lost personal control. Life events during Covid resulted in most common causes of stress. He stressed that the first one and most important is to

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meditate every day for a few minutes, preferably twice, without expectations. Just do it as you eat your meals every day. After the concept session, all the participants participated in guided session on meditation

On second day, the trainer focused on "Be Assertive Technique" which means standing up for your personal rights, expressing your thoughts, feelings and beliefs honestly. Be communicative to family, friends, keep a positive mind-set and identify negative thinking and ensure well-being by positive environment to self as well surroundings.

The theme of the session was as follows:

➤ **Change your thinking :**

- Re framing
- Positive thinking

➤ **Change your behaviour**

- Be assertive
- Get Organized
- Humour
- Diversion and Distraction

The third day started with following tips given by the trainer on how to maintain a healthier lifestyle and to prepare you to cope with the stress of everyday living.

- Structure each day to include a minimum of 20 minutes of exercise.
- Eat well-balanced meals, more whole grains, nuts, fruits and vegetables.
- Substitute fruits for desserts.
- Avoid caffeine.
- Get at least 7 hours of sleep.
- Spend time each day with at least one relaxation technique – prayer, yoga or meditation.
- Take a warm bath or shower.
- Go for a walk. Get in touch! stroke a pet.



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All of the above tips given in the session seemed very useful and efficient to reduce the stress. The participants of the workshop had a wonderful experience during various practice and exercises. There were discussions in between and at the end of the session in which the doubts and queries of participants were resolved.

The session gave the non- teaching staff members an opportunity to learn how to manage stress in their daily lives. The meditation sessions were held every day during the program

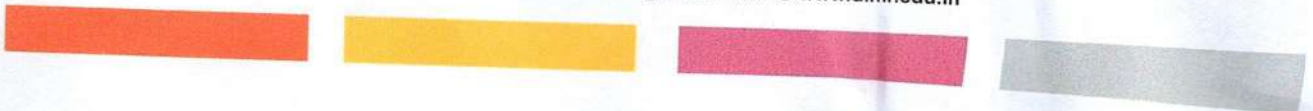
Outcome of the program:

1. All non- teaching staff attended the program.
2. The staff has evolved as better equipped group.
3. Participants found the sessions highly beneficial and relevant to their roles.




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155



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MANAGEMENT DEVELOPMENT PROGRAMME ON GAMIFICATION IN LEARNING AND DEVELOPMENT

Certificate OF PARTICIPATION

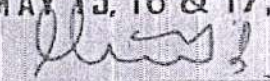
THIS IS TO CERTIFY THAT

DR. MEENA SHARMA

PARTICIPATED IN THE "4th MANAGEMENT DEVELOPMENT PROGRAMME ON GAMIFICATION FOR LEARNING AND DEVELOPMENT" ORGANIZED BY SCHOOL OF MANAGEMENT STUDIES, CUSAT ON MAY 15, 16 & 17, 2019.

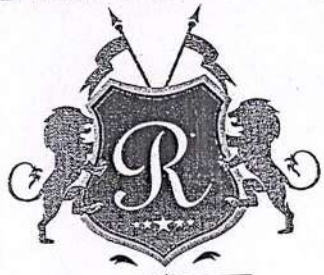

PROF. (DR.) D. MAVOOTHU
DIRECTOR




DR. MANU MELWIN JOY
PROGRAM CHAIR


Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045





RIMRD

Rajgad Dnyanpeeth's
**Rajgad Institute of Management
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Certificate

This is to certify that Dr/Mr./Ms./Prof. Pappu Gaikwad of
Dnyansagar Insti. of Management / Research, Pune has participated
in the One Day Faculty Development Programme on "Finance and Accounts" with
Finance Specialization subjects (Revised 2019 Pattern) conducted on 28 June 2019.




