

Supportive Document for 6. 2.1

Example of an activity successfully implemented:

The Principal and Library Department decided to organise an International Webinar entitled 'Role of Library in Research' on 27th and 28th September 2022. The event was successfully organised by Library Department and Library Committee of SMRK-BK-AK Mahila Mahavidyalaya, Nashik.

The positions held were as follows:

- ♦ Webinar Director- Prin. Dr. Mrs. Deepti Deshpande
- ♦ Webinar Coordinator – Prof. Dr. Suresh Kanade
- ♦ Webinar Convener – Mrs. Yamini Galapure
- ♦ Webinar Advisory Committee Members-
Prin. Dr. Deepti Deshpande (Director, International Webinar)
Vice Principal Prof. Dr. Kavita Patil
Vice Principal Prof. Dr. Neelam Bokil

: Strategic plan of International Webinar entitled 'Role of Library in Research'

Date	Details
09/07/2022	Finalization of International Webinar in Meeting
22/07/2022	Planning of the International Webinar, Sub-themes and key note speakers
30/08/2022	Formation of Webinar Committees
07/08/2022 and 08/08/2022	Finalization of key note speakers and obtaining their acceptance
15/09/2022	Brochure finalization
19/09/2022 and 20/09/2022	Correspondence with other Institutions and Resource Persons
06 /09/2022	Preparation Review Meetings conducted
20/09/2022	Brochures sent by email
17/09/2022	Preparation of programme schedule
14/09/2022	Certificate of attendance finalization
30/08/2022	Budget Planning
19/09/2022 and 20/09/2022	Invitation to delegates
12/09/2022	Creating google form and link for Registration
22/09/2022	Finalization of programme schedule
24/09/2022	Creation of Press Release
27/09/2022 and 28/09/2022	Actual conduct of Webinar
29/09/2022	Dispatch of E-Certificates
10/03/2022	Preparation and submission of Final Report of webinar
30/09/2022	Appreciation and Gratitude Letters to Resource persons



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Quality Benchmarks by IQAC

2022-23

A) Academic Benchmarks

Sr.No.	Particulars	Standards Set
1	Overall Result	80% and above
2	Merits at University Level	At least 2 students per final year exam
3	Organization of Seminar/Conference	- At least 1 State and 1 National level Or - 2 National level per Academic Year - 1 International level in three years
4	Organization of National Level Study Tour / Educational Visits for students as well as for staff	- One State/National level study tour for students per faculty - One Staff Study Tour in two years.
5	Preparation of Research Projects by Students	-University level Projects by 100% P. G. Students. -Under National Level Funding Agency Minor/Major Research Projects by staff.
6	Participation of Staff in International, National & State Level Seminar & Conferences	Minimum 50% and above staff members will participate every year in State/National/ International Seminars/ Conferences.
7	Publication of Research/ Review Papers in Journals/ Book with ISSN/ISBN	Minimum 15 and above research papers/Articles bearing ISBN/ISSN will be published in the year and at least 1 paper from each faculty in UGC Approved Journals.
8	Organization of Faculty Development Programme for Staff / Support Staff	2 Need based Training Programmes in each Term for Teaching / Support Staff will be organized in the academic year.
9	MOU's with other Institutions/Organizations for students	Minimum 02 new MOU's per Academic Year
10	Overall Development of Students	<u>At least 10 Activities to be conducted considering 5 core values of NAAC:</u> • Contributing to National Development: • Fostering Global Competencies: • Inculcating Value System: • Promoting Use of Technology: • Quest for Excellence:



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B) Administrative Benchmarks for (Important Activities only):

