

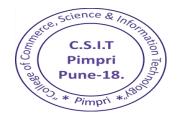
Ref. No. ASM/CSIT/ 1605/A / 157/2023-24

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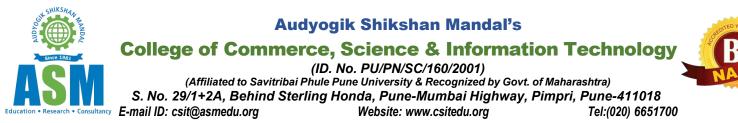
Percentage of teaching and non-teaching staff participating in Faculty development Programme(FDP), professional development/administrative training programs during the last five years.

CRITERION	VI
KEY INDICATOR	6.3 Faculty Empowerment Strategies
METRIC NO.	6.3.3

CERTIFICATES OF PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES DURING THE ACADEMIC YEAR 2023-24.



non TEACHING FDP



Ref. No. ASM/CSIT/ 1605 A/ 157/2023-24

Date:15/12/2023

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Audyogik Shikshan Mandal's College of Commerce Science and Information





FOR FACULTY DEVELOPMENT PROGRAM ON

"Digital Tools for Administrative Work". VENEUE:-MINI AUDITORIUM JOIN US !!!

DATE:-18/12/2023 to 23/12/2023

> Mail us on:csit@asmedu.org



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Ref. No. ASM/CSIT/ 1605 A/ 157/2023-24

Date:15/12/2023

Notice

This is to inform all Non- Teaching staff of CSIT

Are here by informed to gather in Mini Auditorium from 18/12/2023 to 23/12/2023 at 3:00 pm to 05:00 pm, related to Faculty development Program on **"Digital Tools for Administrative Work"**

Day 1	Importance of Digital Tools in Administration. Common Tools: Microsoft Office Suite, Google Workspace, and Specialized Admin Tools.
Day 2	File Management and Organization Cloud Storage Solutions (Google Drive, OneDrive, Dropbox) Naming Conventions and Folder Structures
Day 3	Email Management Best Practices Using Filters, Labels, and Folders (Gmail, Outlook) Email Etiquette for Professional Communication
Day 4	Real-time Collaboration Tools Google Workspace (Docs, Sheets, Slides) Microsoft 365 (Word, Excel, PowerPoint Online)
Day 5	Cybersecurity Essentials Password Management Tools (e.g., LastPass, 1Password) Recognizing and Avoiding Phishing Scams Ethical Use of Digital Tools in Administration

All the Non-Teaching Staff attendance is compulsory be present in the Hall at mentioned Date and Time.

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Ref. No. ASM/CSIT/ 1605 A / 157/2023-24

Date:15/12/2023

To,

Amar Gaikwad,

ASM's College Of Commerce, Science and Information Technology, Pimpri, Pune-18

Sub: Invitation for Guest Lecture in ASM's CSIT College

Dear Sir,

It is our great pleasure to invite you for a Guest Lecture on the topic "Digital Tools For Administrative Work" for Faculty on Monday 18-12-2023 to 23-12-2023. We are looking forward for your gracious presence.



Principal College of Commerce, Science & Information Technology S. No. 29/1+2A, Pune-Mumbai Highway. Pimpri, Pune - 411 018.



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Ref. No. ASM/CSIT/ 30 A / 06/2023-24

Date:23/12/2023

To,

Mr Amar Gaikwad,

ASM College of Science, Commerce and Information Technology Pimpri 411018.

Sub: Letter of Appreciation

Dear sir,

We immensely appreciate your presence on delivering informative and thought provoking lecture on "Digital Tools For Administrative Work"All faculty appreciated and got benefitted from your views on the topic. Looking forward for your Co-operations on future events too.



Principal College of Commerce, Science & Information Technology S. No. 29/1+2A, Pune-Mumbai Highway. Pimpri, Pune - 411 018.



Report of Five Days FDP on Digital Tools for Administrative Work.

Date	: 18 th To 23 th December 2023	
Time	: 03:00 p.m. to 5:00 p.m.	
Venue	: Mini Auditorium ASM-CSIT	
Collaborations	: -	
Coordinator	: Pooja Nawadkar	

Introduction: The event started with Saraswati Puja. It was followed by felicitation of Dr. Sudhakar Bokephode, Director of IPS, Dr. D.D. Balsaraf Sir, Member of Task Force Committee dignitaries on the Dias. Welcome address was given by Asst.Prof Pooja Nawadkar. All the faculty members of ASM-CSIT CSIT, IPS as well as other Colleges teaching staff also attended FDP on the Digital Tools for Administrative Work.



Objectives:

- 1 Understand the importance of digital tools in streamlining administrative processes.
- 2 Develop skills in using common tools like Microsoft Office Suite, Google Workspace, and specialized admin tools effectively.
- 3. Master file management and organization techniques, including cloud storage and folder structuring.
- **3** Enhance communication and collaboration skills through effective email management and real-time collaborative tools.
- 5 Promote cybersecurity awareness and ethical practices in using digital tools. The event started with Saraswati Puja. It was followed by felicitation of all dignitaries on the dias. Welcome address was given by Asst. Prof Pooja Nawadkar madam.





