

# SAU. LEENA KISHOR MAMIDWAR INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

KOSARA, Chandrapur - 442 406 (Maharashtra)

M.B.A. (2 Years) Approved by A.I.C.T.E. New Delhi, DBM / DIRPM / DMM / BBA  
(Affiliated to Gondwana University, Gadchiroli)

e-mail : dmsr\_sp@rediffmail.com | www.lkmimsr.org

**Dr. J. N. Chakravorty**  
Principal

Mob. : 09890014670

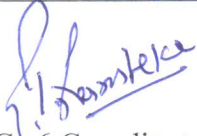
Ref. No.

Date:

LKMIMSR/NAAC 2019/ Metrics Level Deviations/Cr6-3

Date:- 19/12/2019

<b>Criteria 6.3.3:</b>	Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years.
<b>DVV Findings:</b>	Provide report of HRD or copy of circular/brochure report of Training on Computer Literacy for 2014-15, Faculty Development workshop, Training on Online Portal Handling for 2015-16, Micro Excel Advanced Training for 2017-18 and Admission Software Training for 2018-19 organized by the Institution or reports of academic staff college or similar centres. DVV has not considered Work Shop Research Methodology, Workshop on How to write quality Research, Workshop on Time Management, Workshop on GST & Income Tax, Workshop on Plagiarism.
<b>Response/ Clarification</b>	1) List of professional development/ administrative trainings programs organized during the last 5 years is attached. <b>(Appendix-I)</b> 2) One page report on above listed activities including photographs, circulars and brochures is attached. <b>(Appendix-II)</b>

  
Cr-6 Coordinator

  
NAAC Coordinator

  
Principal



M. Institute of Management Studies & Research  
Kosara, Chandrapur

### Vision

To be recognized as a business school for rural development through entrepreneurial education and research

# **Appendix-I**

**List of professional development/ administrative trainings programs organized during the last 5 years is attached.**

Year	Sl. No.	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	Dates (from-to)	No. of participants
2014-15	1	Work Shop Research Methodology	NA	08/08/2014 to 08/08/2014	15
	2	NA	Training on Computer Literacy	25/07/2014 to 25/07/2014	10
2015-16	1	Faculty Development workshop	NA	10/09/2015 to 10/09/2015	15
	2	NA	Training on Online Portal Handling	10/08/2015 to 10/08/2015	10
2016-17	1	Workshop on How to write quality Research	NA	13/01/2017 to 13/01/2017	15
	2	NA	Workshop on Time Management	18/11/2016 to 18/11/2016	10
2017-18	1	Workshop on GST & Income Tax	NA	19/08/2017 to 19/08/2017	16
	2	NA	Micro Excel Advanced Training	07/06/2017 to 07/06/2017	5
2018-19	1	Workshop on Plagiarism	NA	20/06/2018 to 20/06/2018	15
	2	NA	Admission Software Training	19/04/2018 to 19/04/2018	2



  
**Principal**  
 L.K.M. Institute of Management Studies & Research  
 Kosara, Chandrapur


# Appendix-II

## Circular

Date: 21/07/2014

It is informed to all non Teaching staff members that , Institute is organizing traning program to enhance the knowledge related to computer named as, "Training on Computer Literacy" on 25<sup>th</sup> July 2014 in Seminar Hall at 2.00 pm by Dr. S.B. Kishor. All the staff members should attend the same.



  
Dr. J.N. Chakravorty  
**Principal**  
L.K.M. Institute of Management Studies & Research  
Kosara, Chandrapur

## Activity Report

Date: 26/07/2014

Academic Year: 2014-15

Activity: Training program on "Training on Computer Literacy"

Participants: Non Teaching Staff

Venue: Seminar Hall.