Sr.No.	Particular	Standard Limit Set
1	Admission Procedure	Online admission as per University Guidelines for F.Y.S.Y./T.Y./P.G.
2	Enrolment or Eligibility Fee	Sent to University strictly according to University guidelines.
3	Online Examination Forms submission to University	As per receipt of guidelines from university time to time
4	Affiliation Fee	To be send before 30 th Sept. to the University
5	A to G Submission to Joint Directors Office, Pune	31 st July
6	Branch Council Meetings	2 Meetings (August & February)
7	College Development Committee Meeting (Instead of LMC, CDC is being formed)	4 Meetings (Oct./Jan./Mar./May)
8	College/Staff Meetings	4 Meetings (June, October, November, April)
9	Budget of Next year Receipt & Payment Statement	Up to 31 st January Revised Budget Up to 31 st August (April to July) is given on 31 st August (April to December) is given on 31 st January
10	Internal audit of the college for accounts	Up to April End (If late) Otherwise in February
11	Draft Advertisement for next Academic year for staff requirement	January
12	Free ship/Scholarship bill to welfare Department & Non BC bill i.e. EBC to Z.P. & STC bill to Tribal Development Department	Online submission of forms as per DSWO Guidelines
13	Salary bill submission of staff to Joint Director, Pune	Up to 5 th of each month
14	Sanctioned post approval of Teaching/Non-Teaching staff on basis of 1/10 students strength	Students strength as on 1 st Oct.
15	Service book update & Confidential Reports	Up to 28 th April of every year
16	Formation of Academic Calendar for next year	Up to 25 th April every year
17	Formation of various committees & Duty charts for staff	Up to 20 th April every year
18	Formation of Prospectus/Admission forms	Up to 25 th April every year
19	PBAS forms submission to Principal's office	Up to 30 th June every year



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20	Faculty Report Submission & Annual Report Submission	On 10 th April & 15 th April every year respectively
21	Repairs & Maintenance	Will be addressed within a fortnight of requirement / complaint received
22	Conduct of Examination	As per dates given by the University
23	Green Audit	At the beginning of academic year
24	Meeting Minutes, Documents Checking, etc.	Every semester

C) Quality Management System Benchmarks

Sr.No.	Particular	Standards Set
1	ISO Audit	2 every year (Internal) 1 Surveillance Audit after 2 years by external agency Recertification Audit every year.
2	QCC Meetings	3 every year & Updating of formats every year
3	IQAC Meetings	Minimum 3 every year & Submission of AQAR before 31 st of August every year.

Nitin Songirkar
(Dr. Nitin Songirkar)
IQAC Coordinator

Deepti Deshpande
(Dr. Mrs. Deepti Deshpande)
IQAC Chairperson

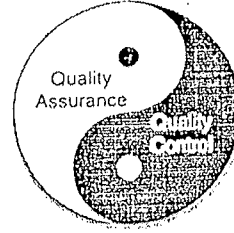


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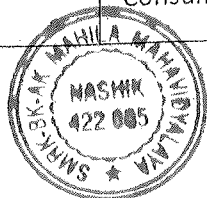
Internal Quality Assurance Cell (IQAC)

T.A. Kulkarni Vidyanagar, College Road, Nashik-422 005. Tel: 0253 2579949

Report of Quality Benchmarks Fulfilled by IQAC for 2022-23

A) Academic Benchmarks:

Sr. No.	Particulars	Standards Set	Target Achieved														
1	Overall Result	80% and above	<p>Overall result of Sr. College is</p> <table border="1"> <tr><td>B.A.</td><td>76.47%</td></tr> <tr><td>B.V.A.</td><td>100.00%</td></tr> <tr><td>B.Com.</td><td>59.30%</td></tr> <tr><td>B.M.S.</td><td>62.05%</td></tr> <tr><td>B.Sc.</td><td>92.72%</td></tr> <tr><td>M.Com.</td><td>62.50%</td></tr> <tr><td>M.A.</td><td>74.28%</td></tr> </table>	B.A.	76.47%	B.V.A.	100.00%	B.Com.	59.30%	B.M.S.	62.05%	B.Sc.	92.72%	M.Com.	62.50%	M.A.	74.28%
B.A.	76.47%																
B.V.A.	100.00%																
B.Com.	59.30%																
B.M.S.	62.05%																
B.Sc.	92.72%																
M.Com.	62.50%																
M.A.	74.28%																
2	Merits at University Level	At least 2 students per final year exam	Merit list is not yet Declared.														
3	Organization of Seminar/ Conference	<ul style="list-style-type: none"> At least 1 State and National level Or 2 National level per Academic Year 1 International level in three years 	<p><u>Inter-National Level-</u></p> <p>One Day International Webinar was organized by the Faculty of Home Science in collaboration with Home Science Association, Nashik on 17th September 2022 on theme 'Go Green' "Responsible Production and Consumption".</p>														