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Day -1 Faculty Development Programme started in an energetic manner as the presentation was really interesting. The session was interactive. Mr.Amar gaikwad, an epitome of brilliance focused on lot of concepts about the session on digital tools and its importance.he focus was on how these tools improve administrative task collaboration, expedite workflows, and increase efficiency.he explains the advantages of using digital tools, such as time savings, accuracy, and improved organization.he talked about Word, Excel, PowerPoint, and Outlook as part of the Microsoft Office Suite.he introduces Docs,Sheets, Slides, and Drive and provides real-time examples of how Google Workspace functions,specialized Admin Tools: Introduction to project management and document management tools like Trello and DocuSign.







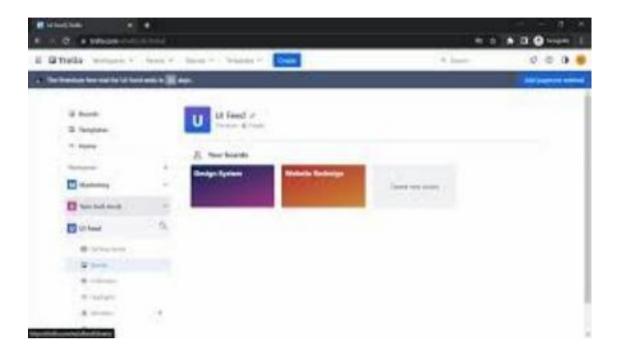
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Day-2 he concentrated on digital file management and organization best practices on day two to guarantee effectiveness and simple access.he discusses the features and advantages of cloud storage solutions such as Dropbox, One-drive and Google Drive.an explanation of how to use these platforms for file management, sharing, and uploading.folder structures and naming conventions: standardized naming practices for uniform arrangement.techniques for establishing user-friendly folder structures for administrative duties.In order to increase their productivity, participants learned how to use cloud storage effectively and put good file organization strategies into practice.



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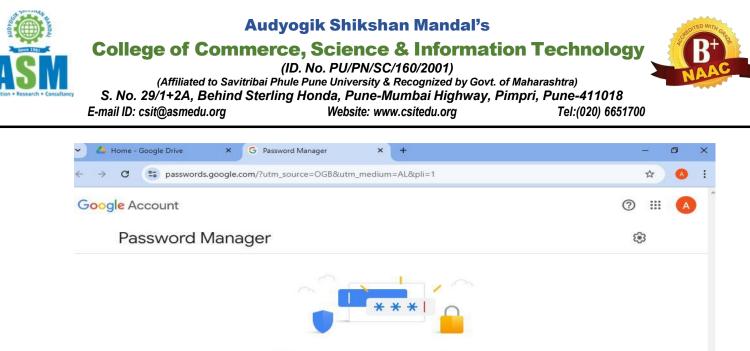


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	Meetings	Secure video conferencing
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		New meeting Enter a code or nickname Join

Day-3 Best Practices for Email Management The emphasis was on developing email management skills to enhance organization and communication. Applying Labels, Folders, and Filters establishing filters for Gmail and Outlook's automated email sorting, making and maintaining folders and labels to improve organization.Professional Email Communication Etiquette:composing emails that are clear and succinct.he advice on how to keep the format and tone professional, the participants gained a better understanding of the value of professional email communication in administrative roles and improved their email management abilities.



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Welcome to your Password Manager

You haven't saved any passwords in your Google Account yet. Add saved passwords from Android or Chrome to strengthen your password security. Learn more (?)

> Safer with Google Only you can see your passwords Learn more ®

Day-4 and 5

Tools for Real-Time Collaboration

The use of real-time collaboration tools to promote teamwork and boost productivity was the main focus of day four.Microsoft 365: An overview of Word, Excel, and PowerPoint Online; Google Workspace.the participants acquired hands-on experience utilizing collaboration tools to collaborate in teams, even when they were located far away.Essentials of Cybersecurity the last day was devoted to cybersecurity awareness and responsible digital tool use,tools for Password Management: An overview of programs such as 1Password and Last-pass.Best practices for identifying and avoiding phishing scams, as well as for creating and maintaining strong passwords-recognizing phishing websites and emails.Techniques for remaining alert to online dangers.The ethical use of digital tools in administration: the significance of protecting data privacy and confidentiality.ethical methods for teamwork and digital communication.In order to ensure the safe and appropriate use of digital tools in administrative roles, participants gained a solid understanding of cybersecurity fundamentals and ethical obligations.





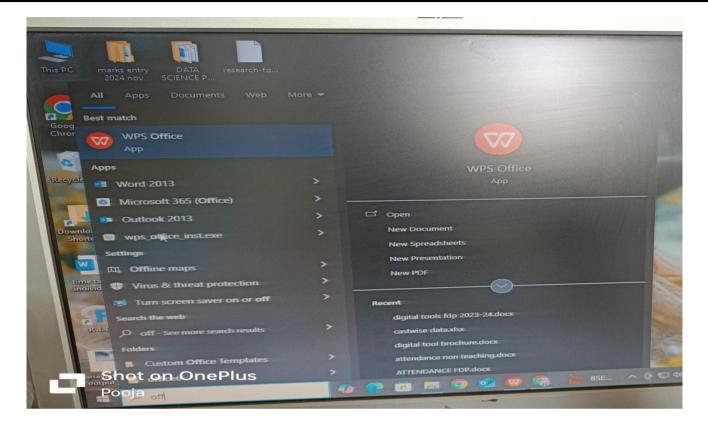
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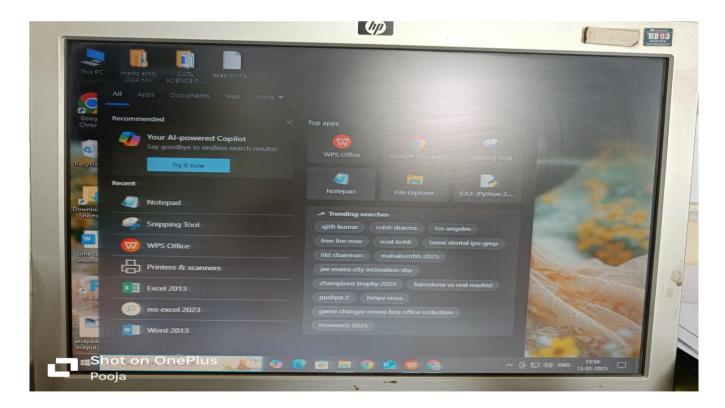


