

NAVSAHYADRI CHARITABLE TRUST'S
Kai Bhagubai Pingle Arts & Commerce Night College Chakan,
Tal-Khed,Dist-Pune 410501

Annual Report
STAFF WELFARE COMMITTEE

To,
The Principal,
Kai.Bhagubai Pingale Arts nad commerce Night College,
Chakan, Tal-Khed, Dist-Pune.410501

Subject-Submission of annual report of staff tanning report
for the year 2017-18.

Respected Madam,

Our College Staff welfare committee organized two programs during the
current academic 2017-18 for teaching and Non-teaching staff details are as
follows.

Sr.No	Date	Guest Name	Topic of training session
1	23/08/2017	Mr.Pongade V.H	Teaching Skills
2	15/12/2017	Mr.Dudhawade D.R	Performance Appraisal



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NAVSAHYADRI CHARITABLE TRUST'S
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REPORT

Program: - Teaching Skills.

Location & venue: -Seminar Hall, K.B.P.Arts & Commerce Night College Chakan.

Duration: - 1:30 pm to 04:00 pm

Date: - 23/08/2017

No of Participants: -08

Resource Person:- Mr.Pongade V.H

Program Objectives:-

- To improve students' academic performance
- To instill students with intrinsic motivation to learn
- To instill Positive Action principles into students' cognitive, affective and behavioral learning domains
- To contribute to the teaching and achieving of core performance standards and outcomes - To improve students' behavior
- To develop students' character.

Program Schedule:-

'Teaching Skill' are organised as per following schedule:-

Sr. No.	Name of Activity	Time
1.	Inauguration Ceremony	1.30pm
2.	Lecture of Teaching Skills	2.00pm
3.	Valedictory Speech	4.00pm




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REPORT

Program: - Performance Appraisal.

Location and venue: - Seminar Hall, K.B.P. Arts & Commerce Night College Chakan.

Duration: - 02.00pm To 04.00pm

Date: - 15/12/2017

No of Participants: - 04

Program Objectives:-

1. To maintain records in order to determine compensation packages, wage structure, salaries raises, etc.
2. To identify the strengths and weaknesses of employees to place right men on right job.
3. To maintain and assess the potential present in a person for further growth and development.
4. To provide a feedback to employees regarding their performance and related status.

Program Schedule:-

'Performance Appraisal' are organised as per following schedule:-

Sr. No.	Name of Activity	Time
1.	Inauguration Ceremony	02.00pm
2.	Lecture of Performance Appraisal Programme	02.30pm
3.	Valedictory Speech	04.00pm

Program Outcomes:-

After the program all the office staff learns to maintain records the compensation packages, wage structure, salaries raise etc

Each employee of the college can determine his strengths and weaknesses.




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To,
The Principal,
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Subject-Submission of annual report of staff tanning report
for the year 2018-19.

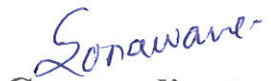
Respected Madam,

Our College Staff welfare committee organized two programs during the
current academic 2018-19 for teaching and Non-teaching staff details are as
follows.

Sr.No	Date	Guest Name	Topic of training session
1	01/08/2018	Mr.Bhalerao P.G	Effective English Pronunciation
2	07/01/2019	Mr.Nitin Phase	Tally ERP9




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REPORT

Program: - Workshop on Effective English Pronunciation.

Location and venue: - Seminar Hall, K.B.P. Arts & Commerce Night College Chakan

Duration: - 11.00pm To 01.00 pm

Date: - 01/08/2018

No of Participants: -10

Program Objectives

1. Develop the ability to identify and produce English key sounds as well as its basic rhythm, stress and intonation patterns in context.
2. Increase self-confidence in the way you speak.
3. Develop speech-monitoring abilities for use outside of the classroom.
4. Discover your own strengths and weaknesses with certain sound patterns due to the influence of your native language.
5. Listen and speak naturally, using contractions and reductions.

Program Schedule:-

'Workshop on Effective English Pronunciation 'are organised as per following schedule:-

Sr. No.	Name of Activity	Time
1.	Inauguration Ceremony	11.00am
2.	Lecture of Workshop on Effective English Pronunciation	11.30am
3.	Valedictory Speech	1.00pm

Program Outcomes:

After the workshop the teaching staffs of the college gets an idea to speak effective English in day to day life.




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REPORT

Program: - Training Programme on Tally ERP9.

Location and venue: - Seminar Hall, K.B.P. Arts & Commerce Night College Chakan.

Duration: - 2.30pm To 5.00pm

Date: - 07/01/2019

No of Participants: -02

Resource Person:- Mr.Nitin Phase

Program Objectives

The main objective of the program is to provide basic knowledge of tally to the non-teaching staff.

Programme Schedule

‘Training Programme on Tally ERP9’ are organised as per following schedule:-

Sr. No.	Name of Activity	Time
1.	Inauguration Ceremony	02.00pm
2.	Training Programme on Tally ERP9	02.30pm
3.	Valedictory Speech	04. 30pm

Programme Outcomes:-

After the program the office staff got a proper knowledge about the use of Tally in the official works.




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To,
The Principal,
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Subject-Submission of annual report of staff tanning report
for the year 2019-20.

