

# *Report on One Day Online National Level Seminar*

on

## *“Innovations in Teaching – Learning and Evaluation Process in Affiliated Colleges”*

**Organized by**

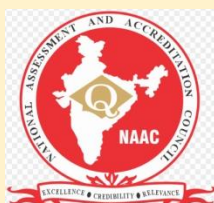


***Internal Quality Assurance Cell***

**N.E.S.SCIENCE COLLEGE, NANDED**

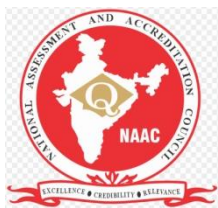
(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)  
(Re-accredited “A” grade by NAAC (3<sup>rd</sup> Cycle) (CGPA 3.38),  
Recipient of DST-FIST, CPE Status, Best College Award)

**in Association with**



***National Assessment and  
Accreditation Council (NAAC)***

**Date: Tuesday 21<sup>st</sup> September 2021**



Nanded Education Society's  
Internal Quality Assurance Cell  
**SCIENCE COLLEGE, NANDED**



With meticulous guidance and encouragement from the NAAC, Bengaluru, the Internal Quality Assurance Cell of Nanded Education Society's Science College, Nanded organized  
“One Day Online National Level Seminar

On

“Innovations in Teaching-Learning and Evaluation Process in Affiliated Colleges”

Tuesday, on D. 21<sup>st</sup> September, 2021 at 11.00 a.m.

It received huge response from stakeholders from numerous institutions across the country. The Online National Level Seminar was attended on YouTube Live streaming by the participants.

The inaugural program started with welcome of dignitaries by **Dr. Roopa Sangvikar** and brief introduction of the seminar by the **Organizing Secretary Dr. Vibhati Vasantrao Kulkarni**. The respected principal of Science College, Nanded **Dr. D. U. Gawai** extended his warm welcome and introduced the college to the delegates, inaugurators and the resource persons of the “One Day Online National Level Seminar”. The Chief Guest and Inaugurator **Dr. Udhav V. Bhosle**, Vice-Chancellor, Swami Ramanand Teerth Marathwada University, Nanded congratulated and conveyed his best wishes for the seminar.

**Dr. Venkateshji Kabde, Chairman**, Nanded Education Society, Nanded honoured the presidential chair of the seminar. In his speech he said that teaching learning and evaluation is continuous process and education should aim at fulfilling the societal needs for that we have to learn new techniques and adopt new ideas and transform ourselves according to the changing time.

The first session was conducted by the key speaker **Dr. S. Sankar**, Advisor, IQAC Cluster and the Principal, Akkineni Nageswararao College, on the important topic “NAAC: Revised Accreditation Framework for Online Assessment and Accreditation”. He explained very

minutes of the revised process of the online Assessment and Accreditation. He insisted on the need of objective, ICT based, dynamic and robust education systems.

**Dr. Peeyush Pahade**, Head, Department of Zoology, H. V. Desai College, Pune and President, IQAC Cluster, India conducted the second session on the topic **“Innovative Methodologies in Teaching Learning Process”** wherein he differentiated in Traditional Teaching and Innovative Teaching. He described the process of Innovative Teaching. He presented his own innovative ideas of teaching and allured the audience to think on such ideas. He shared his numerous innovative ideas of teaching like, Ice Breakers Mischiefs for Learning, Learning by themselves, Guppashtaka and Flipped learning, etc.

The third session was dedicated to **“Innovations in Teaching Learning and Evaluation Process in Affiliated Colleges”** and it was eminently contributed by **Dr. Leena Govind Gahane, Deputy Advisor**, National Assessment and Accreditation Council (NAAC), Ministry of Human Resource Development Government of India. She briefly explained the importance of the second criteria “Teaching Learning and Evaluation” and seven key indicators with very lucid and eloquent way. She stressed on to build entrepreneur skills among the students with the help of Cafeteria Learning. She elaborated various methodologies of teaching like participative learning, experiential learning, blended learning, use of educational technology, problem-solving approach, computer aided information retrieved by students, use of library and laboratory resources, etc. She also presented the need of promoting learning in higher education through institutional development. She especially focused on the evaluation process and need to make it more transparent.

In the last session, **Dr. Deepak Nanaware**, Professor of English, IQAC Coordinator & Head Dept. of English, DAV Velankar College of Commerce, Solapur presented his expert talk on the topic, **“Students Performance and Learning Outcome”**. He mainly exchanged his ideas on, what decides the students’ performance? Techniques of writing learning objectives, mapping out-comes and setting evaluation tools and checking the attainment. He emphasized on the most important learning outcome that is to increase the employability of the students.

The vote of the thanks was proposed by Dr. Mrs. Vibhati V. Kulkarni, IQAC, Coordinator, Science College, Nanded. The online feedback from the participants and Certificate distribution of the seminar was held with the help of the Telegram Group. The YouTube link was shared in this telegram group for smooth conduction of the event.

Join Zoom Meeting

<https://us02web.zoom.us/j/81053025387?pwd=MEJTVms2K0RFaVB3VVpod2lLN3hTQT09>

YouTube link: <https://www.youtube.com/watch?v=vVBOBDFwo6Q>



The image shows a Zoom meeting interface with a central slide. The slide is titled "Welcome to all in" and is for a "NAAC Sponsored ONE DAY ONLINE NATIONAL LEVEL SEMINAR". The seminar is on "Innovations in Teaching-Learning and Evaluation Process in Affiliated Colleges". It is organized by the Internal Quality Assurance Cell (IQAC) of Science College, Nanded. The slide also mentions the college's accreditation status and provides contact information for the college. The Zoom interface includes a "Recording Paused" indicator, a "View Options" dropdown, and a bottom toolbar with icons for Unmute, Start Video, Security, Participants (57), Chat, Share Screen, Resume/Stop Recording, Reactions, Apps, More, and End.

Recording Paused

You are viewing Vishal Marathe's screen

View Options

NAAC

शाधक कॉलेज, नांदेड

**Welcome to all in**

**NAAC Sponsored**

**ONE DAY ONLINE NATIONAL LEVEL SEMINAR**

On

**“Innovations in Teaching-Learning and Evaluation Process in Affiliated Colleges”**

**Organized by**

Internal Quality Assurance Cell (IQAC),

**SCIENCE COLLEGE, NANDED**

(Re-accredited with “A” grade by NAAC with CGPA 3.38, DST-FIST, CPE Status, Best College Award)

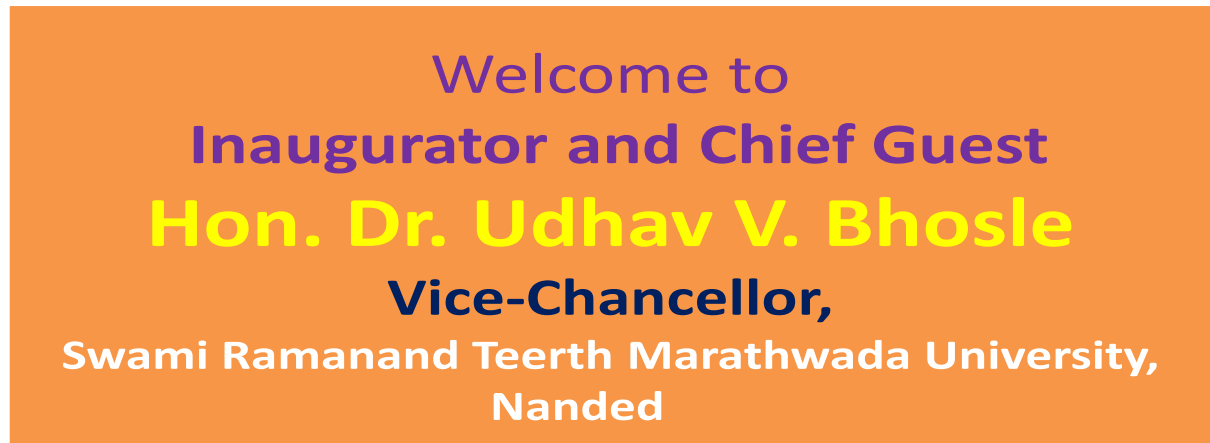
P. O. Box No. 62, Sneh Nagar, Nanded – 431605

Website: [www.sciencecollegennd.org](http://www.sciencecollegennd.org)

Email: [principal@sciencecollegennd.org](mailto:principal@sciencecollegennd.org)

**Date: 21 September, 2021 Time: 11.00 am**

Unmute Start Video Security Participants 57 Chat Share Screen Resume/Stop Recording Reactions Apps More End



The image is a solid orange rectangular box containing text. The text is centered and reads: "Welcome to Inaugurator and Chief Guest Hon. Dr. Udhav V. Bhosle Vice-Chancellor, Swami Ramanand Teerth Marathwada University, Nanded".