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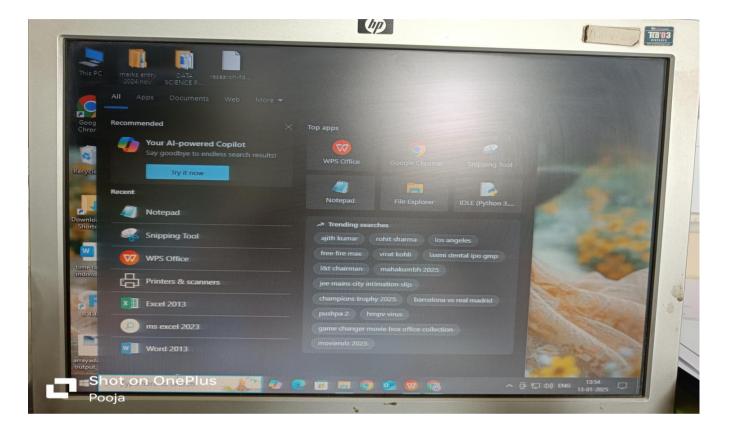




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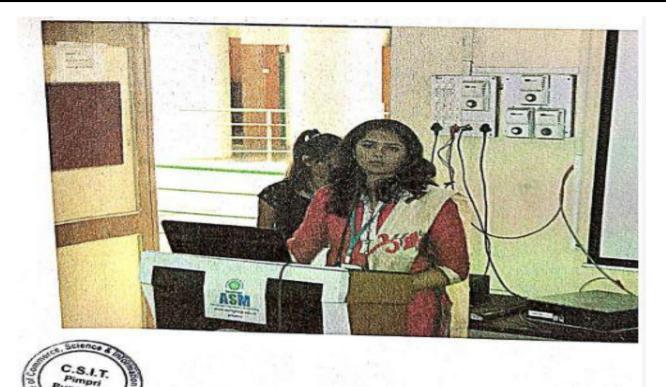




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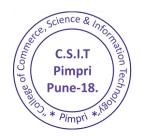


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Outcomes:

- 1 Staff members were introduced to key tools frequently used in the field and learned why digital tools are essential for administrative work.
- 2 In order to increase productivity, staff members learned how to use cloud storage effectively and apply efficient file organization strategies.
- 3 Non-teaching improved their email management abilities and recognized the value of formal email correspondence in administrative positions.
- 4 Non-Teaching obtained hands-on experience using collaboration tools to collaborate in teams, even when they were located far away.
- 5 In order to ensure the safe and professional use of digital tools in administrative roles, staff members gained a solid understanding of cybersecurity fundamentals and ethical obligations.



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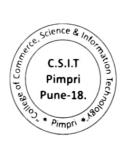


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Date:-18/12/2023

ATTENDANCE FDP "Digital Tools for Administrative Work".

Sr.No	Name of the Faculty	Name of Institution	Sign
1	Mr.B.D chandekar	Accountant	(1)
2	Mrs .Mahadevi Shelke	Administration	mayler
3	Mr.Rohit Bhalerao	Administration	275
4	Mr.Amar Gaikwad	Administration	Aucien
5	Mr.Sagar Patil	IT Admin	E
6	Mr.Samadhan Patil	Accountant	all
7	Mrs.Trupti Bankar	Accountant	Bankag
8	Mrs.Sonal Kale	Accountant	AL
9	Mrs.Netra shah	Admission	MS
10	Mr.Pramod Waybase	Admission	()A
11	Mr.Gajanan Rakhunde	Administration	20
12	Mrs.Bhavana Dhanbare	Admission	Binanthare





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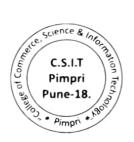


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Date:-19/12/2023

ATTENDANCE FDP "Digital Tools for Administrative Work".

Sr.No	Name of the Faculty	Name of Institution	Sign
1	Mr.B.D chandekar	Accountant	Ch
2	Mrs .Mahadevi Shelke	Administration	miller
3	Mr.Rohit Bhalerao	Administration	3.68
4	Mr.Amar Gaikwad	Administration	Acian
5	Mr.Sagar Patil	IT Admin	F
6	Mr.Samadhan Patil	Accountant	Actor
7	Mrs.Trupti Bankar	Accountant	Boukos Aol
8	Mrs.Sonal Kale	Accountant	Arc
9	Mrs.Netra shah	Admission	CIM
10	Mr.Pramod Waybase	Admission	Q
11	Mr.Gajanan Rakhunde	Administration	212
12	Mrs.Bhavana Dhanbare	Admission	Belhowshore



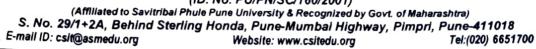


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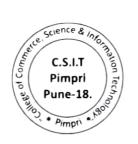
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Date:-20/12/2023

ATTENDANCE FDP "Digital Tools for Administrative Work".