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			<p>Two Day International webinar was organized by the Department of Library on theme 'Role of Library in Research' during 27th and 28th September 2022.</p> <p>National Level-</p> <ol style="list-style-type: none">1. One day National level seminar on theme 'Disrupted Global Recovery and it's Implications on Indian Economy' was organized by Faculty of Commerce and Management on 6th February 2023.2. One Day National level Webinar was organized on Webinar On "Understanding Revised Accreditation Framework(RAF)" by Internal Quality Assurance Cell and Quality Control Cell on 14th October 2022
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4	Organization of National Level Study Tour / Educational Visits for students as well as for staff	<ul style="list-style-type: none"> - One State/National level study tour for students per faculty - One Staff Study Tour in two years. 	Old Age Home, Sukhsamruddhi Vrudh Care Centre Panchwati Nashik	11 Students and Staff
			Visit to Rachana Vidyalaya, Sharanpur Road for Attending lecture on Importance of Nutrition during puberty	20 Students
			Visit to Industry Anand I Power	50 Students
			Field Visit पडसाद कर्णबधीर विद्यालय सिडको, नाशिक	6 Students



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			Abhivykti Media for Development, Nashik[NGO	15 Students
			Prabodhini Sheltered Workshop, Nashik 21 st February 2023 Department of Human Development	14
			NAB Workshop, Nashik 22 nd February 2023 Department of Human Development	14
5	Preparation of Research Projects by Students	-University level Projects by 100% P. G. Students. -UGC Level Minor/Major Research Projects by staff.	-100% P. G. Students completed University level Research Projects. - Total no. of ongoing Research Projects or completed research Projects-NIL	
6	Participation of Staff in International,	Minimum 50% and above staff members will participate every	International Level: 34 National Level: 76	



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	National & State Level Seminar & Conferences	year in State/National/ International Seminars/ Conferences.	State: 10
7	Publication of Research/ Review Papers in Journals/ Book with ISSN/ISBN	Minimum 15 and above research papers/Articles bearing ISBN/ISSN will be published in the year and at least 1 paper from each faculty in UGC Approved Journals.	Total no. of Papers Published: <ul style="list-style-type: none"> - UGC listed & Peer Reviewed Journals with impact factor- Peer Reviewed 13 - Seminar/Conference Proceedings :-29 - Total no. of books Published : 3 - Total no. of chapters- 2 - Research Publications other than UGC listed- 27
8	Organization of Faculty Development Programme for Staff/ Support Staff	2 Need based Training Programmes in each Term for Teaching / Support Staff will be organized in the academic year.	Staff Academy organized



