



Dnyanvardhini Shikshan Sanstha's

Tel. : 02425-292177
02425-292277

Global Institute of Management

132/1, Pune Nashik Highway, Velhale, Sangamner, Dist. Ahmednagar, Pin - 422 605

Email : globalsangamner@gmail.com

Web : www.giom.org.in

DTE CODE : MBS325

Ref. No.:

Date :

Professional development / Administrative Training Programmes organized by the institution for teaching and non-teaching staff

| Year | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|--------|---------|---------|---------|---------|---------|
| Number | 0 | 0 | 0 | 2 | 0 |



Director

Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar



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Email : globalsangamner@gmail.com

Web : www.giom.org.in

DTE CODE : MB5325

Ref. No.

Date :

Details showing Professional development / Administrative Training Programmes organized by the institution for teaching and non-teaching staff

| Dates (from-to) | Title of the professional development program organised for teaching staff | Title of the administrative training program organised for non-teaching staff | No. of participants |
|--------------------------------|--|---|---------------------|
| 11-12-2019 to 16-12-2019 | - | Writing Emails, Letters, Memos and Reports | 5 |
| 01-01-2020 to 06-01-2020 | Research Methods and Techniques | - | 12 |




Director

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Sangamner, Dist. Ahmednagar



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Email : globalsangamner@gmail.com

Web : www.giom.org.in

DTE CODE : MB5325

Ref. No. GIOM/MBA/2053/2019

Date : 04/12/19

To,
Prof. Swapnil Phad
Sangamner College,
Sangamner.

Subject: - Invitation as a Resource Person for conducting 5 (Five) days Training Program for our Non-teaching / Administrative staff.

Dear Sir,

Global Institute of Management (GIOM) is one of the premier Institute of Management approved by AICTE New Delhi, DTE Mumbai and Affiliated to Savitribai Phule Pune University providing fulltime two years M.B.A Course.

It gives us immense pleasure to inform you that, we have scheduled the **5 (Five) days Training Program for our Non-teaching / Administrative staff** entitled "Writing Emails, Letters, Memos and Report" to enhance their writing skill.

It is our honor & privilege to invite you as a resource person & deliver sessions / lectures under this theme. Sir your sessions based on wide academic & Industrial experience will inspire our entire staff. A line of confirmation will be highly appreciated.

Thanking You!




Director

Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar

Received And Accepted

Phad
05/12/2019
(Prof. Swapnil Phad)



Dnyanvardhini Shikshan Sanstha's

Tel. : 02425-292177
02425-292277

Global Institute of Management

132/1, Pune Nashik Highway, Velhale, Sangamner, Dist. Ahmednagar, Pin - 422 605

Email : globalsangamner@gmail.com

Web : www.giom.org.in

DTE CODE : M85325

Ref. No. GIM/MBA/2096/2019

Date : 07/12/19

To,
Prof. Swapnil Phad
Sangamner College,
Sangamner.

Subject: - Appointment as a Resource Person for conducting 5 (Five) days Training Program for our Non-teaching / Administrative staff.

Dear Sir,

It gives us immense pleasure to inform that, you are appointed as resource person for conducting the 5 (Five) days Training Program for our Non-teaching / Administrative staff entitled "Writing Emails, Letters, Memos and Report" from 11th Dec., 2019 to 16th Dec., 2019 on 10:00AM at our Institute.

The detailed course content and other information of the said training program is attached herewith for your reference. Kindly accepts the same & acknowledge.

Thanking You!

Received And Accepted

Phad
07/12/2019
(Prof. Swapnil Phad)



Director

Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar

DSS's
Global Institute of Management, Sangamner

132/1, Pune-Nashik Highway, Velhale, Tal. Sangamner, Dist. A'nagar-422605.

NOTICE

Date: 05/12/2019.

All Administrative / Non-teaching staff members are hereby informed that, our Institute is organizing a **Five days Training Program on "Writing Emails, Letters, Memos and Reports"** from 11th Dec., 2019 to 16th Dec., 2019 at Institute campus, Sangamner.

Guest Speaker for Program: Prof. Swapnil Phad
(Sangamner College, Sangamner)

Note: -

1. Course content is attached with Notice.
2. Attendance and Uniform is compulsory for all.


Prof. Lakhan J. Lohiya
Program Coordinator




Dr. P. P. Saraf
Director
Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar

DSS's
GLOBAL INSTITUTE OF MANAGEMENT

Sr. No. 132/1, Nashik-Pune Highway, Velhale, Sangamner, Tal. A'nagar - 422 605.

