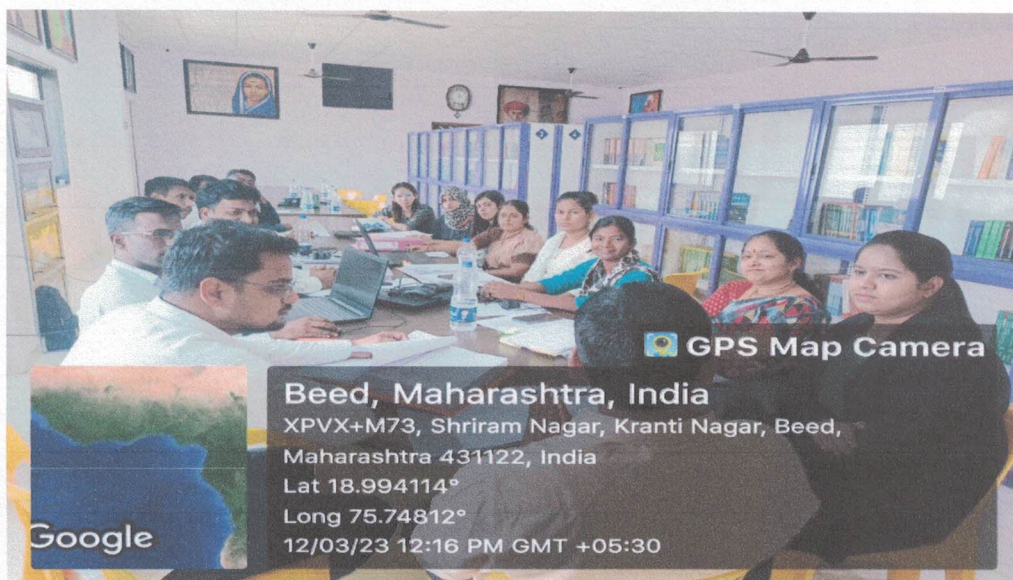


Deogiri Pratishthan's

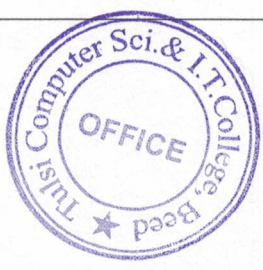
**TULSI COLLEGE OF COMPUTER SCIENCE & INFORMATION
TECHNOLOGY, BEED**

Name of the Activity	Faculty Training Program for Document Maintenance or Justly for NAAC Process.
Date of Activity	12-03-2023
No of Student Participated	14



Faculty Training Program for Document Maintenance or Justly for NAAC Process. 12-03-2023

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Report on Faculty Training Program: Document Maintenance for NAAC Process

on 13-03-2023 Tulsi College conducted a faculty training program focused on "Document Maintenance for NAAC Process." The National Assessment and Accreditation Council (NAAC) plays a crucial role in evaluating and enhancing the quality of higher education institutions in India. This program aimed to equip faculty members with the necessary skills and knowledge to effectively maintain documentation required for the NAAC accreditation process.

Objectives

- To understand the NAAC accreditation process and its significance.
- To familiarize faculty with the types of documents required for accreditation.
- To provide practical strategies for effective document maintenance and management.

Training Highlights

1. Overview of NAAC Accreditation:

- Explanation of the NAAC framework and its criteria for assessment.
- Importance of accreditation for institutional quality and reputation.

2. Document Types and Categories:

- Detailed discussion on the various types of documents needed for different criteria (e.g., curriculum, faculty qualifications, research outputs).
- Understanding the importance of evidence-based documentation.

3. Best Practices for Document Maintenance:

- Strategies for organizing and storing documents efficiently.
- Tips for ensuring accuracy and consistency in documentation.

4. Use of Technology:


- Introduction to digital tools and software for document management.
- Discussion on the benefits of maintaining electronic records versus traditional methods.

5. Interactive Session:


- Group activities where participants shared their experiences and challenges related to document maintenance.
- Brainstorming solutions and best practices among faculty members.

Conclusion

The training program successfully enhanced faculty members' understanding of the NAAC accreditation process and the importance of proper document maintenance. Participants expressed gratitude for the practical insights provided and recognized the need for continuous improvement in their documentation practices.


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