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Balewadi, Pune-411045


Dr. D. B. Bharati
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157



Institute of Industrial & Computer
Management and Research (IICMR)



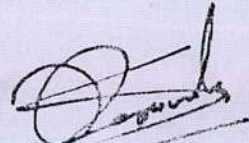
MBA@IICMR

In Association with

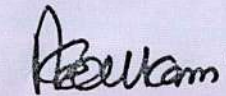

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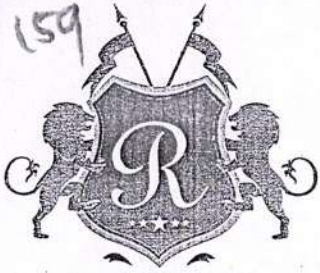
FDP ON OSCM - CERTIFICATE

This to certify that, Dr. / Mr, / Ms. Dhananjay Bhavsar
of DIMR has participated in
the One day faculty Development Programme on Outcome Based Education Pattern, MBA
Syllabus 2019 on Operation & Supply Chain Management. (OSCM) on 13th July 2019 at IICMR


Dr. Shailesh Kasande
FDP Ccollaborator




Dr. Abhaya Kulkarni
Director, IICMR

Director
Dnyansagar Institute of Management and
Research
Balewadi, Pune-411045



RIMRD

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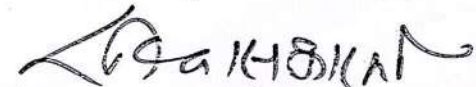
Certificate

This is to certify that Dr/Mr./Ms./Prof. Varsha Goyal of
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Finance Specialization subjects (Revised 2019 Pattern) conducted on 28 June 2019.




Director

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Dr. D. B. Bharati
Director

126



Dr D Y Patil Pratishthan's DYPIMS

Dr D Y Patil Institute of Management Studies

In Association with Savitribai Phule Pune University, Pune, India



Certificate

This is to certify that

Prof/Dr/Mr/Ms/ DEEPAI SANDIP PATIL of

DNYANSAGAR INSTITUTE OF MANAGEMENT & RESEARCH, BALEWADI

(ACCREDITED)
has participated in a Full Day Faculty Development Program on
Generic Elective - University Level OBE on July 06, 2019

Wg Cdr PVC Patil (Retd)
Executive Director

Dr Ashutosh Misal
Director

Dr Lalit Prasad
FDP Coordinator

Dnyansagar Institute of Management and
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158

Dr D Y Patil Pratishthan's

DYPIMS

Dr D Y Patil Institute of Management Studies

In Association with Savitribai Phule Pune University, Pune, India



Certificate

This is to certify that

✓
Prof/Dr/Mr/Ms/ VARSHA GOYAL

of

DIMR

has participated in a Full Day Faculty Development Program on
Generic Elective - University Level OBE on July 06, 2019

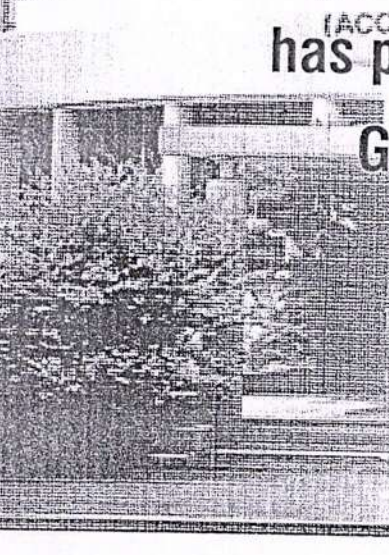
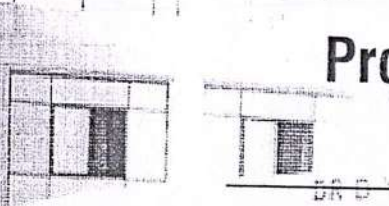
Wg Cdr PVC Patil (Retd)
Executive Director