Respected Madam,

Our College Staff welfare committee organized two programs during the
current academic 2019-20 for teaching and Non-teaching staff details are as
follows.

Sr.No	Date	Guest Name	Topic of training session
1	09/09/2019	Mr.SandeshTilekar	Effective Use of ICT
2	02/01/2020	Mr.Dudhawade D.R	Filing & Documentation




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REPORT

Program: - Effective Use of ICT in Teaching-Learning.

Location and venue: - Seminar Hall, K.B.P. Arts & Commerce Night College Chakan.

Duration: - 2.00pm To 4.00pm

Date: - 09/09/2019

No of Participants: -18.

Resources Person: - Mr.Sandesh Tilekar

Program Objectives:-

1. Information and Communications Technology prepares pupils to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology.
2. We recognise that Information and Communications Technology is an important tool in both the society we live in and in the process of teaching and learning.
3. Pupils use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination.

Program Schedule:-

‘Effective Use of ICT in Teaching-Learning ‘are organised as per following schedule:-

Sr. No.	Name of Activity	Time
1.	Inauguration Ceremony	2.00pm
2.	Lecture of Effective Use of ICT in Teaching-Learning	2.30pm
3.	Valedictory Speech	4.30pm

Programme Outcome:-

Teachers:-Use of PPT, Google Classroom, E-resource and preparation of E-Content.

Non-Teaching:- Use of MS-WORD, MS-EXCEL




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REPORT

Program: - Managing Information Efficiently & Filling & Documentation.

Location and venue: - Seminar Hall, K.B.P. Arts & Commerce Night College Chakan.

Duration: - 02.00pm TO 04.00pm

Date: - 02/01/2020

No of Participants: -05.

Resources Person: Mr.Dudhawade D.R

Program Objectives:-

1. Proper arrangement of records.
2. Proper sorting and storing of records.
3. Easy availability of records.

Programme Schedule:-

'Filling & Documentation' are organised as per following schedule:-

Sr. No.	Name of Activity	Time
1.	Inauguration Ceremony	02.00pm
2.	Lecture of Filling & Documentation	02.30pm
3.	Valedictory Speech	04.00pm

Programme Outcomes:-

- The office staff got the proper knowledge about the maintenance and arrangements of office records.
- The senior clerk and junior clerks get an idea and shortcuts for easy access and availability of documents in very less time.




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To,
The Principal,
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Subject-Submission of annual report of staff tanning report
for the year 2020-21.

Respected Madam,

Our College Staff welfare committee organized two programs during the
current academic 2020-21 for teaching and Non-teaching staff details are as
follows.

Sr.No	Date	Guest Name	Topic of training session
1	02/09/2020	Mr.Rasal D.R	Via Google Meet
2	08/01/2021	Dr.Keshav Ingole	Time Management



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REPORT

Report of the training session on Google Meet

Kai Bhagubai Pingle Arts and Commerce Night College, Chakan organized an online training session for faculties on how to conduct online lecture 'via Google meet'. The online training session was taken by Mr.Rasal D.R Assistant Professor of the IBMR Chakan, He has given demo lecture on how to create link for lecture, admit the student, and present your screen with students and participants.

Total 14 faculty members of the college attended the training session. Mr.Butte S.H concluded the program with vote of thanks.




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Report of a lecture on 'Time Mangement'

Kai Bhagubai Pingle Arts and Commerce Night College, Chakan conducted a guest lecture for college staff members on 'Time Management'. The guest lecture was taken by Dr.Keshav Ingole, he has given valuable information about managing time in the office work and in personal wok.

Nowadays due to heavy workload and just because personal work the office staffs is facing too many issues to fulfil their work on a specific time. Mainly in maintaining the records of the students and entries in the computers Dr. Ingole suggested some technical ideas to manage the time.

Total 04 college office staff members of the college attended the guest lecture. Mr.Birangal B.G concluded the program with vote of thanks.




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**Summary of the Programs / Training Sessions organized for
Teachers**

Sr.No	Date	Guest Name	Topic of training session
1	23/08/2017	Mr.Pongade V.H	Teaching Skills
2	15/12/2017	Mr.Dudhawade D.R	Performance Appraisal
3	01/08/2018	Mr.Bhalerao P.G	Effective English Pronunciation
4	07/01/2019	Mr.Nitin Phase	Tally ERP9
5	09/09/2019	Mr.SandeshTilekar	Effective Use of ICT
6	02/01/2020	Mr.Dudhawade D.R	Filing & Documentation
7	02/09/2020	Mr.Rasal D.R	Via Google Meet
8	08/01/2021	Dr.Keshav Ingole	Time Management

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Training Session Organized for
Teaching staff on

'Teaching Skills'
(28.8.2017)



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Kai. Bhagubai Pingle Arts & Comm. Night Coll.
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Training Session on Effective English Pronunciation (01.08.2018)



Principal

Kai. Bhagubai Pingle Arts & Comm. Night College
Chakan, Tal. Khed, Dist. Pune



Training Session on 'Performance Appraisal' (15.12.2017)

Training session For Non-Teaching staff on 'Filing & Documentation' (02.01.2020)



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