Date: 25/07/2014

Resource person:

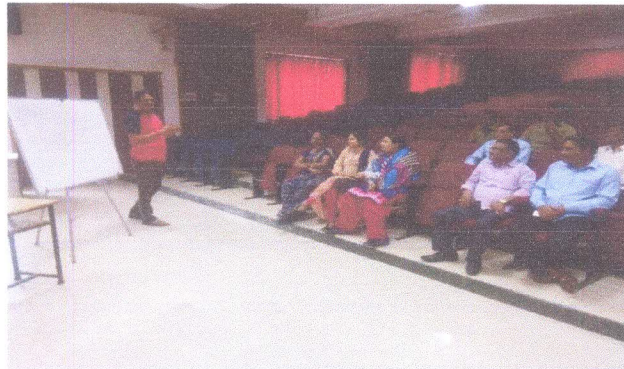
✓ Dr. S.B.Kishor, Assistant Professor, MCA Dept., Sardar Patel Mahavidyalaya, Chandrapur

### Objectives:

- Use the Basics of Microsoft Word.
- Use the Basics of Microsoft Excel
- Use the Basics of Microsoft Power point Presentation.

### Key Aspects-

- Working with Functions
- Working with Templates
- Sorting and Filtering Data
- Working with Reports



Dr. J.N. Chakravorty

Principal  
**Principal**

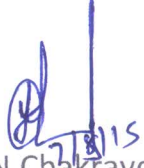
LKM Institute of Management Studies & Research  
Kosara, Chandrapur

## Circular

Date: 07/08/2015

It is informed to all non Teaching staff members that , Institute is organizing training program to enhance the knowledge related to computer named as, “**Training on Online Portal Handling**” on 10<sup>th</sup> August 2015 in Seminar Hall at 3.00 pm by **Mr Amit G. Bhagede**, Master Soft ERP Solution Pvt. Ltd, Nagpur . All the staff members should attend the same.



  
Dr. J.N.Chakravorty  
**Principal**  
L.K.M. Institute of Management Studies & Research  
Kosara, Chandrapur

## Activity Report

Date: 12/08/2015

**Academic Year:** 2015-16

**Activity:** Training program on “**Training on Online Portal Handling**”

**Participants:** Non Teaching Staff

**Venue:** Seminar Hall.

**Date:** 10/08/2015

**Resource person:**

**Mr Amit G. Bhagde**, Customer Support Engineer , Master Soft ERP Solution Pvt. Ltd, Nagpur

### **Objectives:**

The purpose to include e-governance to government is to means more efficient in various aspects. Whether it means to reduce cost by reducing paper clutter, staffing cost, or communicating with private citizens or public government.

### **Key Aspects-**

- Administration work regarding admission, Budget and salary.
- For auto generation of students data regarding examination such as hall ticket, marksheet



Dr. J.N.Chakravorty

**Principal**

L.K.M. Institute of Management Studies & Research  
Kosara, Chandrapur



## Circular

Date: 07/09/2015

It is informed to all non Teaching staff members that , Institute is organizing training program to enhance the knowledge related to computer named as, “Faculty Development Workshop” on 10<sup>th</sup> Sept. 2015 in Seminar Hall at 10.00 am by **Dr. Yasin Sheikh**, Consultant G.H.Raisoni College, Nagpur . All the staff members should attend the same.



  
Dr. J.N.Chakravorty

**Principal**  
L.K.M. Institute of Management Studies & Research  
Kosara, Chandrapur

## Activity Report

Date: 12/09/2015

**Academic Year:** 2015-16

**Activity:** Training program on “Faculty Development Workshop”

**Participants:** Teaching Staff

**Venue:** Seminar Hall.

**Date:** 10/09/2015

**Resource person:**

**Dr. Yasin Sheikh,** Consultant G.H.Raisoni College, Nagpur


### Objective:

To improving the theory and practice of various disciplines and sectors of Management . Our aim is to provide the technical and other supports to improve research and development activities, publishing high quality Conference Proceeding as well as up to date and current transactions.

### Outcome:

- Shared understanding of the latest Management Techniques
- Shared lessons and experiences of various sectors in Management domain.



  
Dr. J.N.Chakravorty  
**Principal**  
L.K.M. Institute of Management Studies & Research  
Kosara, Chandrapur

## Circular

Date: 05/06/2017

It is informed to all non Teaching staff members that , Institute is organizing training program to enhance the knowledge related to computer named as, “Microsoft Excel Advanced Training” on 7<sup>th</sup> June 2017 in Seminar Hall at 1.00 pm by **Prof. Dayanand Hiremath** , Sardar Patel Mahavidyalaya , Chandrapur . All the staff members should attend the same.