A
Five days
TRAINING PROGRAM

For
Administrative Staff

On

“Writing Emails, Letters, Memos and Reports”

(11th December to 16th December, 2019)

Content of the Course:

- **The Writing Process.**
 1. Communication through Writing.
 2. Writing Guidelines.
 3. The Writing Process.
 4. Effective Sentence and Paragraphs.
 5. Questions and Answers.
- **Writing Emails.**
 1. Writing Effective Emails.
 2. Use of Email for Office use.
 3. Tips for effective writing of Email.
 4. Email Manner and Etiquettes.
 5. Questions and Answers.
- **Writing Official Letters.**
 1. Content Guidelines.
 2. Sample Letters.
 3. Questions and Answers.
- **Writing Memos.**
 1. What is Memo?
 2. Memo Samples / Formats.
 3. Why write memo.
 4. How to write memo.
 5. Questions and Answers.
- **Writing Reports.**
 1. Report Writing.
 2. Determine the scope of the report.
 3. Sample Reports.
 4. Questions and Answers.




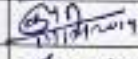
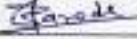

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A
Five days
TRAINING PROGRAM

For
Administrative Staff

On
"WRITING EMAILS, LETTERS, MEMOS AND REPORTS"
(11th December to 16th December, 2019)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|----|-------------------------|---|
| 1 | Mr. Gadolekar G. B. |  11/12/2019 |
| 2 | Mr. Kadam Kiyam K. | K.K.K. 11-12-2019 |
| 3 | Mr. Mule Kishan M. |  11/12/2019 |
| 4 | Sarode Bapu M. |  |
| 5 | Kuddekar H. G. |  |



Director
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A
Five days
TRAINING PROGRAM

For
Administrative Staff

On
"WRITING EMAILS, LETTERS, MEMOS AND REPORTS"

(11th December to 16th December, 2019)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|----|-------------------------|------------------------|
| 1 | Mr. Kulkarni H. G. | [Signature] 12/12/2019 |
| 2 | Mr. Gadalekar G. B. | [Signature] 12/12/2019 |
| 3 | Mv. Mule Kiran A. | [Signature] 12/12/2019 |
| 4 | Mr. Kadam Kiran K. | k.k.k. 12/12/2019 |
| 5 | Sarode Bapu M. | [Signature] |



[Signature]
Director

Global Institute of Management
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Sangamner, Dist. Ahmednagar

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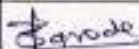
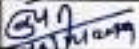
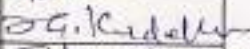

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A
Five days
TRAINING PROGRAM
For
Administrative Staff
On

"WRITING EMAILS, LETTERS, MEMOS AND REPORTS"

(11th December to 16th December, 2019)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|----|-------------------------|---|
| 1 | Sarode Bapu M. |  |
| 2 | Mr. Kadam Kiran K. | K.K.K. 13/12/2019 |
| 3 | Mr. Mule Kisan A. |  13/12/2019 |
| 4 | Mr. Kudalekar H. G. |  |
| 5 | Mr. Gadolekar G. B. |  13/12/2019 |




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A
Five days
TRAINING PROGRAM

For
Administrative Staff

On
"WRITING EMAILS, LETTERS, MEMOS AND REPORTS"
(11th December to 16th December, 2019)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|----|-------------------------|---------------------------------|
| 1 | Sande Bapi M. | <i>Sande</i> |
| 2 | Mr. Mule Kisan A | <i>K. A. Mule</i> |
| 3 | Mr. Gadekar G.B. | <i>G. B. Gadekar</i> 14/12/2019 |
| 4 | Mr. Kuddekar, H. G. | <i>H. G. Kuddekar</i> |
| 5 | Mr. Kadam Kiran K | <i>K. K. Kadam</i> 14/12/2019 |



[Signature]
Director

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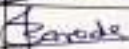
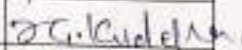

Sr. No. 132/1, Nashik-Pune Highway, Velhale, Sangamner, Tal. A'nagar - 422 605.

A
Five days
TRAINING PROGRAM

For
Administrative Staff

On
"WRITING EMAILS, LETTERS, MEMOS AND REPORTS"
(11th December to 16th December, 2019)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|----|-------------------------|--|
| 1 | Mr. Mule Kisan A. |  |
| 2 | Mr. Gadolekar G. B. |  16/12/2019 |
| 3 | Saande Bapu M. |  |
| 4 | Mr. Kudalekar H. G. |  |
| 5 | Mr. Kadam Kiran K. |  16/12/2019 |




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Dnyanavardhini Shikshan Santha's

GLOBAL INSTITUTE OF MANAGEMENT

S. N. 132/1, Nashik - Pune Highway, Velhale, Tal. Sangamner Dist. A'Nagar - 422605.

Certificate

This is to certify that, MR. / MISS. KISAN APPASAHEB MULAY has participated & completed A five day Training Program on "WRITING EMAILS, LETTERS, MEMOS, REPORTS" from 11th Dec., 2019 to 16th Dec., 2019 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.