Sr.No	Name of the Faculty	Name of Institution	Sign
1	Mr.B.D chandekar	Accountant	C.
2	Mrs .Mahadevi Shelke	Administration	proshus
3	Mr.Rohit Bhalerao	Administration	3.60
4	Mr.Amar Gaikwad	Administration	Autur
5	Mr.Sagar Patil	IT Admin	Æ
6	Mr.Samadhan Patil	Accountant	Patel
7	Mrs.Trupti Bankar	Accountant	Bankar
8	Mrs.Sonal Kale	Accountant	Ar
9	Mrs.Netra shah	Admission	NS
10	Mr.Pramod Waybase	Admission	œ
11	Mr.Gajanan Rakhunde	Administration	2n
12	Mrs.Bhavana Dhanbare	Admission	Bothanbhare



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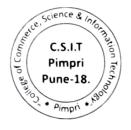


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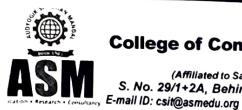
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2	Mrs .Mahadevi Shelke	Administration	mar
3	Mr.Rohit Bhalerao	Administration	2:50
4	Mr.Amar Gaikwad	Administration	Autur
5	Mr.Sagar Patil	IT Admin	F
6	Mr.Samadhan Patil	Accountant	path
7	Mrs.Trupti Bankar	Accountant	Bankar
8	Mrs.Sonal Kale	Accountant	Bankar
9	Mrs.Netra shah	Admission	N
10	Mr.Pramod Waybase	Admission	Q-
11	Mr.Gajanan Rakhunde	Administration	212
12	Mrs.Bhavana Dhanbare	Admission	Baharbhare







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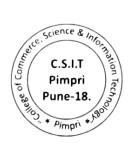


Tel:(020) 6651700

Date:-22/12/2023

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2	Mrs .Mahadevi Shelke	Administration	proche
3	Mr.Rohit Bhalerao	Administration	Inter
4	Mr.Amar Gaikwad	Administration	Autum
5	Mr.Sagar Patil	IT Admin	
6	Mr.Samadhan Patil	Accountant	Sate
7	Mrs.Trupti Bankar	Accountant	Tankar
8	Mrs.Sonal Kale	Accountant	An
9	Mrs.Netra shah	Admission	EM
10	Mr.Pramod Waybase	Admission	G
11	Mr.Gajanan Rakhunde	Administration	An
12	Mrs.Bhavana Dhanbare	Admission	Belhonshare



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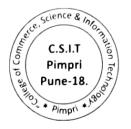


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5	Mr.Sagar Patil	IT Admin	E	
6	Mr.Samadhan Patil	Accountant	Pall	
7	Mrs.Trupti Bankar	Accountant	Bankan	
8	Mrs.Sonal Kale	Accountant	Aan	
9	Mrs.Netra shah	Admission	NI	
10	Mr.Pramod Waybase	Admission	a	
11	Mr.Gajanan Rakhunde	Administration	A?	
12	Mrs.Bhavana Dhanbare	Admission	Pathanbhare	





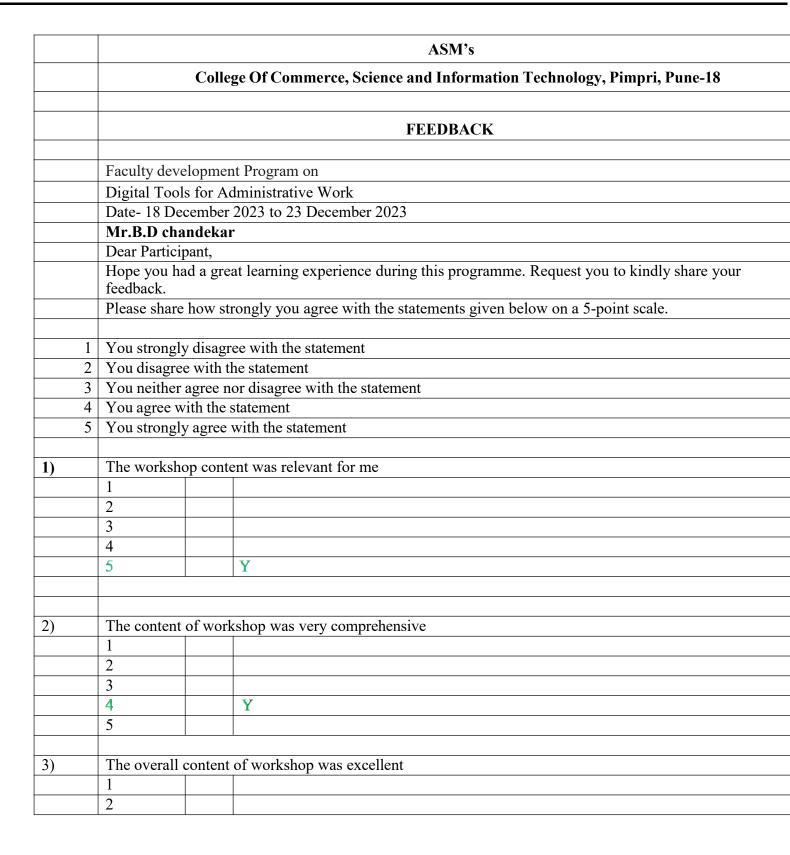
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3 Y 4 5 4) The speakers had very strong expertise in the area 1 2 3 4 Y 5 5) The speakers had excellent communication skills * 1 2 3 4 Y 5 6) All the speakers made the workshop very interesting * 1 2 3 4 5 Y The speakers were very well prepared for the workshop 7) * 1 2 3 Y 4 5 8) The workshop timings were very convenient * 1 2 3 4 Y 5 9) Document uploadation related concepts the workshop was very appropriate