**Welcome to**

**Inaugurator and Chief Guest**

**Hon. Dr. Udhav V. Bhosle**

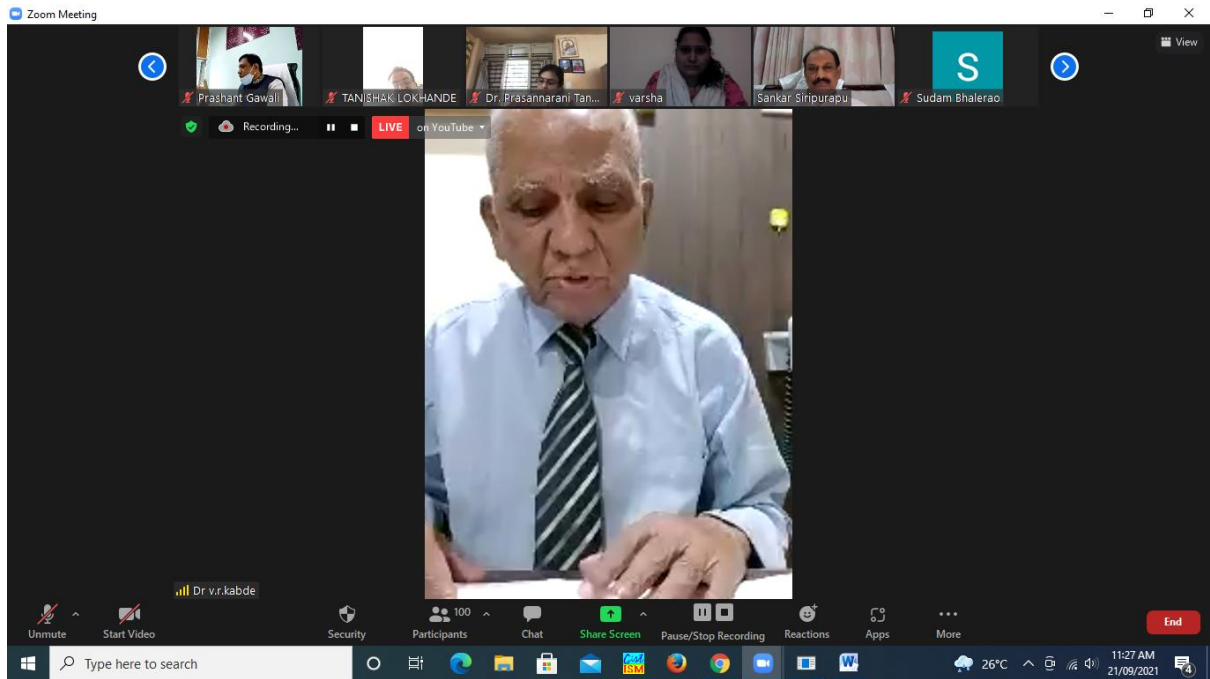
**Vice-Chancellor,**

**Swami Ramanand Teerth Marathwada University,**

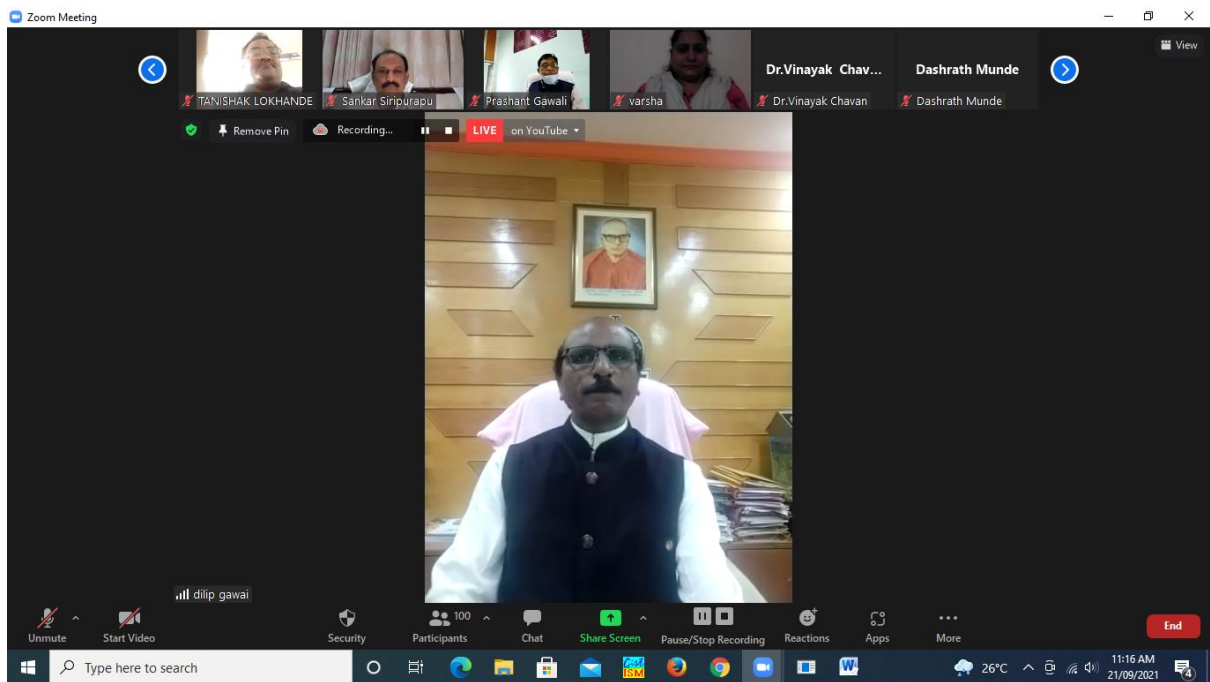
**Nanded**



NAAC & IQAC, Science College, Nanded jointly organized one day online seminar, Chief Guest & Inaugurator was Dr. Udhav Bhosle, Vice-Chancellor, S.R.T.M. University, Nanded.

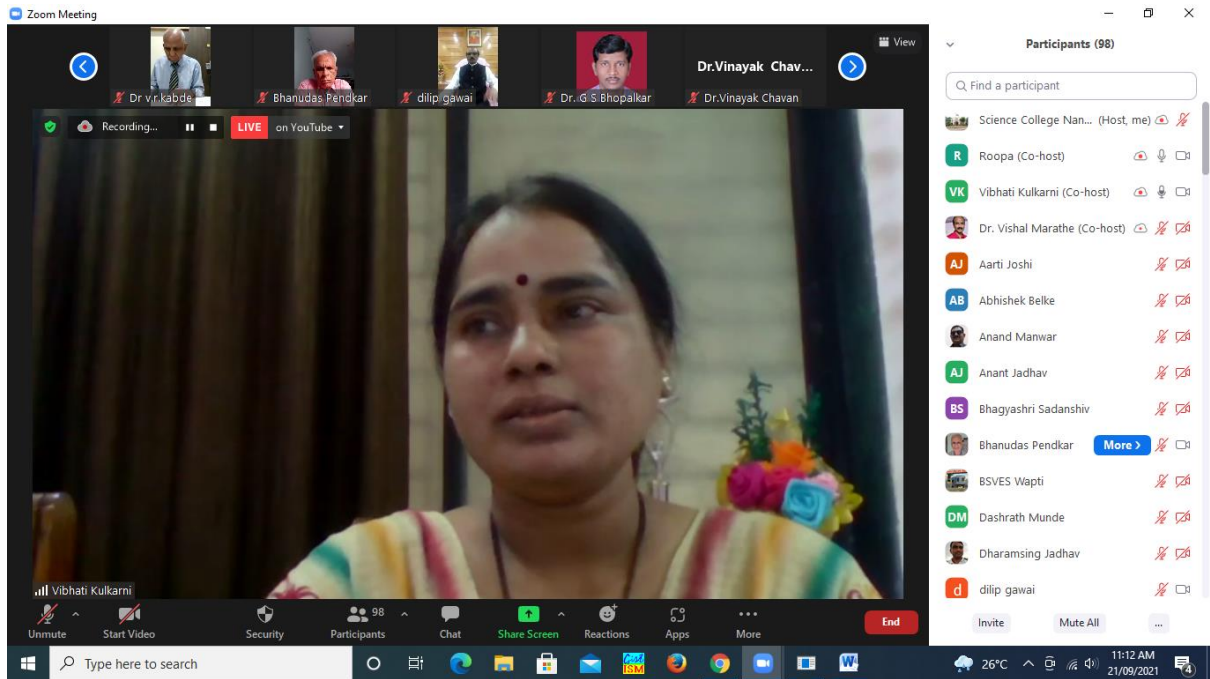


Hon. Dr. Venkateshji Kabde, President, Nanded Education Society, Nanded addressed the audience on the occasion.

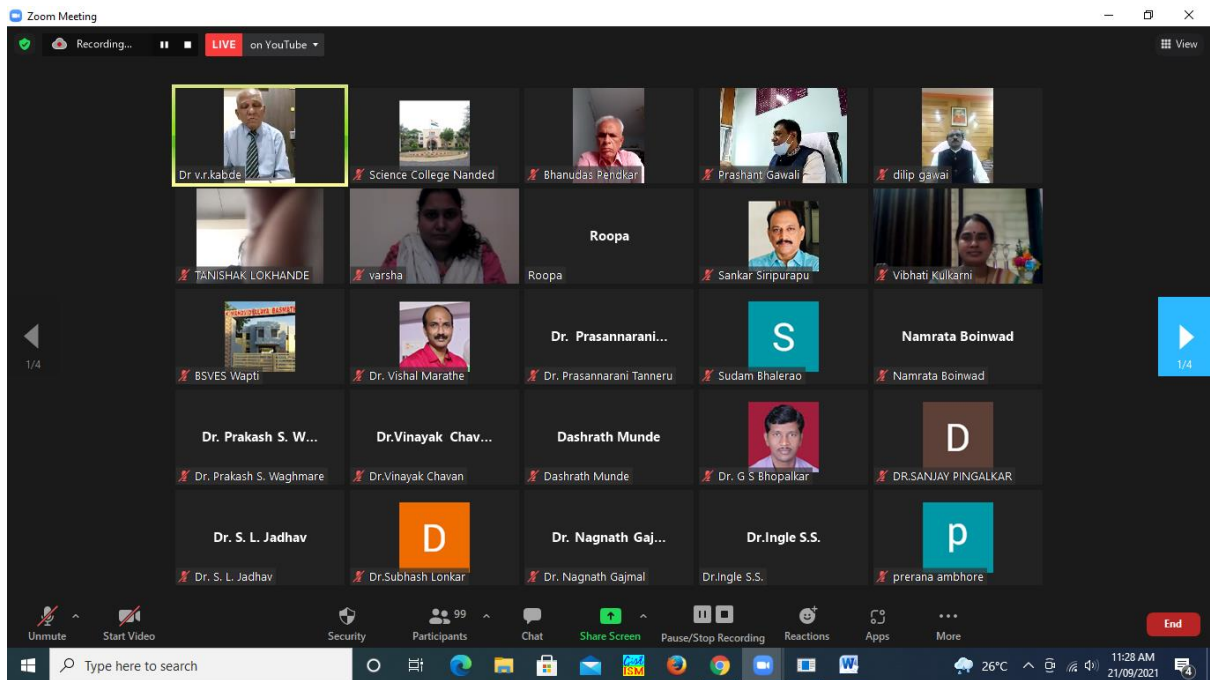


Respected Principal Dr. D. U. Gawai extended warm welcome and introduced the college to the delegates, inaugurators and resource persons.