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9	MOU's with other Institutions/Organizations for students	Minimum 02 new MOU's.	College has 24 functional MOUs, 1. Agrasen University 2. Textile																				
10	Overall Development of Students	At least 10 Activities to be conducted considering 5 core values of NAAC: <ul style="list-style-type: none"> • Contributing to National Development: • Fostering Global Competencies: • Inculcating Value System: • Promoting Use of Technology: • Quest for Excellence: 	<table border="1"> <thead> <tr> <th data-bbox="774 1232 965 1299">Date</th> <th data-bbox="965 1232 1157 1299">Activity</th> <th data-bbox="1157 1232 1380 1299">Student Participants</th> </tr> </thead> <tbody> <tr> <td data-bbox="774 1299 965 1478">18,19,20 th January 2023</td> <td data-bbox="965 1299 1157 1478">Marathi bhasha Sanvardhan Pandharvada</td> <td data-bbox="1157 1299 1380 1478">100</td> </tr> <tr> <td data-bbox="774 1478 965 1612">28th February 2023</td> <td data-bbox="965 1478 1157 1612">Marathi Bhasha Gaurav Din</td> <td data-bbox="1157 1478 1380 1612">73</td> </tr> <tr> <td data-bbox="774 1612 965 1758">28th September 2022</td> <td data-bbox="965 1612 1157 1758">Sangeet Mahotsav</td> <td data-bbox="1157 1612 1380 1758">100</td> </tr> <tr> <td data-bbox="774 1758 965 1926">29th September 2022</td> <td data-bbox="965 1758 1157 1926">Online Annual Art Exhibition RANGSPARSH 2022</td> <td data-bbox="1157 1758 1380 1926">45</td> </tr> <tr> <td data-bbox="774 1926 965 1993">6th February 2023</td> <td data-bbox="965 1926 1157 1993">National Seminaron</td> <td data-bbox="1157 1926 1380 1993">128</td> </tr> </tbody> </table>			Date	Activity	Student Participants	18,19,20 th January 2023	Marathi bhasha Sanvardhan Pandharvada	100	28 th February 2023	Marathi Bhasha Gaurav Din	73	28 th September 2022	Sangeet Mahotsav	100	29 th September 2022	Online Annual Art Exhibition RANGSPARSH 2022	45	6 th February 2023	National Seminaron	128
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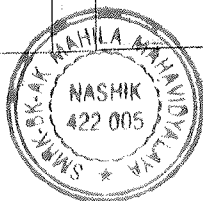

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				“Disrupted Global Recovery and It’s Implications on Indian Economy”	
			07 th March 2022 (Monday) to 09 th March 2022 (Wednesday)	Workshop on Intellectual Property Rights	105
			27 th November 2022	Mural /wall painting at Golf Club wall to create awareness about ‘Importance of Green Practices’ in collaboration with NGO (Nashik Ploggers)	11 Students ,3 Teachers
			31 st March 2023, 1 st April 2023	2days Terracotta Workshop(in collaboration with Shadang Art Foundation	25 Students and all staff members
			27 February to 4 th March 2023	Perception Week	120 students



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Participation in Workshops:		
Theme of Workshop	Date and Organizing Department	No. Of participating Students
Intellectual Property Rights	Virtual Workshop on Intellectual Property Rights 7 th March to 9 th March	105
Accessories making	Workshop on Accessories making Department of Resource Management 6 th October 2022	80
3D MAX	Workshop on 3D MAX Department of Resource Management 13 th October 2022	30
Green Interior	Workshop on Green Interior under MOU Department of Resource	30

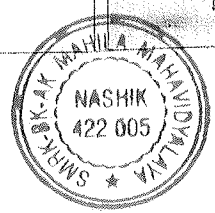


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				Management 14 th November 2022	
			Rendering Techniques	Workshop on Rendering Techniques Department of Resource Management 23 rd February 2022	12
			Resources	Workshop on Resources under MOU Department of Resource Management 9 th March 2022	24
			Energy Management	Workshop on Energy Management under MOU Department of Resource Management 10 th March 2023	25

Participation in other activities:

