



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

IQAC

A) A Summary Report of the Activity

1) Title of Program:	FDP on Effective Documentation Process & Data Management			
2) Name of Organizing Department/Unit:	IQAC			
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Program:	Dr A.A. Yadav			
4) Date(s) of the Program:	05/03/2021			
5) Venue:	VLC Hall			
6) Target Group:	Faculty Members			
7) Number of Participants:	Male	Female	Total	
A separate list with signatures be maintained in the department/Unit)	Teaching	78	37	115
	Non- Teaching			
	Students			
8) Name(s) and details of Resource Person(s), if any:	1) Dr Mahadev Gavhane, Principal 2) Prof. S.N. Shinde, Vice Principal			
9) Total Expenditure for the Program:	500/-			
10) Source of Funding:	College			

B) Report

i. Title

FDP on Effective Documentation Process & Data Management

ii. Introduction

Effective documentation is important in NAAC Assessment and Accreditation Process. Keeping this in mind FDP on Effective Documentation Process & Data Management was organized in Virtual Learning Center of Rajarshi Shahu Mahavidyalaya (Autonomous), Latur on 05th March 2021.

iii. Objectives of the Program/ issues addressed

- To explain need of the documentation to the teachers.
- To familiarize teachers about various levels of documentation.
- To enable teachers towards effective documentation and data management process.

iv. Details of Participants

The FDP was exclusively arranged for teachers of Rajarshi Shahu Mahavidyalaya (Autonomous), Latur. 116 faculty members including 79 Male and 37 Female actively participated.

v. Brief Summary of Events/ Sessions

Prof. S.N. Shinde explained the need of documentation at college level and good documentation process to enhance the overall quality of institution. The data collection, data generation, documentation, filing, tagging and presentation were elaborated in detail.

Principal Dr Mahadev Gavhane guided about documenting the information at individual, departmental and institutional levels. The benefits of documentation, planning, data processing, data management, effective presentation, presentation skills, documentation for academic audit and NAAC are the highlights of his speech.

Dr. O.V. Shahapurkar proposed the vote of thanks. Dr A.A. Yadav presented the concept note.

vi. Conclusion, with Feedback on the Program


The FDP has cleared the concepts about effective documentation process. The various formats and procedures were learnt by the teachers. The approach of teachers towards documentation and data management was significantly improved.


vii. Any Appendix If Necessary

List of participants is attached.

Date: 05.03.2021

Place: Latur


Dr Abhijit Yadav
Convener -FDP


Dr Mahadev Gavhane
Principal and Chief Organizer

PRINCIPAL
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur



C) Geotagged Photographs



Prof. S.N. Shinde explaining the need of documentation



Dr Mahadev Gavhane discussing presentation skills required for college teachers



Participants during FDP



Dr Mahadev Gavhane, Principal concluding the FDP

D) Link of Video of the programme if any
NIL

E) Copies of Brochure Prepared for the Program



The brochure features a yellow background with a central graphic of a computer monitor displaying a world map, surrounded by several orange folders. The text is centered and reads: "Shiv Chhatrapati Shikshan Sanstha's Rajarshi Shahu Mahavidyalaya (Autonomous), Latur IQAC Organized Faculty Development Program On 'Effective Documentation Process and Data Management' Friday, 05th March 2021". Below the main text, four names and titles are listed in two columns: Dr. Mahadev Gavhane (Principal), Dr. A.J. Raju (Vice-Principal), Prof. S.N. Shinde (Vice-Principal), and Dr. Abhijit Yadav (IQAC Coordinator). In the top left corner, there is a logo with a flame and the text "शिव छत्रपती शिक्षण संस्था" and "स्थापना - १९७०".

Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
IQAC Organized
Faculty Development Program
On
"Effective Documentation Process and Data Management"
Friday, 05th March 2021

Dr. Mahadev Gavhane
Principal
R.S.M.Latur

Dr. A.J. Raju
Vice-Principal
R.S.M.Latur

Prof. S.N. Shinde
Vice-Principal
R.S.M.Latur

Dr. Abhijit Yadav
IQAC Coordinator
R.S.M.Latur

F) Any Other Publicity Material

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

IQAC

FDP on Effective Documentation Process & Data Management

List of Participants (05/03/2021)

Sr.No.	Name of the Teacher	Designation	Gender
1	Dr. Mahadev Gavhane	Principal	Male
2	Shri. Sadashiv Shinde	Associate Professor	Male
3	Dr. Omprakash Shahapurkar	Professor	Male
4	Dr. Suresh Phule	Professor	Male
5	Shri. Dattatray Sonkamble	Assistant Professor	Male
6	Shri. Rajendraprasad Arya	Associate Professor	Male
7	Dr. Suresh Sonone	Professor	Male
8	Dr. Anuja Jadhav	Assistant Professor	Female
9	Dr. Sachin Bhandare	Assistant Professor	Male
10	Shri. Vijay Dalvi	Assistant Professor	Male
11	Dr. Priti Pohekar	Professor	Female
12	Shri. Anirudh Birajdar	Director	Male
13	Dr. Pallavi Patil	Assistant Professor	Female
14	Dr. Sambhaji Patil	Professor	Male
15	Shri. Suryakant Chavan	Assistant Professor	Male
16	Shri. Kishor Shinde	Assistant Professor	Male
17	Dr. Chandrashekhar Dawane	Assistant Professor	Male
18	Dr. Archana Tak	Assistant Professor	Female
19	Dr. Budhaji Gadekar	Assistant Professor	Male
20	Smt. Sayali Samudre	Assistant Professor	Female
21	Shri. Suryakant Maske	Librarian	Male
22	Dr. Pushpalata Trimukhe	Assistant Professor	Female
23	Dr. Prakash Rodiya	Assistant Professor	Male
24	Dr. Vyankat Dhumal	Assistant Professor	Male
25	Dr. Kanchanprabha Maske	Professor	Female
26	Dr. Deepak Vedpathak	Associate Professor	Male

27	Shri. Dhananjay Palke	Associate Professor	Male
28	Dr. Dnyaneshwar Rathod	Assistant Professor	Male
29	Dr.Kalimoddin Momin	Assistant Professor	Male
30	Dr. Dayanand Raje	Assistant Professor	Male
31	Shri. Mahesh Wavare	Associate Professor	Male
32	Dr. Kalyan Savant	Assistant Professor	Male
33	Shri. Nishank Pimple	Assistant Professor	Male
34	Dr. Abhijit Yadav	Assistant Professor	Male
35	Dr.Kakasaheb Raut	Assistant Professor	Male
36	Dr. Renuka Londhe	Assistant Professor	Female
37	Dr. Kundan Tayade	Assistant Professor	Male
38	Shri. Maroti Sudewad	Assistant Professor	Male
39	Shri. Vishwanath Panchal	Assistant Professor	Male
40	Smt. Kiran Pradhan	Assistant Professor	Female
41	Dr.Shivraj Patil	Assistant Professor	Male
42	Smt. Jayshri Jadhav	Assistant Professor	Female
43	Shri. Riyaj Shaikh	Assistant Professor	Male
44	Smt. Chandraprabha Kulkarni	Assistant Professor	Female
45	Smt. Jyoti Mashalkar	Assistant Professor	Female
46	Shri. Mahadev Bhatade	Assistant Professor	Male
47	Smt. Manjusha Shinde	Assistant Professor	Female
48	Smt. Suchitra Kasbe	Assistant Professor	Female
49	Shri. Prashant Joshi	Assistant Professor	Male
50	Shri. Abdul Shaikh	Assistant Professor	Male
51	Smt. Chetana Ahale	Assistant Professor	Female
52	Smt. Shradha Jadhav	Assistant Professor	Female
53	Shri. Manoj Birajdar	Assistant Professor	Male
54	Smt. Sadhana Sonwane	Assistant Professor	Female
55	Shri. Bhairavnath Gorde	Assistant Professor	Male
56	Miss Iqra Sayyed	Assistant Professor	Female
57	Dr. Sachin Kulkarni	Assistant Professor	Male

