

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			
KEYINDICATOR6.3 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 ladministrative training programs during the last five years.

EVENT BROCHURES AND REPORTS YEAR-WISE

2022-2023

BROCHURES



CARMEL VIDYA BHAVAN TRUST'S

CHRIST COLLEGE-PUNE

(Accredited by NAAC with B+ Grade)

FACULTY DEVELOPMENT PROGRAMME

on 。

Dodge the Desk-Reject: Prowess of Research Writing

27th June - 2nd July 2022

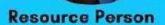
TOPICS

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Targeting appropriate journals - Scopus & ABDC Art of writing - Paraphrasing & Summarizing Searching the right way - ProQuest Application Strategical usage of references - APA guidelines Imperative Introduction - Conceptual Framework Mandated 'Research Methods' subsections - Design & Technique Standardized Instrument Search - Questionnaire Making a long-lasting last impression - Conclusion Title Tactics & Abstract - Inducement to read Submitting to the selected journal & clearing the desk!

REGISTRATION





Dr Benny J. Godwin

Associate Professor of Marketing CHRIST (Deemed to be University) Co Lavasa Campus - Pune

BITTETT

www.christcollegepune.org



CHRIST COLLEGE-PUNE in association with IQAC CLUSTER INDIA

OUTCOME BASED EDUCATION (OBE) & EVALUATION

(Objectives, Pedagogy and Assessments)

in collaboration with Faculty Development Centre, UGC-HRDC-SPPU

Complete Guidance on



Blooms Taxonomy Learning Objectives

Program Outcomes

Program Specific Outcomes



Course Outcomes

Mapping PO & CO

Calculate Attainments

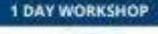
Applying these concepts to Syllabi & Evaluation



vttps://forms.gle/2fC4EqDQVjsKBT2Q6

Build your strategy in the light of NEP 2020







Assoc .Prof.Peeyush Pahade Head of Department -Zoology H.V.Desai College Pune

Technology Partner

DigitalEdu IT Solutions PVT. Ltd.

Collega

CHRIST COLLEGE PUNE

INTERNAL QUALITY ASSURANCE CELL

ORGANISES

ADMINISTRATIVE TRAINING PROGRAM



ADMINISTRATIVE EXCELLENCE

BUILDING SKILLS FOR SUCCESS













EXECUTE 2022-23

SUPPORT STAFF WELFARE PROGRAM

WORKSHOP ON

1. स्वास्थ्य और स्वच्छता 2. व्यक्तित्व विकास 3. बीमा और सुरक्षा 4. संवाद कौशल 5. साक्षरता



WWW.CHRISTCOLLEGEPUNE.ORG

ACTIVITY REPORT



CHRIST COLLEGE - PUNE

REPORT

FACULTY DEVELOPMENT PROGRAMME

27th June - 2nd July 2022

Topic: Dodge the Desk-Reject: Prowess of Research Writing

Resource Person: Dr. Benny J Godwin



Report

Christ College-Pune organized a 15 hrs Faculty Development Programme as an IQAC initiative, from 27th June to 2nd July 2022. The FDP aimed to provide hands on training on academic research writing. The purpose of this intensive 15-hour FDP was to comprehensively discuss the possible reasons for Desk-Reject and strategies to dodge the same. The training programme was designed for aspiring and pursuing scholars and academic researchers who wish to develop their writing skills. It also focussed on article formatting & referencing guidelines.

The inauguration of the Faculty Development Programme was done on 27th June 2022 by the Director of Christ College, Dr (Fr) Arun Antony Chully CMI and the resource person of the FDP, Dr Benny J. Godwin, Associate Professor of Marketing at the School of Business and Management from CHRIST (Deemed to be University) Lavasa Campus, Pune. The FDP was divided into various sessions conducted in offline mode. The sessions covered the following topics:

- 1) Targeting appropriate journals Scopus & ABDC
- 2) Art of writing Paraphrasing & Summarizing
- 3) Searching the right way ProQuest Application
- 4) Strategical usage of references APA guidelines
- 5) Imperative Introduction Conceptual Framework
- 6) Mandated 'Research Methods' subsections Design & Technique
- 7) Standardized Instrument Search Questionnaire
- 8) Making a long-lasting last impression Conclusion
- 9) Title Tactics & Abstract Inducement to read
- 10) Submitting to the selected journal & clearing the desk!



Expected outcomes for participants:

After the workshop participants will be able to:

- a) Avoid desk reject
- b) Select appropriate journals to submit your work
- c) Obviate accidental and deliberate plagiarism
- d) Search relevant literature in your domain
- e) Understand the art of citations
- f) Manage the magic of 'Research Methods'
- g) Adopt standardized instruments
- h) Publish your work in top tier journals

The Faculty Development Programme ended with the valedictory function where Dr (Fr) Arun Antony Chully CMI congratulated the participants and encouraged all the faculty members to indulge in writing quality research papers. MSc. Computer Science Coordinator Ms Priti Khandve and Ms Meya Simon from Management department shared their valuable feedback on the FDP. The feedback was also collected online. The response about the relevance of the FDP and feedback of the Resource Person was positively overwhelming.



The Brochure

Organizing Committee

Convener Dr (Fr) Arun Antony Chully CMI Director, Christ College Pune

Coordinator Dr Priya Wahab Research Coordinator Christ College Pune

Co-coordinator Mr Blesson James M.Com. Coordinator Christ College Pune



Contact Us

26/4 A, Vadgaonsheri. Off Pune Nagar Road, Opposite Weikfield IT Park Pune, Maharashtra INDIA - 411014

Phone: +91 7823839456 Email: director@christcollegepune.org CARMEL VIDYA BHAVAN TRUSTS CHRIST COLLEGE-PUNE (Accredited by NAAC with B+ Grade)



An IQAC initiative

FACULTY DEVELOPMENT PROGRAMME

Dodge the Desk-Reject: Prowess of Research Writing

27th June - 2nd July 2022

Resource Person Dr Benny J. Godwin Associate Professor of Marketing CHRIST (Deemed to be University) Lavasa Campus - Pune

About FDP

The Faculty Development Programme aims to provide hands on training on academic research writing. The purpose of this intensive 15-hour workshop is to comprehensively discuss the possible reasons for Desk-Reject and strategies to dodge the same. The training programme is designed for aspiring and pursuing scholars and academic researchers who wish to develop their writing skills. It will also focus on article formatting & referencing guidelines.



