

**JSPM's Bhivarabai Sawant Institute of Technology & Research, Wagholi,  
(412207) Pune**

**CRITERION 6 - GOVERNANCE, LEADERSHIP AND  
MANAGEMENT**

**6.3  
Faculty Empowerment Strategies**

**6.3.3**

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

**PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING  
PROGRAMS**



JAYAWANT SHIKSHAN PRASARAK MANDAL'S  
**Bhivarabai Sawant Institute of Technology & Research**

(Approved by AICTE New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)

Accredited with B++ Grade by NAAC

Gat No. 719/1 & 2, Wagholi, Pune-Nagar Road, Pune-412207

Ph : 020-067335108, 65217050, 67335100

Telefax : 020-67335100

Website : [www.jspm.edu.in](http://www.jspm.edu.in) / [www.bsiotr.org](http://www.bsiotr.org)

[EN 6311] / [CEGP-013100]



**Prof. Dr. T. J. Sawant**  
B.E. (Elec.) PGDM, Ph.D  
Founder Secretary

**Dr. T.K. Nagaraj**  
ME. (Civil Engg), Ph.D (Civil Engg)  
LMISTE, LMIGS, LMIRC  
LMISMTT, LMIE  
Principal

## LIST OF IQAC INITIATIVES

Sr. No.	Date	Name of Activity	Activity For	No. of Attendees
1.	15-06-2023	Seminar on "Orientation program for faculty members on professional ethics"	Teaching Staff	40
2.	29-06-2023	Seminar on "Enhancing quality of teaching skills"	Teaching Staff	22
3.	06-07-2023	One day workshop on "Use of ICT Tools in Teaching Learning"	Teaching Staff	18
4.	19-10-2023	Training on Conduction of SPPU Examination.	Non-Teaching Staff	10
5.	22-07-2023	A Talk and Demonstration on Fire & Safety	Non-Teaching Staff	8
6.	26-08-2023	Stress Management through Yoga	Non-Teaching Staff	10
7.	15-09-2023	An Orientation program on Duties and responsibilities for Non Teaching staff members	Non-Teaching Staff	8
8.	13-05-2023	Training on skill set enhancement - MSOffice for Non-teaching staff members	Non-Teaching Staff	9

PRINCIPAL



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Information Technology, Electronics and Telecommunication Engineering, Electrical Engineering

Date: 12<sup>th</sup> June 2023

## Notice

**Subject: Invitation to Attend an Orientation Program on "Professional Ethics"**

This is to inform all staff members that an Orientation Program on "Professional Ethics" will be held as per the following details:

- **Date:** 15th June 2023
- **Time:** 10:00 AM
- **Venue:** D1, Room No. 201
- **Speaker:** Dr. P S Kachare

All staff members are requested to attend the program without fail.

Dr . P S Kachare

IQAC Head

Dr. T K Nagaraj

Principal



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DTE Code: EN6311 / SPPU Code: CEGP013100  
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## Orientation Program

On

### "Professional Ethics"

Title of Program	Professional Ethics
Program Co-ordinator	Mr. Mayur S Devdhe, Mechanical Engineering Department.
Speaker	Dr. P S Kachare, HOD, Mechanical Engineering Department.
Date	15/06/2023, Thursday
Time	3.30 pm to 4.30 pm
Venue	Room No. 201, Mechanical Department

### About the Activity

The orientation program on "Professional Ethics" was delivered by Dr. P S Kachare, HOD, Mechanical Engineering Department at JSPM's BSIOTR, Pune. The event aimed to inculcate a deeper understanding of ethical principles and practices among educators, ensuring their alignment with institutional values and societal expectations. The speaker emphasized how professional ethics play a vital role in building trust with colleagues, students & at workplace. The speaker highlighted that the code serves as a blueprint for resolving ethical dilemmas and maintaining standards of professional behaviour.



Vision: "To satisfy aspiration of youth force, who wants to lead the nation towards prosperity through techno-economic development"  
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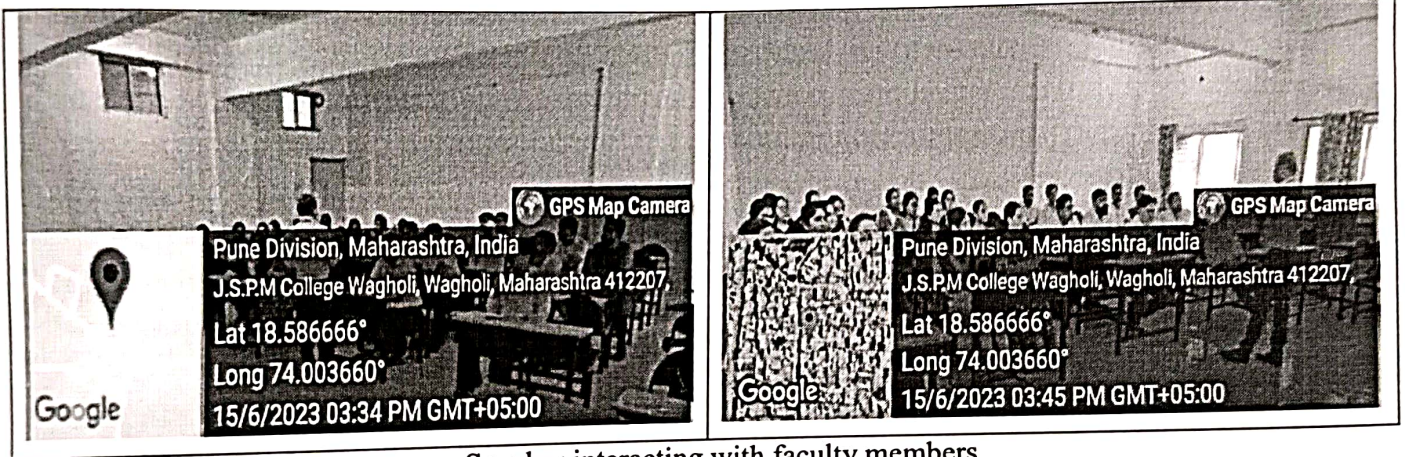
  
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The participants gained the valuable insights into:

1. Strategies for navigating ethical challenges with integrity.
2. The role of faculty in shaping students' moral and ethical outlook.
3. Institutional frameworks that support ethical practices.

**Photographs of program:**



Speaker interacting with faculty members

Mr. M S Devdhe  
Faculty Co-ordinator

Dr. P S Kachare  
HOD, Mechanical Engineering

Dr. T K Nagaraj  
Principal, BSIOTR



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## NOTICE

Date: 27/06/2023

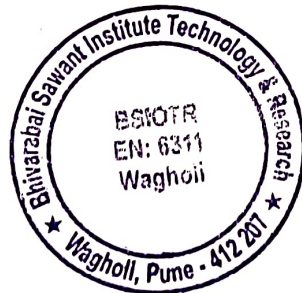
All teaching staff members are hereby informed that a seminar on "*Enhancing Quality of Teaching Skills*" will be conducted as per the following details:

- **Speaker:** Dr. R. S. Deshpande
- **Date:** 29th June 2023
- **Time:** 10:00 AM
- **Venue:** D1 Building, IT Seminar Hall (Room No. 311A)

This seminar is an excellent opportunity to enhance your teaching methodologies and gain valuable insights from an experienced academician. Attendance is mandatory.

Dr. P S Kachare

IQAC Head



Dr. T K Nagaraj

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### A Report On FDP Enhancing Quality of Teaching Skills

Date: 28th June 2023

Speaker: Dr. R. S. Deshpande

A seminar titled "*Enhancing Quality of Teaching Skills*" was conducted on 29th June 2023 by the esteemed speaker, Dr. R. S. Deshpande. The event was aimed at providing educators with insights and practical approaches to improve teaching effectiveness and ensure better learning outcomes for students.

