Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Department of Information Technology
A) A Summary Report of the Activity

1) Title of Programme:	Capacity Building Programme for Non-Teaching Staff on the Occasion of National Technology Day 2022			
2) Name of Organizing Department:	Department of Information Technology			
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Programme:	Programme Coordinator: Prof. Manjusha Shinde			
4) Date(s) of the Programme:	11.05.2022 and 12.05.2022			
5) Venue:	Department of Information Technology, Computer Laboratory No. 4			
6) Target Group:	Non-Teaching staff (Class III and Class IV)			
7) Number of Participants:		Male	Female	Total
A separate list with signatures be maintained in the department/Unit	Teaching	8	6	14
	Non-Teaching	38	3	41
8) Name(s) and details of Resource Person(s), if any:	Mr. Rahul Athawale, TPO, R.S.M. Latur Pravin Suryawanshi, Technician, R.S.M. Latur Mr. Satish Chavan, Register, R.S.M. Latur Mr. Narsing Shinde, Add on course faculty, R.S.M. Latur Mr. Jagganath Kshirsagar, Office Superintedent, R.S.M. Latur			
9) Total Expenditure for the Programme:	--			
10) Source of Funding:	--			

<div align="center">**B) Report**</div>

i. Title

Capacity Building Programme for Non- Teaching Staff on the Occasion of National Technology Day 2022

ii. Introduction

It is observed that only teaching staff or the faculty of college alone get some training inputs, but there is a lack of training for the non-teaching staff, Administrative Staff and Technicians, this can result in the imbalance in the student's growth, so it is recommended that for the best values that the college or Institution can get only when the training is ensured for both teaching and non-teaching staff. Keeping this in mind, Capacity Building Programme for Non- Teaching Staff on the Occasion of National Technology Day 2022 was organized by Department of Information Technology, Rajarshi Shahu Mahavidyalaya(Autonomous), Latur on 11th and 12th May, 2022.

iii. Objectives of the programme

- To provide guidance to non teaching staff about office etiquettes
- To provide information about purchase and maintenance process of PCs and peripherals
- To aware non teaching staff related to usage of online payment gateways and online frauds
- To promote non-teaching staff to become digitally literate

iv. Details of Participants
 55 Participants (Male 46 and Female 9) attended the programme

v. Brief Summary of Events / Sessions

This one-day workshop was held in offline mode for non-teaching staff of college. The Program coordinator welcomed Chairperson of the programme, Principal of our college Dr. Mahadev Gavhane, Vice Principal Prof S. N. Shinde, department staff and non teaching staff. The programme was inaugurated with the auspicious hands of Chairperson Dr. Mahadev Gavhane.
During the first session of Day1, the resource person Mr. Rahul Athawale, Training and Placement Officer, RSM Latur.
In session 2 of day1, the resource person Mr Pravin Suryawanshi aware the participants about importance of laptop, laptop brands with price, and various applications used for network security.
During session 1 of day 2, the resource person Mr Narsing Shinde, Add on course teacher guided the participants regarding how to take care of PC and peripherals and how to do maintenance of PC.

Mr. Satish Chavan, Registrar, RSM Latur guided the participants about how to perform official duty by following ethics. Another resource person Mr. Jagannath Kshirsagar, Office Superintendent, RSM Latur gave guidance on how to keep records and office files properly.

The last session of day 2 was conducted y teaching faculty members of department. The department coordinator, Prof. V D Panchal explained how to secure email account and manage its storage capacity.

The other resource person Prof. Mahadev Bhatade guided about cyber security. Prof. A. K. Shaikh guided about various online payment gateways such as Phonepay, Bhim etc. After all these sessions, Chairperson of this programme Principal adviced the participants to work in the college with honesty and dedication. He appreciated the theme behind organising this programme. As there are many programmes are organized for Teaching faculty but it is also needed to organize such programnes for non teaching staff also. Prof. Manjusha Shinde worked as coordinator for this programme. The department coordinator Jyoti Mashalkar presented an overview of all the sessions of this two days programme and then proposed vote of thanks.
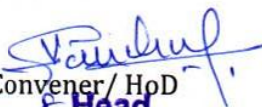
vi. Conclusion, with Feedback on the programme

The total 55 participants attended the programme. The feedback received from the participants was very good. The programme was successful in creating awareness about effective communication skill, manners and etiquettes at workplace required for smooth functioning of college.

vii. Any Appendix If Necessary
List of Participants attached

Date: 14.05.2022

Convener/ HoD
Head
Dept. of Information Technology
R.S.M.(Autonomous), Latur

Principal
PRINCIPAL
Rajarshi Shahu.Mahavidyalaya
(Autonomous), Latur

C) Geotagged Photographs/ Screenshots

Vice Principal Prof. Sadashiv Shinde welcoming the Chief guest	Resource person Mr Rahul Athawale guiding the participants on professionalism
Mr. Narsing Shinde guiding on Hardware Maintenance	Registrar Mr. Satish Chavan guiding the participants on official work

| Mr. Jagaath Khirsagar deliverig the session on keeping office files | Chairperson Dr Mahadev Gavhane delivering presidential talk |