Dr. J.N.Chakravorty  
**Principal**  
L.K.M. Institute of Management Studies & Research  
Principal  
Kosara, Chandrapur

# Activity Report

Date: 09/06/2017

Academic Year: 2017-18

Activity: Training program on "Microsoft Excel Advanced Training"

Participants: Non Teaching Staff

Venue: Seminar Hall.

Date: 07/06/2017

Resource person:

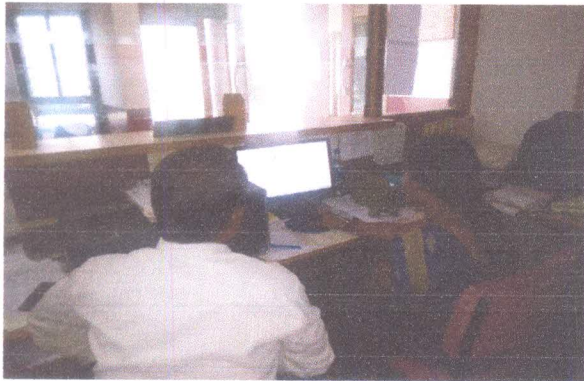
Prof. Dayanand Hiremath , MCA Dept., Sardar Patel Mahavidyalaya , Chandrapur

## Objectives:

- Create and use defined names in a workbook.
- Work with logical function in Excel.
- Use a variety of data validation techniques.
- Use a range of lookup and reference functions.
- Create summaries in your spreadsheets using subtotals.
- Understand and create simple PivotTables.

## Key Aspects-

- Overview of the Basics of Excel
- Working with Functions
- Data Validations
- Working with Templates
- Sorting and Filtering Data
- Working with Reports
- More Functions
- Formatting & Charts



Dr. J.N. Chakravorty

Principal


K.M. Institute of Management Studies & Research  
Kosara, Chandrapur

## Circular

Date: 17/04/2018

It is informed to all non Teaching staff members that , Institute is organizing training program to enhance the knowledge related to computer named as, "Admission Software Training" on 19<sup>th</sup> April 2018 in Admission Counter at 12.00 noon by **Mr Avinash Rehpade**, Customer Support Head , Master Soft ERP Solution Pvt. Ltd, Nagpur . All the staff members should attend the same.



  
Dr. J.N. Chakravorty  
**Principal**  
L.K.M. Institute of Management Studies & Research  
Principal  
Kosara, Chandrapur

## Activity Report

Date: 21/04/2018

**Academic Year: 2018-19**

**Activity:** Training program on "Admission Software Training"

**Participants:** Non Teaching Staff

**Venue:** Admission Counter.

**Date:** 19/04/2018

**Resource person:**

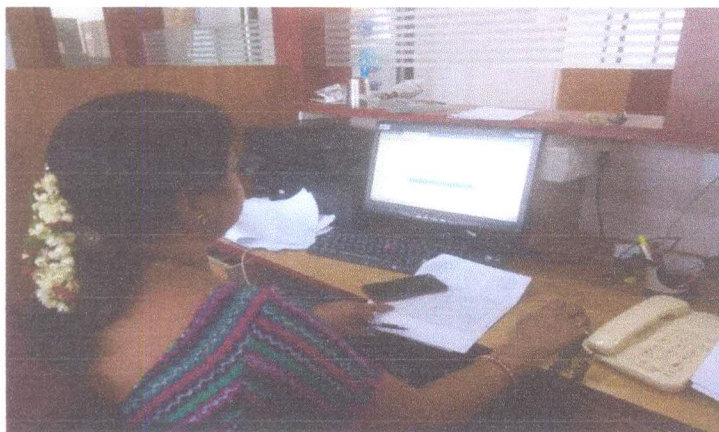
**Mr Avinash Rehpade**, Customer Support Head , Master Soft ERP Solution Pvt. Ltd, Nagpur


### Objectives:

The purpose to include e-governance to government is to means more efficient in various aspects. Whether it means to reduce cost by reducing paper clutter, staffing cost, or communicating with private citizens or public government.

### Key Aspects-

- Administration work regarding admission
- For auto generation of students data regarding examination such as hall ticket, marksheet



  
Dr. J.N. Chakravorty  
**Principal**  
LKM Institute of Management Studies & Research  
Kosara, Chandrapur