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			College Of Commerce, Science and Information Technology, Pimpri, Pune-18					
			FEEDBACK					
		Faculty dev	elopment Program on					
			ls for Administrative Work					
			ecember 2023 to 23 December 2023					
		Mrs .Mahad						
		Dear Partici						
			ad a great learning experience during this programme. Request you to kindly share your					
		Please share	e how strongly you agree with the statements given below on a 5-point scale.					
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3)	The o	verall content	t of workshop was excellent				
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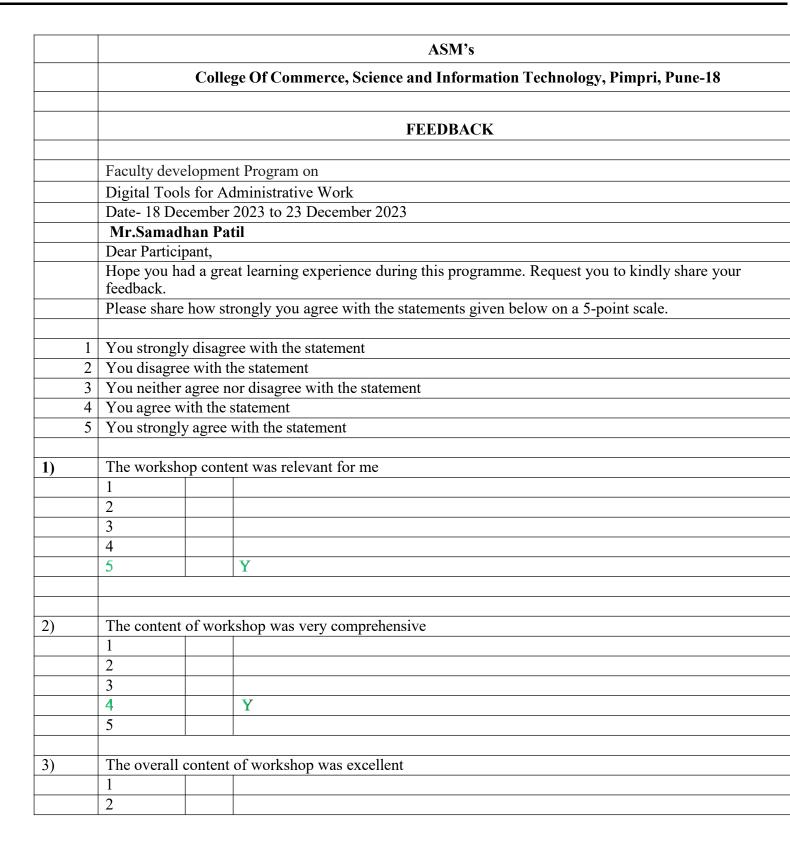
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3 Y 4 5 4) The speakers had very strong expertise in the area 1 2 3 4 Y 5 5) The speakers had excellent communication skills * 1 2 3 4 Y 5 6) All the speakers made the workshop very interesting * 1 2 3 4 5 Y The speakers were very well prepared for the workshop 7) * 1 2 3 Y 4 5 8) The workshop timings were very convenient * 1 2 3 4 Y 5 9) Document uploadation related concepts the workshop was very appropriate