Phad
Prof. Swapnil Phad
Resource Person

Lohiya
Prof. Lakshman J. Lohiya
Program Coordinator

Saraf
Dr. P. P. Saraf
DIRECTOR



Dire

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Sangamner, Dist. Ahmednagar



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Certificate

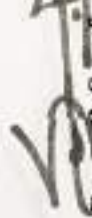
This is to certify that, MR. / MISS. GUNJAN BABAN GADEKAR has participated & completed A five day Training Program on "WRITING EMAILS, LETTERS, MEMOS, REPORTS" from 11th Dec., 2019 to 16th Dec., 2019 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Swapnil Phad

Resource Person


Prof. Lakshman J. Lohiya

Program Coordinator


Dr. P. P. Saraf

DIRECTOR



Director

Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar



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Certificate

This is to certify that, MR. / M/SS. KIRAN KESHAV KADAM has participated & completed A five day Training Program on "WRITING EMAILS, LETTERS, MEMOS, REPORTS" from 11th Dec., 2019 to 16th Dec., 2019 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Swapnil Phad
Resource Person


Prof. Laxman J. Lohiya
Program Coordinator


Dr. P. P. Saraf.
DIRECTOR



Director

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32/1, Pune-Nashik Highway, Velhale
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Certificate


This is to certify that, MR. / MISS. BAPU MACCHINDRA SARODE has participated & completed A five day Training Program on "WRITING EMAILS, LETTERS, MEMOS, REPORTS" from 11th Dec., 2019 to 16th Dec., 2019 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Swapnil Phad

Resource Person


Prof. Sakhan J. Lohiya

Program Coordinator


Dr. P. P. Saraf

DIRECTOR



Director

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Sangamner Dist. Ahmednagar



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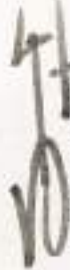
This is to certify that, **MR. / MISS. HARIBHAU GAJABA KUDEKAR** has participated & completed A five day Training Program on "WRITING EMAILS, LETTERS, MEMOS, REPORTS" from 11th Dec., 2019 to 16th Dec., 2019 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Swapnil Phad

Resource Person


Prof. Lakhman J. Lohiya

Program Coordinator


Dr. P. P. Saraf

DIRECTOR



Director

Global Institute of Management
32/1, Pune-Nashik Highway, Velhale,
Sangamner, Dist. Ahmednagar

A
Report

Of
Five Day Training Program

On
**“Writing Emails, Letters, Memos,
Reports”**

Conducted by
Prof. Swapnil Phad
(Sangamner College, Sangamner)

Held on
11th Dec., 2019 to 16th Dec., 2019

Report Submitted by
Prof. Lakhan J. Lohiya & Mr. Kisan Mulay



Global Institute of Management

132/1, Pune Nashik Highway, Velhale, Sangamner, Dist. Ahmednagar, Pin - 422 605

Email : globalsangamner@gmail.com

Web : www.giom.org.in

Ref. No.

Date :

| | |
|----------------------------|---|
| Name of the Program | : A five Training Program on "Writing Emails, Letters, Memos, Reports" |
| Venue | : Seminar Hall |
| Resource Person | : Prof. Swapnil Phad |
| Date | : 11th Dec., to 16th Dec., 2019 |
| Event Coordinator | : Prof. Lakhan Lohiya and Mr. Kisan Mulay. |
| No. of Participants | : 05 |

Objectives of Program:

1. The objective behind this training program was to help the participants know the Importance of writing skill.
2. To have insights about effective communication through writing.
3. To discuss and share the effectiveness of Email communication within or outside the organisation.
4. To train and enhance Communication and writing skill of Non-Teaching employees of GIOM.

Brief Report:

The training program was conducted by Prof. Swapnil Phad. He introduce them to the basics of Communication and writing process. He told that Good Writing and Communication Skills are essential. He suggested some writing Guidelines with the staff. He discussed about how to make effective sentences as well as paragraphs through some tips. The participants understand the exact process of writing any content through this session.

In second day he explained the basics of email writing including subject writing, salutation, CC/BCC, Signature and many more. He demonstrated and practically explained about the Email Writing with the help of PPT Presentation. PPT presentation is followed by hand to hand training on Computer about the same. While this session he also explained some netiquettes to be followed while writing emails with the help of examples. This session was paces well for the non-teaching staff to be able to absorb the new technology. The participants even sent test mails to each other. This session was very practical and a reported value addition for the staff members of GIOM.

As the non-teaching staff has to interact with the faculties, students, Library, attending phone call, doing continuous communication either by writing letters or by call to the appellate authorities like AICTE, DTE, DTE RO, University etc. so it was essential to train them professionally by writing Official Letters, Memos and reports. For the enhancing the skill of writing letters, memos and reports the instructor Prof. Swapnil Phad has explained all these things theoretically first with the help of PPT. After that for better understanding he shown the sample formats for the Letters, Memos and reports. The all non-teaching staff responded well and practiced for writing letters, memo's and report's at the time of this training program. At the end Prof. Swapnil shared all the course content with the staff for future references. Mr. Kisan Mulay propose vote of thanks at the end of the five day training program.

