

DR. AMBEDKAR COLLEGE

Deekshabhoomi, Nagpur

Name of the programme
Three-Day Online Training Programme

“Professional Development of Non-Teaching Staff”

Organised by : Department of BCA
Date of the programme: 3 – 5th June, 2021

Mode of the programme : Online- Via Zoom Platform

Number of Participants : 24

Name of the coordinator : Dr. Mrs. Harshala Pethe

**Resource Persons: Mrs. Shama Khan,
Mrs. Priyanka Soitkar,
Dr. Prashant Yende**

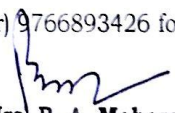
**Dr. Ambedkar College,
Deekshabhoomi, Nagpur -10**

01-06-2021

Notice

A Three-Day Online Training Programme on **‘Professional Development of Non-Teaching Staff’** in the college has been organized from 03-05 June 2021 via Zoom Platform. Necessary details regarding the workshop will be shared on the whatsapp group created for the same. Join the group by clicking <https://chat.whatsapp.com/FzjQrVh5kVdHRsU65Vpurb>. It is mandatory for all the non-teaching staff in the departments to participate in the workshop.

Please contact Dr. Mrs. Harshala Pethe (Workshop-Coordinator) 9766893426 for more details.


(Dr. Mrs. B. A. Mehere)

Officiating Principal, DACN

REPORT

A Three day online training programme, “**Professional Development of Non-Teaching Staff**” had organized by the BCA department from **3rd June to 5th June, 2021** through zoom platform for all the non-teaching staff of the college. In this programme, there were three sessions. The programme was inaugurated by **Dr. Mrs. B. A. Mehere**, Principal, Dr. Ambedkar College, Nagpur.

The speaker for day 1 session-I was **Mrs. Shama Khan**, Assistant Professor, Dr. Ambedkar College, Nagpur. She explained and gave live demonstration on Microsoft word and also explained the basic terms of internet to the participants.

The speaker for day 2 session-II was **Mrs. Priyanka Soitkar**, Assistant Professor, Dr. Ambedkar College, Nagpur. She explained about the Google Drive and gave the live demonstration on how to upload documents on google drive, Google docs, Google sheets, Google slides and also on how to convert the documents into different file formats.

The speaker for the day 3 session III was **Dr. Prashant Yende**, Assistant Professor, Dr. Ambedkar College, Nagpur. He explained Microsoft Excel and also gave the hands on training on how to apply different formulae to a particular cell, how to draw the graph in excel, how to prepare the salary sheet and so on.

At the end of session III Valedictory function was organized, **Dr. Shailesh Bahadure**, Head of the department English and other staff members of the College were also present for the valedictory function.

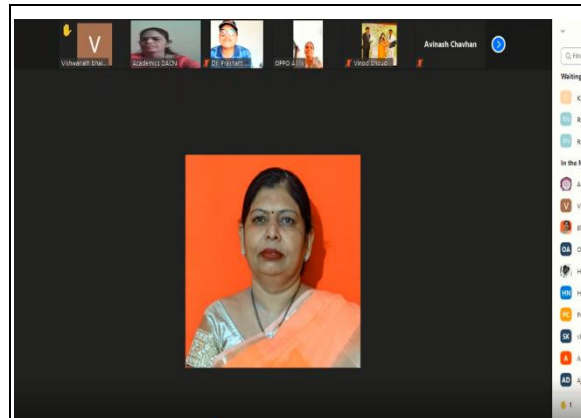
All the sessions were enthusiastically attended by all the participants.

The training programme was successfully organized and coordinated by, **Dr. Harshala Pethe**, Assistant Professor, Dr. Ambedkar College, Nagpur.

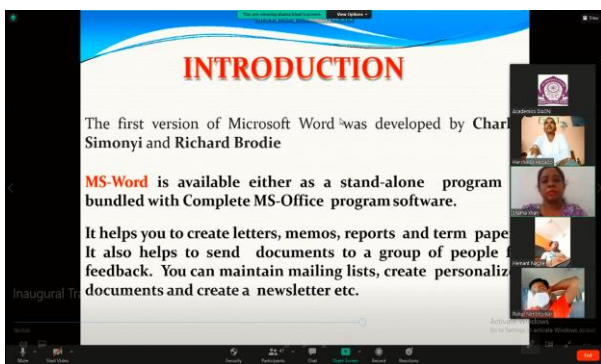
GLIMPSES OF THE TRAINING PROGRAMME



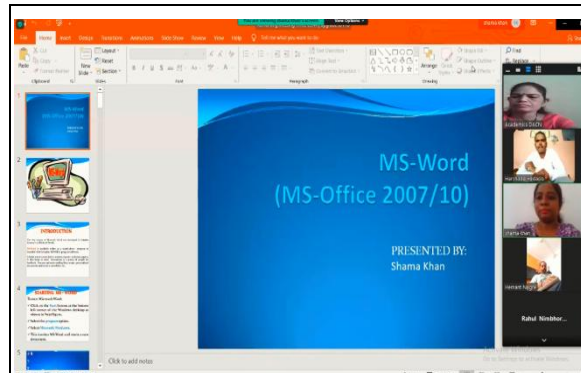
Inaugural Function of the training programme