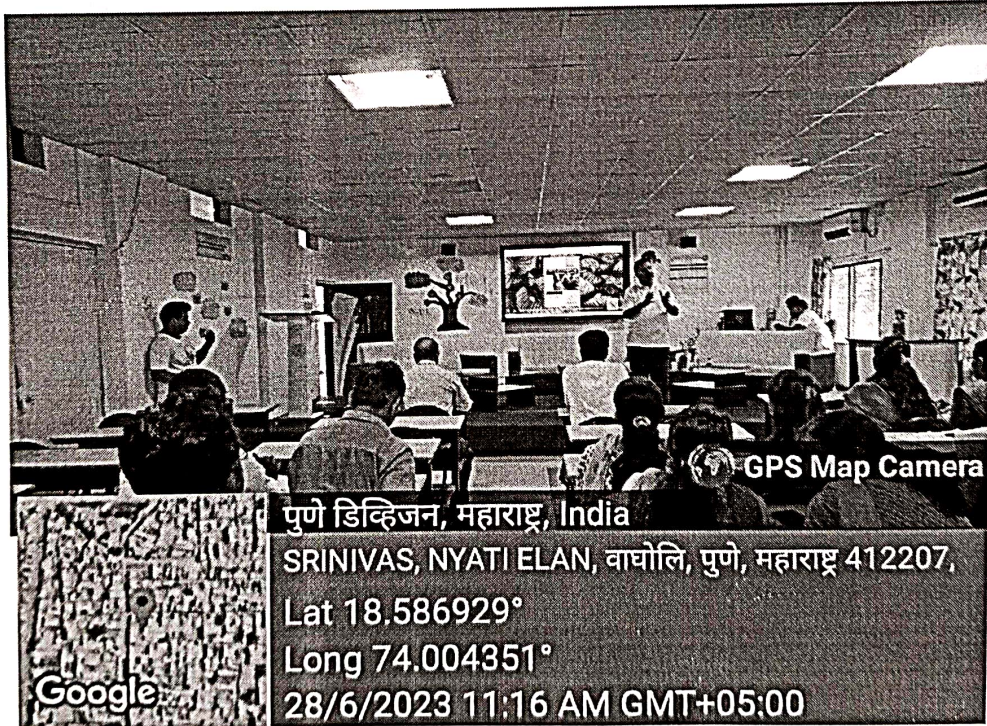


Photo 1: session taken by Dr. R. S. Deshpande "*Enhancing Quality of Teaching Skills*"

Dr. Deshpande, a renowned academician with extensive experience in pedagogy, began by emphasizing the pivotal role teachers play in shaping the intellectual and emotional growth of students. The seminar covered several key aspects of teaching, including:

**1. Modern Teaching Techniques:**

Dr. Deshpande highlighted the importance of adopting innovative teaching methodologies like flipped classrooms, collaborative learning, and the integration of technology in education.

**2. Effective Communication:**

The speaker stressed the need for clear and empathetic communication, which helps foster a positive and inclusive learning environment.

**3. Student-Centered Learning:**

Dr. Deshpande encouraged teachers to focus on the needs of the students, incorporating diverse learning styles and ensuring active participation in the classroom.

**4. Self-Reflection and Continuous Improvement:**

Teachers were advised to regularly evaluate their teaching strategies and remain open to feedback for personal and professional growth.

The session was interactive, with participants engaging in group discussions and sharing their experiences. Dr. Deshpande also provided actionable tips for lesson planning, time management, and maintaining student engagement.

In conclusion, the seminar was highly informative and inspiring. It equipped educators with valuable tools and perspectives to enhance their teaching skills and adapt to the evolving educational landscape. Participants expressed gratitude for Dr. Deshpande's guidance and acknowledged the session as a meaningful step toward professional development.



Mrs. Varsha Patil

Event Coordinator



Dr. P S Kachare

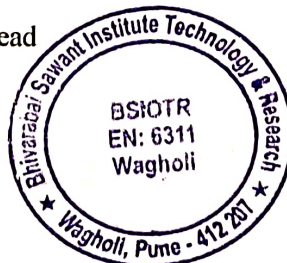
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Date: 3rd July 2023

## Notice

**Subject:** Invitation to Attend Workshop on "Use of ICT Tools in Teaching and Learning"

This is to inform all staff members that a one-day workshop on "Use of ICT Tools in Teaching and Learning" will be held as per the following details:

- **Date:** 6th July 2023
- **Time:** 10:00 AM
- **Venue:** Computer Department Building, D1, Room No. 407
- **Speaker:** Dr. Chandrabha Manjare

The workshop will focus on the effective integration of ICT tools in teaching practices, aimed at enhancing teaching and learning outcomes. All faculty members are encouraged to attend this insightful session.

For further details, please contact the undersigned.

Dr . P S Kachare

IQAC Head

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## One-Day Workshop Report

**Title:** Use of ICT Tools in Teaching and Learning

**Date:** 6th July 2023

**Time:** 10:00 AM

**Venue:** Computer Department Building, D1, Room No. 407

**Speaker:** Dr. Chandrababha Manjare

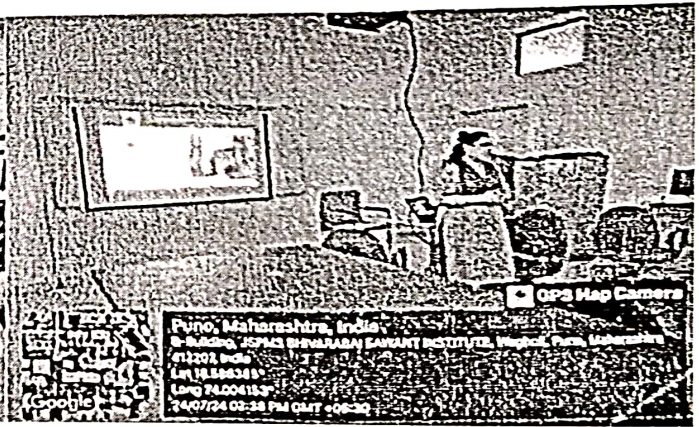
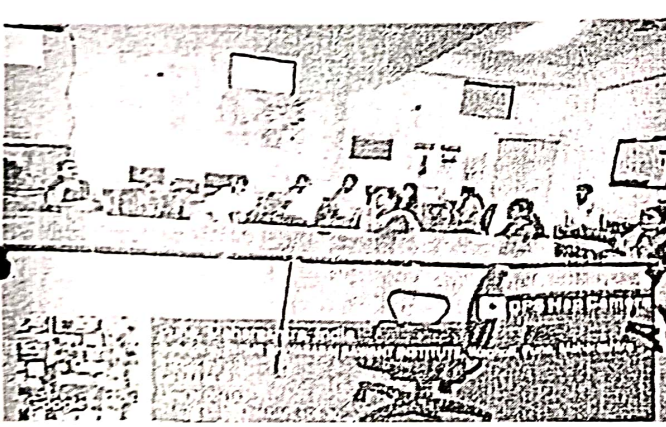
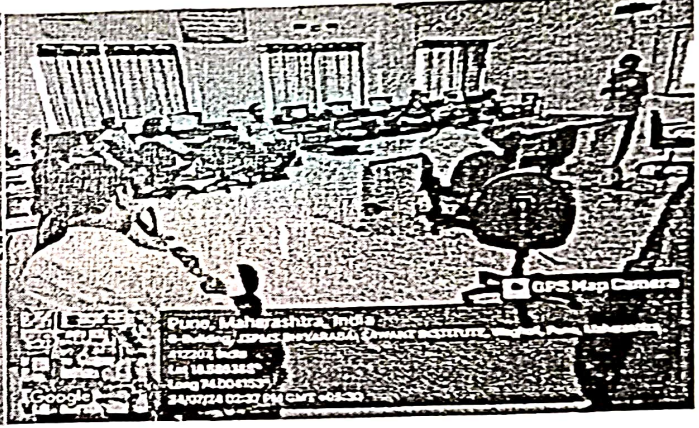
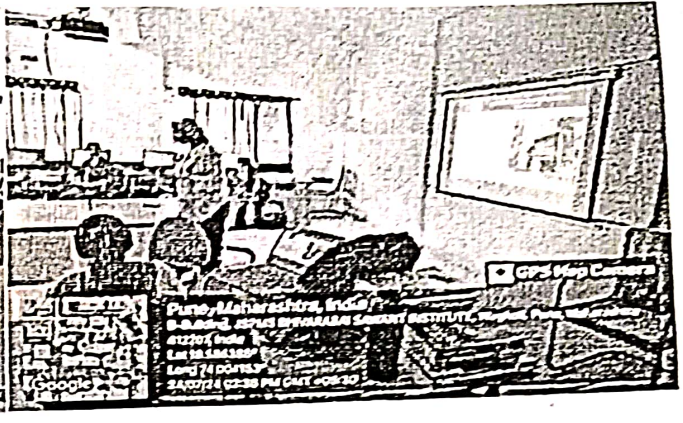
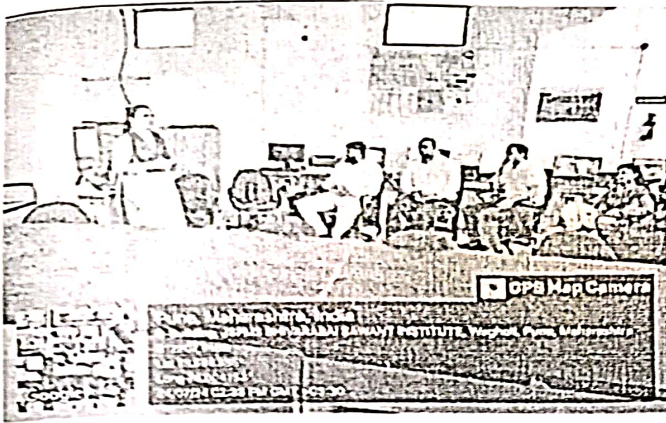
On 6th July 2023, the Department of Computer Science successfully organized a one-day workshop on "Use of ICT Tools in Teaching and Learning". The event commenced at 10:00 AM in Room No. 407 of the D1 building. The workshop aimed to enhance the teaching methodologies of educators by integrating Information and Communication Technology (ICT) tools into their instructional practices.