Outcomes of the training:

- Participants understand the importance and effectiveness of communication through writing.
- All the staff members understand types of Email, Content, Language, Tone, Responding Time, Netiquettes etc. while writing Email.
- After the training the non-teaching employees of GIOM became effective and professional in Writing as well as communication skills.



Director

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Global Institute of Management, Sangamner

132/1, Pune-Nashik Highway, Velhale, Tal. Sangamner, Dist. A'nagar-422605.

NOTICE

Date: 20/12/2019.

All faculty members are hereby informed that, our Institute is organizing a Five days Training Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan., 2020 to 6th Jan., 2020 at Institute campus, Sangamner.

Note: -

1. Course content is attached with Notice.
2. Attendance and Uniform is compulsory for all.


Prof. Lakhan J. Lohiya
Program Coordinator




Dr. P. P. Saraf
Director
Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar



A 5 (Five) day
Faculty Development Program on

MBA REVISED CURRICULUM 2019 CBCGS & OBE PATTERN AND CO-PO MAPPING

From 1st Jan., 2020 to 6th Jan., 2020.

Organised by

GLOBAL INSTITUTE OF MANGEMENT

Sr. No. 132/1, Nashik-Pune Highway, Velhale, Sangamner, Tal. A'nagar - 422 605.

DSS'S

GLOBAL INSTITUTE OF MANGEMENT

Sr. No. 132/1, Nashik-Pune Highway, Velhale, Sangamner, Tal. A'nagar - 422 605.

Programme Content and Schedule

| SN | Agenda | Date | Time | Session |
|----|--|----------------------------|----------|---------|
| 1 | Briefing session on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" by Dr. Parag P. Saraf. <ul style="list-style-type: none"> • Preamble • The OBE Framework • Principles of OBE • Programme Course type and Evaluation Pattern | 1 st Jan., 2020 | 10:00 AM | Morning |
| 2 | MBA Programme Structure and Comprehensive Concurrent Evaluation Methods by Dr. Parag P. Saraf. <ul style="list-style-type: none"> • Semester wise Programme Structure • Specialisations Offered • Major + Minor Specialisation Combination • Guidelines for Choice of Specialization • Comprehensive Concurrent Evaluation Methods • Questions and Answers | 2 nd Jan., 2020 | 10:00 AM | Morning |
| 3 | Introduction of Outcome Base Education Approach and MBA programme Focus by Dr. Pankajkumar A. Anawade. | 3 rd Jan., 2020 | 10:00 AM | Morning |
| 4 | Briefing Session on Course Outcome (CO) and Programme Outcome (PO) by Pankajkumar A. Anawade. <ul style="list-style-type: none"> • Definition and meaning of CO & PO • Write CO, PO • Design appropriate assessment tool • Lectures + Tutorial + Practice (LTP) Pattern • Linking CO's with PO's | 4 th Jan., 2020 | 10:00 AM | Morning |
| 5 | CO-PO Mapping by Dr. Pankajkumar A. Anawade <ul style="list-style-type: none"> • Creating MS-Excel Sheets for Mapping • Blooms Taxonomy • Mapping CO's to PO's • Develop the action plan to improve the performance • Questions and Answers | 6 th Jan., 2020 | 10:00 AM | Morning |




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A
Five days
FACULTY DEVELOPMENT PROGRAM

On
"MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping"

(1st Jan., 2020 to 6th Jan., 2020)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|----|---------------------------|--|
| 1 | Prof. Ankita A. Wagh |  |
| 2 | Prof. Malani R. J. |  |
| 3 | Prof. Ranita B. Valave |  |
| 4 | Prof. Shradha S. Bhandari |  |
| 5 | Prof. P. G. Kamdekar |  |
| 6 | Prof. D. C. Muley |  |
| 7 | Prof. S. B. Yande |  |
| 8 | Prof. Lakhan J. Lohiya |  |
| 9 | Dr. Anandkumar A. Anawade |  |
| 10 | Prof. Darsi Kiron R. |  |
| 11 | Dahale Mayuri V. |  |
| 12 | Dr. Parag Sarode |  |
| | | |
| | | |
| | | |




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A
 Five days
FACULTY DEVELOPMENT PROGRAM

On
 "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping"

(1st Jan., 2020 to 6th Jan., 2020)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|-----|---------------------------|---|
| 1. | Prof. A. A. Wagh |  |
| 2. | Prof. R. J. Malani |  |
| 3. | Prof. P. G. Kondekar |  11/20 |
| 4. | Prof. Ramesh B. Valve |  |
| 5. | Prof. Shradha S. Bhandari |  |
| 6. | Prof. Lakhan J. Lohiya |  11/20 |
| 7. | Prof. D. C. Nelay |  |
| 8. | Dr. Anandkumar + Anawade |  |
| 9. | Prof. S. B. Yande |  |
| 10. | Prof. Dalvi Kiran R. |  |
| 11) | Prof. Dahale Mayuri V. |  |
| 12) | Dr. Parag Sarda |  |
| | | |
| | | |