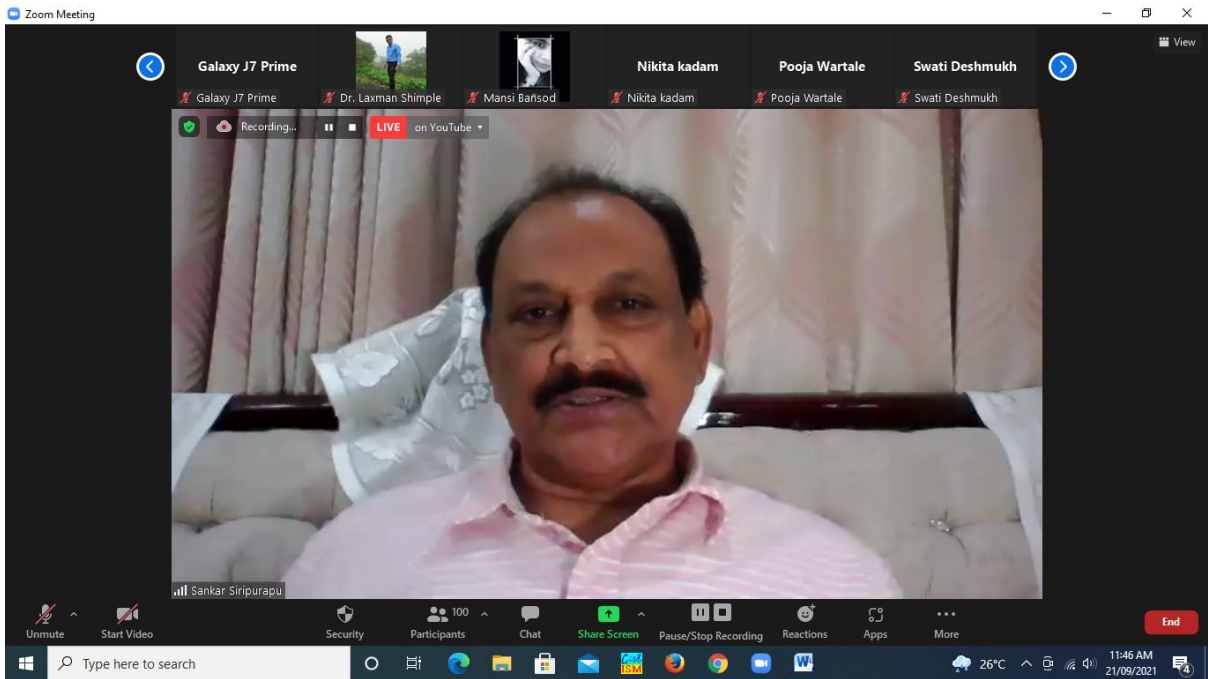




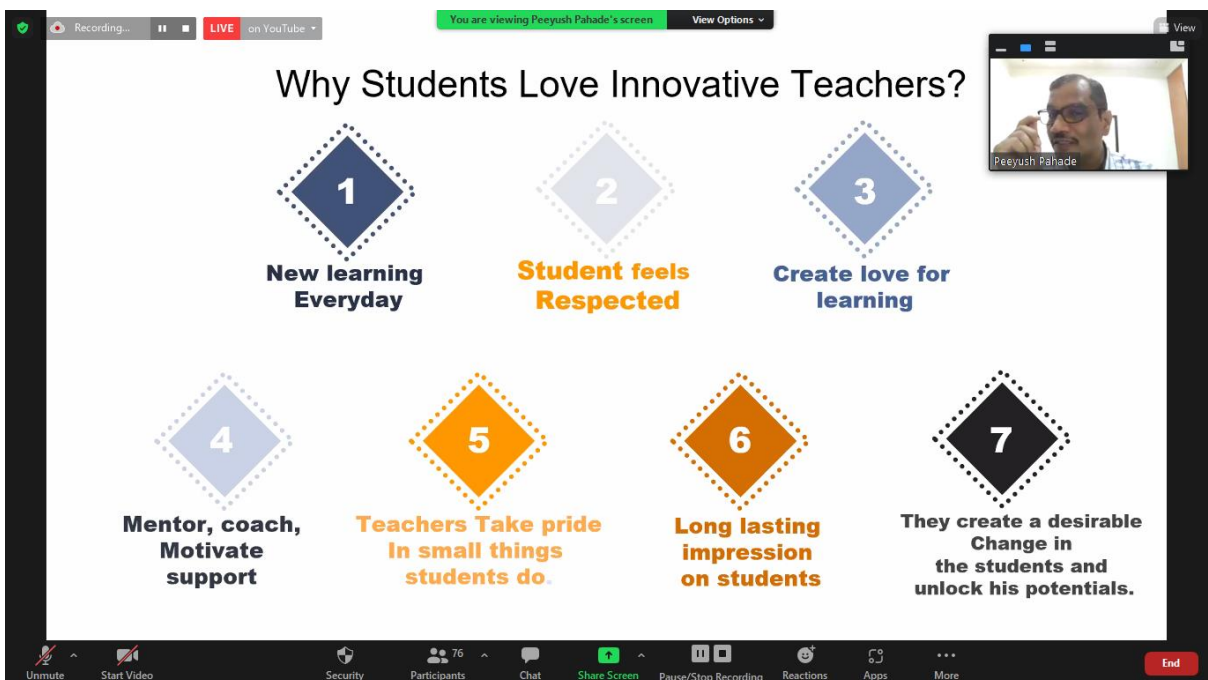
Dr. Mrs. V. V. Kulkarni, Organzing Secretary, gave brief introduction of the seminar, Dr. Vishal Marathe and Dr. Prita Borkar introduced the guests.



Participants of the seminar on “Innovations in Teaching-learning and Evaluation Process in Affiliated Colleges” date 21<sup>st</sup> September, 2021.



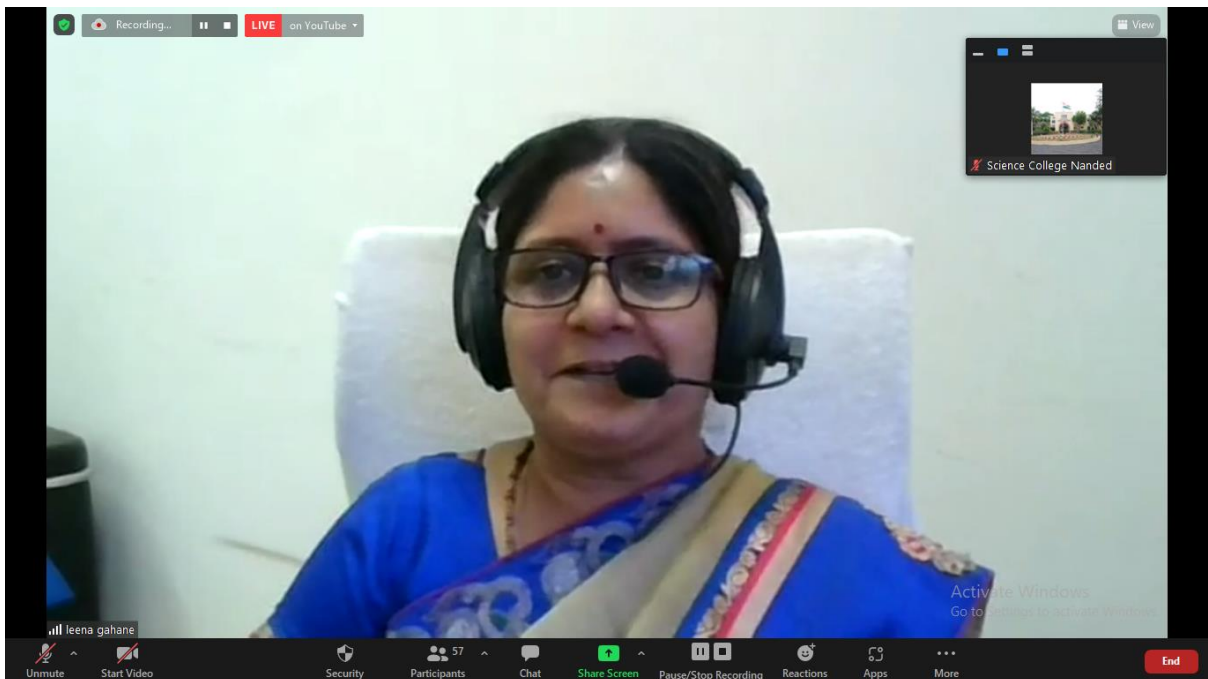
Key speaker Dr. S. Shankar delivered a lecture on “NAAC Revised Accreditation Framework for Online Assessment and Accreditation”.



Dr. Peeyush Pahade dealing his topic “Innovative Methodologies in Teaching - Learning Process”



Dr. Peeyush pahade presenting his innovative ideas on “Teaching Methodologies”.



Dr. Leena Gahane, Deputy Advisor, NAAC stressed on need of promoting learning in higher education through institutional development.



Recording... LIVE on YouTube You are viewing Deepak Nanaware's screen View Options

**Students' Performance and Learning outcomes**

Prof. Dr. Deepak Nanaware (MA, MBA, DCMJ and PhD)  
DAVVCCS, Solapur  
9637335551

Slide 1 of 33

Unmute Start Video Security Participants 47 Chat Share Screen Pause/Stop Recording Reactions Apps More End

Dr. Deepak Nanaware talked on the topic “Students Performance and Learning Outcome” where in he talked about making students employable.

Recording... LIVE on YouTube You are viewing Deepak Nanaware's screen View Options

**Bloom's Taxonomy**

create Produce new or original work  
*Design, assemble, construct, conjecture, develop, formulate, author, investigate*

evaluate Justify a stand or decision  
*appraise, argue, defend, judge, select, support, value, critique, weigh*

analyze Draw connections among ideas  
*differentiate, organize, relate, compare, contrast, distinguish, examine, experiment, question, test*

apply Use information in new situations  
*execute, implement, solve, use, demonstrate, interpret, operate, schedule, sketch*

understand Explain ideas or concepts  
*classify, describe, discuss, explain, identify, locate, recognize, report, select, translate*

remember Recall facts and basic concepts  
*define, duplicate, list, memorize, repeat, state*