D) Brochure of the workshop

Programme Schedule

Rajarshi Shahu Mahavidyalya(Autonomous), Latur
Department of Information Technology
Organizes
"Capacity Building Program for Non-Teaching Staff (Class-III and Class-IV)"
On the occasion of
National Technology Day 11th MAY 2022

Schedule of Program

11th May 2022

3.30 pm : Inaugural function
Prin. Dr. Mahadev Gavhane
Vice-Prin. Prof. Sadashiv Shinde
IQAC Coordinator Dr. Abhijit Yadav

3:45 pm : Mr. Rahul Athwale
(Lecture on Professionalism)

4:30pm : Mr. Satish Chavan

4:45pm : Mr. Pravin Suryawanshi
(Laptop Awareness)

12th May 2022

11.30 pm : Mr. Narsingh Shinde
(Lecture on Hardware Maintenance)

12:30 pm : Mr. Jagannath Kshirsagar
(Record Keeping)

Practical Session :

Sr. No.	Date and Time	Particulars	Teacher Name
1	12th May 2022 1:00 pm to 2:00 pm	1. Internet Basics 2. Online Payment Gateways (like Bhim, PhonePay, GPay etc.)	Mr M B Bhatade Mrs J M Jadhav Mr B S Gorde Mrs C V Kulkarni Mr. M.P. Birajdar Mr.P.G.Joshi Mrs. S.R.Jadhav Mrs. C.P.Ahale Mr. A.K.Shaikh

Anchor : Prof. Bhairav Gorde
Department Coordinator : Prof. Vishwanath Panchal
Prof. Jyoti Mashalkar
Program Coordinator : Prof. Manjusha Shinde

**D) Brochure of the course: Nil**

E) Any Other Publicity Material: Nil

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Capacity Building Programme for Non- Teaching Staff

on the occasion of

National Technology Day 2022

List of Participants (11.05.2022 and 12.05.2022)

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Department of Information Technology
Organizes
"Capacity Building Program for Non-Teaching Staff (Class-III and Class-IV)"
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National Technology Day 11th MAY 2022
Attendance Sheet
Day 2nd : 12.05.2022

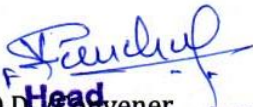| Sr. No.	Name	Gender	Sign
01	S P Chavan	Male	
02.	J. R. Kshirsagar	male	JRKshir
03.	M. P. Shinde	Male	
04	Bhange Sangmeshwar	mail	
05	Kolpe Vikas S	male	
06	व्यवाद जी आर	male	
07	Yerolkar M. N.	male	
08	Kamble Datta S.	Male	
09	Mangale Meghraj Shivaji	male	
10	Rathod Bhagwan S.	male	
11	K. R. Wagare	Male	
12	m.m. Ramdive	maye	
13	Badule Nandkishor R.	—''—	
14	Boyane Amdad.B.	—''—	BOYNE
15	S. V. Kadam.	— M —	
16	Jalindar B. Rathod	—''—	
17	Jambaldare C. B.	''	
18.	Patil Amol Dilip	—''—	
19	Mr. Patil D. V.	Male	
20	Vijay kumar Jgave		
21.	Somwanshi Anant Govind	— —	
22.	Andudge. S. S.	—''—	

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Sr. No.	Name	Gender	Sign
23.	Nidane V. S.	Male	Nidhan
24	Kale V. B.	male	
25	Gund Vasant R.	Male	
26	Sakhare S. D.	male	
27	Bansode. Y. M.	Peon	
28	Bhosile P. L.	male	
29	Shaikh. N. D	—	
30	Sonkamble M. S.	—	
31	Joshi Vijay J.	male	Joshi
32	Shendage Ankush G.	Male	Jush
33	Swati Sawant		
34	Pooja Senjiv Shinde	female.	
35	Swati Ramesh sonrai	female	Ronem.
36	satish khandkure	Peon	
37	Gawali A. K.	male	
38	S. B. Kamble	Male	
39	H. R. Behorar	male	
40	R. R. Lothrue	male	
41	S. B Nikam	Lib Att	

Sr. No.	Name	Gender	Designation
1	Panchal Vishwanath Dnyanoba	Male	Teacher
2	Dr. Patil Shivraj Vithalrao	Male	Teacher
3	Jadhav Jayshree Mahadev	Female	Teacher
4	Shaikh Riyaj Shaikh Saheb	Male	Teacher
5	Kulkarni Chandraprabha Vidyadhar	Female	Teacher
6	Bhatade Mahadev Bandappa	Male	Teacher
7	Jadhav Shradha Ramesh	Female	Teacher
8	Shinde Manjusha Anant	Female	Teacher
9	Ahale Chetna Prafullakumar	Male	Teacher
10	Shaikh A. Qayyum A. Karim	Male	Teacher
11	Joshi Prashant Gopalrao	Male	Teacher
12	Birajdar Manoj Pandurangrao	Male	Teacher
13	Gorde Bhairavnath Shatrughan	Male	Teacher
14	Mashalkar Jyoti Vaijnath	Female	Teacher

Date: 14.05.2022

H.O.D./Convener
Head
Dept. of Information Technology
R.S.M.(Autonomous), Latur

Principal
PRINCIPAL
Rajarshi Shahu.Mahavidyalaya
(Autonomous), Latur