Director

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A
 Five days
FACULTY DEVELOPMENT PROGRAM

On
 "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping"

(1st Jan., 2020 to 6th Jan., 2020)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|-----|---------------------------|------------------------------|
| 1 | Prof. Shradha S. Bhandari | <i>Shradha</i> |
| 2) | Prof. D. C. Mulay | <i>D. C. Mulay</i> |
| 3. | Prof. Lachan J. Lohiya | <i>Lachan J. Lohiya</i> |
| 4 | Prof. Malani R. J | <i>Malani R. J</i> |
| 5. | Prof. P. G. Khandekar | <i>P. G. Khandekar</i> |
| 6. | Prof. Rakhi B. Valare | <i>Rakhi B. Valare</i> |
| 7. | Prof. Ankita A. Wagh | <i>Ankita A. Wagh</i> |
| 8. | Dr. Pratikumar A. Amawade | <i>Pratikumar A. Amawade</i> |
| 9. | Prof. S. S. Yande | <i>S. S. Yande</i> |
| 10. | Prof. Sadri Kiran R | <i>Sadri Kiran R</i> |
| 11) | Prof. Mayuri v. Dohale | <i>Mayuri v. Dohale</i> |
| 12) | Dr. Parvati S. S. S. S. | <i>Parvati S. S. S. S.</i> |
| | | |
| | | |



[Signature]
 Director
 Global Institute of Management
 32/1, Pune-Nashik Highway, Velhale
 Sangamner, Dist. Ahmednagar

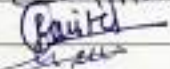
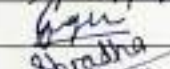
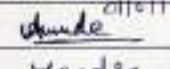
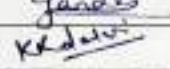
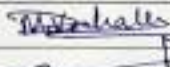


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GLOBAL INSTITUTE OF MANAGEMENT

Sr. No. 132/1, Nashik-Pune Highway, Velhale, Sangamner, Tal. A'nagar - 422 605.

A
 Five days
FACULTY DEVELOPMENT PROGRAM

On
 "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping"
 (1st Jan., 2020 to 6th Jan., 2020)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|-----|---------------------------|--|
| 1. | Prof. Laxman J. Lohiya |  1/1/20 |
| 2. | Prof. Poojita B. Valane |  1/1/20 |
| 3. | Prof. P. G. Kandekar |  1/1/20 |
| 4. | Prof. Malani R. J. |  1/1/20 |
| 5. | Prof. Ankita A. Wagh |  1/1/20 |
| 6.] | Prof. Shradha S. Bhandari |  1/1/20 |
| 7. | Prof. P. C. Muley |  1/1/20 |
| 8. | Dr. Prateekumar A. Arande |  1/1/20 |
| 9. | Prof. S. B. Jandale |  1/1/20 |
| 10. | Prof. Datri Kisan R. |  1/1/20 |
| 11) | Prof. Mayuri V. Dahale |  1/1/20 |
| 12) | Dr. Parvati Sorat |  1/1/20 |
| | | |
| | | |





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A
Five days
FACULTY DEVELOPMENT PROGRAM

On
"MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping"

(1st Jan., 2020 to 6th Jan., 2020)

Attendance Record

| SN | Name of the Participant | Sign with Date |
|-----|---------------------------|--|
| 1) | Prof. Shradha S. Bhandari |  |
| 2) | Dr. Paragkumar A. Anusade |  |
| 3) | Prof. Malani R.J. |  |
| 4) | Prof. Lohiya I.J. |  11/1/20 |
| 5) | Prof. Rawta B. Velane |  |
| 6) | Prof. A.A. Wagle |  |
| 7) | Prof. P.G. Kondekar |  |
| 8) | Prof. D.C. Muley |  |
| 9) | Prof. Sachin B. Yande |  |
| 10) | Prof. Sahvika R. |  |
| 11) | Prof. Dalhale Mayuri V. |  |
| 12) | Dr. Parag Sarsad |  |
| | | |
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Certificate of Participation

This is to certify that, Prof. P. G. Kandekar has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Lakhman J. Lohiya
Program Coordinator


Dr. P. A. Anawade
NAAC Coordinator


Dr. Parag P. Sotai
Director

Dnyanvardhini Shikshan Santha's

GLOBAL INSTITUTE OF MANAGEMENT

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Certificate of Participation

This is to certify that, Prof. Dipak C. Mulay has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Laxman J. Lohiya
Program Coordinator


Dr. P. A. Anawade
NAAC Coordinator


Dr. Parag P. Saraf
Director

Director

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Sangamner, Dist. Ahmednagar

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Certificate of Participation

This is to certify that, Prof. Mayuri V. Dahale has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Lakhman J. Lohiya
Program Coordinator


Dr. P. A. Anawade
NAAC Coordinator


Dr. Parag P. Saraf
Director

Director

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Sangamner, Dist. Ahmednagar



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Certificate of Participation

This is to certify that, Dr. Parag Prakash Saraf has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.