Dr Ashutosh Misal
Director

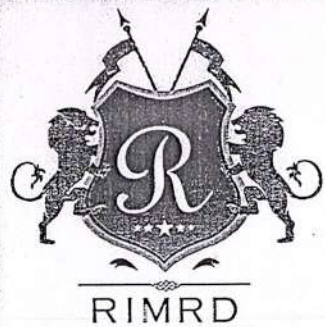
Dr Lalit Prasad
Director
Dnyansagar Institute of Management and
FDP Coordinator Research
Balewadi, Pune-411045



DYPIMS
MBA PROGRAMME
SMPA 2019



167



Rajgad Dnyanpeeth's
**Rajgad Institute of Management
Research & Development, Pune - 43**



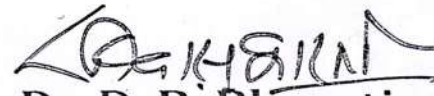
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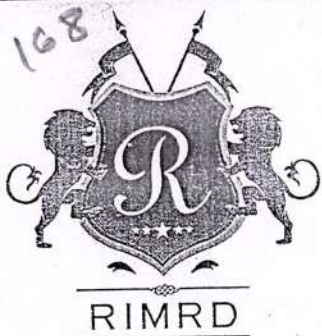
Certificate

This is to certify that Dr/Mr./Ms./Prof. Kavita Pareek of
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Finance Specialization subjects (Revised 2019 Pattern) conducted on 28 June 2019.




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Dr. D. B. Bharati
Director



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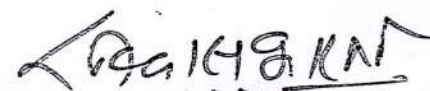
Certificate

This is to certify that Dr/Mr./Ms./Prof. Nilambari Moholkar of
DIMR. has participated

in the One Day Faculty Development Programme on 'Finance and Accounts' with
Finance Specialization subjects (Revised 2019 Pattern) conducted on 28 June 2019.



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This is to certify that Prof. / Dr. Rubin Ghelot of
DIMR is a Participant / ~~Resource Person~~ in the One Day FDP
on Outcome Based Education (OBE) in Generic Elective-Institute Level Courses, Foundation Courses,
Enrichment Courses & ASCC on 10th July 2019.

Mrs. Archana Raut
FDP Co-ordinator



Dr. Gauri Prabhu
FDP Co-ordinator

Director
Dnyansagar Institute of Management &
Research
Balewadi, Pune-411045

Dr. Abhijit Mancharkar
Director, AISSMS-IOM



JSPM'S

Rajarshi Shahu College of Engineering

Faculty Development Programme on

“Research Methodology and Data Analysis”

at RSCOE-MBA Department, on 28th and 29th September 2018



Ref No: FDP 2018 / 161

Dated: 29 / 09 / 2018

Certificate

Mr./Ms./Dr. Maisha Jagtap

has participated in two days Faculty Development Programme on
“Research Methodology and Data Analysis” at RSCOE-MBA Department,
on 28th and 29th September 2018.




Dr. R.K. Jain

Principal, RSCOE

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Sr. No 80, Mumbai Pune Bypass Highway, Tathawade, Pune – 33
Phone no: ~~020-28933424~~ || email: rscoe@jspm.edu.in || www.rscoe.edu.in



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Faculty Development Programme

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has participated in Faculty Development Programme on
"Research Methodology and Data Analysis"
at RSCOE-MBA Department, on 28th and 29th September 2018.*

Prof. S. Ramesh Kumar Mehtha
FDP Coordinator

Dr. Amey A. Choudhari
HOD-MBA

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Principal-RSCOE



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This is to certify that,

Dr. Shriram Shimpi

of DTMR

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Dr. Meena Sunildutt Sharma

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This is to certify that,

Prof. pranita Manjare

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Dr. Deepali Sandeep patil

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This is to certify that,

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CERTIFICATE

This is to certify that,

Dr. Shilpa Gawande

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has participated in "*Capacity Building Through Training for Non Teaching Staff*"

from 11/03/2019 to 16/03/2019

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Mr. Uday Bute

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Mr. Achinta Mondal

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This is to certify that,

Mr. Prathmesh Deshmukh

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has participated in *"Capacity Building Through Training for Non Teaching Staff"*