Scope and Approach

The programme seeks to familiarize participants with the various stages associated with drafting a research paper. The programme will be covering the following topics:

1) Targeting appropriate journals - Scopus & ABDC 2) Art of writing - Paraphrasing & Summarizing 3) Searching the right way - ProQuest Application 4) Strategical usage of references - APA auidelines 5) Imperative Introduction - Conceptual Framework 6) Mandated 'Research Methods' subsections - Design & Technique 7) Standardized Instrument Search -Questionnaire 8) Making a long-lasting last impression -Conclusion 9) Title Tactics & Abstract - Inducement to read 10) Submitting to the selected journal & clearing the desk!

About Us

Christ College-Pune affiliated to Savitribai Phule Pune University established by the CMI congregation in the year 2007, is a Christian minority institution managed by Carmel Vidya Bhavan Trust. Inspired by the vision of St. Kuriakose Elias Chavara, the college upholds the motto Enlighten to Excel. A sister concern of Christ University, Bengaluru, the college is accredited by NAAC with B+ grade and is ISO Certified. In a highly systematic and disciplined atmosphere with state-of-the-art technology and facilities, the college revolutionizes education by creating and providing opportunities for students to explore themselves and nurture champions of intellectual brilliance.

Registration Form Link:

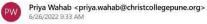
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Letter of invitation to the Resource Person

Letter of invitation - Christ College Pune, Faculty Development Programme



22 9:33 A To: bennygodwin.j@christuniversity.in Cc: fr.arun@christcollegepune.org

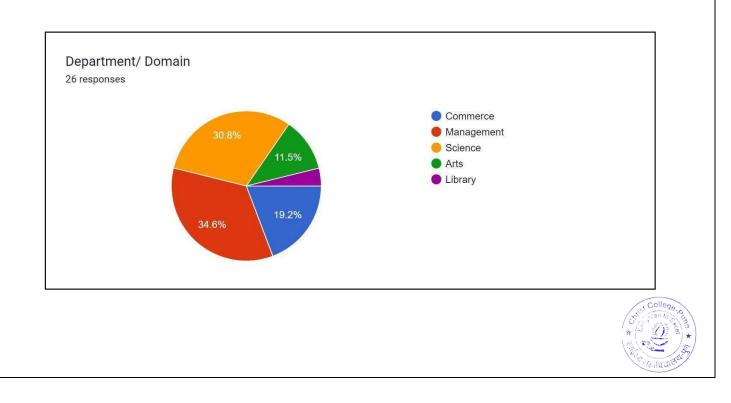
To, Dr Benny J. Godwin Associate Professor of Marketing School of Business and Management CHRIST (Deemed to be University) Lavasa Campus – Pune

Greetings from Christ College- Pune!

It is a great pleasure to invite you as Resource Person of Faculty Development Programme on "Dodge the Desk-Reject: Provess of Research Writing" to be organized at Christ College – Pune from 27th June till 2nd July 2022. We will be extremely grateful for your kind consent to our invitation. May your experience and expertise in this area be a value addition to the participants. Looking forward to an enriching session. Request you to kindly acknowledge the mail.

Thanks and Regards, Dr Priya Wahab Christ College- Pune

Registration



Attendance

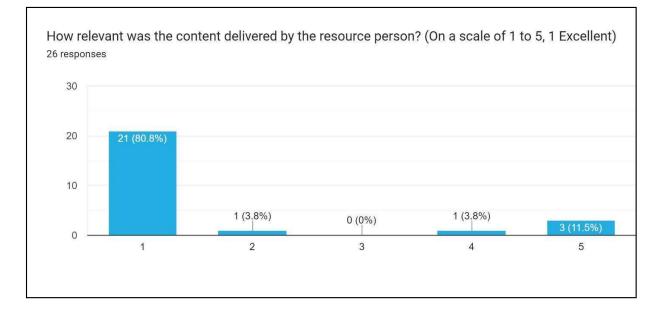
CHRIST COLLEGE-PUNE

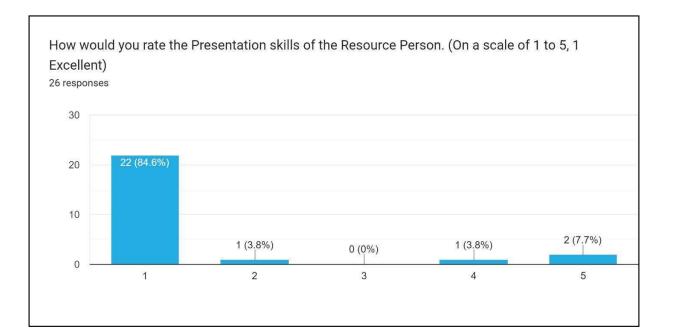
FACULTY DEVELOPMENT PROGRAMME Dodge the Desk-Reject: Prowess of Research Writing 27th June to 2nd July 2022

Sr. No	Name	Signature
1	Dr. Jiji Johnson	Mohneen
2	Mrs. Deepa Sujith	Deuty
3	Mr. Kallol Bose	The second secon
4	Mr. Blesson James Varghese	Golde
5	Mrs. Geetha Rajan	Centher
6	Mrs. Rutuja Purohit	Rul
7	Dr. Priya Wahab	Allah
8	Dr. Assunta Mendonca-Sandhir	The
9	Mrs. Nilima Gaikwad	(3:23-
10	Mrs.Priti Khandve	Ahandve
11	Mrs. S Petricia Leema Roseline	and.
12	Mrs Leena Sanu	de.
13	Mrs.Swati Jadhav	Jaghare H.
14	Mrs. Suvarna Nade	AB
15	Mr. Balasaheb Aware	diouels
16	Mrs.Nisha More	Addres
17	Mr. Biju Sebastian	kt-
18	Ms. Merin K Varghese	Dan
19	Mr. Sushil Sawant	AS
20	Ms. Shagufta Khan	Stram
21	Mr. Sagar Dhikale	ŇA
22	Mr. Abhinav Nair	thim
23	Mrs. Puja Jindal	(m)z
24	Dr. Maninder Kaur	Hand
25	Ms. Kirti Nikam	(With
26	Mrs. Milu Dass	NA
27	Dr. Priya Raphel	PLiga
28	Mr. V.S. Rao	mile
29	Mrs. Asha Nagoriya	(83)
30	Mrs. Meya Simon	hypersin .
31	Mrs. Pooja Khedkar	A.
32	Ms. Mrunalini Gadade	Bal
33	Mrs. Maya Mathew	afrem .