Prof. Lakhman J. Lohiya
Program Coordinator

Dr. P. A. Anawade
NAAC Coordinator

Dr. Parag P. Saraf
Director

Director

Global Institute of Management
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Sangamner, Dist. Ahmednagar

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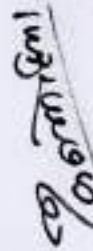
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Certificate of Participation

This is to certify that, Dr. P. A. Anawade has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Lakhman J. Lohiya
Program Coordinator


Dr. P. A. Anawade
NAAC Coordinator


Dr. Parag P. Saraf
Director

Director

Global Institute of Management
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Sangamner, Dist. Ahmednagar

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Certificate of Participation

This is to certify that, Prof. Sachin B. Yande has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Lakhjan J. Lohiya
Program Coordinator


Dr. P. A. Anawade
NAAC Coordinator


Dr. Parag P. Saraf
Director

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Certificate of Participation

This is to certify that, Prof. Ranita B. Valave has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.


Prof. Lakshmi J. Lohiya
Program Coordinator


Dr. P. A. Anawade
NAAC Coordinator


Dr. Parag P. Saraf
Director

Director

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Sangamner, Dist. Ahmednagar



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Certificate of Participation

This is to certify that, Prof. Rishikesh J. Malani has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.

Prof. Laxman J. Lohiya
Program Coordinator

Dr. P. A. Anawade
NAAC Coordinator

Dr. Parag P. Saraf
Director

Director

Global Institute of Management
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Sangamner, Dist. A'Nagar - 422605

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Certificate of Participation

This is to certify that, Prof. Lakhan Jaiprakash Lohiya has participated & completed a five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.

Prof. Lakhan J. Lohiya
Program Coordinator

Dr. P. A. Anawade
NAAC Coordinator

Dr. Parag P. Saraf
Director



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Certificate of Participation

This is to certify that, Prof. Ankita Arjun Wagh has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.

Prof. Lakhman J. Lohiya
Program Coordinator

Dr. P. A. Anawade
NAAC Coordinator

Dr. Parag P. Saraf
Director

Director

Global Institute of Management
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Certificate of Participation

This is to certify that, Prof. Shradha S. Bhandari has participated & completed A five day Faculty Development Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping" from 1st Jan. to 6th Jan., 2020 at GLOBAL INSTITUTE OF MANAGEMENT (GIOM), SANGAMNER.

Laxman J. Lohiya

Prof. Laxman J. Lohiya
Program Coordinator

Dr. P. A. Anawade

Dr. P. A. Anawade
NAAC Coordinator

Dr. Parag P. Saraf

Dr. Parag P. Saraf
Director

Director

Global Institute of Management
32/1, Pune-Nashik Highway, Velhale
Sangamner, Dist. Ahmednagar

A
Report
Of
Five Day Faculty Development Program

On
**"MBA Revised Curriculum 2019
CBCGS & OBE Pattern"**
And
"CO-PO Mapping"

Conducted by
Dr. P. P. Saraf (Director, GIOM)
&
Dr. P. A. Anawade (NAAC Coordinator)

Held on
1st Jan., 2020 to 6th Jan., 2020
Report Submitted by
Prof. S. S. Bhandari & Prof. S. B. Yande



Global Institute of Management

132/1, Pune Nashik Highway, Velhale, Sangamner, Dist. Ahmednagar, Pin - 422 605

Email : globalsangamner@gmail.com

Web : www.giom.org.in

CODE : MBS325

Ref. No.

Date :

| | |
|----------------------------|---|
| Name of the Program | : A five Training Program on "MBA Revised Curriculum 2019 CBCGS & OBE Pattern" and "CO-PO Mapping". |
| Venue | : Seminar Hall. |
| Resource Person | : Dr. P. P. Saraf & Dr. P. A. Anawade. |
| Date | : 1 st Jan., 2020 to 6 th Jan., 2020. |
| Event Coordinator | : Prof. S. S. Bhandari & Prof. S. B. Yande. |
| No. of Participants | : 12 |

Objectives of Program:

1. To know every aspect about MBA revised Curriculum 2019.
2. To know Outcome Base Education Approach and MBA programme.
3. To have detailed discussion on the subject topics of second semester.
4. To have insights about MBA Programme Structure and Comprehensive Concurrent Evaluation Methods.
5. To discuss the Course Outcome (CO) and Programme Outcome (PO) and its mapping.