58	Smt. Manisha Dhotre	Assistant Professor	Female
59	Shri. Udaybhanu Sirdeshmukh	Assistant Professor	Male
60	Dr.Ravindranath Ade	Assistant Professor	Male
61	Shri. Sanghpal Kshirsagar	Assistant Professor	Male
62	Shri. Suraj Kadam	Assistant Professor	Male
63	Dr.Vihang Patil	Assistant Professor	Male
64	Smt. Shilpa Surwase	Assistant Professor	Female
65	Shri. Akash Waghmare	Assistant Professor	Male
66	Dr. Geetanjali Sathe	Assistant Professor	Female
67	Shri. Rahul Athawale	Placement Officer	Male
68	Dr. Sandipan Hadule	Assistant Professor	Male
69	Shri. Madhav Shelke	Assistant Professor	Male
70	Shri. Nitin Panchal	Assistant Professor	Male
71	Shri. Mahesh Kumbhar	Assistant Professor	Male
72	Shri. Pramod Jain	Assistant Professor	Male
73	Shri. Kishor Patil	Assistant Professor	Male
74	Shri. Krishna Deshmukh	Assistant Professor	Male
75	Dr. Sachin Kale	Assistant Professor	Male
76	Shri. Dnyaneshwar Bansode	Assistant Professor	Male
77	Shri. Vaibhav Mane	Assistant Professor	Male
78	Shri. Swapnil Undalkar	Assistant Professor	Male
79	Shri. Maruti Kumbhar	Assistant Professor	Male
80	Shri. Mallikarjun Bise	Assistant Professor	Male
81	Shri. Kulbhusan Gaikwad	Assistant Professor	Male
82	Shri. Akshay Bhandare	Assistant Professor	Male
83	Smt. Ashwini Kale	Assistant Professor	Female
84	Shri. Dipak Ghuge	Assistant Professor	Male
85	Smt. Juveriya Shaikh	Assistant Professor	Female
86	Smt. Samreen Bagwan	Assistant Professor	Female
87	Smt. Akanksha Balsaraf	Assistant Professor	Female
88	Smt. Amruta Sawalsure	Assistant Professor	Female


89	Shri. Shivshankar Patwari	Assistant Professor	Male
90	Smt. Dhanashri Jagatap	Assistant Professor	Female
91	Miss Kalyani Dhule	Assistant Professor	Female
92	Miss Swati Swami	Assistant Professor	Female
93	Dr. Laxman Bawkar	Assistant Professor	Male
94	Smt. Chaitali Chavan	Assistant Professor	Female
95	Smt. Vidya Aiwale	Assistant Professor	Female
96	Smt. Sunita Bhosale	Assistant Professor	Female
97	Dr. Govind Uphade	Assistant Professor	Male
98	Shri. Bapusaheb Jawalekar	Assistant Professor	Male
99	Dr. Shivraj Kache	Assistant Professor	Male
100	Shri. Amol Landage	Assistant Professor	Male
101	Shri. Ramesh Swami	Assistant Professor	Male
102	Shri. Chandramani Bansode	Assistant Professor	Male
103	Shri. Vikas Waghmare	Assistant Professor	Male
104	Dr. Chandrakant Valakate	Assistant Professor	Male
105	Smt. Lata Mane	Assistant Professor	Female
106	Shri. Jeevan Gaikwad	Assistant Professor	Male
107	Shri. Bhagwant Bokade	Assistant Professor	Male
108	Smt. Mayuri Samant	Assistant Professor	Female
109	Smt. Rutuja Bawachakar	Assistant Professor	Female
110	Shri. Hashmi Syed Junaid Ali	Assistant Professor	Male
111	Shri. Dnyanoba Awad	Assistant Professor	Male
112	Shri. Govind Suryawanshi	Assistant Professor	Male
113	Smt. Suchita Sarkale	Assistant Professor	Female
114	Shri. Datta Nalle	Assistant Professor	Male
115	Miss. Madhuri Bhande	Assistant Professor	Female

Date: 05.03.2021

Place: Latur


Dr. Abhijit Yadav
Convener -FDP
IQAC Coordinator
Rajarshi Shahu Mahavidyalaya (Autonomous)
Latur, Maharashtra




Dr. Mahadev Gavhane
Principal and Chief Organizer
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