

6.3.3. Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year:



(1) FDP for non-teaching staff on computer literacy from 28/09/2020 to 13/10/2020

Shri Mathuradas Mohota College of Science, Nagpur
Computer Literacy Program Shedule

S.N	Date	Time	Syllabus Taught	Teacher
1	28-09-2020	12.00 to 2.00 PM	What is Computer?, Types of Computer, Parts of Computer, Characteristics of Computer.	Dr.Ms.S.S.Gunjekar
2	29-09-2020	12.00 to 2.00 PM	Block diagram of Computer, Input devices Keyboard, Mouse, Scanner, Output devices Printer, Monitor, speaker	Dr.Ms.S.S.Gunjekar
3	30-09-2020		Holiday	
4	01-10-2020	12.00 to 2.00 PM	Primary Memory : RAM,ROM, CMOS Secondary memory : Floppy disk, Hard disk, C.D,DVD, Pen Drive.	Dr.Ms.S.S.Gunjekar
5	02-10-2020		Gandhi Jayanti	
6	03-10-2020	12.00 to 2.00 PM	Hardware and Software Meaning and working of Viruses, Trojans and Worms etc	Dr.Vaishali Rangunde
7	04-10-2020		Sunday	
8	05-10-2020	12.00 to 2.00 PM	Introduction to Windows 7, What is Windows?, Basic mouse and keyboard techniques, keyboard shortcuts, Finding documents.	Mr.Sudhir B.Agarmore
9	06-10-2020	12.00 to 2.00 PM	INTRODUCTION TO MS-WORD : Start a new document, Page view and page setup, Undoing problems, Saving work, Previewing and printing work, Printing an envelop for work.	Dr.Nilesh D.Meshram
10	07-10-2020	12.00 to 2.00 PM	Closing / cleaning work from the screen, Switching between multiple open documents, Paragraph based formatting, Operation on Tables, Borders and shading, Inserting objects and symbol, Headers and footers, Drawing tools, Auto shape, Spell check, Mail merge.	Dr.Nilesh D.Meshram
12	09-10-2020	12.00 to 2.00 PM	Practical on MS-Word	Mr.Sudhir B.Agarmore
13	10-10-2020	12.00 to 2.00 PM	INTRODUCTION TO MS-EXCEL : Excel basics, Workbooks, Worksheets, Cell manipulation.	Mr.Sudhir B.Agarmore
14	11-10-2020		Sunday	
15	12-10-2020	12.00 to 2.00 PM	Data entry and manipulation, Undo and repeat option, Protect and unprotect cells, Formulas, Auto format, Page setup, Function and wizard, Charts, Printing.	Mr.Sudhir B.Agarmore
16	13-10-2020	12.00 to 2.00 PM	Practical on MS-Excel- Creating Marksheet, Payment sheet.	Mr.Sudhir B.Agarmore

	Data entry and manipulation, Undo and repeat option, Protect and unprotect cells, Formulas, Auto format, Page setup, Function and wizard, Charts, Printing. <i>Practical on Ms-Excel</i>		
5	INTRODUCTION TO POWER POINT Presentation, Slides, Handouts, Notes and outlines, Slide layouts, Slide sorter, Wizards, Slide master, Organization charts, Templates. <i>Practical on PowerPoint</i>	Dr.Vaishali Rangunde (04)	4 Hrs
6	Fundamentals of Internet History of the Internet, Meaning and concept of WWW and Internet, Working and managing of internet, Types of network, Protocols and their use, Cyberspace. Internet security: Firewalls, Biometrics, Web-browser (Netscape, Internet Explorer) Electronic mail, Google Drive, Google form, Google docs, Google Sheet, Using Mobile/Pc How to Recharge, Pay Electric Bill, Gas Booking, Banking.	Mr.Abhijeet Shirsagar	6 Hrs

Total 36 hours program
Daily 2 Hrs. i.e. 18 * 2 = 36 Hrs

Program coordinator: 
Principal: 



- (2) A faculty development programme (FDP) (ONLINE) was organized from 2nd July to 25th July 2020 at SMM College of Science, Nagpur. This was twenty one session Faculty Development Programme where various topics were discussed in details by eminent educationists and a very beneficial academic environment was experienced by the participants.

S. No.	Date	Session 1[Time 12:00 – 1:00pm]	Session 2 [Time 2:00 -3:00 pm]
1	02/07/2020	“Harmony in relationships” Bk Anita Didi	-
2	06/07/2020	‘COVID’ 19 and Education” Dr Narendra Arekar	-
3	07/07/2020	“Biological Terrorism and War” Dr Ambadas Mohite	“Ethics at Workplace” Shri Uday Gadkari
4	08/07/2020	“Ethics and religion in Modern Higher Education’ Mrs.Mrunal Waghmare	-
6	09/07/2020	“Work Life Balance” Dr Jyoti Patil	“Pandemic Impact- Challenges and Opportunity” Dr Ambadas Mohite
7	10/07/2020	“Need of Developing Soft Skills” Dr Praveen Joshi	Dr. Dilip Peshwe
8	11/07/2020	“Understanding Marriage before Marriage’ Dr Sharad Pandey	-
9	13/07/2020	“Teaching Skills from Staff room to Classroom” Ms Shruti Despande	--
10	14/07/2020	“Innovations in Research” Dr Sunita Rao	---
11	15/07/2020	“Santache samajik Karya” Dr Komal Thakre	--
12	16/07/2020	“Challenges in Higher Education” Dr V S Dehspande	--
13	17/07/2020	“Stress Management” Dr Ashwini Paradkar	--
14	18/07/2020	“Rashtra santache Rastranirman” Dr Rajesh Mirgae	--
15	20/07/2020	“Project startups and Innovations’ Ajinkya Kottawar	--