Brief Report:

The faculty development programme was conducted in GIOM, Sangamner. On the First day of FDP, Dr. P. P. Saraf discussed briefly about the MBA Revised Curriculum 2019 CBCGS & OBE Pattern. In his presentation he discussed the principles of OBE approach and also suggest that in OBE the focus is on the performance, not the task to be performed. He also share various tools and techniques to be adopted while teaching and learning to help students to attain the intended learning outcome. He also talked about Programme Course type and Evaluation Pattern in brief with the help of syllabus copy for the better understanding of the participants. While presentation he focused on Comprehensive Concurrent Evaluation and End Semester Evaluation pattern.

On the Second day of FDP, Dr. Parag put light on MBA Programme Structure and Comprehensive Concurrent Evaluation Methods. He explained the programme structure for Second Semester. He also described specialisation options available for students with Major & Minor Combination. He shared guidelines for choosing of specialisation with faculty members. At the end of the session he discussed about the better combination of one or more CCE from six groups for better evaluation of student. For better understanding He demonstrated how course teacher shall opt

for combination of CCE by considering few subjects from the second semester.

The session related to basics of CO - PO was conducted by Dr. P. A. Anawade. In his session he put light on designing of appropriate assessment tools for better attainment of intended learning outcome. He emphasizes to develop Learning, Tutorial and practice (LTP) pattern for each course. He also discussed about how to write CO & PO as well as how to link CO's to PO's in detail. He demonstrated all the points with the help of MS-EXCEL. This session was very practical and a reported value addition for the faculty members of GIOM. In this session of the FDP, Dr. Anawade also suggests to the course teacher to modify the LTP of the course in view of the course requirements, nature of the course, the level of learners and the type of pedagogy and assessment tools proposed.

On the last day of the program Dr. P. A. Anawade demonstrated and explained how to create MS-Excel Sheets for Mapping. He also explained Blooms Taxonomy in simple way to the participants. All participants get knowledge feast through the FDP. All participants enjoy this informative sessions with great enthusiasm. Prof. S. B. Yande propose vote of thanks at the end of the five day Faculty Development Program.



Director

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Sangamner, Dist. Ahmednagar

3.2.2 Number of workshops/seminars/conference conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years (5)

| Year | Name of the workshop/ seminar/ conference | Number of Participants | Date From – To |
|-------------|--|-------------------------------|-----------------------------|
| 2017 | GOVERNMENT INITIATIVES FOR ECONOMIC DEVELOPMENT OF INDIA –A CURRENT SCENARIO | 146 | 30/01/2017 To 31/01/2017 |
| 2020 | ENTREPRENEURIAL TRAINING OWING YOUR FUTURE | 158 | 14/01/2020 |

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

| Name of the capacity development and skills enhancement program | Date of implementation (DD-MM-YYYY) | Number of students enrolled | Name of the agencies/consultants involved with contact details (if any) |
|---|-------------------------------------|-----------------------------|--|
| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Name of the agencies/ consultant involved with contact details |
| Soft skills development | 14/01/2020 | 150 | “ENTREPRENURAL TRAINING OWING YOUR FUTURE” By Mr. Suresh M. Kote(CEO Shri. Mahila Griha Udyog Lijjat Papad India Lijjat Papad) Contact No- 8668481423 |
| | 14/01/2019 | 158 | “LIFE SKILLS AND PERSONALITY DEVELOPMENT” by Mrs. Rekha Mundada (kathakathankar and motivational speaker, dhule)Contact No- 9422706111 |
| | 2017-18 | 120 | Personality Development Dr. R. R. Takale Director, Ashoka Business School, Nashik |
| | 11/10/2017 | 76 | “PERSONALITY DEVELOPMENT” by Prof. Prakash Soni (Mit, Pune) Contact No-8308836243 |
| | 16/11/2016 | 39 | “MOTIVATION AND PERSONALITY DEVELOPMENT”Mrs. Smita Gune (Soft Skill Trainer & Motivational Speaker, Sangamner)Contact No- 9850263525 |

| | | | |
|--|-------------------|-----|--|
| | 23/08/2016 | 53 | "SOFT SKILL: A WAY TO EXCELLENCE" by Mr. Dominic Savio (Asst. General Manager- Mtdm, Legrand India Pvt. Ltd., Sinnar) Contact No- 9422751809 |
| Life Skill (Yoga, Physical Fitness, Health and Hygiene) | 21/06/2019 | 40 | on 21st June 2019 International yoga Day by Trainer Shri. Anil V. Khatode [MA Yogic](Yoga instructor). Contact No-8888757054 |
| | 21/06/2018 | 45 | on 21st June 2018 International yoga Day by Trainer Shri. Anil V. Khatode [MA Yogic](Yoga instructor). Contact No-8888757054 |
| | 22/08/2017 | 86 | "STUDENT PSYCHOLOGY AND PHYSICAL FITNESS" by Dr. Neelam mulay (Renowned Psychologist) Contact No- |
| | 21/06/2016 | 59 | on 21st June 2016 International yoga Day by Trainer Shri. Abhay Khule (Yoga instructor). Contact No-9960104007 |
| | 21/06/2015 | 83 | on 21st June 2015 International yoga Day by Trainer Shri. Narwade (Yoga instructor). Contact No-9860551282 |
| | 26/03/2018 | 80 | "Creating Google Docs" Dr. R. R. Takale Contact No-9552552001 |
| ICT/Computing Skill | 2018-19 | 114 | Tally with GST Mr. Swapnil Wackchaure Dhananjay Computers, Sangamner |