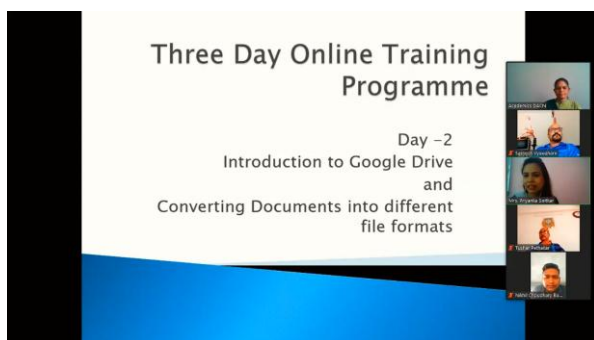
Principal Dr. B. A. Mehere giving welcome address



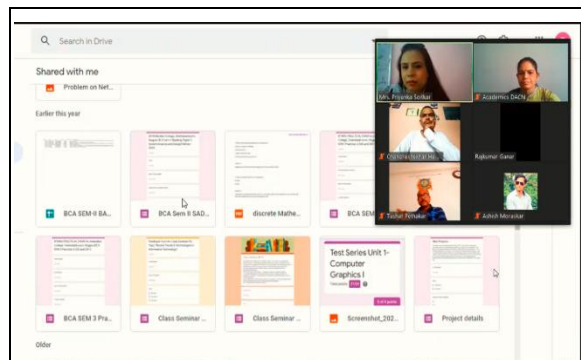
Mrs. Shama Khan explaining Microsoft word



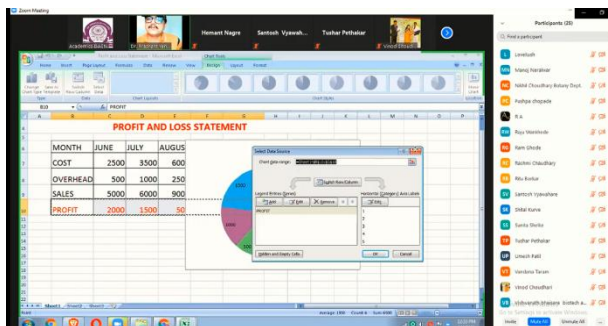
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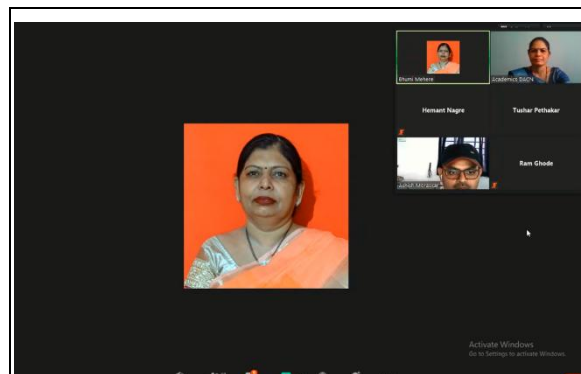
Mrs. Priyanka Soitkar giving presentation on Google drive



Mrs. Priyanka Soitkar giving live demonstration on Google drive



Dr. Prashant Yende giving presentation on Microsoft Excel



Principal Dr. B. A. Mehere giving remarks of programme on the occasion of valedictory function

Registration link for the webinar :

<https://forms.gle/tGp1MXFM8s1gGvHN8>

Zoom Meeting link:

<https://zoom.us/j/97970453923?pwd=ZVRzMG9sWXpMSUVLdDU4c3IwMktmQT09>

(Meeting ID: 979 7045 3923: Passcode: n0puG3)

Feedback link for the webinar :

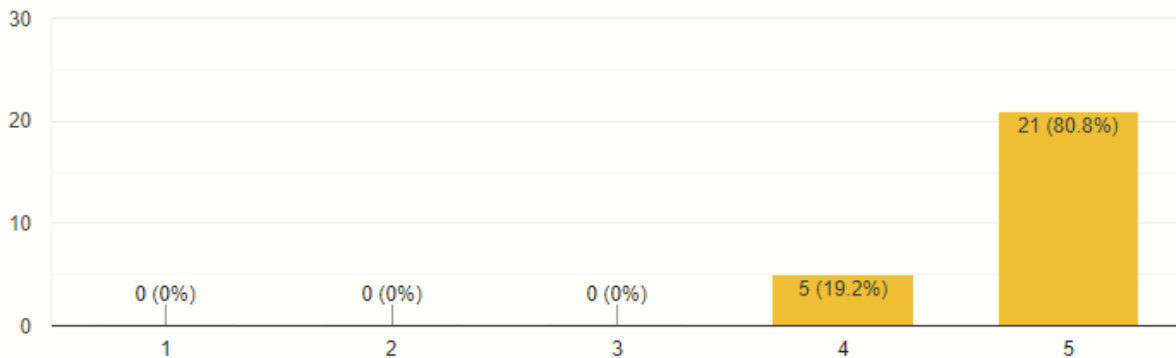
<https://forms.gle/HJf7ZP9cR8x76WUGA>

Analysis of the Feedback responses:

