



CARMEL VIDYA BHAVAN TRUST'S
CHRIST COLLEGE - PUNE

(Affiliated to the Savitribai Phule Pune University)

ID-No. PU/PN/ASC/269/2007, College Code-829
26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.
Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

CRITERION - VI	
KEY INDICATOR	6.3 Faculty Empowerment Strategy
METRIC NO	6.3.3

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

Total number 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.

EVENT BROCHURES AND REPORTS YEAR-WISE

2019-2020

BROCHURES



CHRIST COLLEGE PUNE

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
ORGANIZES**

**5 DAYS TRAINING ON
“FILE ORGANIZATION AND
DIGITAL DOCUMENTATION”**

**VENUE:-
SMART ROOM**

**DATE:-
18.JUNE,2019
-
22.JUNE,2019**

**TIME:-
9:30 AM**



**MR. MURLIDHAR SATAV
REGISTRAR,
APPASAHEB JEDHE
COLLEGE, PUNE**



CHRIST COLLEGE PUNE

AN IQAC INITIATIVE



SAKSHAM '19

Support Staff development Program



01

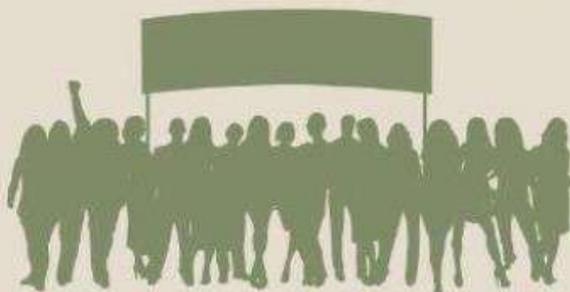
Swastha

02



Swatchta

03



Sanghathan

04



Samvaad

20 june-24 june 2019

WWW.CHRISTCOLLEGEPUNE.ORG



ACTIVITY REPORT



CHRIST COLLEGE – PUNE

Academic Year: 2019 - 2020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Activity Report

Type of Activity: Guest Lecture

Activity Name: File Organization and Digital Documentation

Date of the Activity: 18th JUNE, 2019 – 22nd JUNE 2019

Resource Person: Mr. Murlidhar Satav



Table of Content

- 1. Activity Report**
- 2. About the Resource Person**
- 3. Circular / Notice / Brochure**
- 4. Attendance**
- 5. Photographs**
- 6. Sample Certificate**
- 7. Feedback Summary**



Activity Report

About the Activity

General report:

The "File Organization and Digital Documentation" training program, held on 18th June 2019 – 22nd June 2019 for the Administrative Staff, was a significant milestone in our organization's ongoing efforts to enhance digital literacy and optimize document management. The objectives of the session encompassed the importance of efficient file organization, best practices for creating and managing digital documents, and tools for improving document retrieval and collaboration. Participants gained insights into the repercussions of poor file organization, which can include lost data and compliance issues. They also learned about the significance of clear document naming, metadata, and tagging to enable efficient searches.

The session emphasized the secure storage and sharing of digital documents, with a focus on data security and privacy. It introduced various tools and resources, such as cloud-based storage solutions, document management software, and encryption tools. Interactive exercises allowed participants to put these concepts into practice, fostering a deeper understanding. Overall, the session served as a foundational step toward a more organized and secure digital workspace, enhancing productivity and data management efficiency within our organization. The positive response from participants underscores the importance of ongoing training and resources in this area. Thanks are extended to the session's speaker and all participants for their active engagement and enthusiasm.

Aims & Objectives:

The aims and objectives of file organization and digital documentation are vital for efficient information management and data governance in both personal and organizational contexts.

- 1. Data Accessibility:** One primary aim is to ensure easy and quick access to digital files and documents. Well-organized file structures and digital documentation systems facilitate rapid retrieval, reducing search times and enhancing productivity.
- 2. Data Security:** The objective here is to safeguard sensitive and confidential information. File organization and digital documentation employ access controls, encryption, and backup strategies to protect data from unauthorized access and potential loss.
- 3. Compliance:** A key aim is to meet legal and regulatory requirements. Proper documentation practices help in ensuring records are kept as required, making audits and compliance checks straightforward.



