## 6.3.3

Average number of professional development/ administrative training programs organized by the institution for teaching and non-teaching/ technical staff during the last five years

Year	2017-18	2018-19	2019-20	2020-21	2021-22
No of Training programmes	2	2	2	2	2

Schedule For training For Teaching Staff

Sr.No	Date	Day	Time	Topic	Remark
1	13.02.2017	Monday	11-1	Communication Skills	Conducted for Teachers
2	07.03.2018	Wednesday	11-1	Learning Process	Conducted for Teachers
3	07.03.2019	Thursday	11-1	Making lectures effective	Conducted for Teachers
4	09.03.2020	Monday	11-1	Training with group activities	Conducted for Teachers
5	15.02.2021	Monday	11-1	Departmental Administration Skills.	Conducted for Teachers
6	16.03.2022	Wednesday	10-1	Smart school software	Conducted for Teachers
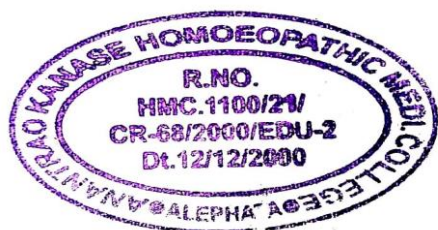
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Schedule For training For Non-Teaching Staff

Sr. No	Date	Day	Time	Topic	Remark
1	16.02.2017	Thursday	11-1	Communication Skills& Soft skills	Conducted for non-Teaching staff
2	10.03.2018	Saturday	1o-1	Effective Office administration & financial Management	Conducted for non-Teaching staff
3	06.03.2019	Wednesday	11-1	Effective Record Keeping	Conducted for non-Teaching staff
4	10.03.2020	Tuesday	11-1	Stress free effective working	Conducted for non-Teaching staff
5	16.02.2021	Tuesday	10-1	Computer training & data base Management	Conducted for non-Teaching staff
6	20.9.2022	Tuesday	10-12	ADVANCE ERP 9	Conducted for non-Teaching staff

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Percentage per year =

Total number of professional development and administrative training programs organized for teaching ,non-teaching and technical staff during last five years

5

=   10/5

=   2%

Teaching and non-teaching staff received training in administrative program in last 5 years.

Notice.

All the staff members of AKHMC are hereby informed that there will be a training programme for all teaching staff in the seminar hall No. 2

All Kindly attend this workshop.

Speaker – Dr. Shaikh S.K.

Date – 13/2/2017 – 11 a.m.

Agenda/Topic – Communication Skill

Name of Staff
Dr. Soman S.S.
Dr. Gholap R.K.
Dr. Gholap K.V.
Dr. Kulkarni A A
Dr. Unde
Dr. Chatterjee
Dr. Shaikh S.K.
Dr. Awari S A
Dr. Thorat S.L.
Dr. Dahale S.S.
Dr. Shinde M. B.
Dr. Joshi
Dr. Mantri
Dr. Jagad S S
Dr. Khupre
Dr. Patil
Dr. A A Asane.

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Alephata

Minutes of meeting:

The college organised a workshop on Communication Skill for teaching staff on 13/2/2017 at 11 am in seminar hall no. 2

Dr. Shaikh S.K. conducted the workshop on Communication Skill which will be beneficial for teaching staff. Following points were considered in the workshop.

- Effective and well communication with students

- Different ways of Communication
  - verbal
  - Non verbal (body language)
  - written

- Listening – the other side of communication

- Doctor Patient Communication

- Tips for presenter.

Notice

All the staff members of AKHMC are hereby informed that there will be a training programme for all teaching staff in the Seminar hall no. 2

All kindly attend this workshop.

Speaker - Dr. Shaikh S.K.

Date - 13/2/2017 - 11 a.m.

Agenda/Topic - Communication Skill

Name of Staff

Dr. Soman S.S.
Dr. Gholap R.K.
Dr. Gholap K.V.
Dr. Kulkarni A.A
Dr. Unde
Dr. Chatterjee
Dr. Shaikh S.K.
Dr. Awari S.A
Dr. Thorat S.L.
Dr. Dahale S.S.
Dr. Shinde M.B.
Dr. Joshi
Dr. Manteri
Dr. Jarad SS
Dr. Khupte
Dr. Patil
Dr. A.A Asane.

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Alephata

Attendance of Staff

Dr. Soman SS
Dr. Gholap K.V.
Dr. Gholap R.K.
Dr. Thorat S.L.
Dr. Kulkarni AA
Dr. Joshi - P.Joshi
Dr. Unde - Unde
Dr. Chatterjee
Dr. Shinde M. - Malti
Dr. Dahale
Dr. Thorat NV
Dr. Awari S A - S.Awari
Dr. Jarad SS
Dr. Manteri
Dr. Khupte
Dr. Patil
Dr. Asane. A.A
Dr. Jarad

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Notice.