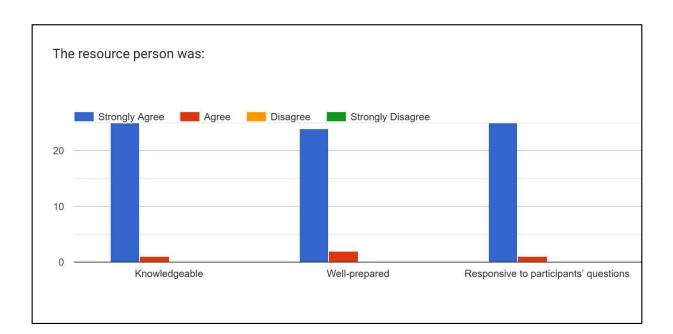


Feedback

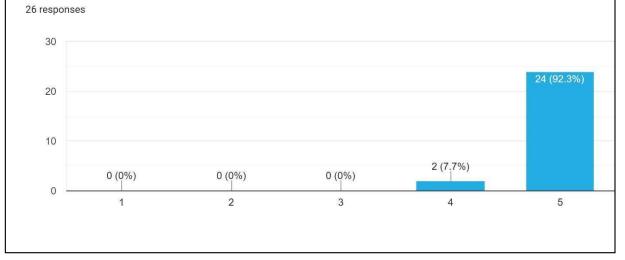








Overall, how do you rate the program you attended in terms of usefulness and effectiveness? (On a scale of 1 to 5, 1 being lowest)





List of participants

Sr. No	Name of the Participant	Contact Number	Department/ Domain
1	Blesson James	963710362 2	Commerce
2	Swati Jadhav	758835899 4	Science
3	Asst. Prof. Priti S. Khandve	702089354 4	Science
1	Mr. Aware Balasaheb Parasram	952753385 3	Science
5	Asst. Prof. Nilima Pradip Shingate	976679470 1	Science
3	Dr. Priya Raphael	945192383	Science
7	Nisha Vinod More	976541994 1	Science
3	Dr. Assunta Mendonca-Sandhir	982322677 6	Arts
9	Dr Jiji Johnson	986033707 0	Commerce
10	Geetha Rajan N	727621463 9	Commerce
11	Rutuja Purohit	976336006	Commerce
12	Pooja Khedkar	976379188 9	Science
13	S Petricia Leema Roseline	750724656 7	Management
14	Deepa Sujith	989010942 9	Management
15	Puja Jindal	996016678 6	Management
16	Dr Priya Wahab	959555883 6	Arts
17	Shagufta Khan	951177656 0	Science
18	Leena Sanu	860099934 6	Management
19	Dr Maninder Kaur	915850008 8	Management
20	Merin K Varghese	703882236	Arts
21	Kirti A. Nikam	955226946 4	Management
22	V.S.Rao	989077322	Management

23	Baiju Sebastian	963711540 9	Arts
24	Mrunalini Dhondiram Gadade	988107223 1	Library



25	Kallol Bose	982388832 2	Commerce
26	Asha H .Nagoriya	963747779 8	Science
27	Abhinav R Nair	731823531 1	Management
28	Maya Mathew	844645267 6	Library
29	Meya Simon	703467024 4	Management

Letter of Gratitude to Resource Person

 RESEARCH CHRISTCOLLEGE PUNE <research@christcollegepune.org> T/T/2022 1:05 PM</research@christcollegepune.org> Toc bernygodwinj@christuniversityin Cc. fraun@christcollegepune.org Image: Dr Benny J. Godwin J. Godwin Agesting School of Busines and Management CHRIST (Deemed to be University) Lavasa Campus – Pune Greetings from Christ College- Pune! Dear Sir, Thank you for sharing your knowledge and experiences with us for the Faculty Development Programme on Dodge the Desk-Reject: Prowess of Research Writing' organised at our college from 27th June to 2nd July 2022. It was truly an informative and inspiring experience for us all. We hope to get the opportunity to have you again in the near future. Please find herewith your Certificate of Appreciation attached to this mail. Thanks and regards Priny Walab Research Coordinator Christ College-Pune 	FDP -	Appreciation Certificate
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	Dr Benr Associa School o CHRIST Greeting Dear Sin Thank y to 2nd J We hop Thanks Dr Priya Researc:	ie Professor of Marketing of Business and Management (Decemed to be University) Lavasa Campus – Pune is from Christ College- Pune! ; of for sharing your knowledge and experiences with us for the Faculty Development Programme on 'Dodge the Desk-Reject: Prowess of Research Writing' organised at our college from 27th June ally 2022. It was truly an informative and inspiring experience for us all. to get the opportunity to have you again in the near future. Please find herewith your Certificate of Appreciation attached to this mail. and regards Walab C Coordinator



Certificates





Geo-tagged Photos









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Group photograph of Christ College – Pune faculties along with Director – Dr. Fr. Arun Anthony CMI and Resource Person – Dr. Benny J Godwin.

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Dr. (Fr) Arun Antony Chully CMI Principal / Director Carmel Vidya Bhavan Trust's Christ College Pune- 411014.





CHRIST COLLEGE – PUNE

(Academic Year: 2022 – 2023)

In Association with IQAC Cluster India

Workshop Report

OUTCOME BASED EDUCTAION

Date: 28 February 2023

Venue: Conference Hall (Christ College-Pune)

Time: 10:00 am to 5:00 pm

Organizing Secretary: Ms. Deepa Sujith

Faculty Coordinators: Ms. Leena Sanu

Dr. Priya Wahab



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	2.2	Differentiating Syllabus and Curriculum
	2.3	Bloom's Taxonomy for Outcome Framing
	2.4	Program and Course Alignment
	2.5	Application to Syllabi and Evaluation
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GENERAL REPORT

1.1 INTRODUCTION

The Internal Quality Assurance Cell (IQAC) at Christ College- Pune, organized a workshop on Outcome-Based Education (OBE) and Evaluation. The workshop aimed to equip educators with a comprehensive understanding of OBE and its implementation in the teaching-learning process. It sought to address the significance of aligning knowledge, values, and skills with the learning outcomes.