4. Efficiency: The goal is to streamline workflow and boost efficiency. A well-organized file structure and digital documentation reduce redundant efforts, minimize errors, and optimize task management.

5. Data Preservation: File organization and digital documentation aim to preserve data for the long term. By maintaining records in an organized manner, organizations can ensure that valuable historical data remains accessible and intact.

Conclusion:

The aims and objectives of file organization and digital documentation revolve around improving data management, accessibility, security, and compliance, with the ultimate aim of enhancing productivity and reducing risks in the digital age. These practices are fundamental for both individuals and organizations in an era where digital information plays a central role in daily operations.

About the Resource Person

Mr. Muralidhar Satav is a distinguished academician who holds the esteemed position of Registrar at the renowned Appasaheb Jedhe College in Pune. With a wealth of experience and expertise in the field of education, Mr. Satav plays a pivotal role in the college's administration and management. His dedication to fostering academic excellence and ensuring the smooth functioning of the institution is evident through his work.

As a Registrar, Mr. Satav is instrumental in overseeing various aspects of the college's operations, including student affairs, records management, and institutional compliance. His leadership and commitment contribute significantly to the college's mission of providing high-quality education and creating a conducive learning environment for students.



Dr Fr) Sony Chundattu CMI

Principal



CHRIST COLLEGE PUNE



**INTERNAL QUALITY ASSURANCE CELL (IQAC)
ORGANIZES**

**5 DAYS TRAINING ON
“FILE ORGANIZATION AND
DIGITAL DOCUMENTATION”**

**VENUE:-
SMART ROOM**

**DATE:-
18.JUNE,2019
-
22.JUNE,2019**

**TIME:-
9:30 AM**



**MR. MURLIDHAR SATAV
REGISTRAR,
APPASAHEB JEDHE
COLLEGE, PUNE**

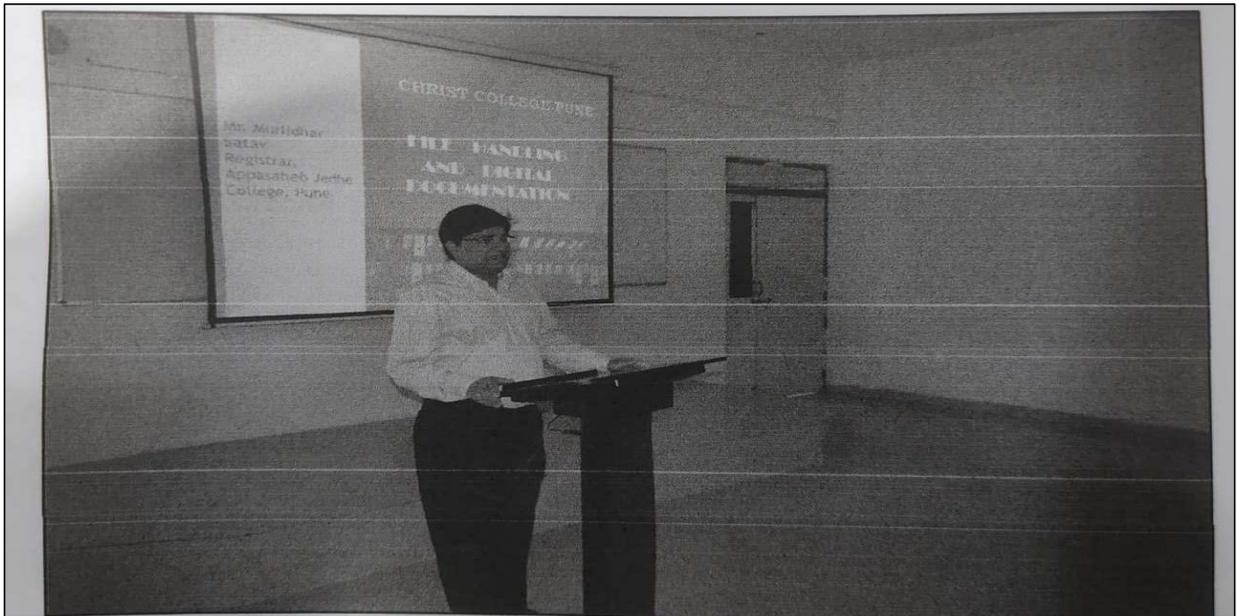


Attendance

CHRIST COLLEGE - PUNE						
2019-20						
File Organization and Digital Documentation						
Attendance List						
DATE	18 - 22 June 2019					
Sr. No	Name	18-Jun-19	19-Jun-19	20-Jun-19	21-Jun-19	22-Jun-19
1	Mr. Jagadish Salve	<i>J Salve</i>				
2	Mrs. Milu das	<i>M Milu das</i>				
3	Mrs. Maya Mathew	<i>M Maya Mathew</i>				
4	Mrs. Seema Mane	<i>S Mane</i>				
5	Mr. Sudhir Sawant	<i>S Sawant</i>				
6	Mr. Francis Jose	<i>F Jose</i>				
