Activity Approval

Date: 18-11-2022

Program: Training on NAAC

Need: To fine tune the documents

Objective: To fine tune the documents prepared by criterion wise teams for final submission

Resource Person: Dr. Narendra Chotaliya, Advsior to MP state universities oin NAAC

Date: 07-12-2022   **Time:** 10:00 am onwards   **Venue:** Conference Room

Cost/Budget: 10000/-

Proposed By: IQAC   **Verified By:** Principal

Budget

6th July,2022

To,
The Principal,
S.M Shetty Degree College,
Powai.

Subject: Budget for Induction Programme conducted by IQAC.

Respected Sir,

The IQAC of College is organizing asession on effective documentation for NAAC process

 Date: 07-12-2022

 Timing: 10:00 am Onwards/.

Venue: Conference Room

For the same we require your approval for funding the following:-

Sr.No	Description	Amount required	Total
1	Honorarium to resource person	10000	10000
	Total		**10000**

Regards,

IQAC Co-coordinator   **Principal**

Dr. Liji Santosh

Date: 28.11. 2023

<u>Notice</u>

The Internal Quality Assurance Cell of the college is organisng a training session on ' Effective documentation for NAAC' on 7th December,2023 at 10 am to 4pm at conference room. The training will be given criterion wise. Detailed schedule is given below. All faculty members and members if staff from admin office are requested to attend the same.

Coordinator IQAC

Bunts Sangha's
S.M.Shetty College of Science, Commerce & Management Studies, Powai.
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Schedule for 'Effective Dcoumentation'

Time: 10.15 am

Venue: Conference room

Time	Criterion
10.15 AM - 10.45 AM	7
10.45 AM - 11.15 AM	2
11.15 AM - 11.35 AM	6
11.35 – 12 Noon	1
12.00 Noon - 12.30 PM	3
12.30 PM - 1 PM	5
1PM - 1.30 PM	4
1.30 PM - 2 PM	Interaction with Office staff

Report & Glimpses

Internal Quality Assurance Cell (IQAC) of the college organised a training session on effective documentation for NAAC on 7th December 2022. It was a training sessionto fine tune the documents prepared by the criterion wise team.

Dr. Narendra chotaliya has given exclusive training training to each criterion and pointed out the mistakes teams have committed.

All staff members very contented after the training program as they could figure out the mistakes they undergo while doing the documentation.

Team IQAC thanked Dr. Chotaliya profusely for the help and excellent session.

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