1.2 About the Speaker- Associate Professor Peeyush Pahade

Sir serves as the Head of the Zoology Department at HV Deasi College, Pune, and is a founding member of IQAC Cluster India, an organization dedicated to advancing quality in higher education across India. With affiliations to over 2500 institutes and a vast network of 25000+ teaching professionals, Professor Pahade's expertise in areas such as NAAC, IQAC, and educational quality is poised to provide valuable insights into the future of higher education in our nation.

1.3 Workshop Overview

The workshop commenced with an engaging discussion, led by the guest speaker, on the qualities and skills educators wish to instill in their students upon graduation. Participants expressed diverse opinions, including leadership abilities, decisionmaking, team building, effective communication, knowledge acquisition, and ethical behavior. These insights laid the foundation for the subsequent discussions on OBE.

1.4 Key Highlights:

- 1. Blooms Taxonomy
- 2. Learning Objectives
- 3. Program Outcomes
- 4. Program Specific Outcomes
- 5. Course outcomes
- 6. Mapping PO and CO
- 7. Calculate Attainments
- 8. Applying concepts to syllabi and evaluation.



DETAILED REPORT

2.1 Understanding the Essence of OBE

To establish a firm foundation in the realm of OBE, the speaker initiated proceedings by elucidating the critical distinction between objectives and outcomes. It was made abundantly clear that objectives are primarily intentions and goals, while outcomes refer to tangible, observable behaviors or actions that students exhibit as a result of their learning experiences. Participants were actively engaged in exploring how learning outcomes should be carefully crafted to reflect students' demonstrable behaviors post-learning. This comprehension of the essence of OBE laid the groundwork for subsequent discussions.

2.2 Differentiating Syllabus and Curriculum

Another pivotal aspect that the speaker emphasized was the fundamental distinction between a syllabus and a curriculum. While the former is a static document outlining course content, the latter encompasses a broader scope, including pedagogical methods, assessment strategies, and desired learning outcomes. Understanding this distinction was deemed crucial for educators to effectively implement OBE.

2.3 Bloom's Taxonomy for Outcome Framing

A pivotal segment of the workshop introduced Bloom's Taxonomy as a powerful framework for framing learning outcomes. Participants were actively engaged in this segment, tasked with the hands-on exercise of crafting outcomes tailored to their respective subjects. By applying the taxonomy's cognitive levels – from basic knowledge acquisition to advanced synthesis and evaluation – participants gained a practical understanding of how to align learning outcomes with the content and depth of their courses.

2.4 Program and Course Alignment

The workshop expanded its purview to encompass program outcomes (POs) and program-specific outcomes (PSOs). Participants gained valuable insights into the importance of aligning these overarching program goals with course-specific



outcomes (COs). This alignment process ensures that every component of the educational journey contributes to the broader program objectives.

2.5 Application to Syllabi and Evaluation

In the final phase of the workshop, the spotlight was turned towards the practical application of OBE concepts. Educators were equipped with tools and techniques for embedding learning outcomes seamlessly into course syllabi. They were also guided in the design of effective assessment strategies that genuinely gauge the attainment of desired outcomes. Furthermore, the workshop delved into the calculation of attainments – a critical aspect of assessing the efficacy of OBE implementation.

3. Conclusion

The workshop on Outcome-Based Education and Evaluation organized by IQAC at Christ College Pune proved to be an insightful and informative event. Participants gained a deeper understanding of the importance of aligning education with specific learning outcomes and developing students' knowledge, values, and skills. The practical exercises, including the application of Bloom's Taxonomy, empowered educators to create meaningful learning experiences that foster holistic growth in students. This event was a valuable contribution to the continuous improvement of the college's teaching and learning processes.

4. Acknowledgments

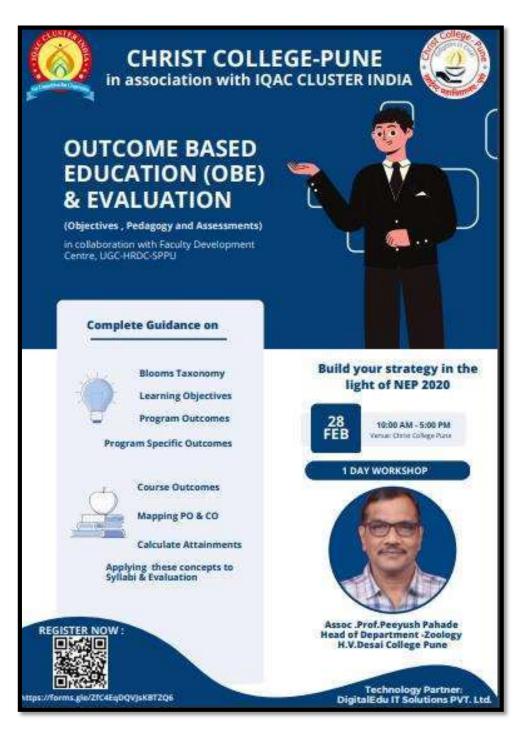
The organizers extend their gratitude to the speaker and all participants for their active engagement and enthusiastic participation in making this workshop a success. The commitment to enhancing the quality of education at Christ College Pune was evident throughout the event.

Dr. (Fr) Arun Antony Chully CMI Principal / Director Carmel Vidya Bhavan Trust's Christ College Pune- 411014.



5. Annexure:

5.1 Poster





5.2 Certificate Draft





5.3 Photos











5.4 List of Participants

SI No	Name of the Participants	Institution Name
1	Cs Sandesha Shetty	Bunts sangha's s.m. shetty college
		of science, commerce &
		management studies, powai
2	Vishal Verma	Indira college of commerce and
		science
3	Dr Amrita Aggarwal	Nagindas Khandwala College
4	Laveena Bhatia	(S.E.S) Swami Hansmuni Maharaj
		Degree college
5	Dr. Komal Bodhwani	(S.E.S) Swami Hansmuni Maharaj
		Degree college
6	Christopher Jefferson Y.	Spicer Adventist University
7	Ms Deepa Sujith	Christ College – Pune
8	Asst Prof. Aware Balasaheb	Christ College – Pune
9	Santosh Lal	Christ College – Pune
10	Anusha Bijoy	Christ College – Pune
11	Eteena Philip	Christ College – Pune
12	Abhinav Nair	Christ College – Pune
13	Suvarna Parande	Christ College – Pune
14	Ms Swati Jadhav	Christ College – Pune
15	Nisha Vinod More	Christ College – Pune
16	Juliet Jenny	Christ College – Pune
17	Asha Hemaush Nagoriya	Christ College – Pune
18	Vandana R. Bais	Christ College – Pune
19	Asst.Prof. Nilima Shingate	Christ College – Pune
20	Dr Priya Wahab	Christ College – Pune
21	Simran Arora	Christ College – Pune
22	MEYA SIMON	Christ College – Pune
23	Preeti Vikas Brahmane	Christ College – Pune