7	Mr. Sagar Sathe	<i>S Sathe</i>				
8	Mr. Nikhil Salve	<i>N Salve</i>				
9	Ms. Angeline Peter	<i>A Peter</i>				



Photographs



Sample Certificate



Feedback Summary

CHRIST COLLEGE - PUNE						
2019-20						
File Organization and Digital Documentation For Administrative Staff						
Feedback Form						
DATE	18 - 22 June 2019					
Sr. No	Name	Did the workshop/Training meet your expectations?	Did you find the interactive exercises valuable?	Did the session provide actionable insights that you can apply?	Were the workshop objectives clearly explained?	would you like to have such sessions in the Future?
1	Mr. Jagadish Salve	YES	YES	YES	YES	YES
2	Mrs. Milu Das	YES	YES	YES	YES	YES
3	Mrs. Maya Mathew	YES	YES	YES	YES	YES
4	Mrs. Seema Mane	YES	YES	YES	YES	YES
5	Mr. Sudhir Sawant	YES	YES	YES	YES	YES
6	Mr. Francis Jose	YES	YES	YES	YES	YES
7	Mr. Sagar Sathe	YES	YES	YES	YES	YES
8	Mr. Nikhil Salve	YES	YES	YES	YES	YES
9	Ms. Angeline Peter	YES	YES	YES	YES	YES





CHRIST COLLEGE – PUNE

Academic Year: 2019- 2020

An IQAC initiative

Activity Report

Activity Name: SAKSHAM 2019-20

Date of the activity: 20th June to 24th June 2019



Notice



CARMEL VIDYA BHAVAN TRUST'S
CHRIST COLLEGE - PUNE

(Affiliated to the Savitribai Phule Pune University)
ID-No. PU/PN/ASC/269/2007, College Code-829
26/4A, Sainikwadi, Vadgaon Sheri, Pune 411 014.
Accredited by NAAC with 'B+' Grade

Ref. No. CCP/

Date: 18/06/2019

NOTICE

SAKSHAM 2019-2020

Christ College Pune is organizing staff development programme for support staff from 20 June - 24 June 2019.

All are requested to attend the same.

MS. Deepa Sujith
IQAC Coordinator



Principal

Brochure

CHRIST COLLEGE PUNE

AN IQAC INITIATIVE



SAKSHAM '19

Support Staff development Program



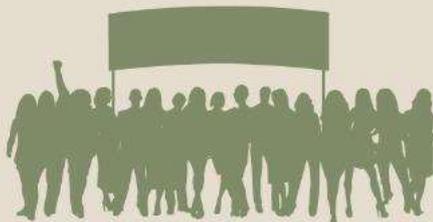
01

Swastha



02

Swatchta



03

Sanghathan



04

Samvaad

20 June-24 June 2019

WWW.CHRISTCOLLEGEPUEN.ORG



Report on Support Staff Development Program for Saksham 2019-20

Introduction:

In the academic year 2019-20, our institution recognized the paramount importance of the holistic development and wellbeing of our invaluable support staff, collectively. The Support Staff Development Programs were meticulously designed to address the specific needs and aspirations of our support staff while fostering a sense of community, mutual support, and personal and professional growth. This report highlights the objectives, activities, feedback, outcomes, and the significance of these programs within our institution.