Feedback Form

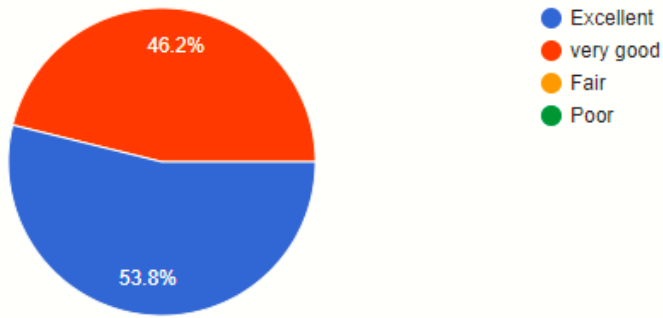
Rate the programme based on the content delivered.

26 responses



Please rate your overall gain in knowledge of the topics covered in the training programme.

26 responses



A few words about the speaker, Ms Shama Khan?



A few words about the speaker, Mrs Priyanka Soitkar?

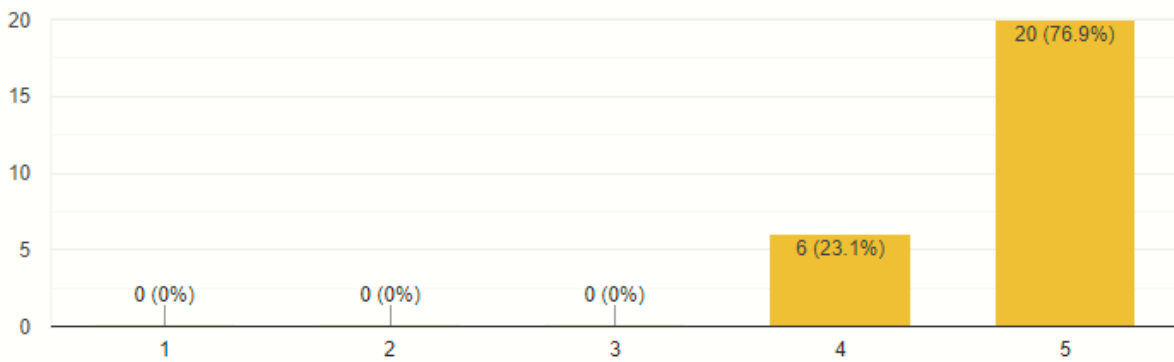


A few words about the speaker, Dr. Prashant Yende?



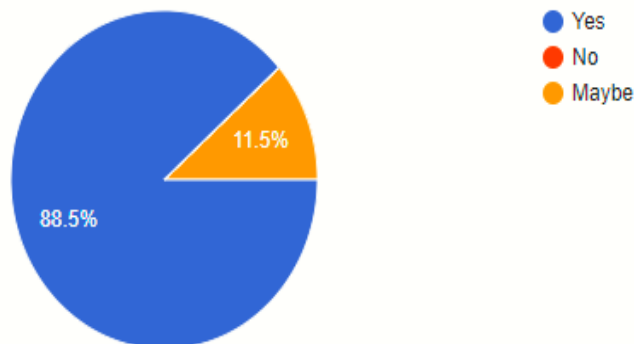
Rate the webinar based on Organisation and Management.

26 responses



Would you be interested in attending such webinars in future?

26 responses



FEEDBACK BY PARTICIPANTS:

- The programme was so good, the knowledgeable and useful for us. Thanks to all
- This webinar is knowledgeable.
- I got detailed information.
- This is a very helpful. I can learn easily through this training programs .
- I got detailed information about internet Thank you very much Ma'am ☐ ☐
- Good and this course has added many things to my knowledge. I would like to have some more courses. Thank you all teachers and Pethe Madam.
- Excellent webinar
- Fantastic Webinar. This will definitely help us in future. Will like to attend more such webinar in future thanks to respected principal madam for this webinar
- Excellent useful program
- Very good
- I like all the sessions. Particularly priyanka madam and yende sir. I hope they will help us in future also.
- Very Good
- It is very informative and helpful training programme for us. Thank you so much all ☐ ☐
- Excellent
- Very nice meeting
- Thanks to all organisation committee organized the valuable webinar. After pandemic you should organized practically in department.
- The seminar was very good
- It's very useful and necessary for us.