16	22/07/2020	“Challenges in Higher Education” Dr Kommawar	--
17	23/07/2020	“Environment and Wastewater” Dr N N Rao	--
18	24/07/2020	“:Chemicals:Handle with Care” Dr M K N Yenkie	--
19	25/07/2020	“Challenges of HRD in Globalization” Dr Nirmal Singh	--

Organizers: Dr (Ms) Rashmi Gupta, (Ms Rachna Lonarkar, Ms Tejaswini Tekade of Junior College)

Date	Speaker	Link
02 -07- 2020	B.K. Usha Didi,	https://zoom.us/j/96066702816?pwd=cUdDekVyNEhESHZMbGdzQUiNYko2QT09
07/07/2020	Shri Uday Gadkari.	https://meet.google.com/zwm-aqrj-thp
07/07/2020	Dr. Ambadas Mohite	https://meet.google.com/zwm-aqrj-thp
08/07/2020	Mrs Mrunalini Waghmare	https://meet.google.com/kfi-myig-kuz
09/07/2020	Dr. Jyoti Patil	https://meet.google.com/adf-ufvq-opx
09/07/2020	Dr. Ambadas Mohite	https://meet.google.com/fqu-cpdj-ruu
10-07-2020.	Dr. pravin Joshi	https://meet.google.com/ysq-mopq-kvn
10/07/2020	Dr. Dilip Peshwe	https://meet.google.com/neb-ujeu-dqw
11/07/2020	Dr shekhar Pandey	https://meet.google.com/chc-encj-avc
13/07/2020	Ms Shruti Deshpande	https://meet.google.com/vkv-tnzd-kso
14/07/2020	Dr. Sumita Rao	https://meet.google.com/ayd-bjbr-oas
15/07/2020	Dr. Komal Thakre	https://meet.google.com/mkz-gisf-fik
15/07/2020	Sushma Mokasdar	https://meet.google.com/tdq-anvc-sfi
16/07/2020	Prof. V. S. Deshpande	https://meet.google.com/eup-rqxx-wcc
17/07/2020	Dr. Ashwini Paradkar	https://meet.google.com/ubv-sxsc-ezc
18/07/2020	Dr. Rajesh Mirge	https://meet.google.com/xpu-cdhq-gpj
20/07/2020	Mr. Ajinkya Kottawar	https://meet.google.com/cir-rckm-edn
22/07/2020	Dr. Shrikant Komawar	https://meet.google.com/vtm-aiij-dhi
23/07/2020	Dr. N. N. Rao	https://meet.google.com/mvp-gzvs-buo
24/07/2020	Dr. Mahesh kumar yenkie	https://meet.google.com/aaq-tnxi-cgo
25/07/2020	Dr. Nirmal Kumar Singh	https://meet.google.com/gos-cxdv-osz

Some of the screen shots of the programme;



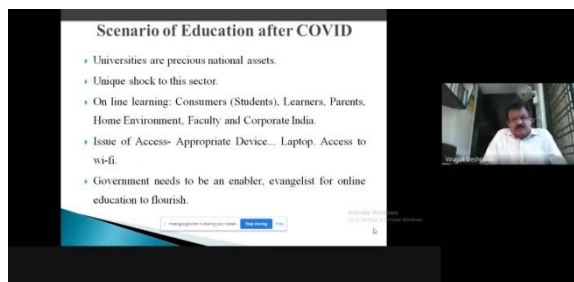
Dr. Uday Gadkari



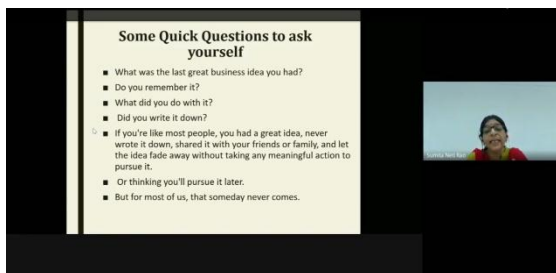
Dr. Jyoti Patil



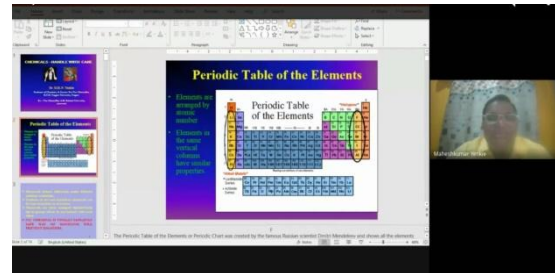
Dr. Dilip Peshwe



Dr. V.S. Deshpande



Dr. Sumita Rao



Dr. Mahesh kumar Yenkie