Program Objectives:

All these programs shared common objectives:

1. **Personal and Professional Growth:** To empower support staff with skills and knowledge that contribute to their personal and professional development.
2. **Community Building:** To foster a sense of unity and togetherness within the support staff community.
3. **Communication:** To enhance communication skills, promoting better interactions and collaboration among support staff.
4. **Health and Well-being:** To promote physical and mental health, instill hygiene practices, and emphasize the importance of selfcare.

Program Content:

Each program had unique content tailored to its theme

Day 1 "Swasta" (Health):

The "Swasta" program prioritized the physical and mental health and well-being of our support staff. It featured a series of engaging activities aimed at improving their overall health and



imparting valuable knowledge for leading a healthier lifestyle. One of the key activities included fitness and wellness workshops which included a basic medical checkup conducted by faculty members and our students. These workshops offered support staff the opportunity to participate in yoga and meditation, promoting physical well-being.

Day 2 "Swacchta" (Hygiene):

The "Swacchta" program aimed to instill the importance of hygiene practices. It featured hygiene awareness workshops that educated support staff on the significance of maintaining cleanliness in both personal and professional settings along with empowering students in cleaning our campus which gave them an opportunity to interact with the support staff and gain a sense of empathy. Workplace cleanliness training and personal hygiene instruction provided practical skills for maintaining a clean and safe environment, while community cleanliness initiatives encouraged a sense of responsibility for maintaining a hygienic workplace.

Day 3 "Sanghathan" (Ice-Breaking- teambuilding activities):

The "Sanghathan" program aimed to break down barriers and encourage bonding and camaraderie among the support staff. It included a range of ice-breaking activities and team-building exercises designed to promote a sense of unity and togetherness. These activities provided a fun and engaging platform for support staff members to get to know one another better, fostering a sense of connection and trust. Outdoor team-building activities and challenges encouraged staff bonding while challenging participants to work together to overcome obstacles.

Day 4 "Sanghathan" (Unity and Teamwork):

The "Sanghathan" program featured teambuilding activities that encouraged support staff to work together in a variety of challenging and engaging exercises. These activities not only improved teamwork and collaboration but also provided opportunities for participants to develop problem-solving skills and enhance their understanding of each other's strengths and weaknesses. Icebreaking sessions and effective communication workshops further fostered a sense of unity and camaraderie within the support staff community, paving the way for more harmonious interactions.



Day 5 "Samvaad" (Effective Communication):

The "Samvaad" program was centred around effective communication. It included communication workshops that emphasized the role of effective communication in personal and professional success. Communication skills development sessions provided practical training on improving both verbal and nonverbal communication, enhancing the ability to convey messages clearly and interact more effectively. Interpersonal relationship building activities aimed to enhance understanding, empathy, and collaboration among support staff members, fostering better teamwork and community building initiatives

Feedback:

Feedback from participants was consistently positive, with many expressing gratitude for the programs' positive impact on their lives. Anonymous surveys revealed that the majority found the programs to be highly informative, engaging, and beneficial. Participants noted that they felt more connected with their colleagues, improved their understanding of their roles, and felt more equipped to manage stress, prioritize their health, and communicate effectively.

Outcomes:

The outcomes of the programs can be summarized as follows:

- Improved teamwork and collaboration among support staff.
- Enhanced communication and interaction skills.
- A more inclusive and welcoming environment for all support staff.
- Strengthened unity and camaraderie among support staff members.
- Increased awareness and practice of hygiene in daily life.
- A cleaner and safer workplace environment.
- Enhanced personal hygiene practices.
- A growing sense of responsibility for community cleanliness.
- A heightened appreciation for the role of effective communication in personal and professional success.
- Improved verbal and nonverbal communication skills among support staff members.



● PHOTOS-