Slide 16 of 33

**Minute to Minute Programme**  
**One Day Online National Level Seminar**  
**On**

**“Innovations in Teaching-Learning and Evaluation Process in Affiliated Colleges”**

*Organized by*  
**Internal Quality Assurance Cell (IQAC),**

**SCIENCE COLLEGE, NANDED**

Date: 21 September, 2021

Time	Details
11.00 am-11.30 am	<p style="text-align: center;"><b>Inaugural Session</b></p> <ul style="list-style-type: none"> <li>• Welcome of Dignitaries by: Dr. Roopa Sangvikar</li> <li>• Brief of National Seminar: Dr. Mrs. V. V. Kulkarni</li> <li>• Welcome Address by Prin. Dr. D. U. Gawai</li> <li>• Speech of Chief Guest and Inaugurator:  <b>Hon. Dr. Udhav V. Bhosle</b>  Vice-Chancellor,  <b>Swami Ramanand Teerth Marathwada University,</b>  <b>Nanded</b></li> <li>• Presidential Address: Res. <b>Dr. Venkateshji Kabde</b>  President, Nanded Education Society, Nanded</li> <li>• Vote of Thanks: <b>Dr. A. S. Bansode</b></li> </ul>
	<ul style="list-style-type: none"> <li>• Introductions of resource Persons: Dr. V. R. Marathe  Dr. Prita Borkar</li> </ul>
11.30 am to 12.30 pm	<p>Session I: <b>Dr. S. Sankar</b>  Advisor, IQAC Cluster &amp; Principal, Akkineni Nageswararao College, Andhra Pradesh  <b>Topic:</b> “NAAC: Revised Accreditation Framework for Online Assessment and Accreditation”</p>
12.30 pm to 1.30 pm	<p>Session II: <b>Dr. Peeyush Pahade</b>  Head, Department of Zoology, H.V. Desai College, Pune and President, IQAC Cluster, India.  <b>Topic:</b> “Innovative Methodologies in Teaching Learning Process”</p>
1.30 pm to 2.00 pm	<b>Tea Break</b>
2.00 pm to 3.00 pm	<p><b>Dr. Leena Govind Gahane</b>  Deputy Advisor, NAAC  <b>Topic:</b> “Innovations in Teaching Learning and Evaluation Process in Affiliated Colleges”</p>
3.00 pm to 4.00 pm	<p><b>Dr. Deepak Nanaware</b>  Professor of English, IQAC Coordinator &amp; Head Dept. of English, DAV Velankar College of Commerce, Solapur  <b>Topic:</b> “Students Performance and Learning Outcome”</p>
4.00 pm to 4.30 pm	<p>Valedictory Session: Dr. D. U. Gawai,  Chief-Guest: Dr. Deepak Nanaware</p>
4.30 onwards	<b>Online Feedback Form Submission, Certificate Distribution</b>

## Feedback of the Seminar

Achievement of the event is great positive feedback; some recollected feedbacks are worth mentioning-

- Great learning day.
- Kindly share the PPTs to the participants.
- Well organized workshop.
- Webinar is very useful and important for future
- Please do these kinds of webinar in future.
- Request for International Conference.
- Nice Arrangements, and conduct.
- Arranged on new trending subject
- Organize criteria wise seminar.
- Seminar is very prosperous for us. It gives more knowledge about various terms.
- This seminar has provided many inputs regarding innovative teaching strategies and updates about NAAC accreditation process.
- Please organize more webinars on specific areas.
- Seminar was very nice and informative.
- Please do conduct such activities to enhance our knowledge.
- I am so much thankful to all organizing committee Principal Prof. D. U. Gawai Sir, Dr. V. R. Marathe sir, V. Kulkarni mam and all other faculties. The knowledge shared by eminent speakers was very unique and very important for all of the participants. thank you so much to all speakers as well. I will be interested to participate in such fruitful scientific events. Kindly acknowledge the same. ...Yours Sincerely Arunkumar Jadhav  
Very informative and useful for all academic institutions
- It was a wonderful webinar look forward to attend such kind of webinar in future also Thank you so much.
- Be conducting such seminar very often.
- Nice Webinar Organization. It will helpful for developing and new innovative teaching learning process.
- IQAC Star lights superb explanation. In a way all resource persons helping in clarifying doubts Great salutation to Resource persons. Thanks, and congrats to organizers
- PPT or content should be shared.
- Very well organized and informative seminar.
- Try to organize regularly. Convey message to all.
- Topic selection is on need of time
- Excellent motives carried by organizer... congratulations
- Happy to participate
- This is one of the good online seminars.
- Nothing but fabulous
- Arrange 1 week seminar
- The seminar was excellent and very informative. Liked it!





**NAAC**  
Sponsored



One Day Online National Level Seminar  
On

**“Innovations in Teaching-Learning and Evaluation Process in Affiliated Colleges”**

**Organized by**

**INTERNAL QUALITY ASSURANCE CELL (IQAC), SCIENCE COLLEGE, NANDED**

(Re-accredited with “A” grade by NAAC with CGPA 3.38, DST-FIST, CPE Status, Best College Award)

P. O. Box No. 62, Sneh Nagar, Nanded – 431605

Website: [www.sciencecollegenmd.org](http://www.sciencecollegenmd.org)

Email: [principal@sciencecollegenmd.org](mailto:principal@sciencecollegenmd.org)

**Date: 21 September, 2021**

**Time: 11.00 am**

**Target Group:**

Academicians, Research scholars & PG Students.

\*No registration fees.

\*Participants will get zoom meeting link in Telegram group.

\*E-certificates will be given to the registered participants.

**Registration Link:**

[https://docs.google.com/forms/d/e/1FAIpQLSePCDY7RjgsNd9fYw\\_hUbNh6-mAIE\\_0aXg7I09bT9xJKd2q6NQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSePCDY7RjgsNd9fYw_hUbNh6-mAIE_0aXg7I09bT9xJKd2q6NQ/viewform?usp=sf_link)

**Telegram group:** <https://t.me/joinchat/ljJWsg6AMpszOWY1>

**Inaugurator and Chief Guest**

**Dr. Udhav V. Bhosle**

Vice-Chancellor,

Swami Ramanand Teerth Marathwada University, Nanded

**Hon. Dr. Venkatesh Kabde**

President of the Function

President,

Nanded Education Society, Nanded

**Hon.Mrs.Shyamal Patki**

Secretary,

Nanded Education Society, Nanded

**Hon.CA.Dr.Pravin Patil**

Vice-President,

Nanded Education Society, Nanded

**Hon.Prafullakumar Agrawal**

Joint-Secretary,

Nanded Education Society, Nanded

**Organizing Committee**

- Convener : **Dr. D. U. Gawai**  
Principal, Science College, Nanded.
- Organizing Secretary : **Dr. Mrs. V. V. Kulkarni**  
IQAC, Coordinator, Science College, Nanded.
- Joint-Organizing Secretary : **Dr. A. S. Bansode**  
Professor, Science College, Nanded.
- Dr. Mrs. P. S. Borkar**  
Asso. Prof., Science College, Nanded.
- Dr. V. R. Marathe**  
Asst. Prof., Science College, Nanded.

**ORGANIZING COMMITTEE MEMBERS**

- |                      |                       |                    |                   |
|----------------------|-----------------------|--------------------|-------------------|
| Dr. D. D. Pawar      | Dr. S. R. Pingalkar   | Dr. B. D. Gachande | Dr. S. L. Jadhav  |
| Dr.Mrs. A. R. Shukla | Mrs. V. D. Borgaonkar | Dr. D. R. Munde    | Dr. L. P. Shinde  |
| Dr. A. T. Shinde     | Dr. K. S. Shillewar   | Dr. K. R. Gaikwad  | Dr. A. P. Borikar |
| Shri. E. M. Khillare | Dr. P. M. Patil       | Dr. B. B. Pendkar  | Dr. M.M.V. Baig   |

**Resource Persons**

**Dr. Leena Govind Gahane**

Deputy Advisor, NAAC

**Topic:** “Innovations in Teaching Learning and Evaluation Process in Affiliated Colleges”

**Dr. S. Sankar**

Advisor, IQAC Cluster & Principal, Akkineni Nageswararao College, Andhra Pradesh

**Topic:** “NAAC: Revised Accreditation Framework for online Assessment and Accreditation”

**Dr. Deepak Nanaware**

Professor of English, IQAC Coordinator & Head Dept. of English, DAV Velankar College of Commerce, Solapur

**Topic:** “Students Performance and Learning Outcome”

**Dr. Peeyush Pahade**

Head, Department of Zoology, H.V. Desai College, Pune and President, IQAC Cluster, India.

**Topic:** “Innovative Methodologies in Teaching Learning Process”

## Objectives

- To discuss learner centric education through various adequate methods to enrich the Teaching Learning and Evaluation Process.
- To acquaint with the various digital resources available for teaching and learning process.
- To know about the issues related to the assessment of Teaching Learning Process and use of Academic Audit.
- To develop vibrant feedback mechanism to improve Teaching-Learning process.
- To make teachers familiar with Learning Management Systems (LMSs).

## Expected outcome

Teaching learning and evaluation process is significant so the discussion of it is useful for all affiliated colleges to know about this process in detail. The resource person will highlight on major methods, issues, difficulties faced, digital technology used in education, feedback and evaluation process, it will be helpful for the IQAC Coordinator, IQAC members, Principals, teaching and non-teaching staff, students, parents and Alumni.

## Discussion Themes

- Gender Sensitization and catering students diversity
- Initial Assessment of special learning needs of the students
- Various methodologies of teaching learning
- Learning Management Systems (LMSs) and e-sources available
- Teacher's professional quality for individual and institutional excellence
- Evaluation of students performance and reforms in evaluation process
- Students performance and learning outcomes

## ABOUT COLLEGE

Poojya Swami Ramanand Teerth established "Nanded Education Society" in 1950 for catalyzing educational revolution in backward region of Marathwada. N.E.S. Science College is one of the premier institute of this region. It is single faculty college imparting quality education to the students of this region since last 67 years. The college is always ready to offer emerging contemporary education to the learners to fulfill the need of society as well as to meet global challenges. This institution has been on the forefront in pursuit of academic excellence, Reaccredited with 'A' grade by NAAC with CGPA 3.38 and received college with potential for excellence (CPE) status from UGC. The college received DST-FIST programme and recently awarded as Best College Award by Swami Ramanand Teerth Marathwada University, Nanded.