24	Wilma Dias	Christ College – Pune
25	Anjali B Gohel	Christ College – Pune
26	Pooja Shrikant Khedkar	Christ College – Pune
27	KIRTI RAWAT	Christ College – Pune
28	Dr Assunta Mendonca- Sandhir	Christ College – Pune
29	Yogyata Sharma	Christ College – Pune
30	Nikhil Gaikwad	Christ College – Pune
31	BITTO BENNY	Christ College – Pune
32	Mrs Priti S. Khandve	Christ College – Pune



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5.5 Feedback

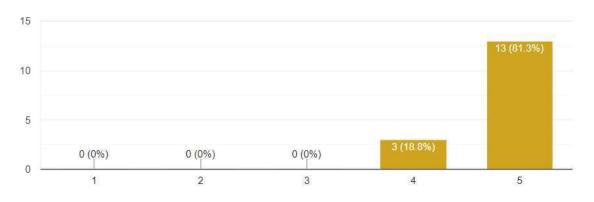
SL no	Name of the Participants	Institution Name	Feedback (Major Take
			away)
1	Laveena Bhatia	Swami Hansmuni	Method of attainment and
		Maharaj Degree College	mapping
2	Juliet Jenny	Christ College – Pune	Learnt how to write CO
			and UO
3	Asha Nagoriya	Christ College – Pune	Understood Bloom's
			taxonomy very well
4	Yogyata Sharma	Christ College – Pune	Writing CO and PO
5	Simran Arora	Christ College – Pune	Knowledge and clarity
6	S PETRICIA LEEMA	Christ College – Pune	Deep knowledge based
	ROSELINE		teaching require for
			students.
7	Dr Assunta Mendonca-	Christ College – Pune	Very informative
	Sandhir		
8	Asst. Prof. Anjali B Gohel	Christ College – Pune	1. Objectives vs. Outcomes
			2. Syllabus vs. Curriculum
			3. Learning objectives
			4. Program outcomes
			5. Course outcomes
			6. Mapping
			7. Attainment
9	Asst Prof Nilima Shingate	Christ College – Pune	Statergies, values
			importance of outcome
			based education



10	Dr Priya Wahab	Christ College – Pune	Well defined mapping of Program Outcomes &
			Course Outcomes.
11	Ms Swati Jadhav	Christ College – Pune	How to design Course
			outcome
12	Abhinav R Nair	Christ College – Pune	Mapping of Course
			Outcomes and Program
			Outcomes
			Strategies on developing
			outcomes
13	Mr. AWARE BALASAHEB	Christ College – Pune	Designing CO and mapping
	PARASRAM		with PO
14	Dr. Komal Bodhwani	Christ College – Pune	Drafting of CO & PO
			New teaching
			methodologies
15	Santosh Lal	Christ College – Pune	Importance of Outcome
			Based Education
16	Vandana R Bais	Christ College – Pune	Knowledge
	•		

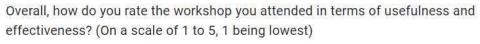
How would you rate the Presentation skills of the Resource Person. (On a scale of 1 to 5, 5 being Excellent)

16 responses

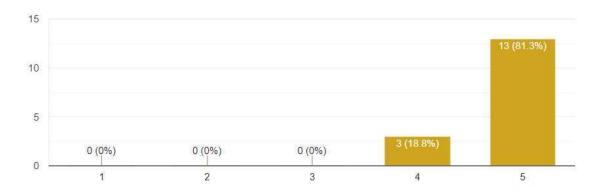




Сору



16 responses







CHRIST COLLEGE – PUNE

Academic Year: 2022-2023

ADP Session Report

Type of Program: Administrative Development Program

Topic: Administrative Excellence: Building Skills for Success

(An IQAC Initiative)

Date of the Activity: 13 March 2023 – 18 March 2023



Session Report

About the Activity

General Report:

"Administrative Excellence: Building Skills for Success" is a meticulously planned training program that commences on March 13, 2023, at 3:00 PM and runs through March 18, 2023. The program has been thoughtfully designed with the aim of empowering administrative professionals by providing them with the essential knowledge and skills necessary to not only excel but thrive in their respective roles. It comprehensively covers five pivotal areas, including Introduction to Administrative Excellence, Communication Skills, Technology Proficiency, Administrative Processes and Workflow, and Collaboration & Teamwork. This all-encompassing approach ensures that participants are equipped with the requisite tools and expertise needed to navigate and succeed in the dynamic and ever-evolving realm of administration.

Aims & Objectives:

- 1. **Role and Responsibility Proficiency**: Participants will gain a deep understanding of administrative roles and the pivotal role administrative staff play in organizational success.
- 2. Administrative Excellence: The program aims to instill a commitment to maintaining high standards in administrative work, emphasizing its direct impact on reputation and productivity.
- 3. **Skill and Quality Enhancement**: Participants will develop essential administrative skills and qualities, including organization, time management, adaptability, and effective communication.
- 4. **Effective Communication**: The training program seeks to improve both written and verbal communication skills, tailored for various stakeholders' needs.
- 5. Efficient Technology Utilization: Participants will become proficient in administrative software, data management, and leveraging technology for enhanced efficiency.
- 6. Process Optimization and Team Collaboration: The training program will equip participants with process optimization skills, time management techniques, and problem-solving abilities. Additionally, it will enhance their understanding of team dynamics, interdepartmental collaboration, and support building within administrative teams.



Learning Outcomes:

- **Role Proficiency:** Gain a deep understanding of administrative roles and their vital contribution to organizational success.
- Excellence Commitment: Develop a commitment to high standards in administrative work, recognizing its impact on reputation and productivity.
- **Skills Enhancement:** Improve essential administrative skills, including organization, time management, adaptability, and effective communication.
- Effective Communication: Enhance written and verbal communication for tailored stakeholder interactions.
- **Tech Proficiency:** Attain proficiency in administrative software, data management, and technology optimization for efficiency and security.
- **Process Optimization and Teamwork:** Acquire skills in process improvement, time management, and problem-solving. Understand team dynamics, interdepartmental collaboration, and team support for success in administration.