Dr. Chandrababha Manjare, a distinguished academic and expert in ICT-based pedagogy, conducted the workshop. She shared valuable insights on how digital tools can be effectively utilized to engage students, simplify complex concepts, and promote interactive learning. The session covered practical demonstrations of various ICT tools, including their applications in creating lesson plans, delivering lectures, and assessing student performance.


Participants, which included faculty members from diverse departments, actively engaged in hands-on activities and discussions. The workshop emphasized the significance of adopting technology to foster innovative teaching strategies. Feedback from attendees highlighted the session as both informative and highly applicable to modern teaching environments.

The workshop concluded with a vote of thanks, expressing gratitude to Dr. Manjare for her enlightening session and to the organizers for their meticulous planning. This initiative has equipped educators with the skills to enhance the overall learning experience, marking a step forward in educational excellence.

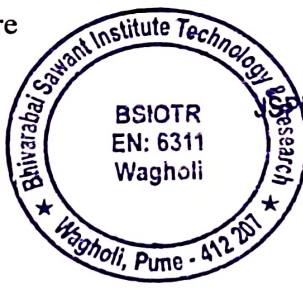




  
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Date: 29/7/2023

## A report on awareness session on “Process of Conduction of SPPU Examination”

Insem and Endsem examinations are conducted by affiliating university in the month of Nov./Dec. and May/June of every year. Savitribai Phule Pune University, Pune has standard operating procedure, guidelines and regulations for conduction of the examination.

The process of conduction of examination includes the following:

1. Announcement of Academic Calendar
2. Examination form filling by the students
3. Declaration of schedule of Theory/Practical/Oral/Termwork
4. Conduction of examination at respective centres
5. Dispatch of answer sheets to CAP centres along with the reports
6. Announcement of the result

An awareness session was conducted by Mr. Shrishail Patil, CEO, SPPU to highlight the entire process of conduction of examination for teaching and non-teaching staff members.

The objective of this session was to ensure smooth, fair and hassle free conduction of examination.



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Date: 29/7/2023

## A report on “A Talk and Demonstration on Fire & Safety”

Safety of the staff & students in the institute is given prime importance as they are supposed to work in various laboratories, workshops etc. Fire safety awareness is imparted through a talk and demonstration on Fire Safety for Students and Staff members on 27/7/2023. The Objective this event was to educate participants on basic fire safety principles, including fire prevention methods, proper escape routes, and emergency procedures in case of a fire.

This event was conducted by Mr. Khuspe Bhausheb, Fire Safety officer, Kolte-Patil Society. During the talk following points were highlighted by him.

### Importance of Fire Safety

#### Common Fire Hazards:

- Overloaded electrical outlets
- Faulty wiring
- Improper use of heating appliances
- Flammable liquids stored incorrectly
- Cluttered spaces
- Smoking materials not disposed of properly

#### Preventative Measures:

- Regularly inspect electrical cords and appliances
  - Keep flammable materials away from heat sources
  - Proper storage of flammable liquids in labeled containers
  - Maintain good housekeeping practices
  - Designated smoking areas with proper ashtrays
- Demonstration:



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## Demonstration:

Demonstration of use of fire extinguisher was made during this event.

- "PASS" Method:
- **P**: ull the pin
- **A**: im the nozzle at the base of the fire
- **S**: queeze the handle
- **S**: weep the nozzle from side to side



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Bhivarabai Sawant Institute of Technology & Research, Wagholi, Pune  
ATTENDANCE SHEET

Date:- 27/7/23

Name of Activity: A talk & demonstration on Pipe & Safety

Sr. No.	Name of Students / staff	Sign
1	Chandrabhan V. Kanawade	Chand
2	Anil B. Patil	Anil
3	Khens Patil	Khens Patil
4	Bhadwani Ashwini R.	Ashwani
5	Shruti Ambre	Shruti
6	Snehal Patange	Snehal
7	Harsha Kalel	Harsha
8	Vishal Chavhan	Vishal
9	Monika Khot	Monika



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**Mission:** - "To provide, nurture and maintain an environment of high academic excellence, research and entrepreneurship for all aspiring Students, which will prepare them to face global challenges maintaining high ethical and moral standards."





JAYAWANT SHIKSHAN PRASARAK MANDAL'S

# Bhivarabai Sawant Institute of Technology & Research

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Accredited with B++ Grade by NAAC

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EN 6311 / CEGP-013100



**Dr. T.K. Nagaraj**

ME. (Civil Engg), Ph.D (Civil Engg)

LMISTE, LMIGS, LMIRC

LMISRMTT, LMIE

**Principal**

**Prof. Dr. T. J. Sawant**  
B.E. (Elec.) PGDM, Ph.D  
Founder Secretary

Date: 29/8/2023

## A report on Stress Management through Yoga activity

Yoga can help manage stress by combining physical movement, breath control, and meditation. This practice can help reduce anxiety, improve sleep, and increase overall well-being. Prof. P. V. Jatti, Asst. Professor, Mechanical Engineering Department conducted a yoga session on 28/8/2023. Before yoga demonstration, he highlighted the following benefits of yoga for stress management.

Benefits of yoga for stress management

- **Physical relaxation:** Yoga postures can help release tension in muscles.
- **Deep breathing:** Pranayama techniques can help activate the parasympathetic nervous system, which can promote a relaxation response.
- **Mental focus:** Yoga can help you focus on the present moment and detach from stressful thoughts.
- **Stress hormone regulation:** Yoga can help reduce cortisol levels, which is the stress hormone.
- **Improved sleep:** Yoga can help improve sleep patterns, which can help the body cope with stress.