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Mr. Yogesh Suryanishi

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This is to certify that,

Dr. Shilpa Gawande

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has participated in "*Capacity Building Through Training for Non Teaching Staff*"

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Dr. Sajid Alvi
Director




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Mr Akbar sayyad

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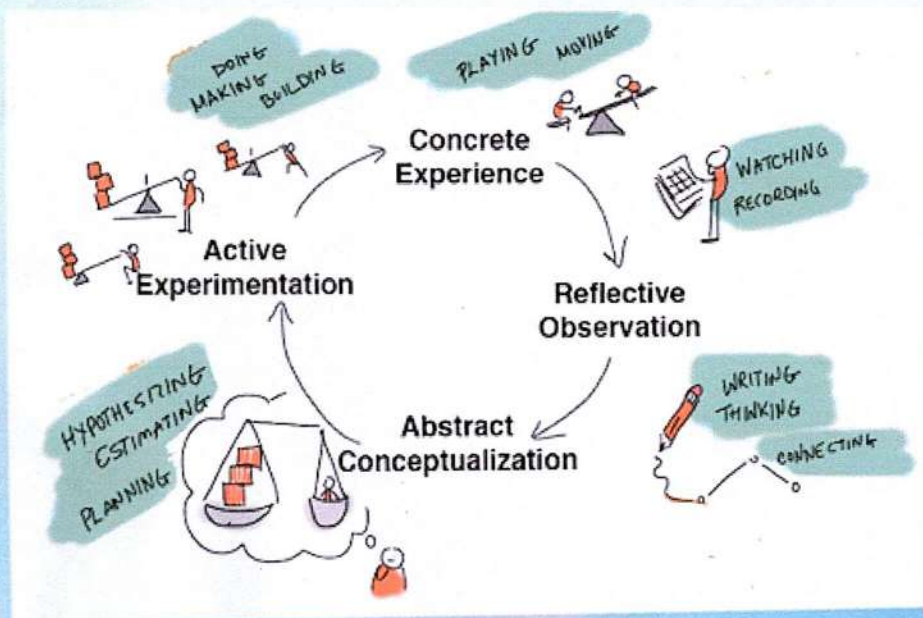



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**Dnyansagar Institute of
Management and Research**

**Faculty Development Program
on
INNOVATIVE TEACHING PEDAGOGY: A CASE Study Approach**



Date : From 17/12/2018 to 21/12/2018



Location: Seminar Hall, DIMR




Director

**Dnyansagar Institute of Management and
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NOTICE

All the faculty members are hereby informed that the **Faculty Development Program (FDP) on Innovative Teaching Pedagogy: A case study approach** has been organized by the institute from 16th to 20th December 2019.

Embark on a journey of pedagogical innovation at our Faculty Development Program (FDP) on Innovative Teaching Pedagogy: A Case Study Approach. Learn to engage students effectively through real-world examples and interactive methods.

Program details as follow:

Time: 11am to 1pm

Venue: Seminar Hall.

| Date | Session I (11am to 1pm) |
|------------|--|
| 17-12-2018 | Case Studies in Teaching Pedagogy |
| 18-12-2018 | Case Study Analysis: Effective Classroom Management |
| 19-12-2018 | Developing Case Studies in the class room |
| 20-12-2018 | Mechanics of Case Writing |
| 21-12-2018 | Need and Writing of an Effective Teaching Note, Towards Case Publishing. |

Note- Attendance is mandatory.




Dr. Sajid Alvi
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**SHRI KHANDERAI PRATISHTHAN'S
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(AISHE Code : C - 41293, PUN Code - IMMP014030)



A Report on FDP on Innovative Teaching Pedagogy: A Case Study Approach

Event Type: FDP

Event Name: **FDP on Innovative Teaching Pedagogy: A Case Study Approach**

Day & Date: 17th Dec 2018 to 21st Dec 2018

Time: 11 am to 1 pm & 3pm to 5 pm Daily

Venue: DIMR Seminar Hall

Resource Persons: Dr. Deore, Visiting faculty, SPPU and Prof. Kulkarni



Objectives:

1. To develop an understanding of the teaching concepts behind the case method.
2. To understand the need to use cases in teaching management students.

