



PRATIBHA COLLEGE OF COMMERCE & COMPUTER STUDIES
(Affiliated to Savitribai Phule Pune University)

Staff Academy Committee (A.Y 2018-19)

Objectives

- The objective of the committee to arrange various guest lecturers, FDPs to keep the staff members up-to-date by recent trends and developments
- In addition to teaching and learning Staff Academy committee arrange and organize various programs for overall development of teaching and non-teaching staff.

Committee Chairman: Asst. Prof. Nilambari Kale

Committee Members

Mrs. Sonal Benare
Mrs. Rasika Patil
Mrs. Vidya Bhoge
Mr. Rahul Sawant
Dr. Santhosh Samuel

Roles & Responsibilities

- Arranging guest lectures for faculties
- Maintaining staff meeting register
- Celebrations for faculties
- Excursion



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1. Three days FDP on “Advanced Excel”

Date: 09/07/2018, 10/07/2018 & 14/07/2018

No. of faculties participated/Benefited: 55

Resource Person: Mr. Akshay Marge (Microsoft certified trainer)

Brief Report about the Event:

3 days Faculty Development Program was organized on “Advanced Excel” for all teaching and non-teaching staff. Daily four hours session was arranged.

Topics Covered:

1. Formula's like small, sum, count, counta, Avg, max, min, sumif, countif, countank
2. Paste special option
3. Self-referencing
4. Trim, Proper, Trim+Proper, Upper, Lower, len, find functions
5. VLOOKUP
6. Power Point Presentation

2. Guest Lecture on “Demonstration on use of Smart Board”

Date: 03/08/2018

Time: 2:00pm – 3:00 pm

No. of faculties participated/Benefited: 25

Resource Person: Mr. Ninad (Epson)

Brief Report about the Event:

Topics Covered:

1. Demonstration on use of Smart Board

3. Name of the event organized: Guest Lecture on “ भारतीय संविधान आणि वैदयानिक दृष्टिकोन ”

Date: 17/08/2018

Time: 1:30pm – 3:30 pm

No. of faculties participated/Benefited: 25

Brief Report about the Event:

Resource Person: Dr. Rajendra Kankariya

Topics Covered:

Sir has explained all the clauses of Indian constitution.



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4. Name of the event organized: FDP on “Filing”

Date: 18/08/2018

Time: 1:00pm – 3:30 pm

No. of faculties participated/Benefited: 22

Brief Report about the Event:

Resource Person: Dr. Kshitija Gandhi

Topics Covered:

1. Speaker has explained on filing.
2. How to maintain records for NAAC accreditation
3. Also brief about how to give titles, numbers, labels to file for easy access

5. Name of the event organized: FDP on “Procedure of Income Tax”

Date: 27/08/2018

Time: 1:00pm – 3:30 pm

No. of faculties participated/Benefited: 27

Brief Report about the Event:

Resource Person: Mr. Shivkumar Kalshetty(Chartered Accountant)

Topics Covered:

1. Demonstration on E- filing of Income tax return
2. All sections of Form 26
3. Little idea about Investment on Mutual Fund



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6. Name of the event organized: FDP on “Use of ICT in Education”

Date: 01/1/2019

Time: 9:15am – 11:45 am

Resource Person: Mr. Abhijeet Gole (Asst. Prof. Ruia College, Mumbai)

No. of faculties participated/Benefited: 46

Brief Report about the Event:

Topics Covered:

1. Use of Office 365
2. Create online videos using office 365
3. Simple way to write research paper
4. Insert citation, Bibliography & figures in research paper
5. Demonstration of all of the above

7. Name of the event organized : Guest Lecture on “Manners and Mannerism”

Date: 01/1/2019

Time: 3.30pm – 4:30 pm

Resource Person: Dr. Rajendra Kankariya

No. of faculties participated/Benefited: 18

Brief Report about the Event:

Topics Covered:

- It was brief idea regarding how to behave in official way
- Speaker has explained about how to follow official protocols

9. Staff Meetings

Faculty meeting were held in academic year 2016-2017 by Staff Academy in every month for subjects like subject distribution, time-tables, internal examination, university examination, CAP for all first year and all academic events. Minutes of meeting were maintained.



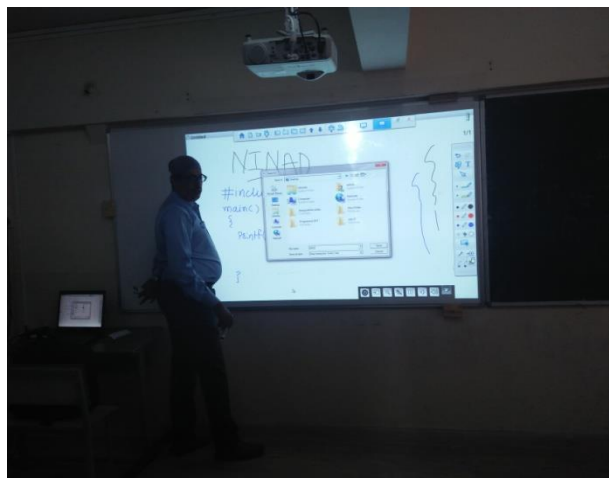
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Glimpses of Event

1. Three days FDP on “Advanced Excel”



2. Guest Lecture on “Demonstration on use of Smart Board”





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3. FDP on “ भारतीय संविधान आणि वैदयानिक दृष्टिकोन ”



4. FDP on “Filing”



5. FDP on “Procedure of Income Tax”





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6. FDP on “Use of ICT in Education”



7. FDP on “Manners and Mannerism”