Dr. Mrs. V. V. Kulkarni  
IQAC Coordinator,  
Science College, Nanded  
Organizing Secretary

Dr. Prof. D. U. Gawai  
Principal, Science College  
Convenor



**Report**

**of**

**One Day National Seminar**

**on**

**“Document Control and Record Management  
with NAAC Perspective”**

**organized by**

**Internal Quality Assurance Cell**

**Science College, Nanded**

**27/11/2021 at 02.45 pm**

# Seminar Brochure:



**One Day Online National Level Seminar  
On**

**"Document Control and Record  
Management with NAAC  
Perspectives"**

**Date: 27<sup>th</sup> November, 2021**

**Time: 3:00 pm to 5.00 pm**

**Organized by**

Internal Quality Assurance Cell (IQAC),  
**SCIENCE COLLEGE, NANDED**  
(Re-accredited with "A" grade by NAAC with CGPA 3.38, DST-FIST, CPE  
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Website: [www.sciencecollegenanded.org](http://www.sciencecollegenanded.org)  
Email: [principal@sciencecollegenanded.org](mailto:principal@sciencecollegenanded.org)

**Target Group:**  
Academicians, Research scholars & PG Students, Non-Teaching Staff.  
\*No registration fees.  
\*Participants will get zoom meeting link in Telegram group.  
\*E-certificates will be given to the registered participants.  
**Registration Link:** <https://forms.gle/fwBBRpQW9vxBYuZ58>  
**Telegram group:** <https://t.me/+zly93Ke5m5k1YTe1>

**Our Patrons**

<b>Hon. Dr. Venkatesh Kabde</b> President, Nanded Education Society, Nanded	<b>Hon. CA. Dr. Pravin Patil</b> Vice-President, Nanded Education Society, Nanded
<b>Hon. Mrs. Shyamal Patki</b> Secretary, Nanded Education Society, Nanded	<b>Hon. Prafullakumar Agrawal</b> Joint-Secretary, Nanded Education Society, Nanded

**Organizing Committee**

**Convener :** Dr. D. U. Gawai  
Principal, Science College, Nanded.

**Organizing Secretary :** Dr. Mrs. V. V. Kulkarni  
IQAC Coordinator, Science College, Nanded.

**Joint-Organizing Secretary:** Dr. V. R. Marathe  
IQAC Member, Science College, Nanded

**ORGANIZING COMMITTEE MEMBERS**

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Dr. Mrs. A. R. Shukla	Mrs. V. D. Bargaonkar	Dr. D. R. Munde	Dr. L. P. Shinde
Dr. A. T. Shinde	Dr. K. S. Shillewar	Dr. K. R. Gaikwad	Dr. A. P. Borikar
Shri. E. M. Khillare	Dr. P. M. Patil	Dr. B. B. Pendkar	Dr. M.M.V. Baig
Shri. Gautam Waghmare		Shri. Ganesh Ghatole	

**Resource Person**

**Keyaa Mukharjee**  
Office Superintendent, Maniben Nanavati Women's College, Vile Parle  
(W), Mumbai

**Topic:** "Document Control and Record Management with NAAC  
Perspectives"

**Objectives**

1. To know about ICT enabled Administrative Operations for Office execution effectively and smoothly.
2. To make aware the participants about document control and record management with NAAC perspective.
3. To acquaint with E-correspondence Management System and E-Service Record Management System.
4. To get the information about Data Centricity with NAAC Perspective.
5. To understand significance of SOP for effective documentation.

**Expected outcome**

Office functions as a brain of every organization. ICT enabled office has an important role in NAAC. So, to discuss important procedures and policies and to acquire the skills required to fulfill the changing needs of NAAC, IQAC, Science College has organized this seminar as a training program for the office staff. This will be also helpful for the IQAC Coordinators, IQAC members, Principals, teaching and non-teaching staff, students, parents and alumni.

**Discussion Themes**

- > Administrative Operations for Office
- > Document and Record Management System
- > Various Online Services Accesses
- > Efficient Retrieval and Process of Data
- > E-correspondence Management System and E-Service Record Management System
- > Significance of Data Centricity with NAAC Perspective
- > Policies for Effective Office

**ABOUT COLLEGE**

Poojya Swami Ramanand Teerth established "Nanded Education Society" in 1950 for catalyzing educational revolution in backward region of Marathwada. N.E.S. Science College is one of the premier institutes of this region. It is single faculty college imparting quality education to the students of this region since last 67 years. The college is always ready to offer emerging contemporary education to the learners to fulfill the need of society as well as to meet global challenges. This institution has been on the forefront in pursuit of academic excellence, re-accredited with 'A' grade by NAAC with CGPA 3.38 and received college with potential for excellence (CPE) status from UGC. The college received DST-FIST programme and recently awarded as Best College Award by Swami Ramanand Teerth Marathwada University, Nanded.

## Schedule of the Seminar

### SCIENCE COLLEGE, NANDED

(Re-accredited with "A" grade by NAAC with CGPA 3.38,  
DST-FIST, CPE Status, Best College Award)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

organized

One Day Online National Level Seminar

On

**" Document Control and Record Management with NAAC  
Perspectives "**

**Date: 27<sup>th</sup> November, 2021**

**Date: 27/11/2021, Saturday**

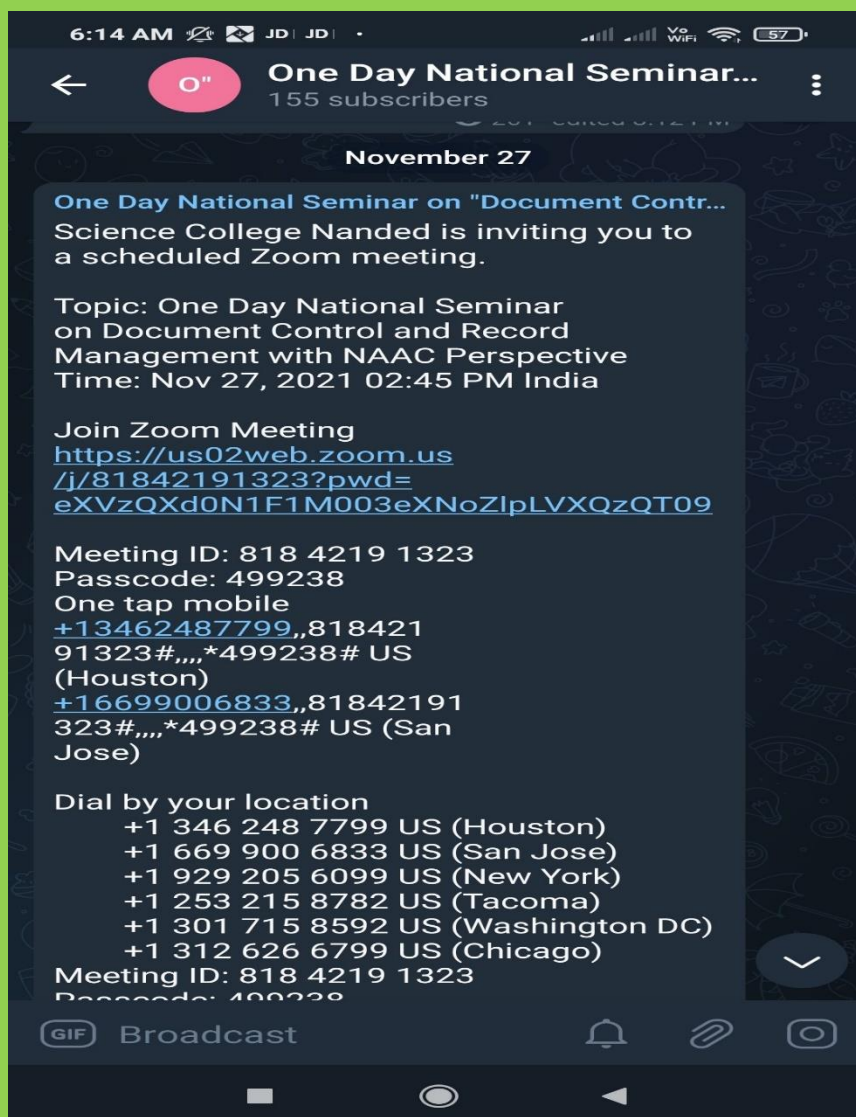
3.00-3.30 pm : Inauguration

3.30-5:00 pm : Lecture – I: - Ms. Keyaa Mukharjee

(Office Superintendent, Maniben Nanavati Women's  
College, Vile Parle (W), Mumbai)

### Programme Sheet

Sr. No.	Time	Event
1	3.00 pm-3.05 pm	Welcome of dignitaries by Dr. V. V. Kulkarni
2	3.05 pm-3.10 pm	Brief of National Seminar by Dr. V. V. Kulkarni
3	3.10 pm-3.15 pm	Welcome Address by Prin. Dr. D. U. Gawai
4	3.15 pm-3.20 pm	Speech of Chief Guest and Inaugurator
5	3.20 pm-3.25 pm	Presidential Address
6	3.25 pm-3.30 pm	Introduction of the speaker Ms. Keyya Mukharjee by Dr. Mrs. A. R. Shukla
7	3.30 pm-5.00 pm	Lecture – I: - Ms. Keyaa Mukharjee
8	5.00 pm	Vote of thanks by Dr. A. S. Bansode
9	Feedback and Certificate	Dr. K. R. Galkwad





R. No. F-12, 1962, 26/06/1950  
UMF 1261, 13/10/1661

NADED EDUCATION SOCIETY'S

# SCIENCE COLLEGE, NANDED

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)

(Re-accredited with "A" grade by NAAC (CGPA 3.38) 3<sup>rd</sup> Cycle, CPE Status, DST-FIST,  
NIRF Ranking-72 (Year - 2017), Best College award SRTMUN)

P.O.Box No. 62, Sneh Nagar, Nanded - 431605 (MS, India) P (O) 02462 251648, 250465 Fax.02462 250465  
Email: principal@sciencecollegennd.org, sciencecollege1950@gmail.com Web: www.sciencecollegennd.org

Ref. No. : NES/SCN/2021-22/ 771

Date: 25/11/2021

To,  
**Ms. Keyaa A. Mukherjee**  
Office Superintendent,  
Maniben Nanavati Women's College,  
Vallabhbai Road, Vile Parle (W),  
**Mumbai-56.**

**Sub: Invitation as the Resource Person - Speaker.**

Dear Madam,

It's our pleasure to invite you as the Resource Person- Speaker for One Day National Seminar on "**Document Control and Record Management with NAAC Perspective**" on **27<sup>th</sup> November, 2021** at **3.00 pm** at **Zoom Platform** and deliver a lecture.

Kindly accept our invitation as Resource Person - Speaker for one day National seminar.

Thanking you,

Yours faithfully

Dr. D. U. Gawai

Principal

N.E.S. Science College, Nanded

*Vision: "To Educate and Transform the Youths to Touch Life at All Points with Human Values."*



### **Introduction of the Seminar:**

Office functions as a brain of every organization. ICT enabled office has an important role in NAAC. So, to discuss important procedures and policies and acquire the skills required to fulfil the changing needs of NAAC. Internal Quality Assurance Cell, Science College has organized the seminar as a training program for the office staff. This will be also helpful for the IQAC Coordinators, IQAC members, Principals, teaching and non-teaching staff, students, parents and alumni.