Help the participants with the basics of case writing.

4. Methods of creating classroom environment for case teaching.



[Signature]
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A five days faculty development program on Innovative Teaching Pedagogy: “A Case Study Approach” was organized by DIMR during 17th Dec to 21st Dec 2018. Dr Deore and Prof Kulkarni were the resource persons for the FDP and was attended by host of faculty members from various institutes from Pune district. A brief report is given below

In the inaugural ceremony, Dr Sajid Alvi Director of the institute welcomed the participants and resource person Dr Deore and Prof. Kulkarni. He focused on the relevance of innovative and out of box teaching methods in the classrooms in the contemporary scenarios.

On first day, Dr.Deore commenced the session emphasising the importance and brief history of case based teaching in management education. During his presentation, he stressed how classroom participation and learning could be enhanced using case studies that go a long way in shaping the future of a student as an efficient manger .He led emphasis on the significance of KASH (Knowledge, Attitude, Skill and Habits) as a potent tool for an educator to effectively impart learning among students. The session further focussed on effective administration of case studies in classes. In the afternoon session, various methods of ensuring student participation and preparation were dealt upon. He also elucidated on the preparation from teacher’s side.

The sessions on second day delved on the nuances of preparation to explore the case study, figuring out the dilemmas and finding possible solutions through student’s participation. The session also focused on handling the class during the discussion to bring the best from the students by linking the theory from text book to facts given in the case study.

On third day, with Prof. Kulkarni, the participants witnessed expertise on the issue as he begun by pointing possible reasons why people abstain from using case study method of teaching and gradually suggested ways so that teachers learn to ensure that their classes evolve with the cases discussed.

In the noon session, Prof. Kulkarni handled the sessions moderating a case study discussion. The session was intended to provide a first-hand experience of case study administration. The faculty members were the participants in the discussion, doubling up for a typical class room scenario. The wholehearted participation of the faculty allowed dissecting the case study thread bare to look deeper into the insights and to arrive at



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meaningful learning outcomes at the end of the discussion. In the process, faculty members were sensitized to class room management, emphasizing the learning from the previous days.

On fourth day, Dr Deore elucidated on developing case studies for the classroom discussions. He detailed on mechanics of case writing and dealt on nuances of writing effective teaching notes for case publishing for the benefit of the participating faculty members.

The final session was freewheeling encouraging the faculty to discuss various facets of case discussion, student participation, time management, marrying text book theory to case scenario, encouraging critical thinking and challenging the possible solutions. Faculty members had queries pertaining to different dimensions of case discussion, which were addressed by Dr Deore and Prof. Kulkarni

At the end, The Director of the institute thanked dignitaries, all participants and all other helping hands which contributed toward the success of the FDP.

Outcome of the e FDP: The FDP was attended by 34 academicians teaching multidisciplinary streams in various institutes.




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**Dnyansagar Institute of
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**5 Days Staff Development
Program on
"Capacity Training & Building
for Non-Teaching Staff"**



Date : From 23/07/2018 To 27/07/2018



Location: Seminar Hall, DIMR



Director

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A Report on Staff Development (Non-Teaching) Program

Event Type: Staff (Non-Teaching) Training

Event Name: Staff Development program on Capacity Building through Training for non-teaching Staff

Day & Date: 23rd July 2018 to 27th July 2018

Time: 11 am to 1 pm daily

Venue: DIMR Seminar Hall

Target Trainees: office assistants/ clerks working in offices of administration department. accounts clerks, library staff and other staff

Resource Persons: Prof. Shital Kalhapure, Dr. Pol, Mr. A. Mehta, Dr Chirag

Objectives of the program:

1. To facilitate non- teaching staff development
2. To enhance the efficiency and effectiveness of non-teaching staff
3. To provide better service to the students relating to various administrative matters.
4. To be inspired to focus on his / her own health and wellness.
5. To enhance confidence and self-esteem

A five day staff development for non- teaching staff was organized in DIMR campus.