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Principal

Jayawant Shikshan Prasarak Mandal,  
Bhivarabai Sawant Institute of Technology & Research, Wagholi, Pune  
**ATTENDANCE SHEET**

Name of Activity: stress management through yoga Date: 26/8/23

Sr. No.	Name of Students / staff	Sign
1)	monika khot	Monika
2)	vishal chalke	Vishal
3)	Bhalwade Ashvini R.	Ashwini
4)	Shruti Am bre	Shruti
5)	sonal Parmar	Sonal
6)	Chandabhan V. Kanawade	Chandabhan
7)	Snehal Patange	Snehal
8)	Ani B. Patil	Ani
9)	Bhargav Nattaraj	Bhargav
10)	sonal Parmar	Sonal
11)	Sabir sayyed	Sabir
12)	Harsha kalel	Harsha
13)		



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Principal

## Strategic/perspective Plan

### 6.2.1-The institutional Strategic/ perspective plan is effectively deployed

Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words

One of the activities successfully implemented based on the strategic plan is accreditation by National Board of Accreditation of few of the programs in the institute. The NBA expert team visited the institute on 4-6 November 2022. Three programs namely Electronics and Telecommunication Engineering, Electrical Engineering and Information Technology got NBA accreditation for three years. This will aid the institute to enhance the best practices and Research activities.



**PRINCIPAL**  
J.S.P.M.'S Bhivarabai Sawant Institute of  
Technology & Research  
Wagholi, Pune- 412207



# राष्ट्रीय प्रत्यायन बोर्ड

चौथा तल, ईस्ट टावर, एन. बी. सी. सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली -110003  
**NATIONAL BOARD OF ACCREDITATION**  
4th Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003



File No: 28-609-2020-NBA

Date: 10-02-2023

To,

The Principal,  
JSPM's Bhivarabai Sawant Institute of Technology and Research,  
Gat No 720(1&2), Pune-Nagar Road,  
Wagholi, Taluka- Haveli,  
District - Pune, Maharashtra- 412207.

Subject: Accreditation status of UG Engineering programs applied by JSPM's Bhivarabai Sawant Institute of Technology and Research, Gat No 720 (1&2), Pune-Nagar Road, Wagholi, Taluka- Haveli, District - Pune, Maharashtra- 412207.

Sir,

This has reference to your application I.D. No. 4580-06/02/2020 seeking accreditation by National Board of Accreditation to UG Engineering programs offered by JSPM's Bhivarabai Sawant Institute of Technology and Research, Gat No 720(1&2), Pune-Nagar Road, Wagholi, Taluka- Haveli, District - Pune, Maharashtra- 412207.

2. An Expert Team conducted onsite evaluation of the programs from 4<sup>th</sup> to 6<sup>th</sup> November, 2022. The report submitted by the Expert Team was considered by the concerned Committees constituted for the purpose in NBA. The Competent Authority in NBA has approved the following accreditation status to the programs as given in the table below:

Sl. No.	Name of the Program(s) (UG)	Basis of Evaluation	Accreditation Status	Period of validity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Electrical Engineering	Tier II June 2015 Document	Accredited	Academic Years 2022-2023 to 2024-2025 i.e. upto 30-06-2025	Accreditation status granted is valid for the period indicated in Col.5 or till the program has the approval of the Competent Authority, whichever is earlier
2.	Electronics and Telecommunication Engineering		Accredited		
3.	Information Technology		Accredited		

3. It may be noted that only students who graduate during the validity period of accreditation, will be deemed to have graduated with an NBA accredited degree.

4. The programs have been granted accreditation for 3 years. JSPM's Bhivarabai Sawant Institute of Technology and Research, Gat No 720(1&2), Pune-Nagar Road, Wagholi, Taluka- Haveli, District - Pune, Maharashtra- 412207 should submit the Compliance Report at least six months before the expiry of validity of accreditation mentioned above so as to be eligible for consideration by the concerned Committee in NBA for further processing of the accreditation status.

Contd./...



5. The accreditation status awarded to the programs as indicated in the above table does not imply that the accreditation has been granted to **JSPM's Bhivarabai Sawant Institute of Technology and Research, Gat No 720(1&2), Pune-Nagar Road, Wagholi, Taluka- Haveli, District - Pune, Maharashtra- 412207** as a whole. **As such the Institution should nowhere along with its name including on its letter head etc. write that it is accredited by NBA because it is program accreditation and not Institution accreditation. If such an instance comes to NBA's notice, this will be viewed seriously.** Complete name of the program(s) accredited, level of program(s) and the period of validity of accreditation, as well as the Academic Year from which the accreditation is effective should be mentioned unambiguously whenever and wherever it is required to indicate the status of accreditation by NBA.
6. The accreditation status of the above programs is subject to change on periodic review, if needed by the NBA. It is desired that the relevant information in respect of accredited programs as indicated in the table in paragraph 2, appears on the website and information bulletin of the Institute.
7. The accreditation status awarded to the programs as indicated in table in paragraph 2 above is subject to maintenance of the current standards during the period of accreditation. If there are any changes in the status (major changes of faculty strength, organizational structure etc.), the same are required to be communicated to the NBA, with an appropriate explanatory note.
8. A copy each of the Report of Chairman of the Visiting Team and Evaluators' Reports in respect of the above programs is enclosed.
9. If the Institute is not satisfied with the decision of NBA, it may appeal within thirty days of receipt of this communication giving reasons for the same and by paying the requisite fee.

Yours faithfully,

  
(Dr. Anil Kumar Nassa)  
Member Secretary

- Encls.:** 1. Copy of Report of Chairman of the Visiting Team.  
2. Copy each of Expert Reports of the Visiting Team.

Copy to:

1. The Director,  
Directorate of Technical Education  
Govt. of Maharashtra 3,  
Mahapalika Marg,  
Mumbai 400 001.
2. The Registrar,  
Savitribai Phule Pune University,  
Ganeshkhind Road, Pune,  
Maharashtra 411007.
3. Accreditation file
4. Master Accreditation file of the State



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**Bhivarabai Sawant Institute of Technology & Research**



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Principal

\*\*\*Programs Accredited by National Board of Accreditation (NBA), New Delhi \*\*\*  
\* Electrical Engineering \* Electronics and Telecommunication Engineering. \* Information Technology

Ref: JSPM/BSIOTR/23-24 /14575

Date: 10 June 2023

**NOTICE**  
**Internal Quality Assurance Cell**

All IQAC members are hereby informed that, our upcoming Internal Quality Assurance Cell (IQAC) meeting, which is scheduled to take place on 05<sup>th</sup> July 2023 at 10.00 am. The meeting will be held at Board Room of BSIOTR.

Your presence will be definitely a value addition in our efforts to maintain the quality of education. Therefore you are requested to kindly make it convenient to attend the meeting to deliberate on the following agenda.

**Agenda for the IQAC Meeting:**

1. Review of Previous Meeting Minutes
2. Industry-Institute Interaction
3. Conduction of FDP, Workshops, Seminar, Expert Lectures etc.
4. Field Visits and Internship
5. Alumni and Parent Meetings

With regards

  
**Prof. P.V. Jatti**  
IQAC Coordinator/Director



  
**Dr. T.K. Nagaraj**  
Principal and Chairman IQAC

Copy to: All Heads of Dept.  
Campus Director  
All IQAC Members

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J.S.P.M.'S Bhivarabai Sawant Institute of  
Technology & Research  
Waghholi, Pune-412207  
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## Minutes of IQAC Meeting

Dr. T.K. Nagaraj, Principal BSIOTR, Prof. P.V. Jatti, coordinator IQAC welcomed all the members for the IQAC meeting. IQAC meeting is conducted on Wednesday, 5th July 2023, between 10.00 am to 1.00 pm and the following points were discussed in the meeting.

Date of Meeting	Time	Venue
05 <sup>th</sup> July 2023	10.00 am	Board Room, BSIOTR

Following points of agenda were discussed in details and following resolutions were passed:

### 1. Review of Previous Meeting Minutes

Resolution: Review of action taken report of last meeting on ~~05<sup>th</sup> July 2023~~. 17<sup>th</sup> Apr, 2023

### 2. Working on industry-based projects by students

Resolution: The industry experts present for the IQAC meeting, Mr. Gadad, expert Johnson Controls India, Commodity Lead explained the significance of students working on industry-based problems. With exposure to industry and the challenges industry faces on technical and technological front can be shared with academia, similarly college should approach various industries to understand the different problems which can be solved in students' projects. This shall give a good learning experience not just to students, but also to faculty as the interaction with industry can be fruitful to gain experience for both teachers and students. Working on industry-based problem or live project can help to gain enriching experience and at the same time can help industry to get a solution.