Number of Participants: 13 Administrative staffs.

About the Resource Persons:

1. Rev. Dr. Fr. Arun Anthony CMI

Rev. Dr. Fr. Arun Antony CMI graduated with a Ph.D. in management from Bharathiyar University in Coimbatore. completed both his MBA and M.Phil. at Bangalore's Christ University. He had held a number of positions at Christ University since its establishment in 2008. a fundamental academician with extensive practical experience who has held several national and international seminars in addition to carrying out numerous research projects.

2. Wilma Daiz, MBA (Healthcare Management)

Wilma Daiz, MBA (Healthcare Management) is an accomplished healthcare professional with 8 years of experience. She holds an MBA in Healthcare Management from the Apollo Institute in Hyderabad. Wilma has worked as a Clinical Research Assistant at Tata Memorial Hospital in Mumbai, an Assistant Manager at Ruby Hall in Pune, and as a Medical Data Analyst at Zyme Solutions in Bangalore. Additionally, she served as an Assistant Professor at Ajeenkya D Y Patil University for three years, contributing to healthcare education. Her multifaceted experience in clinical research, healthcare management, and academia makes her a valuable resource person in the healthcare industry.

3. Ms. Leena Sanu

Ms. Leena Sanu is an Assistant Professor at Christ College Pune, where she has been an integral part of the academic community since June 2009, accumulating over a decade of invaluable experience in higher education. Her pursuit of knowledge extends beyond the classroom, as she is currently undertaking a Ph.D. program at the Savitribai Phule Pune University (SPPU). Her academic journey began at Fergusson College, Pune, where she laid the foundations of her educational expertise. Ms. Leena Sanu's commitment to education and her extensive experience makes her a notable presence in the field of academia.

4. Mr. Abhinav Nair

Mr. Abhinav Nair is an accomplished professional with a Master of Science degree from Christ University in Bangalore. Currently serving as an Assistant Professor at Christ College Pune, he brings a wealth of academic and practical insights to the classroom. Mr. Nair's educational journey has equipped him with the knowledge and skills to contribute significantly to the academic community.

5. Mr. Stany Dias

Mr. Stany Dias is a dynamic individual with a multi-faceted background. He serves as the Coordinator for MBA Marketing at CHRIST (Deemed to be University) in Lavasa, often referred to as 'The Hub of Analytics' in Pune, Maharashtra. His tenure in academia is complemented by a diverse professional history, including a 3-year role as a Business Development Manager at Shangrila Corporate Services Pvt Ltd. His previous roles as a Business Manager at Lease plan India Pvt Ltd further illustrate his extensive industry experience, contributing to his well-rounded perspective.

6. Mr. Nikhil Gaikwad

Mr. Nikhil Surendra Gaikwad, with a master's degree in Economics specializing in International Economics and Finance from Mumbai University, offers a wealth of knowledge and practical insights in economic theories and international finance. With three years of experience in the Department of Economics at Rajashri Shahu College, Mumbai, his deep understanding of economic principles makes him a valuable resource person in the field of economics and finance, dedicated to academic excellence and program enrichment.

7. Mrs. Deepa Sujith

Mrs. Deepa Sujith, with a background that includes an MA and MBA in Human Resources (HR), serves as the Head of Department (HOD) at Christ College Pune. Her academic and professional journey reflects her expertise in HR and her dedication to the academic realm. Mrs. Sujith's role as HOD showcases her leadership and commitment to shaping the future of aspiring professionals in her field.



Session Agenda:

Day 1: Introduction to Administrative Excellence

This training segment delves into the fundamental elements of administrative professionalism. It commences by delving into the complexities of administrative roles, establishing a clear framework for the core responsibilities expected of administrative professionals. It further highlights the pivotal significance of administrative excellence, drawing attention to its far-reaching effects on an organization's reputation and overall productivity. In conjunction, this section identifies and underscores the essential skills and qualities essential for administrative excellence, encompassing attributes such as organization, adept time management, and a flexible approach. Such an all-encompassing approach ensures participants gain a holistic understanding of the fundamental tenets within the realm of administrative work.

Day 2: Communication Skills

This training module centers on the critical facet of effective communication within an administrative context. The module encompasses a thorough examination of both written and verbal communication, empowering participants with the necessary skills to transmit information with clarity and professionalism, regardless of the medium—be it documents, emails, or interpersonal exchanges. Simultaneously, there is an exploration of the practice of active listening and delivering constructive feedback, which greatly enhances participants' capacity to engage effectively with colleagues, superiors, and clients. This holistic approach to honing communication skills positions administrative professionals to excel in their roles by facilitating clear and meaningful interactions.

Day 3: Technology Proficiency

In this training module, we emphasized technology proficiency in administration. Participants learned to navigate administrative software effectively, manage data securely, and leveraged technology for enhanced efficiency. It equipped them with the skills required to excel in administrative roles by harnessing technology to streamline processes.

Day 4: Administrative Processes and Workflows

This training segment covered three crucial aspects of administrative work. Participants delved into process mapping and optimization, acquiring the skills to streamline workflows and enhance efficiency. Additionally, they learned effective time management and prioritization techniques, ensuring that tasks are handled efficiently in a fast-paced administrative environment. Lastly, participants explored strategies for effectively handling common administrative challenges, equipping them with the problem-solving skills required to navigate various situations successfully.



Day 5: Collaboration and Teamwork

This training segment addressed key elements of teamwork in administration. Participants gained insights into team dynamics within the administrative context, understanding the importance of collaboration and effective communication. They also explored the significance of interdepartmental collaboration and the role administrative professionals play in fostering cohesion between different teams. Furthermore, participants learned strategies for building a supportive administrative team, creating a positive and cohesive work environment that contributes to overall organizational success.

Day 6: College Policies and Procedures

Our recent session focused on the critical subject of 'College Policies and Procedures.' This session served as a vital platform to elucidate the framework that guides our institution's day-to-day operations. With a core emphasis on transparency, adherence to standards, and an efficient academic environment, the session aimed to ensure that our faculty members are well-versed in the intricacies of the policies and procedures that govern our institution.