Type of Competition/Activity	Date and Organized by	No. Of participating
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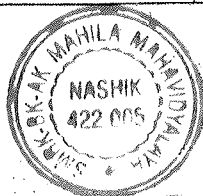
		Students
Three Day Training Programme "Geriatric Counselling, on 13 th to 15 th March 2023	Organized by M. P. Shah Women's College, Matunga, Mumbai	3
Avahan Camp NSS 19 th -28 th December 2022	NSS Unit Jalgaon Kavyitri Bahinabai Chaudhari Vidyapeeth ,Jalgaon	7 students
Adventure Camp, Chikhaldara ,Amaravati 2 nd November to 6 th November 2022	उच्च तंत्र शिक्षण विभाग (राष्ट्रीय सेवा योजना कक्ष) मंत्रालय, मुंबई व संत गाडगे बाबा अमरावती विद्यापीठ	4 and 1 Staff
Yuva Mahotsav	SNDT University	12
Sir Dr. M. S. Gosavi Sangeet Mahotsava On 28 th September 2022	SMRK College	15



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B) Administrative Benchmarks for (Important Activities only):
(Dates were postponed due to lockdown enforced to combat Corona Pandemic.)

Sr. No.	Particular	Standard Limit Set	Target Achieved
1	Admission Procedure	Online admission as per University Guidelines for F.Y.S.Y./T.Y./P.G.	Online admission procedures completed as per University Guidelines. 19/09-2022
2	Enrolment or Eligibility Fee	Sent to University strictly according to University guidelines.	Sent to University strictly according to University guidelines. 03/10/2022
3	Online Examination Forms submission to University	As per receipt of guidelines from university time to time	Online Examination forms submitted to University as per deadlines received from SNDT Women's University. 02/05/2022
4	Affiliation Fee	To be send before 30 th Sept. to the University	30/09/2022
5	A to G Submission to Joint Directors Office, Pune	31 st July	29 th July 2022
6	Branch Council Meetings	2 Meetings (August & February)	1.07/09/2022 2.18/03/2023
7	College Development Committee Meeting (Instead of LMC, CDC is being formed)	4 Meetings (Oct./Jan./Mar./May)	1. 19/09/2022 2. 14/01/2022 3.06/05/2023



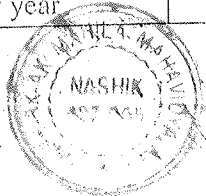
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8	College/Staff Meetings	4 Meetings (June, October, November, April)	03 meetings were conducted. First Term Opening Meeting 1 st July 2022 Closing Meeting 12 th December 2022 Second Term Opening Meeting- Closing Meeting 2 nd May 2023 Meeting of Heads of the Departments 9 th December 2022
9	Budget of Next year Receipt & Payment Statement	Up to 31 st January Revised Budget Up to 31 st August (April to July) is given on 31 st August (April to December) is given on 31 st January	Date 31/01/2022 Revised 31/08/2022 30/03/2023 Final 30/04/2023
10	Internal audit of the college for accounts	Up to April End (If late) Otherwise in February	30/04/2023
11	Draft Advertisement for next Academic year for staff requirement	January	Process completed on 31/01/2023



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12	Free ship/Scholarship bill to welfare Department & Non BC bill i.e. EBC to Z.P. & STC bill to Tribal Development Department	Online submission of forms as per DSWO Guidelines	Process completed as per Government Guidelines.
13	Salary bill submission of staff to Joint Director, Pune	Up to 5 th of each month	Process completed as per Government circular
14	Sanctioned post approval of Teaching/Non-Teaching staff on basis of 1/10 students strength.	Students strength as on 1 st Oct.	Process completed as per Government circular
15	Service book update & Confidential Reports	Up to 28 th April of every year	Process completed with CR reports on 29/04/2023
16	Formation of Academic Calendar for next year	Up to 25 th April every year	Academic calendars prepared on 30/04/2023 & distributed on 15/06/2023
17	Formation of various committees & Duty charts for staff	Up to 20 th April every year	Committees' formation and declaration on 30/04/2023
18	Formation of Prospectus/Admission forms	Up to 25 th April every year	Process completed and e-prospectus was uploaded on Website Process completed and e-prospectus was uploaded on Website on 24/04/2023
19	PBAS forms submission to Principal's office	Up to 30 th April every year	Process completed on 20/04/2023
20	Faculty Report Submission & Annual	On 10 th April & 15 th April every year	Process completed on