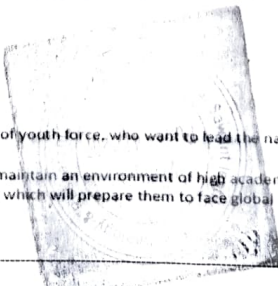
### 3. Publication in research journals and as conference proceeding

Resolution: Discussion on publication in research National/International journals and as conference proceedings are two common avenues for disseminating academic and scientific research findings.



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PRINCIPAL

Dr. T.K. Nagaraj  
Principal

technology & Res



Each has its own set of advantages and considerations. Research journals typically subject submitted articles to a rigorous peer-review process. This means that the research is evaluated by experts in the field, ensuring a high level of quality and reliability in the published work and researchers often choose one or both based on their goals and the nature of their research. Many journals are ranked based on their impact factor, which measures the frequency of citations to articles in that journal. Researchers often aim to publish in high-impact factor journals to enhance their academic reputation.

### 1. Conduction of FDP, Workshops, Seminar, Expert Lectures etc.

Resolution: This resolution signifies our unwavering commitment to the growth and development of our academic community and our dedication to the pursuit of knowledge, innovation, and excellence in education. So it should be in academic calendar to give awareness of all staff members and students.

### 2. Updating the Course contents and MOODLE

Discussed on updating course content on MOODLE, a widely used learning management system (LMS), is a crucial aspect of modern education. It allows educators to keep their courses relevant, engaging, and aligned with educational goals. Here's a discussion on the importance of updating course content on MOODLE, like handwritten notes, Assignments, solved question papers, test papers, PPTs, Learning material by considering slow and advanced learner. Quality parameters must be following which are given by ARQAC.

### 3. Field Visits and Internship

It was suggested by Principal and Industry experts that students have to visit industries to get sponsored projects and do internship to enhance their hands on experience. In this regard faculty has to take initiative for industrial visits and motivate students to do the projects in industries.

### 4. Alumni and Parent Meetings

Parents and alumni meetings are essential components of any educational institution's engagement and communication strategy. These meetings provide valuable opportunities for the institution, parents, and former students to connect, share information, and collaborate for the betterment of the academic community. Let's discuss the importance and benefits of both types of meetings: Communication, communication and transparency, Parental involvement, feedback.



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M. A. R. C. Research  
Machiloli, Pune- 412207




By conducting alumni meet following points may get improved like networking, sharing experience, mentorship, funding support,

In summary, both parents and alumni meetings are essential for maintaining a thriving educational community. Parents meetings focus on current students' well-being, academic progress, and family-school collaboration, while alumni meetings foster a sense of loyalty, support, and tradition. Educational institutions should invest time and resources in organizing these meetings to create a vibrant and connected educational ecosystem

Dr. T.K. Nagaraj Principal thanked the members of the IQAC and in particular the expert members and all IQAC members for the contribution and suggestions for the development.

  
Prof. P. V. Jatti  
IQAC Coordinator/Director

  
Dr. T.K. Nagaraj  
Principal and Chairman IQAC

**PRINCIPAL**  
S.P.M.'s Chivarebai Sawant Institute of  
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Wachell, Pune- 412207



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LMISRETT, LMIE  
Principal

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## Action Taken Report of IQAC Meeting No. 01 of AY 2023-24 conducted on 05 July 2023

Point Nos	Subjects	Action Taken
02	Working on industry-based projects by students.	As per suggestion given by all : All HODs and Project coordinators informed that they must increase the industry sponsored projects by identifying the nearby software and hardware industries with the help of all TPCs.
03	Publication in research journals and as conference proceeding.	Informed all UG, PG studnets and faculty members: Increasing publications in referred journals, international and national conferences, book chapters, and books is a significant goal for academic researchers and scholars. It contributes to knowledge dissemination, academic recognition, and career advancement. Here are some steps and strategies to help individuals and academic institutions increase their research publications.
04	Conduction of FDP, Workshops, Seminar, Expert Lectures etc.	Submitted proposals to concern authority to get funding for technical and non-technical FDPs in institution, also conducted some self-funding FDPs in institute.
05	Updating the Course contents and MOODLE	All subject coordinators have been uploaded required learning material on MOODLE, also Intimated to MOODLE coordinators to verify.
06	Alumni and Parent Meetings	All Departments Planned their alumni and parents meet at the end of September or October 2023.

Prof. P.V. Jatti  
IQAC Coordinator/Director



Dr. T.K. Nagaraj  
Principal and Chairman IQAC

Bhivarabai Sawant Institute of Technology & Research  
Waghodi, Pune-412207



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# JAYAWANT SIKSHAN PRASARAK MANDAL'S Bhivarabai Sawant Institute of Technology & Research



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Dr. Y.K. Nagaraj  
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MISTE, MICE, MIRC  
MISRAFF, LAM  
Principal

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\* Electrical Engineering \* Electronics and Telecommunication Engineering \* Information Technology

## Internal Quality Assurance Cell

Academic Year :2023-24

Meeting Date: 5.07.2023.

Attendance Sheet.

Following members were present for IQAC meeting conducted on  
5.07.2023 10.00am at board room:

Sr. No	Name of the Member	Signature
1	Dr. Sachin Admane	
2	Dr. T.K. Nagaraj	
3	Gourav Thakur	
4	N. H. Ghuge	
5	Dr. P.S. Kulkarni	
6	P.V. Jadhav	
7	G.m. Bhandari	
8	Arun Patil	
9	Dr. Swati Godse	
10	Kavita Patil	
11	Dr. Y.S. Aulekar	
12	Nikita Mane	
13	Dr. A.L. Wanare	
14	Dr. Praveen Barapatre	



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Principal

\*\*\*Programs Accredited by National Board of Accreditation (NBA), New Delhi\*\*\*  
\* Electrical Engineering \* Electronics and Telecommunication Engineering. \* Information Technology

Ref: JSPM/BSIOTR/23-24

Date: 15 Sept. 2023

## NOTICE Internal Quality Assurance Cell

I am writing to invite you to our upcoming Internal Quality Assurance Cell (IQAC) meeting, which is scheduled to take place on 23 September 2023 at 10.00 am. The meeting will be held at Board Room of BSIOTR.

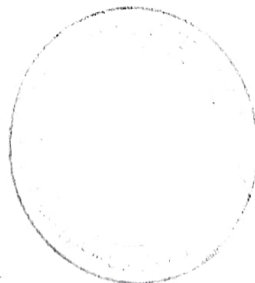
Your presence will be definitely a value addition in our efforts to maintain the quality of education. Therefore you are requested to kindly make it convenient to attend the meeting to deliberate on the following agenda.

### Agenda for the IQAC Meeting:

1. Welcome and Introduction of Members
2. Review of Previous Meeting Minutes
3. Progress update of ongoing Quality Improvement Initiatives
4. Budget for FDP, NPTEL, STTP, Seminar and workshop conduction
5. Industry-Institute Interaction
6. Discussion of upcoming accreditation requirements and deadlines
7. Administrative training to teaching and non-teaching staff.

With regards

Prof. P.V. Jatti  
IQAC Coordinator/Director



Dr. T.K.Nagaraj  
Principal and Chairman IQAC

PRINCIPAL  
J.S.P.M.'s Bhivarabai Sawant Institute of  
Technology & Research  
Bhivarabai Sawant Institute of Technology & Research  
Waghodi, Pune-412207.