All the teaching staff members of Anantrao Kanase Homoeopathic medical college Alephata, hereby informed that there will be a training programme for all teaching staff in the seminar hall No. 2 at 10 am on 7th march 2018.

Topic — Learning Process

Time — 11 am

Venue — Seminar hall 2

Speaker — Dr. Shaikh S. K.

Name of teachers	Sign.
Dr. Gholap K.V.	
Dr. Gholap R.K.	RMP
Dr. Unde	Unde
Dr. Soman S.S	
Dr. Chaterjee	
Dr. Awale	S.Awale
Dr. Thorat S.L.	
Dr. Kulkarni A.A	
Dr. Joshi	P.Joshi
Dr. Mantri	
Dr. Shinde M.B.	Malt.Gupkv.
Dr. Dahale S.S	Principal
Dr. Jagad S.S.	Anantrao Kanase Homoeopathic
Dr. Shete P.P.	Medical College & Hospital
Dr. A.A. Asane.	Alephata

Minutes of meeting

Institute had organised a workshop on learning process for teaching staff on 7th march 2018 at 11 am in seminar hall 2.

Dr. Shaikh maam conducted the training very effectively.

Following points were discussed

— what is learning process

— How we should motivate our students for learning new faculty

— Learning principles

— Application based learning

— Activity on learning process.

Name.	Attendance Sign.
Dr. Gholap K.V.	
Dr. Soman S.S	
Dr. Gholap R.K	RMP
Dr. Awale S.A.	S.Awale
Dr. Thorat S.L.	
Dr. Mantri	
Dr. Jagad S.S.	SJagad

Date – 1/3/2018

Notice

All the teaching staff members of Anantrao Kanase Homoeopathic medical college Alephata hereby informed that there will be a training programme for all teaching staff in the seminar hall No. 2 at 10 am on 7th March 2018.

Topic – Learning Process

Time – 11 am

Venue – Seminar hall 2

Speaker – Dr. shaikh S. K.

Name of teachers	Sign.
Dr. Gholap K. V.	
Dr. Gholap R. K.	RMgw
Dr. Unde	Unde
Dr. Soman S.S	
Dr. Chaterjee	
Dr. Awari	SAwari
Dr. Thorat S. L.	
Dr. Kulkarni A A	
Dr. Joshi	P. Joshi
Dr. Mantri	
Dr. Shinde M. B.	Malti
Dr. Dahale S S	
Dr. Jarad S. S.	
Dr. Shete P. P.	
Dr. A. A. Asare.	

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Dr. Joshi P.	P. Joshi
Dr. Kulkarni A. A.	
Dr. Chatterjee	
Dr. Unde	Unde
Dr. Dahale S.S.	
Dr. Shinde M. B.	Malti
Dr. A. A. Asare.	

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Notice

All the teaching staff of Anantrao Kanase Homo. medical college are hereby informed that, there will be a training programme for all teaching staff in the seminar hall No. 2

   All Kindly attend this training

Venue   –   Seminar hall

Time   –   11 am to 1 Pm

Topic   –   How to make lecture effective

Speaker   –   Dr. shaikh S.K.

Name of staff	
Dr. Gholap K.V.	
Dr. Soman S S	
Dr. Gholap R.K.	Gholap
Dr. Unde	Unde
Dr. Chatterjee	
Dr. Joshi	P. Joshi
Dr. Khupte	
Dr. Awari	S. Awari
Dr. Aasare	
Dr. Patil	
Dr. Shinde	Malti
Dr. Dahale	
Dr. Kulkarni	
Dr. Jarad	SJarad
Dr. Shet	

Minutes of meeting.

The institute has organised a training programme on " Making lecture effective" on 7th March 2019 at 11 am in Seminar hall no. 2.

   Dr. Shaikh S.K. conducted the training on making lecture effective for all teaching staff.

   Following points were discussed in the training.

- Importance of lecture
- Strengths of lecture
- Planning the lecture
- How to prepare it
- Structure of lecture
- Delivery techniques
- Take home message.
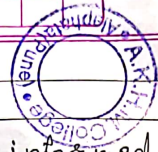
Notice

All the teaching staff of AKHMC Alephata are hereby informed that there will be a training programme on 9th March 2020 at 11 am at seminar hall 1

Topic — Growth mindset for educators

Venue — Seminar hall 1

Speaker — Dr. Shaikh S.K.