	Report Submission	respectively	08/12/2022
21	Repairs & Maintenance	Will be addressed within a fortnight of requirement / complaint received	Up-gradation: Timely Infrastructure: Completed as per requirement



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Conducted Exams as per University schedule :

Exam Classes	1st Semester Exam		2nd Semester Exam	
	From	To	From	To
Commerce Faculty				
F.Y. B.Com	10/12/2022	19/12/2022	20/04/2023	29/04/2023
S.Y. B.Com	25/11/2022	09/12/2022	16/05/2023	29/05/2023
T.Y. B.Com	26/11/2022	08/12/2022	16/05/2023	29/05/2023
M.Com	07/12/2022	17/12/2022	09/05/2023	18/05/2023
B.M.S. Faculty				
F.Y. B.M.S	12/12/2022	16/12/2022	20/04/2023	26/04/2023
S.Y. B.M.S	25/11/2022	05/12/2022	02/05/2023	13/05/2023
T.Y. B.M.S	26/11/2022	10/12/2022	02/05/2023	17/05/2023
Arts Faculty				
F.Y. B.A	17/12/2022	23/12/2022	20/04/2023	27/04/2023
S.Y. B.A	25/11/2022	14/12/2022	16/05/2023	29/05/2023
T.Y. B.A	26/11/2022	15/12/2022	16/05/2023	29/05/2023
M.A	07/12/2022	17/12/2022	03/05/2023	19/05/2023
F.Y. B.V.A	05/12/2022	14/12/2022	20/04/2023	03/05/2023
S.Y. B.V.A	05/12/2022	14/12/2022	20/04/2023	03/05/2023
T.Y. B.V.A	15/012/2022	25/11/2022	17/04/2023	04/05/2023
Final Year BVA	15/11/2022	02/12/2022	17/04/2023	09/05/2023
Home Science Faculty				
F.Y. H. Sc	07/12/2022	12/12/2022	20/04/2023	26/04/2023
S.Y. H. Sc	25/11/2022	05/12/2022	28/04/2023	03/05/2023
T.Y. H. Sc	25/11/2022	05/12/2022	28/04/2023	08/05/2023

23	Meeting Minutes, Documents Checking, etc,	Every semester	Checked and verified
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C. Quality Management System Benchmarks

Sr. No.	Particular	Standards Set	Target Achieved
1	ISO Audit	2 every year (Internal) 1 Surveillance Audit after 2 years by external agency Recertification Audit every	First Internal Audit: 03/10/2022 and 04/10/2022 Second Internal Audit: 08/04/2022 Surveillance Audit: 11/01/2023

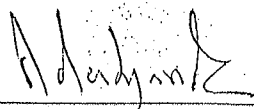


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		year.	<p>Steering Committee Meetings: 08/07/2022 01/10/2022</p> <p>MRM Meetings: 2 meetings were conducted. 19/11/2022</p> <p>08/04/2023</p>
2	QCC Meetings	3 every year & Updating of formats every year	<p>02 QCC Meetings Conducted :</p> <p>I. 06/08/2022 II. 11/03/2023 III. 26/04/2023</p>
3	IQAC Meetings	Minimum 3 every year & Submission of AQAR before 31 st of August every year.	<p>3 IQAC meetings were conducted.</p> <p>Meeting Dates :</p> <p>1. 11/07/2022 2. 09/12/2022 3. 11/05/2023</p> <p>AQAR-2021-22 was successfully uploaded on April 2023.</p>


 (Dr. Nitin Songirkar)
 IQAC Coordinator




 (Dr. Mrs. Deepti Deshpande)
 Principal & IQAC Chairperson




 Principal
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To be checked
by NBS.

Supportive Document for Criterion Point- 6. 2. 1

Example of an activity successfully implemented:

The Principal and the Commerce Faculty of the college decided to organise an National Webinar entitled 'National Education Policy-2020' on 29th November, 2021. The event was successfully organised by Commerce and Economics Association and Commerce Faculty of SMRK-BK-AK Mahila Mahavidyalaya, Nashik.