Copy to: All Heads of Dept.  
Campus Director  
All IQAC Members



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# JAYAWANT SHIKSHAN PRASARAK MANDAL'S Bhivarabai Sawant Institute of Technology & Research

(Approved by AICTE New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)

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[EN-6311] [CEGP-013100]



Prof. Dr. T. J. Sawant  
B.E. (Elec.) PGDM, Ph.D.  
Founder Secretary

Dr. T.K. Nagaraj  
ME (Civil Engrg), Ph.D. (Civil Engrg)  
LMISTE, LMIGS, LMIRC,  
LMISRMFT, LMIE  
Principal

\*\*\*Programs Accredited by National Board of Accreditation (NBA), New Delhi\*\*\*  
\* Electrical Engineering \* Electronics and Telecommunication Engineering. \* Information Technology

## Minutes of IQAC Meeting

On behalf of Dr. T.K. Nagaraj Principal and chairman IQAC, Prof. P.V. Jatti, coordinator IQAC welcomed all the members for the IQAC meeting. IQAC meeting is conducted on Saturday, 23<sup>rd</sup> September 2023, between 10.00 am to 1.00 pm and the following points were discussed in the meeting.

Date of Meeting	Time	Venue
23 September 2023	10.00 am	Board Room

Following points of agenda were discussed in details and following resolutions were passed:

### 1. Review of Previous Meeting Minutes

Resolution: Review of action taken report of last meeting on ~~23 September 2023~~ 5<sup>th</sup> July 2023

### 2. Progress update of ongoing Quality Improvement Initiatives

Resolution: Review of progress updates of ongoing Quality Improvement Initiatives like Curricular Aspects, Teaching Learning and Evaluation, Research Innovations and Extensions, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices. Students motivated to undergo industrial internship/training/ Rewards/ appreciation given by organising competitions. Also motivated for higher education by conducting awareness sessions. It is ensured that the initiatives are on track.

### 3. Budget for FDP, NPTEL, STTP, and Seminar and workshop conduction

Resolution: When it comes to resolving budgets for various academic or professional programs like Faculty Development Programs (FDP), National Programme on Technology Enhanced Learning (NPTEL), Short-Term Training Programs (STTP), Seminars, and Workshops, it's important to follow a structured approach to allocate funds appropriately. As per management instructions, required budgets have been sanctioned before conducting the any Curricular and Co-Curricular Activities. Proper format is there for the same.



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#### 4. Industry-Institute Interaction

Resolution: Industry-Institute Interaction (III) is a crucial component of any educational institution's efforts to enhance the quality of education and prepare students for the real-world challenges. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in overseeing and facilitating these interactions. In this IQAC meeting, we have discussed the significance, benefits, challenges, and strategies for fostering effective Industry-Institute Interaction.

Dr. T.K. Nagaraj , Principal and Industry expert Mr. Gadad emphasize the need for more hands-on training and industry-relevant skills in our curriculum. We should also encourage faculty to participate in industry projects and research, which not only benefits students but also keeps our faculty up-to-date with industry trends

Significance of Industry-Institute Interaction: Bridging the Gap: Industry-Institute Interaction bridges the gap between academic knowledge and practical application. It enables students to understand real-world scenarios and industry requirements and Skill Enhancement: It helps in aligning the curriculum with industry needs, ensuring that students

#### 5. Discussion of upcoming accreditation requirements and deadlines

Resolution: Reviewed last AQAR which has been submitted yearly to NAAC. Institution seeking NAAC accreditation is usually required to submit comprehensive documentation, including self-study reports and institutional data. This documentation typically includes information on various aspects of the institution, such as infrastructure, teaching and learning processes, research, governance, and more. SSR: Institutions are required to prepare a detailed SSR that reflects their academic and administrative processes, strengths, weaknesses, and plans for improvement. This report is a critical component of the accreditation process. As per discussion with NAAC coordinator Prof. P.V. Jatti, all process is going on for second cycle of NAAC accreditation.

#### 6. Administrative training to teaching and non-teaching staff.

Resolution: Discussion on providing administrative training to both teaching and non-teaching staff is crucial for the efficient operation of educational institutions. Such training can help staff members better understand their roles and responsibilities, improve communication and collaboration, and enhance overall institutional effectiveness. Here's how you can approach administrative training for teaching and non-teaching staff. Begin by conducting a needs assessment to identify the specific training needs of your staff. This can be done through surveys, interviews, or discussions with staff members and department heads. Determine the skill gaps, knowledge deficiencies, and areas where training is most needed.



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**For Teaching Staff:** Pedagogy and teaching methodologies: Classroom management and discipline, Assessment and evaluation techniques, incorporating technology in teaching, Student engagement and motivation.

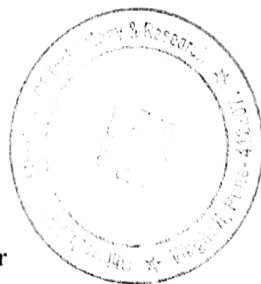
**For Non-teaching Staff:** Administrative processes and procedures, Effective communication and customer service skills, Time management and organizational skills, Use of office software and tools, Campus safety and emergency protocols, Training scheduled that accommodates staff members' work responsibilities and doesn't disrupt the regular functioning of the institution. Maintain a training database for reference and reporting purposes.


**Any other point with the permission of chairman: Need for functional MoUs for improving various skills of students.**

Resolution: It is important to collaborate with various institutes and organisations to adopt and learn new skills important for the students. There could be many such companies who would like to collaborate with different departments of the college to work on any mutually engaging work benefitting all. Various activities can be taken up under MoUs which shall give exposure to students to work on different projects, internships, research ideas or start-ups. Different courses on language skills can be taken up by students to develop themselves. Principal Sir elaborated the benefits of the association with existing MOUs in which many students have got benefitted from the college.

Dr. T.K. Nagaraj Principal , thanked the members of the IQAC and in particular the expert members and all IQAC members for the contribution and suggestions for the development.

  
**Prof. P.V. Jatti**  
IQAC Coordinator/Director



  
**Dr. T.K.Nagaraj**  
Principal and Chairman IQAC

**IQAC**  
Bhivarabai Sawade College of Technology & Research  
Waghodi, Pune-412207.



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Prof. Dr. T. J. Sawant  
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Dr. T.K. Nagaraj  
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LMISMTT, LMIE  
Principal

\*\*\* Programs Accredited by National Board of Accreditation (NBA), New Delhi \*\*\*  
\* Electrical Engineering \* Electronics and Telecommunication Engineering. \* Information Technology

Following Members were Present on 23 September 2023

Sr. No.	Name of Member	Designation	Designation in IQAC
1	Dr.Nagaraj K.Timalapur	Principal	Chairperson
2	Dr. Sachin Admanac	Campus Director, JSPM, Wagholi Campus.	Member (Management Representative)
3	Er.Rajendra Nimbargi	M.D. Helvoet Rubber & Plastics technologies (I) Pvt. Ltd.Pune	Member (Industrialist)
	Mr.Prashant Mane	Director, Phoenixgen Pvt Ltd, Pune	Member (Employer)
4	Mr. Vijay Gadad,	Honeywell International India Pvt Ltd, Pune	Member Local Society
6	Mr. Santosh Jathar	Parent( father of Priti Jadhav TE Elect student)	Member (Stakeholder Parent)
7	Dr.Arun Patil	Dean academic	Member (Teaching)
8	Dr.N.N.Ghugre,	HOD, Electrical Engineering	Member (Teaching)
9	Dr.P.S.Kachare,	HOD,Mechanical Engineering	Member (Teaching)
10	Dr.Y.S.Angal,	HOD,E&TC	Member (Teaching)
11	Mrs.Vidya Jagtap,	HOD,Information Techonology	Member (Teaching)
12	Dr.Gayatri Bhandari	HOD, Computer Engineering	Member (Teaching)
13	Dr.Swati Godse	HOD,Engineering Science	Member (Teaching)
14	Dr.A.L.Wanare	Professor	Member (Teaching)
15	Mr.Ganesh Lahote	Training and Placement Officer	Member (Teaching)
17	Mrs.Patil Kavita	Sr. Clerk	Member Admin
18	Mr.Darshan Patil	Enzigma Pvt Ltd, Pune Alumni	Member (Alumni)
19	Mr. Viraj Pandit	TE (IT)	Member Student
20	Mr.Gaurav Thakur	Student,E&TC	Member Student
21	Mr.P.V.Jatti	Associate Professor	Coordinator/Director IQAC