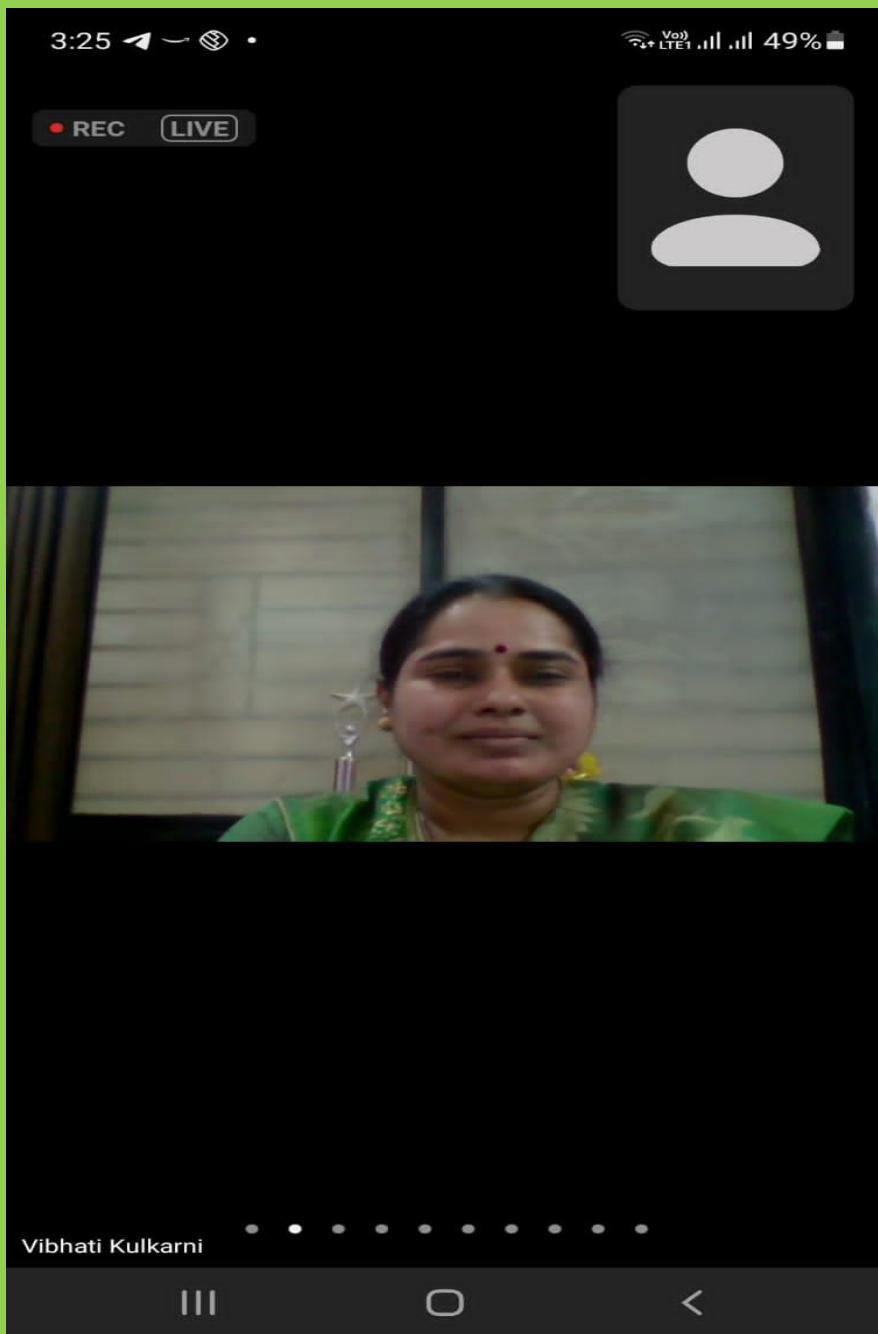
### **Objectives of the Seminar**

- 1.To know about ICT enabled Administrative Operations for Office execution effectively and smoothly.
- 2.To make aware the participants about document control and record management with NAAC perspectives.
- 3.To acquaint with E-correspondence Management System and E-Service Record Management System.
- 4.To get the information about Data Centricity with NAAC Perspective.
- 5.To understand significance of SOP for effective documentation.
7. To motivate office to be ICT enabled to play an important role in NAAC.

So, to discuss important procedures and policies and to acquire the skills required to fulfil the changing needs of NAAC, IQAC, Science College has organized this seminar as a training program for the office staff. This will be also helpful for the IQAC Coordinators, IQAC members, Principals, teaching and non- teaching staff, students, parents and alumni.

### **Inaugural Function:**

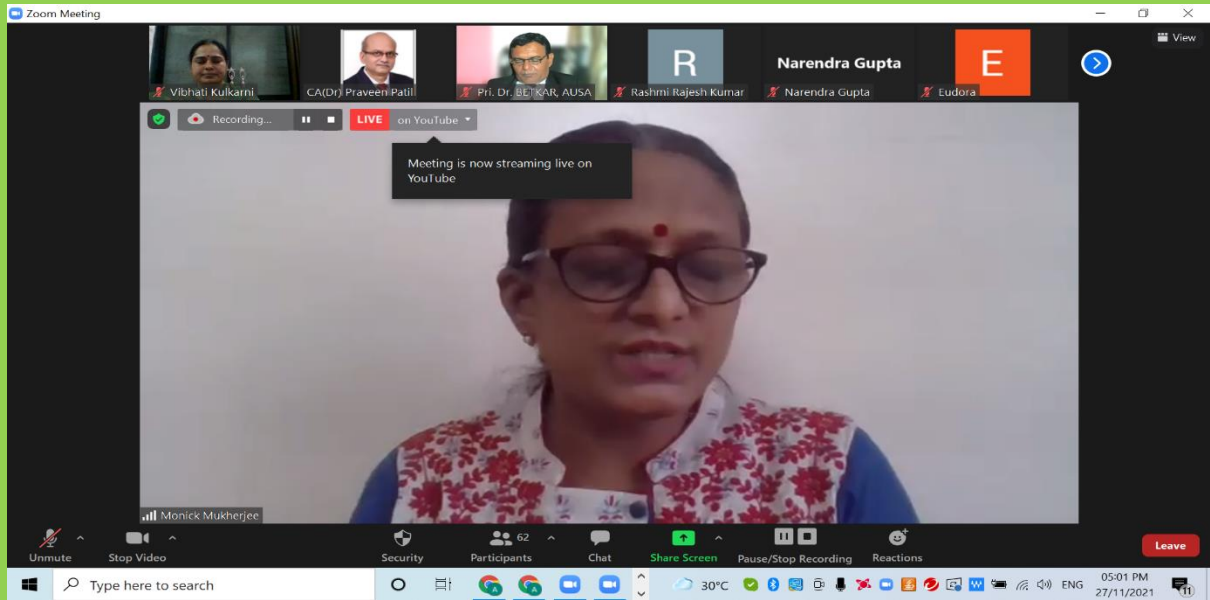
“One Day Online National Level Seminar” on “Document Control and Record Management with NAAC Perspectives” is organised by Internal Quality Assurance Cell Nanded Education Society’s SCIENCE COLLEGE, NANDED on D. 27<sup>th</sup> November, 2021, Saturday, 2.45 pm to 5.00 pm.



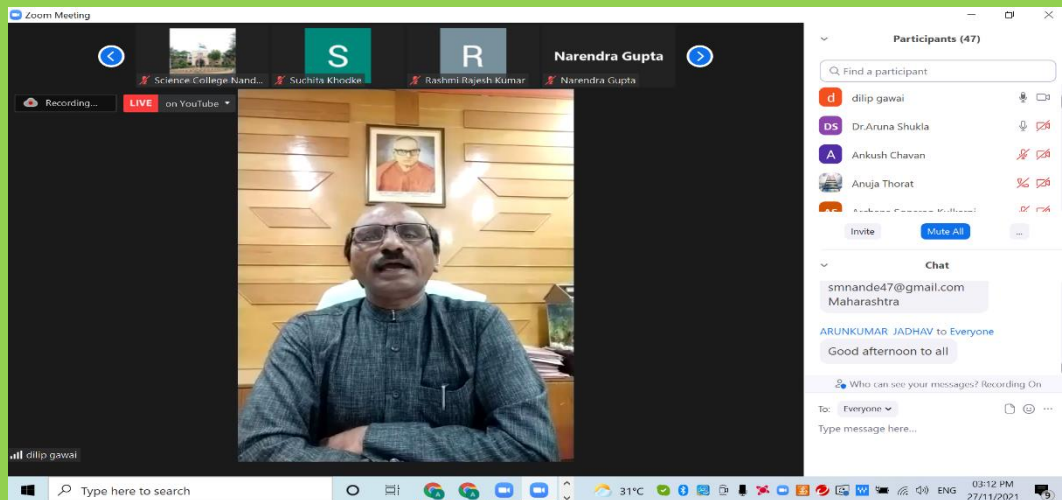
Dr. Vibhati Kulakarni, IQAC Coordinator welcomed all the dignitaries on behalf of IQAC Committee, Science College, Nanded:

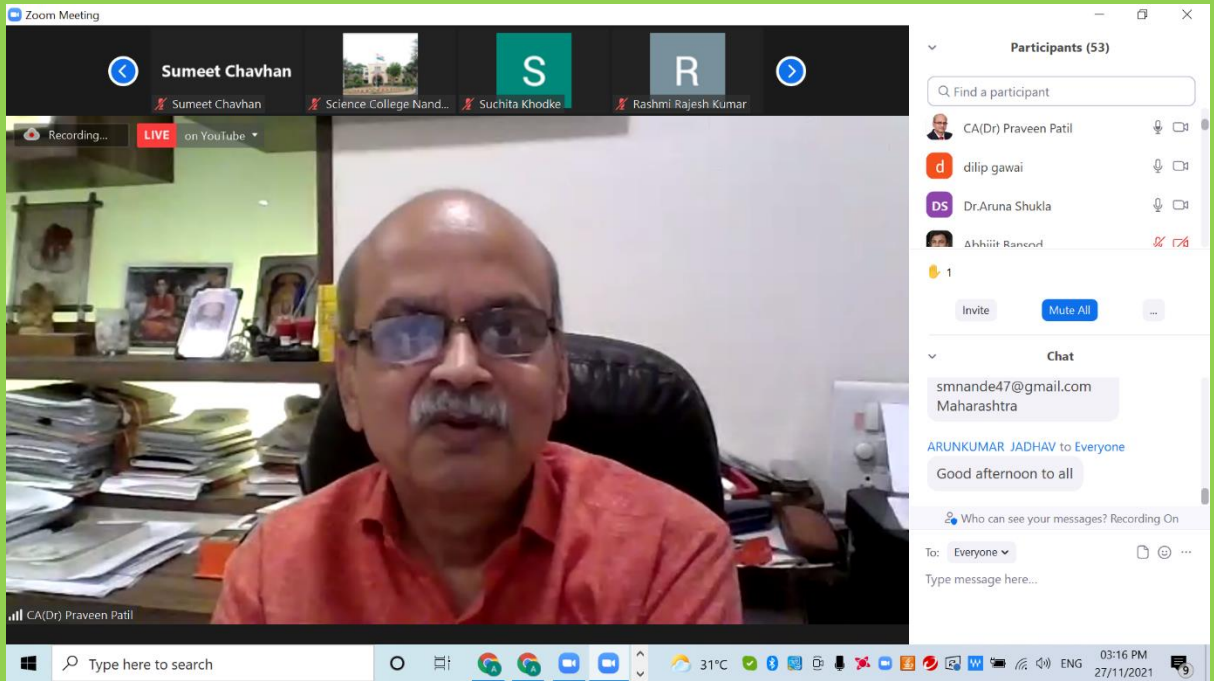
Respected Dr. Venkateshji Kabde (President, Nanded Education Society, Nanded)