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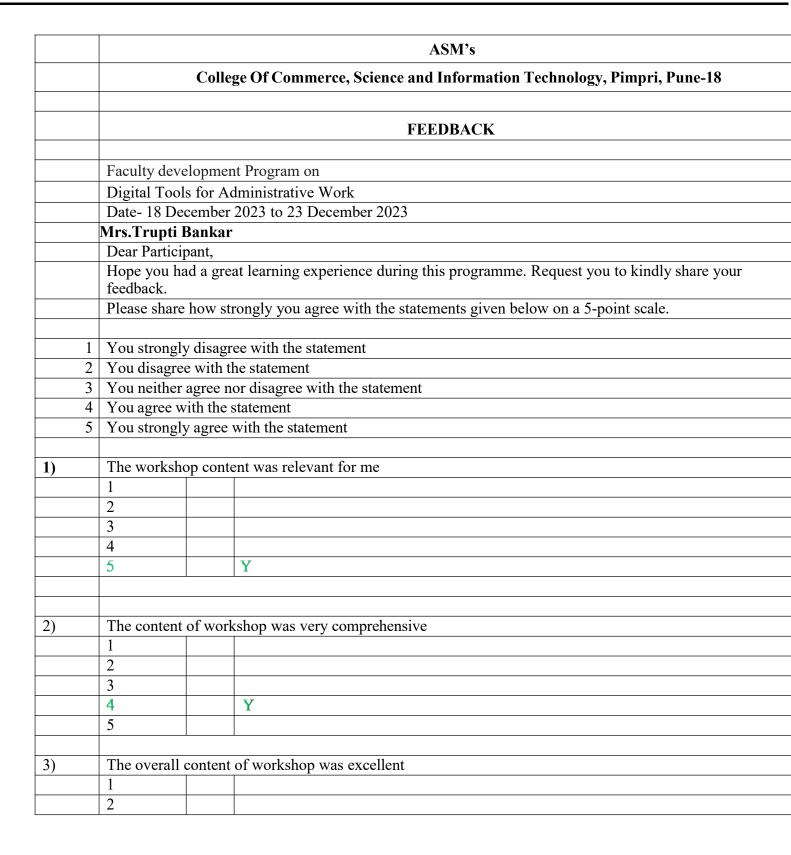
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		Mr.Sagar l							
		Dear Partici	pant,						
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			ember 2023 to 23 December 2023							
		Mrs.Sonal Ka								
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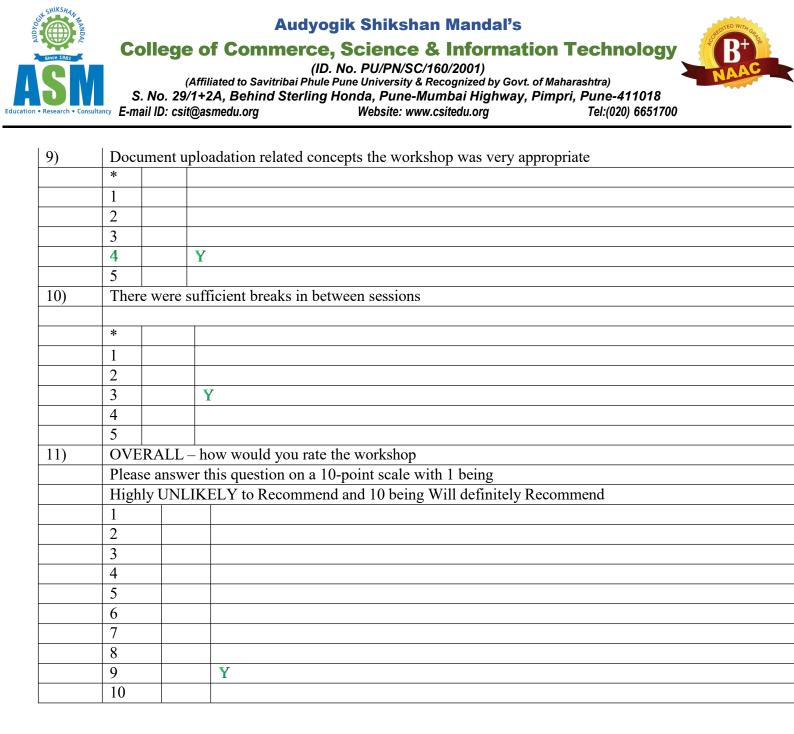




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			ASM's							
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		Faculty development Program on								
		Digital Tools	for Administrative Work							
		Date- 18 Dec	ember 2023 to 23 December 2023							
		Mrs.Netra sh	ah							
		Dear Particip	ant,							
		Hope you ha feedback.	d a great learning experience during this programme. Request you to kindly share your							
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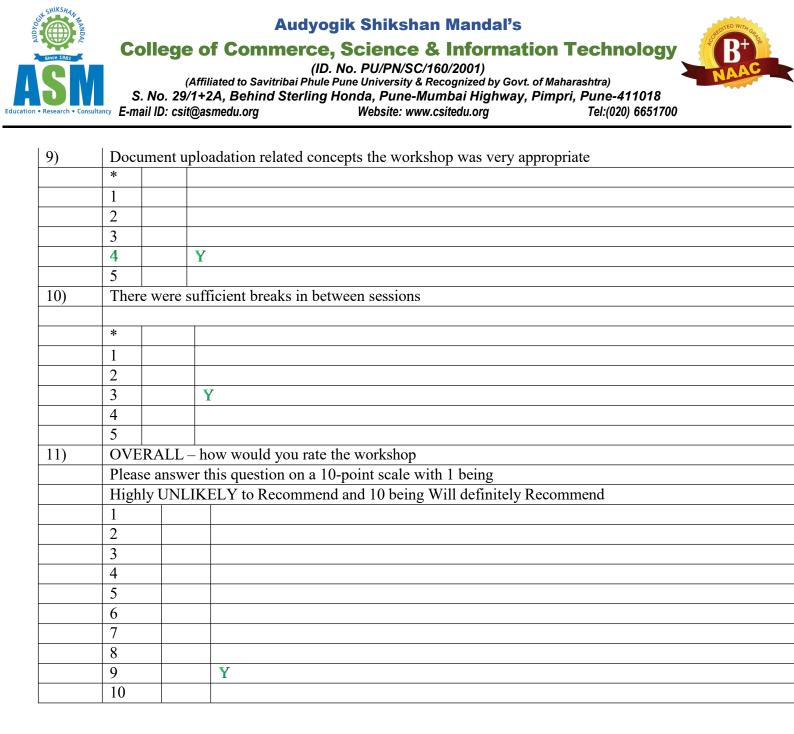
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			ember 2023 to 23 December 2023							
		Mr.Rohit Bh								
		Dear Participa								
		feedback.	d a great learning experience during this programme. Request you to kindly share your							
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		FEEDBACK								
		Faculty deve	elopmer	nt Program on						
		Digital Tool	s for Ad	dministrative Work						
		Date-18 Dee	cember	2023 to 23 December 2023						
		Mr.Amar G	Gaikwa	d						
		Dear Particip	pant,							
		Hope you ha feedback.	ad a gre	at learning experience during this programme. Request you to kindly share your						
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3 Y 4 5 4) The speakers had very strong expertise in the area 1 2 3 4 Y 5 5) The speakers had excellent communication skills * 1 2 3 4 Y 5 6) All the speakers made the workshop very interesting * 1 2 3 4 5 Y The speakers were very well prepared for the workshop 7) * 1 2 3 Y 4 5 8) The workshop timings were very convenient * 1 2 3 4 Y 5 9) Document uploadation related concepts the workshop was very appropriate