The positions held were as follows:

- ω Webinar Director- Prin. Dr. Deepti Deshpande
- ω Webinar Coordinator – Prof. Dr. Nitin B. Songirkar
- ω Webinar Convener – Ms. Gitanjali Gitay
- ω Webinar Advisory Committee Members V.P. Prof. Dr. Kavita Patil and Prof. Dr. Mahendra D. DhondgePatil and Dr. Mrs. Ashlesha Kulkarni

Strategic plan of International Webinar entitled 'National Education Policy-2020':

Date	Details
25th October, 2021	Finalization of National Seminar in Commerce Faculty Meeting
8th November 2021	Planning of the National Seminar, Sub-themes and key note speakers
8th November 2021	Formation of Seminar Committees
9th November 2021	Finalization of key note speakers and obtaining their acceptance
11th November 2021	Brochure finalization
11th November 2021 onwards	Correspondence with other Institutions and Resource Persons
12th November & 16th November 2021	Preparation Review Meetings conducted
17th November 2021 onwards	Brochures sent by email
17th November 2021	Preparation of programme schedule
18th November 2021	Certificate of attendance finalization
18th November 2021	Budget Planning
20th November 2021	Invitation to delegates
23rd November 2021	Creating google form and link for Registration
26th November 2021	Youtube Live Schedule Finalized
29th November 2021	Actual conduct of Webinar
3rd December 2021	Submission of Final Report of webinar to Principal's office
6th December 2021	Appreciation and Gratitude Letters to Resource persons
Up to 7th December 2021	Dispatch of E-Certificates



(Signature)
Principal
SMRK-BK-AK Mahila Mahavidyalaya
Nasik - 422 005

Supportive Document for Criterion Point- 6. 2. 1

Example of an activity successfully implemented:

The Principal and the IQAC of the college decided to organise an International Webinar entitled 'HO-FFICE: The New Normal' on 6th and 7th Feb. 2021. The event was successfully organised by Home Science Faculty and the IQAC of SMRK-BK-AK Mahila Mahavidyalaya, Nashik.

The positions held were as follows:

- ♦ Webinar Director- Prin. Dr. Deepti Deshpande
- ♦ Webinar Coordinator – Dr. Manjusha Bhakay
- ♦ Webinar Convener – Ar. Sanjay Pabari
- ♦ Webinar Advisory Committee Members-
V.P. Dr. Kavita Patil and IQAC Co-ordinator Dr. Nikhila Bhagwat

**: Strategic plan of International Webinar entitled
'HO-FFICE: The New Normal':**

Date	Details
23rd Dec. 2020	Finalization of International Conference in IQAC Meeting
4th Jan 2021	Planning of the International Conference, Sub-themes and key note speakers
4th Jan 2021	Formation of Conference Committees
8th Jan 2021	Finalization of key note speakers and obtaining their acceptance
13th Jan 2021	Finalization of 6 groups for Group Discussions.
13th Jan 2021	Brochure finalization
14th Jan 2021 onwards	Correspondence with other Institutions and Resource Persons
14th Jan, 16th Jan 2021	Preparation Review-Meetings conducted
16th Jan 2021 onwards	Brochures sent by email
16th Jan 2021	Preparation of programme schedule
16th Jan 2021	Certificate of attendance finalization
16th Jan 2021	Budget Planning
17th Jan 2021	Invitation to delegates
17th Jan 2021	Creating google form and link for Registration
2nd Feb 2021	Zoom Session Schedule Finalized
5th & 6th Feb. 2021	Actual conduct of Webinar
9th Feb 2021	Submission of Final Report of webinar to Principal's office
9th & 10th Feb 2021	Appreciation and Gratitude Letters to Resource persons
Up to 12th Feb. 2021	Dispatch of E-Certificates


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