Respected C.A. Dr. Pravin Patil (Vice-President, Nanded Education Society, Nanded)  
Respected Sow. Shyamal Patki (Secretary, Nanded Education Society, Nanded)  
Respected Mr. Prafulla kumar Agarwal (Joint-Secretary, Nanded Education Society)  
Hon. Ms. Keyya Mukharjee (Chief Guest and resource person, O.S. Maniben Nanavati Women's College, Mumbai)



Then Dr. D. U. Gawai, Principal, NES Science College, Nanded delivered the welcome speech in which he has welcomed all the participants and has given the detailed introduction of the college.

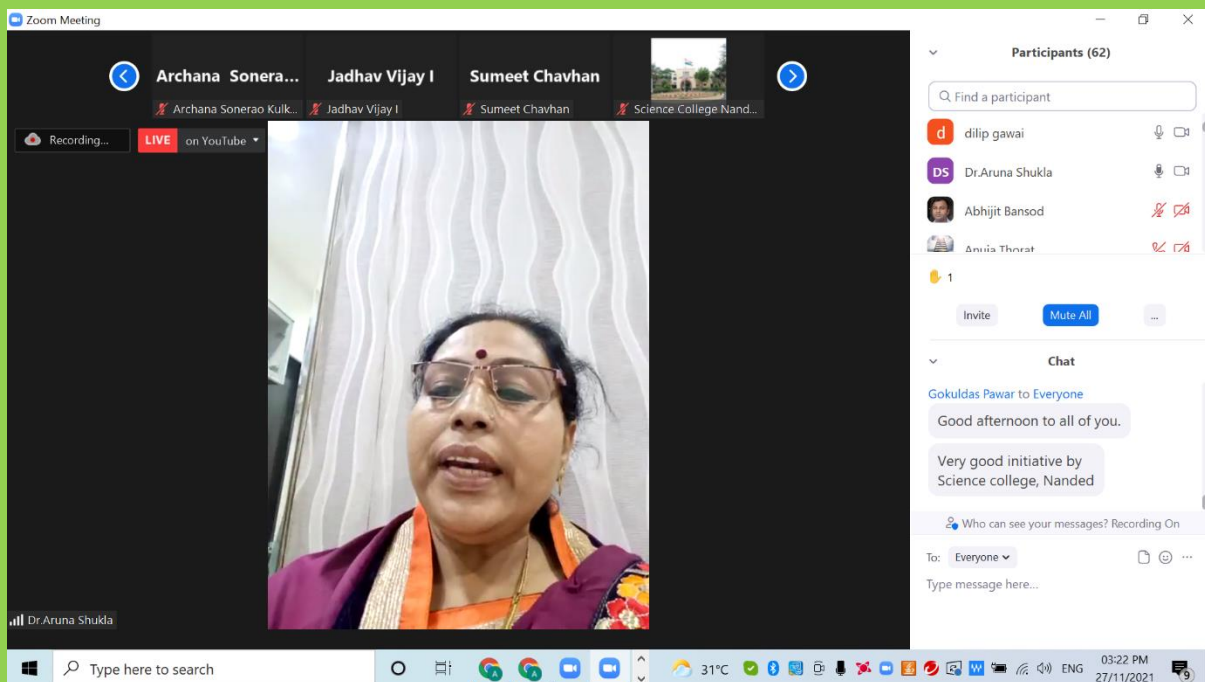




The Presidential address was given by Hon. CA Dr. Pravin Patil, Vice-President, Nanded Education Society, Nanded

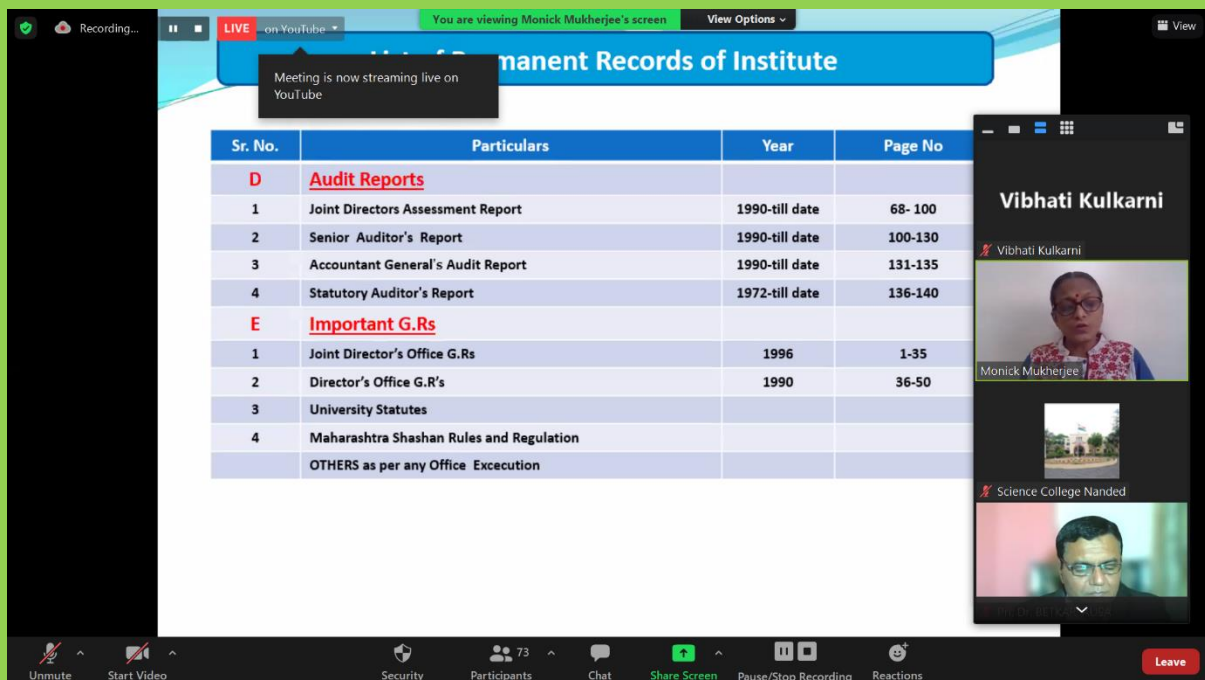
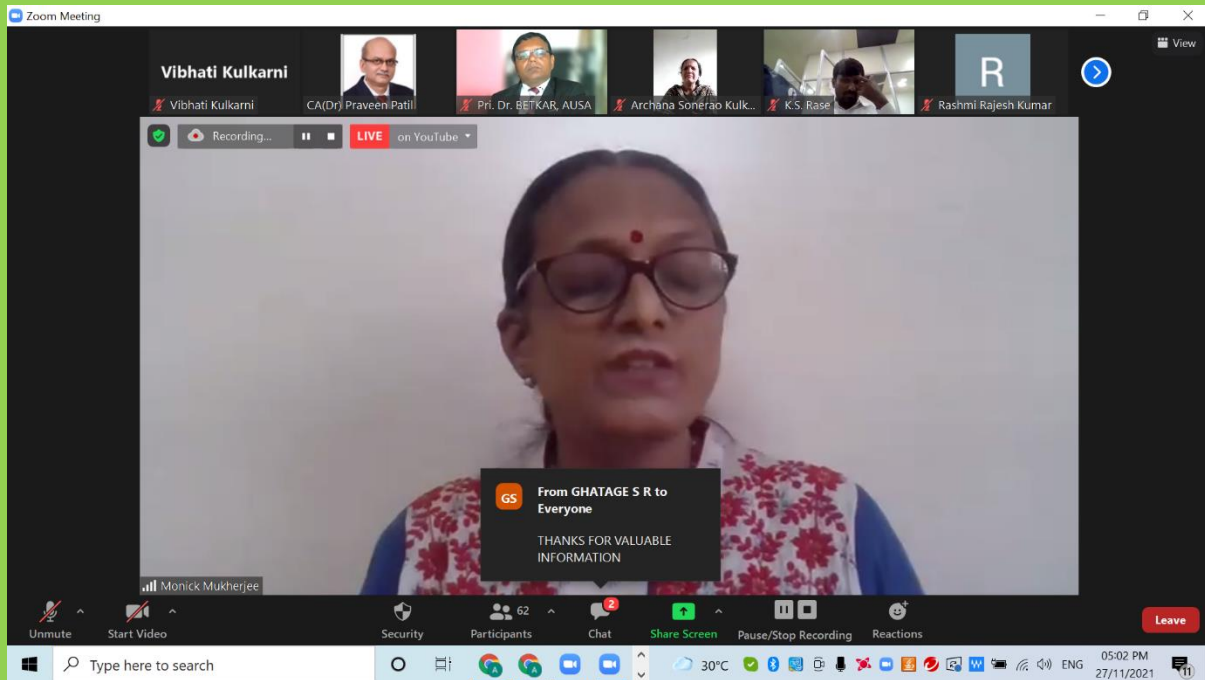
### Technical Session:

Technical session was started with the introduction of the resource person and the chief guest. Introduction of the resource person Ms. Keyya Mukharjee was given by Dr. Mrs. Aruna Shukla, Professor, NES Science College, Nanded