The first day of the training program was devoted to “Effective use of Information Technology” and was conducted by Prof. Shital Kalhapure. She conveyed that the effective usage of excel can improve the productivity at the work place. Identifying the often used excel operations and practicing them saves time and get things done with ease. In view of that, following key functions were covered in excel based on the work requirements of the participants in the attendance.

1. Data Formatting
2. Math, text and conditional formulae
3. Vlookup
4. Data validation and conditional formatting
5. Data analysis using pivot tables
6. Merging of worksheets and linking of workbooks
7. Simple macro recording



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Prof. Shital Kalhapure addressed the participants and encouraged them to become proficient with the functions of their designation. She encouraged the participants to continue learning by attending similar kind of training.

The second day was devoted to admission and ERP training and explaining the best practices in office administration. The staff was elucidated on the process to be followed to guide the students regarding the admission process through CAP. It was observed that many students fail to comprehend the accurate process of filing the CET forms and uploading and verifying documents on DTE website. Therefore in order to undertake the work of extending the support to students' year after year, all staff members were explained the admission process followed by Savitribai Phule Pune University and the information and certificates to be furnished by students for appearing in selection process. The participating members were shown the specimen form duly filled to clarify various points raised by the participating members.

The third day, the participants were exposed to work etiquettes and ethics and some basic aspects of soft skills. Dr Pol conducted the session. Dr. Pol. stressed that soft skills can help to manage stress and feel at ease in the role. Soft skills promote teamwork among all employees. These skills are now universally required no matter what industry you're working in. In a world where digital transformation is happening faster than ever, it's important to be able to make yourself stand out with the relevant soft skills that management is looking for. Dr. Pol emphasized communication methods, communication process, and 7 C's in communication, 8 important practices in communication, 9 key steps in communication and also 10 causes of ineffective communication. For the session on "Manners and Etiquettes at Workplace", he explained various aspects of mannerisms such as Email manners, Telephonic manners while dealing with higher authorities. He also elaborated various types of etiquettes to be practiced at workplace. He focused on *along with communication, body language also plays important role in presenting effectively.*

The fourth day was devoted to explaining basics of financial literacy and personal finance aspects for the participants. The speaker at the event was Mr. Mehta. With several years of experience in finance and market trades, he brings along with him huge knowledge on managing personal finance and making informed financial decisions. The discussion began his explaining basic concepts relating to financial literacy level among individuals and how simple financial tricks can play their role in improving one's





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financial base. Participants were also informed about the skills and techniques they can use to make sound investment decisions. The session concluded with a Q&A round for the participants.

The fifth day was devoted to wellness and yoga and meditation techniques. Yoga instructor Dr. Chirag took yoga session with great dedication. The session began by seeking the blessings of the Almighty by chanting the Gayatri Mantra. Asanas starting with warming up and stretching were followed by a Padmasanas, Sukhasana, Tadasana, Bhujang Asana and ending with Shavasana. Exercises for relieving stress, reducing joint pain and enhancing the flexibility of the back were also done for the benefit of the participants Dr. Chirag motivated the staff and conveyed the importance of making yoga an integral part of our daily life by extending the practice of yoga beyond the mat. The session concluded with an interactive session between the instructor and the staff in which the queries of the staff were addressed satisfactorily. In the present day when everyone face stress, tension, fear, etc., simple 'asanas' can help dispel these.

Outcome of the program:

1. All non- teaching staff attended the program.
2. The non- teaching staff gained confidence and felt that that they can contribute to the objectives of the institute better.
3. The workshop was successful in creating awareness and need of practicing effective communication skills, manners, and etiquettes at workplace for effective governance and functioning of institutions.