Time — 11 am

Name of Staff	Sign.
Dr. Soman S.S.	
Dr. Awari	S Awari
Dr. Gholap K.V.	
Dr. Jarad	SJarad
Dr. Gholap R.K.	
Dr. Thorat N V	
Dr. Thorat S L	Thorat
Dr. Khupte	
Dr. Unde	
Dr. Chatterjee	
Dr. Patil	
Dr. Shinde	
Dr. Kulkarni	
Dr. Dahale	
Dr. Amrita	
Dr. Shete. P.P	
Dr. Asare. A.A.	

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Minutes of meeting

Institute has organised a training workshop for all teaching staff on 9th March 2020 at 11 am in seminar hall 1 on topic Growth mindset for educators. Dr. shaikh conducted the training very effectively.

Following points were discussed in the training session.

• Classroom management

• Behavioral expectations

• Assessment

• Social contexts

• Motivation

• Making topic more meaningful

• Topic and time management

• Group discussion
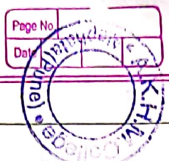
Notice

All the teaching staff of AKHMC Alephata are hereby informed that there will be a training Programme on the topic — Departmental administrative Skill in the seminar hall

Venue — Seminar hall

Topic — Departmental ~~Programme~~ administrative Skill

Speaker — Dr. Shaikh S.K.

Name of staff	Signature
Dr. Gholap K.V.	Gholap
Dr. Unde	Unde
Dr. Gholap. R.K.	Gholap
Dr. Kulkarni	
Dr. Soman S.S.	
Dr. Chatterjee	
Dr. Aasare	
Dr. Khupte	
Dr. Patil	
Dr. Bahale	
Dr. Aawale	
Dr. Jarad	Jarad
Dr. Joshi	P. Joshi
Dr. Amrita R.	A. A.
Dr. Shete	
Dr. Asare. A.A.	

Minutes of meeting

The Institute organised a training workshop on departmental administrative skills on 15th Feb 2021.

Dr. Shaikh S.K. conducted the workshop in the seminar hall 1.

Following points were discussed in the training

- Team work
- Responsibilities
- Time management
- Multitasking quality
- Set goals
- Filling / Paper management
- self motivation

Notice

All the teaching staff of AKHMC Alephata are hereby informed that there will be a training programe on the topic — How to use smart school software for student's attendance" in the seminar hall on 16th march 2022.

TOPIC — How to use smart School software

VENUE — Seminar hall

Time — 10 am to 12 Noon

SPEAKER — Dr. Aparna Kulkarni

Name of teaching staff	Signature
1. Dr. Gholap K.V.	Gh
2. Dr. Gholap R.K.	Gholap
3. Dr. Shaikh	Shaikh
4. Dr. Soman	SM
5. Dr. Thorat S.L.	Thorat
6. Dr. Aasare	Aasare
7. Dr. Unde	
8. Dr. Shinde M.B.	Malti
9. Dr. Thorat P.N	P.N.Thorat.
10 Dr. Shinde J.P.	Shinde
11 Dr. Jagad S.S.	Jagad

Minutes of meeting

The institute had organised a training on MIS (software) — smart school software for teaching staff on 16th March 2022.

Dr. KULKARNI A.A. conducted the session in the Seminar hall.

Following points were discussed in the training

1. How to install app

2. Contents of app

3. Utility of app

4. How to Upload H.W. in the app ?

5. Daily attandance for Practical / clinic & lecture

6. How to give Notice to students

Name of staff	Signature
1. Dr. Gholap K.V.	Gh
2. Dr Soman	SM
3. Dr. Gholap R.K.	Gholap
4. Dr. Unde	
5 Dr. Shaikh	Shaikh
6 Dr. Thorat S.L.	Thorat

Notice

All the non-teaching staff (office staff) of AKHMC Alephata are hereby informed that there will be a training Programme on the topic – Effective office administration in the seminar hall on 10/3/2018.

Venue – Seminar Hall

Date   –   10/3/2018

Time   –   10 am to 01 pm.

Speaker – Mr Deshmukh.

Name of Non teaching staff	Signature
1. Mr. Khokarale	
2. Mr. Waman	Waman
3. Mr. Chavan	
4. Mrs. Supriya Guhangale.	Ghangale
5. Mr. Pachpute.	

Gupkv.
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Minutes of meeting

The institute organised a training workshop on effective office administrative skills on 10th march 2018.

Mr. Deshmukh conducted the workshop in the seminar hall

Following points were discussed in the training.

· Administrative skills

· Strong organising skills.

· Analytical skills

· Good communication skill

· Effective interpersonal skills.

Above points were discussed for effective decision making, document and report preparation, time management etc. It helps in planning, design and implementation of work in an institute.

Name of Non teaching staff	Signature
1. Mr. Chavan	
2. Mr. Pachpute	
3. Mr Khokarale	
4. Mrs. Gihangale	Ghangare
5. Mr Waman	Waman

Gupkv.
Principal
Anantrao Kanase Homoeopathic
Medical College & Hospital
Alephata

Notice

All the non-teaching staff of AKHMC Alephata are hereby informed that there will be a training programme on the topic – Effective Record keeping on 6th March 2019 in the seminar hall.