Conclusion

In conclusion, the comprehensive Administrative Training Program provided our administrative professionals with a deep dive into key areas essential for success in their roles. Over the six days, participants gained a profound understanding of administrative excellence, honed their communication skills, developed technology proficiency, optimized administrative processes, and learned the importance of collaboration and teamwork. This holistic training program equips our administrative team with the knowledge and skills necessary to excel in their dynamic roles and contribute to our institution's continued success. Additionally, the session on 'College Policies and Procedures' reinforced the importance of transparency and adherence to standards, ensuring that our faculty members are well-prepared to operate within the framework that guides our institution's day-to-day operations. This collective learning experience is poised to enhance productivity, promote a positive work environment, and foster a more capable and empowered administrative team.

Dr. (Fr) Arun Antony Chully CMI Principal / Director Garmel Vidye Bhavan Trust's Christ College Pune- 411014.



Circular/ Brochure/ Notice:





iqac@christcollegepune.org

thristcollegepune.org





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/M 2023

Date:10/3/2023

Notice

Christ College, Pune is organizing a training program on the topic," Administrative Excellence: Building Skills for Success "for the Administrative staff from March 13th to 18th, 2023. All are requested to attend the training.

Venue-Smart Room

Time -3 to 4 pm

Mrs. Deepa Sujith Coordinator, IQAC

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Dr (Fr) Arun Antony Chully(CMI) Principal / Director Carmel Vidya Bhavan Trust's Christ College Pune- 411014.

Tel : Reception - 7823839456 Office - 7447727242 / 7447727243 Email : director@christcollegepune.org Web : www.christcollegepune.org



Schedule

Day	Speaker	Торіс
Day 1: 13 th March	Dr (Fr) Arun Antony CMI	Introduction to Administrative Excellence
Day 2: 14 th March	Ms. Wilma Diaz	Communication Skills
Day 3: 15 th March	Ms. Leena Sanu Mr. Abhinav Nair	Technology Proficiency
Day 4: 16 nd March	Mr. Stany Dias	Administrative Processes and Workflows
Day 5: 17th March	Mr. Nikil	Collaboration and Teamwork
Day 6: 18th March	Mrs Deepa Sujith	College Policies and Procedures



Attendance:



Christ College – Pune Internal Quality Assurance Cell

Administrative Development Program Academic Year 2022-2023 Administrative Excellence: Building Skills for Success 13 March 2023 – 18 March 2023

		Attend	ance sheet				
Sr no.	Name	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
1	Mr. Jagadish Salve	JUS -	SUS	Red	It .	B	200
2	Mrs. Maya Mathew	.ang	De	20	and	200	any
3	Mrs. Seema Mane	Brene	Bune	Sune	Sant	Burn	Fint
4	Mr. Sudhir Sawant	Then	SAL	and a	221	ER	8h
5	Mr. Francis Jose	Adure	Frh	Facer	和圣	France	fince
6	Mrs. Milu Das	rile	Hill	Hiles	Hiles	Dill	Will
7	Mr. Sagar Sathe	Sas	Sur	Sad	Sun	Sag/	Sac.
8	Mr. Nikhil Salve	an	CHA	an	(m	an	(wh
9	Ms. Angeline Peter	Dede	Auto	Ate	ALLE	Perti	Deli
10	Mr. Abhilash PK	1the r	A.C.	20	2 Contraction	10	-
11	Ms. Kirti Rawat	Lak	Litte	Littaine	Stuh	Liefi	Kibi
12	Mr. Nishant Kumar	min	Mus	min	Mad	Must	nus
13	Mr. Biji	By	By	RM	By	By	By







Sample certificate





Feedback



Christ College – Pune

Internal Quality Assurance Cell

Administrative Development Program

Academic Year 2021-2022

Nurturing Proficiency: A Multifaceted Training Program Curriculum

11th to 15th October 2021

Feedback form						
Sr no.	Name	Day 1	Day 2	Day 3	Day 4	Day 5
1	Mr. Jagadish Salve	5	H	5	4	H
2	Mrs. Maya Mathew	5	4	5	5	5
3	Mrs. Seema Mane	4	5	5	5	5
4	Mr. Sudhir Sawant	5	5	4	4	4
5	Mr. Francis Jose	4	4	5	5	4
6	Mr. Sagar Sathe	5	5	4	4	4
7	Mr. Nikhil Salve	4	5	4	5	5
8	Ms. Vitty Mary Sunil	5	4	5	4	4
9	Mrs. Milu Das	4	5	4	5	S
10	Ms. Angeline Peter	S	S	S	4	2

Rate day wise session feedback

5 - Excellent, 4 - Good, 3 - Average, 2 - Need Improvement, 1 - Bad





CHRIST COLLEGE – PUNE

Academic Year: 2022 - 2023

An IQAC initiative

Activity Report

Activity Name: "SAKSHAM" Date of the Activity: 10– 14 July, 2022



CIRCULAR -



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 : 08/07/2022

NOTICE

SAKSHAM 2022-23

Christ College Pune is organizing staff development programme for support staff from 10 July -14 July 2022 All are requested to attend the same.

MS. Deepa Sujith IQAC Coordinator



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Principal

Principal / Director Carmel Vidya Bhavan Trust's Christ College Pune- 411014

Tel : Reception - 7823839456 Office - 7447727242 / 7447727243 Email : director@christcollegepune.org Web : www.christcollegepune.org



BROCHURE-

CHRIST COLLEGE PUNE AN IQAC INITIATIVE





SUPPORT STAFF WELFARE PROGRAM



१. स्वास्थ्य और स्वच्छता

2. व्यक्तित्व विकास

3. बीमा और सुरक्षा

4. संवाद कौशल

5. साक्षरता



WWW.CHRISTCOLLEGEPUNE.ORG

Introduction -

The pursuit of holistic well-being is an essential endeavour, one that transcends the boundaries of age, occupation, and background. Recognizing this, Christ College Pune, under the aegis of its Internal Quality Assurance Cell (IQAC), embarked on a noble and transformative initiative aimed at enhancing the lives of its dedicated support staff. From the 10th to the 14th of July 2022, the institution conducted a comprehensive program encompassing various facets of personal and professional growth, under the overarching theme of "Swastha aur Swachhta" (Health and Hygiene), "Saaksharta" (Mental Health), "Vyaktitv Vikas" (Personality Development), "Vima aur Suraksha" (Insurance), and "Samvaad Kaushal" (Effective Communication).