**Dr. T.K. Nagaraj**  
Principal and Chairman IQAC

PRINCIPAL

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JAYAWANT SHIKSHAN PRASARAK MANDAL S  
**Bhivarabai Sawant Institute of Technology & Research**



Prof. Dr. T. J. Sawant  
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Dr. T.K. Nagaraj  
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 I.MISTP, LMISSE, LMISC,  
 LMISRAET, LMIE  
 Principal


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**Action Taken Report of IQAC Meeting No. 02  
 AY 2023-24 conducted on 23 Sept. 2023**

Point Nos	Subjects/Points from Agenda	Action Taken
3	Progress update of on-going Quality Improvement Initiatives.	Academics Dean have prepared the report for the same, Moodle Updation, Course file verification, Results analysis
4	Budget for FDP, NPTEL, STTP, and Seminar and workshop conduction.	All Heads of Department are instructed to prepare the budget for FDP, STTP, Workshops, Seminar etc.
5	Industry-Institute Interaction.	TPO and TPCs are instructed to increase the MoUs with software and core industry, keep it active by calling experts, conduct visits, experiential learning must be there through MoUs. Conducted industrial visits by all departments.(80+ MoUs are there with TPO)
6	Discussion of upcoming accreditation requirements and deadlines.	NAAC coordinator (Prof. Jatti P.V.) is preparing the required data for AQAR of last four years to submit the IQA of NAAC for Second cycle.
7	Administrative training to teaching and non-teaching staff.	Scheduled of Administrative training programs

  
**Prof. P.V. Jatti**  
 IQAC Coordinator/Director



  
**Dr. T.K. Nagaraj**  
 Principal and Chairman IQAC

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## Internal Quality Assurance Cell

**Academic Year :2023-24**

**Meeting Date:23.09.2023**

**Attendance Sheet.**

Following members were present for IQAC meeting conducted on  
23.09.2023 at 10.00 am at board room:

Sr. No	Name of the Member	Signature
1	Dr. Sachin Adman	
2	Fr. Rajendra Nimbargi	
3	Dr. T.K. Nagara	
4	Anurag Thakur	
5	Dr. Y.S. Ajeel	
6	G.M. Bhandari	
7	P. V. Jadh.	
8	Dr. P.S. Kadare	
9	Kavita Patil	
10	Dr. Swati Godse	
11	N. H. Ghuge	
12	Nikita Mane	
13	Dr. Anur Patil	
14	Dr. A.L. Wanare	
15	Dr. Praveen Barapatre	



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# Bhivarabai Sawant Institute of Technology & Research



Prof. Dr. T. J. Sawant  
B.E. (Elec.) PGDM, Ph.D.  
Founder Secretary

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Dr. T.K. Nagaraj  
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M.Tech. (Electrical Engg.)  
Principal

\*\*\* Programs Accredited by National Board of Accreditation (NBA), New Delhi \*\*\*  
\* Electrical Engineering \* Electronics and Telecommunication Engineering \* Information Technology

Ref ISPM/BSIOTR/23-24/18176

Date: 07 March 2024

## NOTICE Internal Quality Assurance Cell

We take this opportunity to invite you to our upcoming Internal Quality Assurance Cell (IQAC) meeting, which is scheduled to take place on 14 March 2024 at 3.30pm. The meeting will be held at Board Room of BSIOTR.


Your presence will be definitely a value addition in our efforts to maintain the quality of education. Therefore you are requested to kindly make it convenient to attend the meeting to deliberate on the following agenda.

### Agenda for the IQAC Meeting:

1. Review of previous meeting
2. Value added and add on courses
3. Out reach program
4. Result analysis
5. Students internship
6. Students project exposure
7. Faculty NPTEL Registration.

With regards

  
Prof. P.V. Jatti  
IQAC Coordinator/Director

  
7/3/2024  
Dr. T.K. Nagaraj  
Principal and Chairman IQAC



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**Prof. Dr. T. J. Sawant**  
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L.MISE, L.MISS, L.MIRC  
L.MISRAFF, L.MIE  
Principal

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Ref: JSPM/BSIOTR/23-24

Date: 07 March 2024

### NOTICE

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With regards

  
**Prof. P.V. Jatti**  
IQAC Coordinator/Director

  
**Dr. T.K. Nagaraj**  
Principal and Chairman IQAC

**PRINCIPAL**

Bhivarabai Sawant Institute Of Technology & Research  
Wagholi, Pune- 412207







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LMISTE, LMGS, LMHC  
LMISRMIT, LMIE  
Principal

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## MINUTES OF IQAC MEETING

On behalf of Dr.T.K.Nagaraj , Principal and chairman IQAC, Prof.P.V.Jatti, coordinator IQAC welcomed all the members for the IQAC meeting. IQAC meeting was held on Thursday 14/3/2024 at 10.00am and following points were discussed in the meeting.

Following points of agenda were discussed in details and following resolutions were passed:

### 1. Review of previous meeting:

Review of last meeting conducted on 23.09.2023 was taken.

### 2. Value added and add on courses

It is raised by chairperso that each department has to conduct value added courses during the vacation period for at least one week for 30 hours duration.

This will definitely help to improve the student as well as staff current technical knowledge.

### 3. Out reach program:

It has discussed in the meeting regarding the out reach program instead of hiring the experts from outside to conduct different skills, social, religious, spiritual, economics and technology management under the outreach program we have to utilize in house faculty who have special extra ablativities and skills to conduct the programs.

This way inhouse faculty will also get the exposure to deliver on different topics other than technical subject which they are regularly dealing.

### 4. Result analysis:

It has rigours discussion on the first semester result declared by SPPU Pune, It has suggested that all heads of department should segregate the students like slow,

medium and fast learners. For fast learners top 10 students are to be considered. Faculty have to give special attention, guidance and counselling of these category as per requirement so that their result will improve.

#### 5. Students' internship:

Even though there is compulsory internship as per SPPU syllabus, students have to be motivated to go for internship sponsored by industry on advanced technology, which are changing globally with high speed. This is to be done during the vacation slot available in summer as well as winter.

This will help the students for upgrade their knowledge consequently for placement.

#### 6. Students project exposure:

Dr. Y S Angal, Head ETC department suggested that final year student who have completed their projects have to participate in project completion organised by different colleges, Universities to showcase their concepts and new ideas.

It is also discussed that other than final year students may also inspired to participate preparing the group of 5 to 6 students from different stream.


#### 7. Faculty NPTEL Registration.P V :

Dr. T K Nagaraj, Principal mentioned that as management is sanctioning fifty percent amount for the faculty appearing the NPTEL exams conducted by IIT, Every faculty have to register of the NPTEL course and appear the exam seriously. HODs are requested to take follow up and motivate faculty so that they improve their subject knowledge and confidence.

The meeting concluded at 4.30pm with vote of thanks by Prof P V Jatti, IQAC Coordinator

  
Prof P V Jatti  
IQAC Coordinator



  
15/3/2024  
Dr. T K Nagaraj  
Principal and Chairman IQAC

Shivaratni Sawai Institute of Technology & Research  
Wagholi, Pune-412207



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Principal

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## Internal Quality Assurance Cell

Academic Year :2023-24

Meeting Date:14.03.2024

Attendance Sheet.