| | | | |
|----------------------------------|-------------------------------|-------------------|--|
| Language And Communication Skill | 2019-20 2018-19 2017-18 | | Many students of GIOM come from rural areas of Maharashtra. They face challenges in speaking fluent English which affects their confidence level and future employment opportunities. As a remedy we make use of ICT enabled lab that helps them improve their pronunciation, grammar and English skills |
| | 2016-17 2019-20 2020-21 | 116 107 126 | Communication Skill Mr. Uday Deshpande Malpani Easy English Classes, Sangamner Mr. Khandeshwar Awari Apex English Academy, Sangamner |



Dnyanvardhini Shikshan Sanstha's

Tel. : 02425-292177
02425-292277

Global Institute of Management

132/1, Pune Nashik Highway, Velhale, Sangamner, Dist. Ahmednagar, Pin - 422 605

Email : globalsangamner@gmail.com

Web : www.giom.org.in

DTE CODE : MB5325

Ref. No. GIM/MBA/5140/2021

Date : 28/09/2021

To,

Hon Dr. Bharat Kasar,

BOS, Chairman, Financial Management,

SPPU, Pune

Subject: Regarding Suggestion for syllabus amendment.

Respected Sir,

We always conduct feedback from Students on regular basis regarding Curriculum. In last year feedback We found the following observation inclusion syllabus sending you for amendment in new as follows,

For Financial Management

- 1) In Indirect Taxation, Please add the case study regarding GST procedure.
- 2) Working Capital Management both approaches i.e. gross and net should be involved.
- 3) Bills Receivable Management and Inventory Management should give largest scope.
- 4) For Capital budgeting latest technique i.e. based on AS 11 (changes in foreign Currency rate) should be involved.
- 5) For capital structure in addition to formula table analysis should also be involved.

Prof. Malani R. J.

Head, Financial Management,
Global Institute of Management,
Sangamner

Regarding suggestion for syllabus amendment

2 messages

Rishikesh Malani <malanirishikesh@gmail.com>
To: Globalsangamner@gmail.com

Wed, Sep 29, 2021 at 3:19 PM

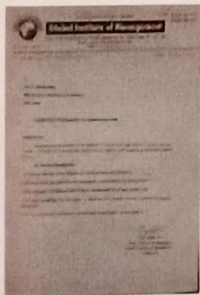
Subject: Regarding Suggestion for syllabus amendment.**Respected Sir,**

We always conduct feedback from Students on regular basis regarding Curriculum. In last year feedback We found the following observation inclusion syllabus sending you for amendment in new as follows,

For Financial Management

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- 5) For capital structure in addition to formula table analysis should also be involved.

Prof. Rishikesh Jagdish Malani
Dnyanvardhini Shikshan Sanstha's
Global Institute of Management
Sangamner-422605
Contact No. 9975641367, 7972612563

**Suggestions Amendment Letter for Financial Management.jpg**
160K

Global Institute of Management <globalsangamner@gmail.com>
To: bharat_kasar@rediffmail.com

Wed, Sep 29, 2021 at 3:23 PM

[Quoted text hidden]

Suggestions Amendment Letter for Financial Management.jpg
160K



Global Institute of Management <globalsangamner@gmail.com>

Regarding suggestion for betterment / amendment in syllabus.

1 message

Global Institute of Management <globalsangamner@gmail.com>

Tue, Oct 19, 2021 at 9:55 AM

To: ymgosavi@gmail.com

Respected Sir,

We Global Institute of Management, always conduct feedback from Students on a regular basis regarding Curriculum. In last year's feedback we found the following observations regarding the syllabus of MBA HR specialization. Herewith sending some suggestions for betterment in new syllabus which are as follows,

For Human Resource Management:

- 1) In Subject core course - Employee Relations & Labour Legislation (Course No. - 206 HR), Please reduce the number of Acts from Unit 3, 4 & 5
or make a separate unit for The Factories Act 1948.
- 2) Some points to be added in the syllabus related to HR Leadership / HR Power / HR Politics to increase the understanding of how
leadership, influence and power are related to various facets of organizational life at the individual, group and macro levels in the organization.
- 3) Add topics related to Green Human Resource Management and Paperless work of HR managers in today's / new era.

Thank You!

Regards,

Prof. Lakhan J. Lohiya

(Head, Human Resource Management Dept.)

Dnyanvardhini Shikshan Sanstha's

Global Institute of Management, Sangamner.

**Dr. Yogesh Gosavi, BOS Chairman HRM, SPPU, Pune. .pdf**

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