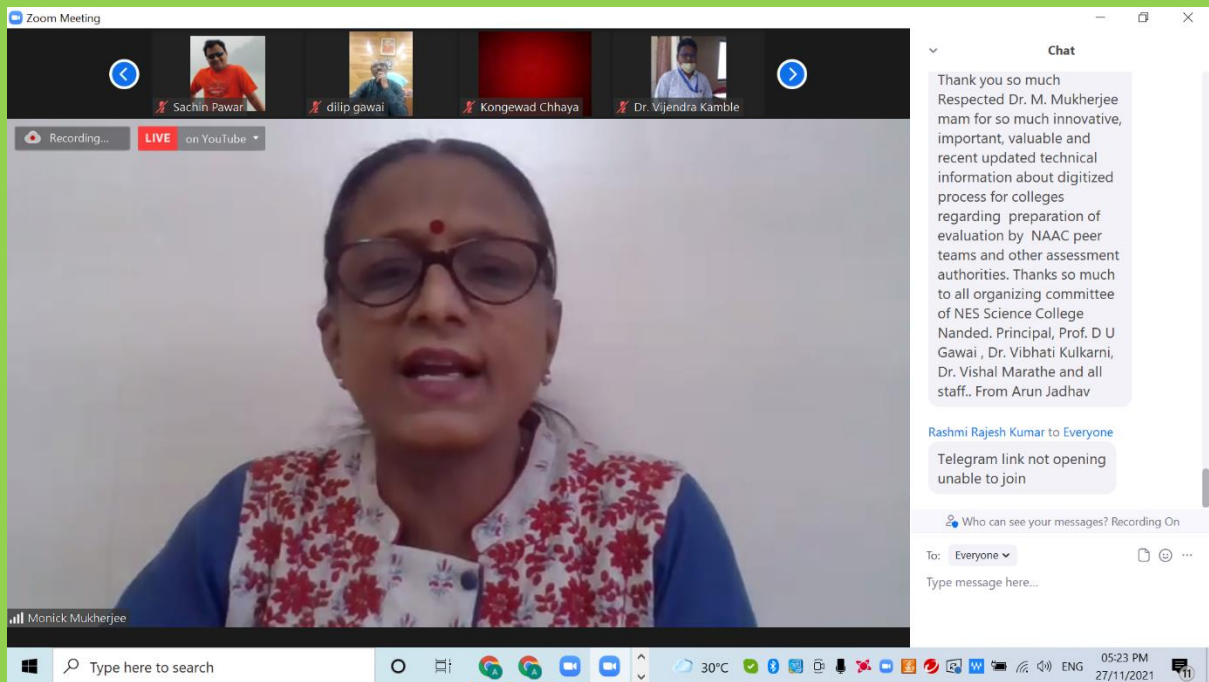


**Guest Lecture:** Ms. Keyya Mukharjee (Chief Guest and resource person, O.S. Maniben Nanavati Women’s College, Mumbai)

**Topic: “Document Control and Record Management with NAAC Perspective and Benefits of Digitization in Administration”**



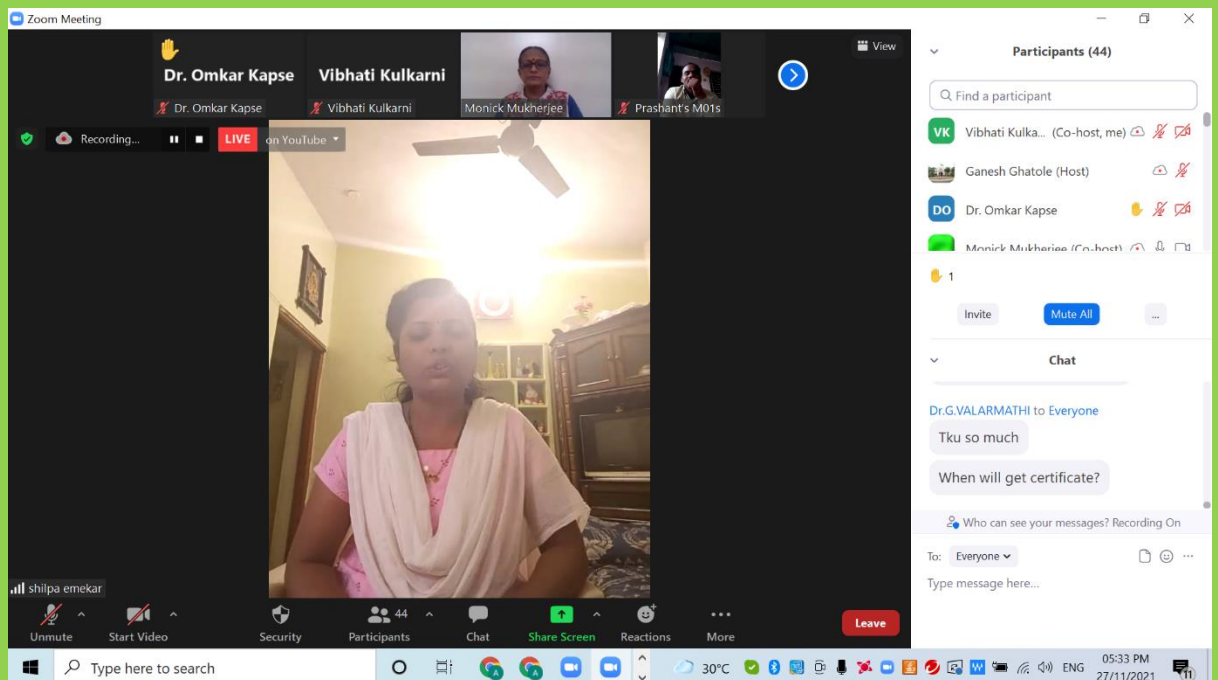




She has given an excellent resource talk which includes the 1. Students Information Management System 2. E-correspondence 3. Electronic Outward Correspondence 4. E-service Record Management 5. Inventory Management System 6. Benefits of Digital Administration 7. File Management System 8 Execution of DCRM as per quality management system. 9. List of Permanent Record of Institution 10. Data Centricity with NAAC perspective.

**Vote of thanks:**

Seminar ended with the vote of thanks proposed by Mrs. Shilpa Emekar, Lecturer in Sanskrit, NES Science College, Nanded.



### BIONOTE



- **Name** : Ms. Keyaa Mukherjee
- **Designation** : Office Superintendent
- **College** : Maniben Nanavati Women's College,  
Vallabhbai Road, Vile Parle (W), Mumbai-56
- **Email ID** : keyaamukherjee1@gmail.com
- **Experience** : 1990 to till date (Thirty one years)
- **Vision** : Digitize Administrative Office
- **Mission** : Online assess CORE System 24 X 7 around the World
- **Goal** : Turn Data into Information and Information Into Insight
- **Member** : Consistently second time Senate Member of SNDT Women's University, Member of IQAC,  
CDC, ICT Committee, Admin Audit Committee Anti Ragging, RTI, Purchase Committee Internal Complaint  
Committee also associated with RUSA-Maharashtra and Advisory Committee member of Cluster India
- **Achievements** : Initiated / Introduced / Implemented Process for Paperless Office:-
  - Electronic Correspondence Management System
  - Electronic Service Record Management System
  - Digital File Management System
  - Inventory Management System
  - Electronic Attendance Management System
  - Invited as External Auditor for Administrative Audit by Mumbai / SNDT University and  
several other colleges
- **Organised** : Several inter-collegiate State Level Seminars / Workshops on:
  - "IT Measures such as "Cyber Crime"
  - "Ethical Hacking and IT Security"
  - "Online Bank Frauds"
  - "Advance Excel Training"
  - "P.F. Pension, Govt. Rules & Regulation "in Collaboration with Joint Director's Office,  
Mumbai Region.
  - "Computer Directive for presentation - Email Etiquettes and Google Drive" –  
"Maintaining Accounts and Budgets"
- **Article Invited** :
  - 1) "Digitised Administrative Office" in ISSN 2347-5242, Platform Kolkata Magazine/  
Published
  - 2) "Role of ICT in Administration" in National Conference Proceedings by Nirmala Niketan  
College of Home Science -Churchgate
  - 3) "Paperless Office-The Need of an Hour" in Wageshwari Annual Magazine Issue Special  
by MMP Shah College - Matunga
- **Honorary Consultancy /  
Area of Expertise** : Invited as Guest Speaker / Resource Person in Faculty Development Programme/National Conference /  
Seminars / Workshops with NAAC perspective and also invited for Webinar sessions at **pan India** level by  
other colleges and by **Cluster India** as Course Co-ordinator / **under Paramarsh Scheme** and **RUSA-  
Maharashtra**
  - Digitized Administrative Office
  - Role of ICT in Administration
  - Paperless Office–Need of an Hour
  - Office Automation
  - Document Control / Record Management
  - Documentation & Data Centricity with NAAC perspective
  - Scope of Administrative Audit & Responsibilities of Admin Office with  
NAAC perspective
- **Honors** :
  - 1) Honored by S.N.DT. Women's University in its Centennial Year with "Best Administrator Award -  
Maharashi Karve Utkrushta Shikshketar Karmachari Purskar" on 5<sup>th</sup> of July 2016 by Hon.Governor of  
Maharashtra Shri Vidyasagar Rao and Chief Minister Shri Devendra Fadnavis
  - 2) Felicitated by the College Management "Certificate of Appreciation".
  - 3) Invitation & Appreciation Letter from Jt. Director for Provident Fund Work

## Certificate of the National Seminar:

Seminar on Document Control Certificate 27 11 2021-1.pdf

1 of 268

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**NANDED EDUCATION SOCIETY'S  
SCIENCE COLLEGE, NANDED.**  
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DST - FIST, Best College Award (SRTMUN))

**One Day Online National Level Seminar On  
"Document Control and Record Management  
with NAAC Perspectives"**

**Certificate** No. SCN/2021/7/001

This is to certify that Dr./Mr./Ms./Mrs. GHATOLE GANESH SHESHRAO  
SCIENCE COLLEGE, NANDED  
has participated in One Day Online National Level Seminar On "Document Control and Record  
Management with NAAC Perspectives" organized by Internal Quality Assurance Cell (IQAC),  
N.E.S. Science College, Nanded held on 27 November, 2021.

Dr. Mrs. V. V. Kulkarni  
IQAC, Co-Ordinator  
Organizing Secretary

Dr. V. R. Marathe  
Assistant Professor  
Joint Organizing Secretary

Dr. D. U. Gawai  
Principal  
Convener

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**Zoom Meeting app link:**

**You Tube link: [https://m.youtube.com/watch?v=R\\_B5-MZ46F8](https://m.youtube.com/watch?v=R_B5-MZ46F8)**

**Feedback form link: <https://forms.gle/qsyJmkqsd2nqqDAB7>**