Topic — Effective Record Keeping

Date — 6/3/2019

Speaker — Mr. Khokhrale

Time — 11 to 1 p.m.

Venue — Seminar hall.

	Name of non teaching staff	Signature.
1.	Mr. Pradip Waman	Waman
2.	Mr. Sachin Pachpute	Sput
3.	Mr. Vijay Chavan	Vijay
4.	Mr. Ganesh Shinde	Side
5.	Mrs Savita Dighe	Dighe.

Gupkv.

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Anantrao Kanase Homoeopathic
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Minutes of meeting

The institute had organised a training programme on "Effective Record Keeping" for office staff on 6th March 2019.

Mr. Khokhrale conducted the training in the seminar hall.

Following points were discussed in the training.

- Create the record of every student
- Preserve and secure it
- Establish policies and procedures to improve record management
- Ensure records should be easily accessible.
- Retention of Records.
- Use software
- Classification of records
- Importance of record keeping

Notice

All the non teaching staff of AKHMC Alephata are hereby informed that there will be a training programme on the topic 'computer training' and 'database management' in the seminar hall.

Topic — Basic computer training and database management.

Date — 16/02/21
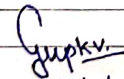
Time — 10 am to 1 pm.

Venue — Seminar hall & Central office.

Speaker — Mr. Chavan.

	Name of non teaching staff	Signature.
1.	Mr. Khokarale	
2.	Mr. Pachpute	
3	Mrs Dighe	Dighe.
4.	Mr. Chavan	
5	Mrs Shelke	Mshelke

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Minutes of meeting

The institute has organised a training on Basic computer education & database management for office staff on 16th feb 2021.

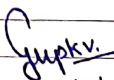Mr. Chavan conducted the session in the seminar hall as well as in office.

Following points were discussed in the training.

1) Types of database.

2) How to create, maintain & control access to the database.

3) How to use for students and for accounts.

4) Data security, data storage.

5) Lower errors.

6) Data organization.

	Name of the Non teaching staff	Signature.
1)	Mr. Khokhrale.	
2)	Mr. Chavan	
3)	Mr. Shinde	
4)	Mrs. Dighe	Dighe.
5)	Mrs. Shelke	Mshelke
6)	Mr. Sachin Pachpute	

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Notice

All the non teaching Staff (office staff) of AKHMC Alephata are hereby informed that there will be a training session on the topic — Advance ERP9 for accounting system in the Seminar hall on 20/09/22.

Speaker — Mr. Khokrale

Date — 20/9/22

Time — 10am to 12 Noon

Venue — Seminar hall

Name of non teaching staff	Signature
1. Mr. Chavan	
2 Mr. Shinde	
3 Mr Pachpute	
4 Mrs Dighe	Dighe.
5 Mrs Shelke.	Mshelke

Gupkv.
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...rao Kanase Homoeopathic
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Minutes of meeting

The institute had organised a training session on the Tally ERP9 for accounting system.

Mr. Khokrale conducted the session in the Seminar hall as well as in the office.

Following points were discussed in the training

1] Advance version of software

2] Structure of new software

3] Demo given for software

4] How to finalised accounting sheet of fincial year.

Name of non teaching staff	Signature
1. Mr. Chavan	
2 Mr. Pachpute	
3 Mr. Shinde	
4 Mrs Dighe	Dighe.
5 Mrs Shelke.	Mshelke

Gupkv.
Principal
Anantrao Kanase Homoeopathic
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Notice

All the non-teaching staff of AKHMC Alephata are hereby informed that there will be a training programe on the topic - "Stress free effective working" on 10th march 2020 in the seminar hall.
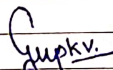
Speaker - Mr. Pund

Date - 10/03/2020

Time - 10 am to 12 noon

Venue - Seminar hall

	Name of Non teaching Staff	Signature
1.	Mr. Khokhrale	
2.	Mr. Sachin Pachpute	
3.	Mr. Chavan Vijay	
4.	Mr. Ganesh Sinde	
5.	Mrs. Savita Righe	Sighe.
6.	Mrs. Supriya Ghangale	Ghangale

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Minutes of meeting.

The institute had organised a training Programe on "Stress free effective working" on 10th march 2020.

Mr. Pund conducted the training in the seminar hall.

Following points were discussed in the training.

- organised your workspace
- Practice deep breathing
- Take walk in between your work
- Eat nutritious snacks
- Encourage open communication
- Update yourself
- Practice time management
- Plan and prepare
- Ask for help
- Be realistic
- Communicate properly.