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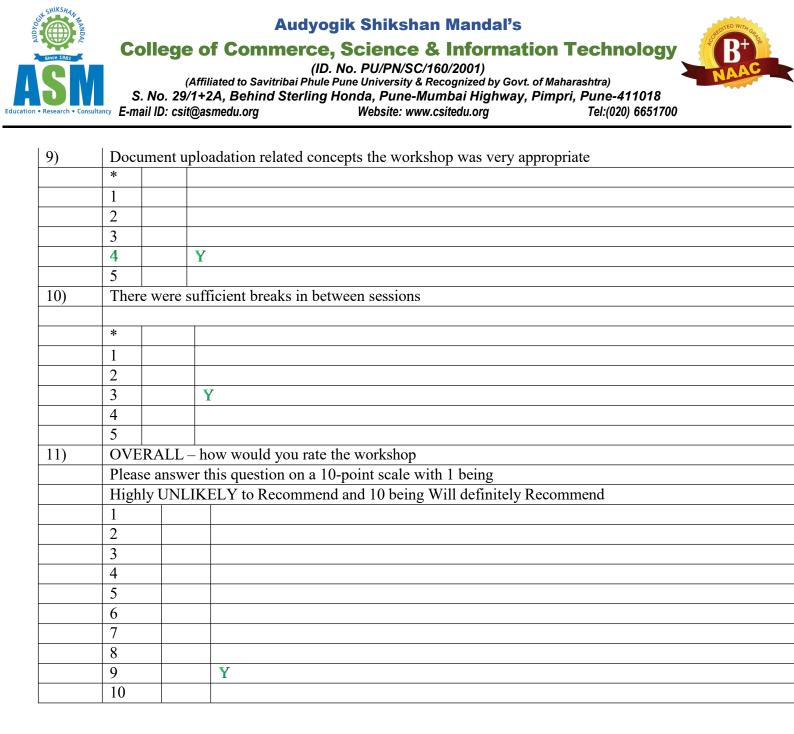


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		ASM's						
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		Faculty development Program on						
		Digital Tools for Administrative Work						
		Date- 18 December 2023 to 23 December 2023						
		Mr.Pramod						
		Dear Particip						
		-	Hope you had a great learning experience during this programme. Request you to kindly share your					
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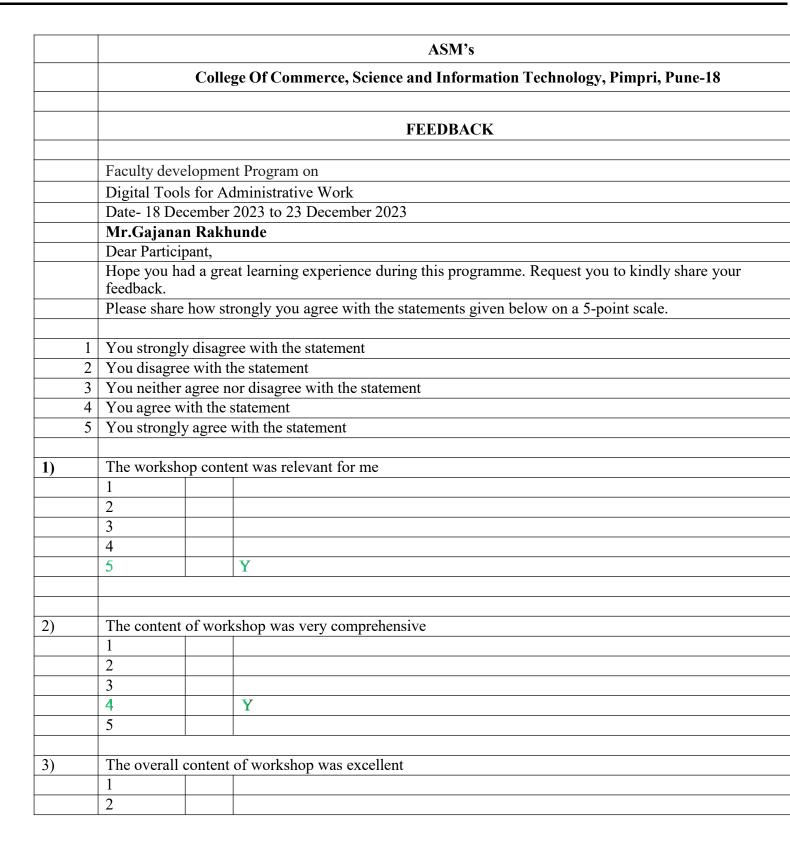


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	-	Faculty development Program on						
		Digital Tools for Administrative Work						
		Date- 18 December 2023 to 23 December 2023						
	1	Mrs.Bhava	na Dhanbar	e				
		Dear Particip						
		feedback.	-	arning experience during this programme. Request you to kindly share your				
		Please share	how strongly	y you agree with the statements given below on a 5-point scale.				
	1			ith the statement				
	2	You disagree						
	3			sagree with the statement				
	4	You agree w						
	5	You strongly	/ agree with t	the statement				
1)			op content w	vas relevant for me				
		1						
		2						
		3						
		4						
		5	Y					
2)		The content	of workshop	o was very comprehensive				
		1						
		2						
		3						
		4	Y					
		5						
3)		The overall	content of we	orkshop was excellent				
		1	1					