Objectives –

- 1. The primary objective of this initiative is to raise awareness among the support staff regarding the importance of health and hygiene.
- 2. The second objective is to empower the support staff with knowledge and tools to better manage their mental health and well-being.
- 3. A key objective is to facilitate the development of the support staff's personalities, emphasizing personal growth and self-improvement. This includes enhancing interpersonal skills, and professional conduct, which can lead to increased confidence and effectiveness in their roles.
- 4. Another important objective is to equip the support staff with knowledge about insurance and safety measures. This includes understanding the importance of insurance coverage for themselves and their families, as well as fostering a culture of safety and preparedness within their workplace and homes.



About activities –

DAY 1 – SWASTHA AND SWATCHTA (Health and Hygiene)

On the first day of the initiative, which was dedicated to "Swastha aur Swatchta" (Health and Hygiene), the support staff engaged in a series of enriching activities designed to promote overall well-being. These activities encompassed informative sessions on personal health and hygiene practices, including proper handwashing, sanitation, and healthy lifestyle choices. Discussions were held to raise awareness about the significance of maintaining a clean and hygienic environment within the institution, emphasizing the importance of collective responsibility. The support staff were encouraged to take ownership of their health and hygiene and to apply these newfound insights in their daily lives, both at work and at home. The day's activities laid a strong foundation for the support staff to enhance their physical well-being and contribute to a cleaner and healthier workplace.

DAY 2 – SAAKSHARTA (digital literacy and funds managemement)

On the second day of the "Saaksharta" Digital Literacy initiative, support staff participated in interactive workshops, focusing on digital literacy, software tools, online security, and utilizing the internet effectively. Discussions also revolved around addressing digital literacy challenges and creating a supportive digital environment, fostering a collaborative atmosphere. This emphasis on digital literacy helps support staff become well-rounded individuals, recognizing the importance of digital skills alongside physical and mental well-being, ensuring their ability to thrive in both aspects of their lives.

DAY 3 – VYAKTITV VIKAS (Personality Development)

The third day of the initiative, centred around "Vyaktitv Vikas", the support staff participated in a range of activities designed to foster personal growth and enhance their professional and interpersonal skills. The day began with interactive session focused on self-awareness, gestures and effective communication. These activities aimed to empower the support staff with the tools and knowledge necessary to excel in their roles and to nurture their own personal development.



DAY 4 – VIMA AND SURAKSHA (Insurance)

The support staff engaged in activities aimed at understanding the significance of insurance and safety precautions in their lives on the SAKSHAM'22 fourth day, which was devoted to "Vima aur Suraksha" (Insurance). The day started off with informative session designed to increase knowledge of several insurance products, including life, health, and property insurance. The Christ College Pune support workers received insightful information on the advantages of insurance, such as safety for themselves and their families and financial security.

DAY 5 – SAMVAAD KAUSHAL (Effective Communication)

On the fifth and final day of the initiative, the focus shifted to "Samvaad Kaushal" (Effective Communication). The support staff engaged in a series of activities along with students aimed at enhancing their communication skills, both in their professional roles and personal interactions including activities on non verbal communication.



Photos











Attendance-Sheet:

	Staff development	E, PUNE
Attenda	nce Sheet	
Sr.		Topic:
No	Name	Signatures
1.	Mr. Aditya Vijay Borge	Aditya
2.	Mrs. Mangal R. Bodhak	संगला जोहाक
4.	Mr. Vijayan Varghese Mr. Ajay David Ross	VUJa-
5.	Mrs. Shakila Tamboli	Signal
6. 7.	Mrs. Nirmala Vijayan Mrs. Mirabai Mhaske	Niemala
8.	Mrs. Mirabal Mnaske Mr. Teak Bahadur	Figi Tur
9.	Mr. Anil Salve	Anil
10.	Mr. Vijay Jagtap Mrs. Laxmi Fhalke	159183
12.	Mr. Arman Lakara	Penan
13.	Mr. Rajesh Minj	Atom Roming
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16.	Mr. Ajay Ekka	-Alay-
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3.	Mr. Vijayan Varghese	मंग्रल बोहाक
4.	Mr. Ajay David Ross	FTUTU
5.	Mrs. Shakila Tamboli	शासीलग 1
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	SAKSHAM 2 Staff development	
Attenda	nce Sheet	Topic:
Sr. No	Name	Signatures
1.	Mr. Aditya Vijay Borge	Nitre
2.	Mrs. Mangal R. Bodhak	संगल अस्तिक
3.	Mr. Vijayan Varghese	rigan
4.	Mr. Ajay David Ross	1 3THM
5.	Mrs. Shakila Tamboli	plateri
6.	Mrs. Nirmala Vijayan	nismala
7.	Mrs. Mirabai Mhaske	भीवा
8.	Mr. Teak Bahadur	Tiek
9.	Mr. Anil Salve	ANL
10.	Mr. Vijay Jagtap	Benet-
11.	Mrs. Laxmi Fhalke	LEGIRE
12.	Mr. Arman Lakara	General
13.	Mr. Rajesh Minj	Ringing
14.	Mr. Amod Tigga	Agnod
15.	Mr. Rohit Panna	nahit
16.	Mr. Ajay Ekka	tray
	Mr. Deepak Bhosde	Despale
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Outcome

The outcome of the 4 day-long initiative conducted by Christ College Pune for its support staff, under the banner of "Swastha aur Swachhta," "Saaksharta," "Vyaktitv Vikas," "Vima aur Suraksha," and "Samvaad Kaushal," exemplifies the institution's commitment to the holistic well-being and empowerment of its dedicated personnel. Through a thoughtful blend of health, mental well-being, personality development, insurance, and effective communication activities, this event has not only equipped the support staff with essential knowledge and skills but has also fostered a culture of inclusivity and progress. As the participants return to their roles, they do so with newfound insights, greater resilience, and a sense of personal and professional growth, leaving a lasting impact on both their lives and the institution itself. This initiative stands as a testament to the power of education in enhancing lives and nurturing a more supportive and empowered community.

Dr. (Fr) Arun Antony Chully CMI Principal / Director Carmel Vidya Bhavan Trust's Christ College Pune- 411014.