Director
Dnyansagar Institute of Management and
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Balewadi, Pune-411045





SKP's

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SKP Campus, Balewadi, Pune - 411045

CERTIFICATE

This is to certify that,

of _____

has participated in "*Capacity Building Through Training for Non Teaching Staff*"

from 23/07/2018 to 27/07/2018

Dr. Sajid Alvi

Director



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DIMR



**Dnyansagar Institute of
Management and Research**

**5 Days Staff Development
Program on
"Capacity Training & Building
for Non-Teaching Staff"**



Date : From 11/03/2019 To 16/03/2019



Location: Seminar Hall, DIMR



Director
Dnyansagar Institute of Management and
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A Report on Staff Development (Non-Teaching) Program

Event Type: Staff (Non-Teaching) Training

Event Name: Staff Development program on Capacity Building through Training for non-teaching Staff

Day & Date: 11th March 2019 to 16th March 2019

Time: 11 am to 1 pm Daily

Venue: DIMR Seminar Hall

Target Trainees: Office assistants/ clerks working in offices of administration department. Accounts clerks, library staff and other staff

Resource Persons: Prof. Bharti Kharshikar, IBMR, Chinchwad, Ms Sarika Uplanchiwar, Yoga Trainer

Objectives of the program:

1. To empower non-teaching staff that encourage initiative and positive behaviour among them.
2. To achieve greater effectiveness and better performance in day to day operations of the institute.
3. To provide better service to the students relating to various administrative matters.
4. To enhance the digital literacy and proficiency of the non-teaching staff.
5. To be inspired to focus on his / her own health and wellness.
6. To enhance confidence and self-esteem of non- teaching staff

A five day staff development for non- teaching staff was organized in DIMR campus.

The first and second day of the training program was devoted to 'Ensuring Quality Performance: Personality Development and Professional Etiquettes'

During 4 hours (2 hours each day), Prof. Bharati Kharshikar, the trainer discussed various techniques and skills of non-teaching office staff. She highlighted the necessity of effective listening and its various components. She discussed various types of ego, office etiquette, various skills like administrative skill, ICT skills, leadership skills, etc. She also emphasised the importance of verbal and non-verbal communications techniques.




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On third day, the resource person provided a refresher coverage of MS-office viz word fundamentals and advanced features, excel functions and power point. The trainer shared valuable insights and practical tips with the participants. The topics covered included basic MS-Word operations, formatting techniques, document editing, and collaborative features, basic and advanced excel function and basics of power point presentations. Interactive Q&A sessions were conducted to address participants' queries and provide further clarification on the subject.

On fourth day, the participants were acquainted with training on E-Governance, and its focus was largely on improving administrative efficiency. With a view to bring about transparency in dealing with the major stakeholders of the institution like students, parents and teachers, SPPU , AICT and other Government agencies have been promoting e Governance . To familiarise with the usage and application of this software among non-teaching staff the subject training was organized.

The training equipped the skills of using software in various office and administrative works in an effective, transparent and speedy manner. It was very much helpful during admission time to handle the hefty work of entering student details, thus fulfilling the duties towards all stakeholders in an excellent manner

The fifth day was devoted to the wellness and meditation techniques. The participants were briefed and undergone the exercises for relieving stress, reducing joint pain and enhancing the flexibility of the back. The instructor conveyed the importance of making yoga an integral part of our daily life by extending the practice of yoga regularly.

The training program on non-teaching staff was a resounding success. It not only contributed to the skill development of the participants but also reflected the institute's commitment to promoting digital literacy among its staff members. The event received praise from both the Director of the institute and the secretary of the trust, affirming its value and impact.

Outcome of the program:

1. All non- teaching staff attended the program.
2. The staff has evolved as better equipped group.
3. A better office decorum has been initiated.
4. A healthy relationship among office staff with other stakeholders has been observed.
5. Participants found the sessions highly beneficial and relevant to their roles.


Director

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