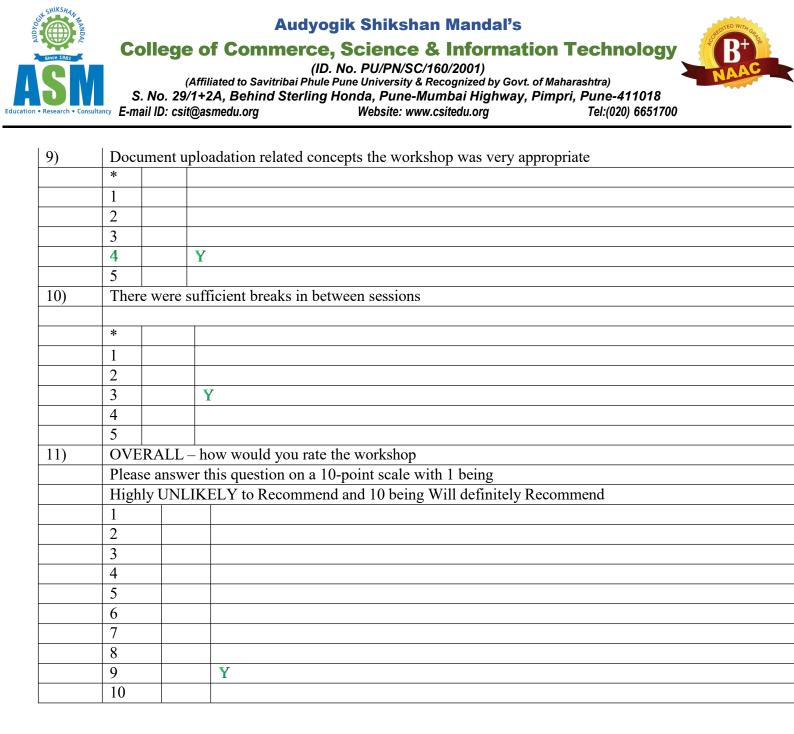




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	2					
	3			Y		
	4					
	5					
4)	The speakers had very strong expertise in the area					
	1					
	2					
	3					
	4			Y		
-	5		1 1	44		
5)	The speakers had excellent communication skills					
	*					
	1					
	23					
	4		Y			
	5		1			
6)	S All the speakers made the workshop very interesting					
0)	*	ne spe	ukers m			
	1					
	2					
	3					
	4					
	5		Y			
7)	The speakers were very well p			very well prepared for the workshop		
	*					
	1					
	2					
	3		Y			
	4					
0)	5	1 1	· • •	• <i>,</i>		
8)	The *	worksh	op timin	gs were very convenient		
	1 2					
	3					
	4		Y			
	5		1			



ASM's

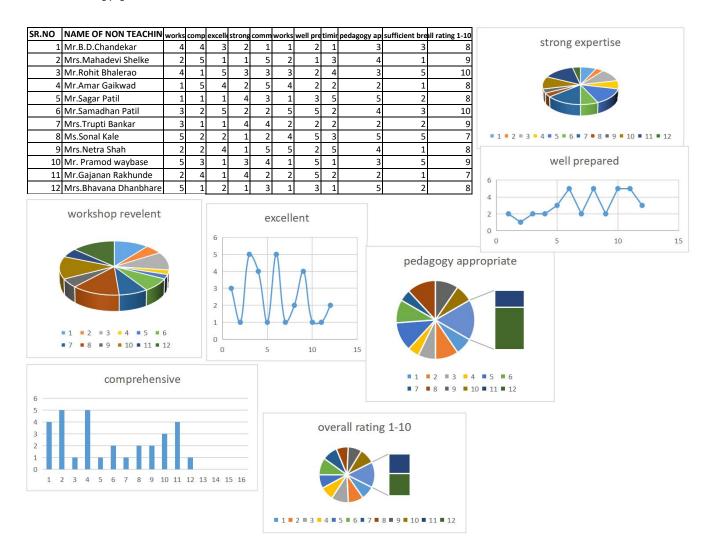
COLLEGE OF COMMERCE ,SCIENCE AND INFORMATION TECHNOLOGY, PIMPRI PUNE-18

FEEDBACK 2022-23

TOPIC:- Digital Tools For Administrative Work

DATE:= 23/12/2023 SPEAKER:- Amar Gaikwad

- 1 You strongly disagree with the statement
- 2 You disagree with the statement
- 3 You neither agree nor disagree with the statement
- 4 You agree with the statement
- 5 You strongly agree with the statement





Ref. No. ASM/CSIT/ 1605/A / 157/2023-24

Date 23/12/2023

CRITERION	VI
KEY INDICATOR	6.3 Faculty Empowerment Strategies
METRIC NO.	6.3.3

CERTIFICATE NON - TEACHING STAFF



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Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. Amar Gaikwad has Participated in Faculty development Program Awareness on Digital Tools for Administrative Work From 18/12/2023 to 23/12/2023 at ASM's CSIT Pimpri, Pune – 18.





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This is to certify that Prof./Dr./Mr./Mrs./Miss. Rohit Bhalerao has Participated in Faculty development Program Awareness on Digital Tools for Administrative Work From 18/12/2023 to 23/12/2023 at ASM's CSIT Pimpri, Pune – 18.





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