Following members were present for IQAC meeting conducted on  
14.03.2024 at 3.30pm at board room:

Sr. No	Name of the Member	Signature
1	Dr. Sachin Admane	
2	Dr. T.K. Nagara	
3	Gaurav Thakur	
4	G.M. Bhandari	
5	N. M. Ghuge	
6	P. V. Jadhav	
7	A.M. Solanki	
8	Kavita Patil	
9	Dr. P.S. Kadhare	
10	Dr. V.S. Wadde	
11	Dr. Anup Patil	
12	Dr. Swati Godse	
13	Dr. Y.S. Alge	
14	Nikita Manje	
15	Dr. Pravin Barapatre	



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LMISTE, LMIGS, LMIRC, LMISRMTT, LMIE  
Principal

**NBA Accredited Program: Information Technology, Electronics & Telecommunication Engineering, Electrical Engineering**

**Date: 13/09/2023**

## Notice

All the non-teaching staff members (office staff, Laboratory Assistants, library staff, Workshop instructors) are hereby informed that there will be a session related to “An Orientation of non-teaching staff members”. The speaker for the session is Prof. P. V. Jatti.

Day & Date: Thursday, 15/09/2023

Time: 9.30 AM

Venue: BSIOTR Board room, D1 Building.

Dr. Pravin Kachare  
IQAC Coordinator

Dr. T K Nagaraj  
PRINCIPAL



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Ref No. JSPM's BSIOTR/MECH/2023-24/

Date: 15/09/2023

## EVENT REPORT

1	Name of the Event	“Orientation Programme for the Non-teaching staff”
2	Day & Date of the Event	Saturday, 15 <sup>th</sup> September 2023
3	Time of the Event	10:30 am to 3:00 pm
4	Venue of the Event	‘D1’ Building, Conference hall, BSIOTR, Wagholi.

### 5. Description

#### (a) Introduction, Theme & Significance

##### a) Introduction

Internal Quality Assurance Cell of our College has organized an “Orientation Programme for the Non-Teaching Staff” members of BSIOTR in the Conference hall ‘D1’ Building on 10th of August, 2024. The resource person was Prof. P. V. Jatti, Senior Faculty, Department of Mechanical Engineering BSIOTR Wagholi, Pune. Twenty faculty members were attended the programme.

##### b) Theme

1. Duties and responsibilities: The role of non-teaching staff in relation to the university
2. University rules and regulations: How to be part of the institution
3. Soft skills: Communication, teamwork, and leadership skills
4. Office management: Keeping log books, office files, and records up to date
5. Personality development: How to enhance one’s personality and develop leadership skills

##### c) Significance

1. Feel welcome: Orientation helps new employees feel comfortable and supported in their new roles and departments.
2. Learn about the organization: Orientation programs introduce new employees to the organization's policies, procedures, and expectations.



**Prof. Dr. T. J. Sawant**  
B.E. (Elec.), PGDM, Ph.D  
Founder Secretary

JAYWANT SHIKSHAN PRASARAK MANDAL'S

**Bhivarabai Sawant Institute of Technology & Research**

(Approved by AICTE New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)  
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DTE Code: EN6311 / SPPU Code: CEGP013100

Accredited by NAAC with Grade A+



**Dr. T. K. Nagaraj**  
M.E. (Civil Engg), Ph.D (Civil Engg)  
LMISTE, LMIGS, LMIRC, LMISRMIT, LMIE  
Principal

**NBA Accredited Program: Information Technology, Electronics & Telecommunication Engineering, Electrical Engineering**

3. Understand their responsibilities: Orientation programs help new employees understand their roles and responsibilities.
4. Get to know their co-workers: Orientation programs help new employees get to know their co-workers.
5. Build loyalty: Orientation programs can help new employees feel a sense of pride and loyalty towards the organization.
6. Improve performance: Orientation programs can help new employees improve their performance.

## **(b) Conduction, Guest details, Activity**

### **a) Conduction**

“Orientation Programme for the non-teaching staff” was organized by IQAC cell of BSIOTER Wagholi, Pune. On 15<sup>th</sup> of September 2023 at BSIOTR in the Conference hall ‘D1’ Building.

### **b) Guest details**

1. Prof. P. V. Jatti,  
Senior Faculty, Department of Mechanical Engineering  
BSIOTR Wagholi ICOER, Wagholi, Pune.
2. Dr. P. R. Kachare  
HOD Mechanical Engineering  
BSIOTR, Wagholi, Pune.
3. Prof. A. R. Patil  
Assistant Professor, Mechanical Engineering

### **d) Activity**

The session although began with a formal tone, gradually shifted to a more comfortable zone and everyone thoroughly enjoyed it. The speakers shared their experiences as to how their career began as teachers of this prestigious institution and finally how they were moulded into better human beings by the life experiences they gained here. The young teachers also shared their views and challenges they face. The faculty members were sensitized regarding their role as educators and the immense responsibility they had in transforming and moulding the young minds.





### e) Non-Teaching Faculty response & participation

The Orientation Programme for Non-Teaching Faculty members instilled the core values of the institution and passed on the traditions of the college to them. This programme inspired them to aim for quality and standards of Excellence in every field of their activity which is the hallmark of the institution.

#### Event Photos:



Sign:

Name: Prof. A.R. Patil

Event Representative

Sign:

Name: Dr. P. S. Kachare

Head IQAC



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Institute Accredited by National Assessment and Accreditation Council (NAAC), Bengaluru  
National Board of Accreditation (NBA), New Delhi. Accredited Programs:  
Information Technology, Electronics and Telecommunication Engineering, Electrical Engineering

Date:

## “Orientation of non-teaching staff members.”

### Attendance Sheet

Sr. No	Name	Sing
1)	Kavita Ganesh Patil	
2)	Nalawade Swati Dattatray	
3)	Tejaswini Khandagale	
4)	Dilombare Sukale	
5)	Ganga Mote	
6)	Kirte. Vishal. R.	
7)	Pawar Rajesh	
8)	Jadhav Pramod	





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## Administrative Training Program

### Report

**Program Title:** : Training on Skill Enhancement - MSOFFICE  
**Date of Conduction:** : 13.05.2023  
**Resource Person:** : Dr. Arun Patil, Dean Academics  
**Target Audience** : Office Staff.



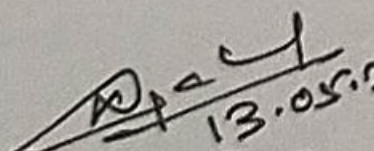
A Training program for Skill enhancement of Non-Teaching Faculty was conducted on 13.05.2023. The Program aimed to upgrade the skills of Non-Teaching faculty and use different tools of MSOFFICE for better performance.

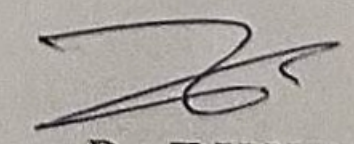
The content covered were as below:

**MS WORD:** Page setting, Fonts and their size for printing, Alignments, Paragraph spacings, Table inserts and Table Alignments, Text wrapping etc.

**MS EXCEL:** Use of different formulas for day-to-day activities, Column and Row sizes, Merging, Page setting from Printing, Addition and deletion of Column & Rows etc.

**MS PPT:** Setting the Slide design, Font size to be used, Duplication of Slides for better look Inserting Excel file, word file, Images, Symbols etc.

  
13.05.23.  
**Dr. Arun Patil**  
Dean Academics

  
**Dr. T.K. Nagaraj**  
Principal  
Bhivarabai Sawant Institute Of Technology & Research,  
Wagholi, Pune- 412207.





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## Administrative Training Program

### Attendance Sheet

Program Title: : Training on Skill Set Enhancement - MSOFFICE  
Date of Conduction: : 13.05.2023  
Resource Person: : Dr. Arun Patil, Mech. Dept  
Target Audience : All Non-Teaching Faculty Members

Sr. No.	Name of the Faculty member/Staff	Post	Signature
1.	Pawar Rajesh S.	Accountant	
2.	Tejaswini Khandagale	— II —	
3.	Kavita Patil	clerk	
4.	Nalawade swati	clerk	
5.	Whare Nca	clerk	
6.	Kriste Vishal R	Library/clerk	
7.	Taktode Nitin M.	Assist. Librarian	
8.	Ms! Ade vidya.v	librarian	
9.	Vikar B. Shur	office asst	

13.05.23  
Dr. Arun Patil

Dr. T.K. Nagaraj  
Principal  
Bhivarabai Sawant Institute of Technology & Research  
Wagholi, Pune-412207.