

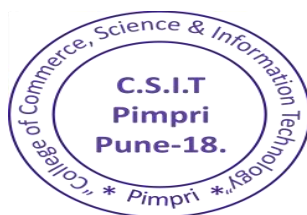
Ref. No. ASM/CSIT/ 1605/A / 157/2023-24

Date:15/12/2023

Percentage of teaching and non-teaching staff participating in Faculty development Programme(FDP), professional development/administrative training programs during the last five years.

CRITERION	VI
KEY INDICATOR	6.3 Faculty Empowerment Strategies
METRIC NO.	6.3.3

CERTIFICATES OF PARTICIPATION IN FACULTY DEVELOPMENT PROGRAMMES DURING THE ACADEMIC YEAR 2023-24.



NON

TEACHING

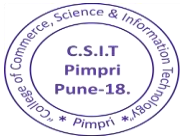
FDP



Ref. No. ASM/CSIT/ 1605 A/ 157/2023-24

Date:15/12/2023

INDEX		
Sr.No	Particulars	
1	BROCHURE OF FDP	
2	NOTICE OF FDP	
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5	FDP PROGRAM REPORT	
6	ATTENDANCE NON TEACHING STAFF	
7	FEEDBACK FORMS	
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Handwritten signature

Principal

College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.



**FOR FACULTY
DEVELOPMENT
PROGRAM ON**

**“Digital Tools for
Administrative
Work”.**

**VENEUE:-MINI
AUDITORIUM
JOIN US !!!**

**DATE:-18/12/2023
to 23/12/2023**

Mail us on:-
csit@asmedu.org

Ref. No. ASM/CSIT/ 1605 A/ 157/2023-24

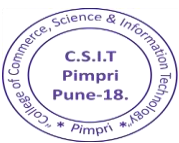
Date:15/12/2023

Notice

This is to inform all Non- Teaching staff of CSIT
Are here by informed to gather in Mini Auditorium from 18/12/2023
to 23/12/2023 at 3:00 pm to 05:00 pm, related to Faculty
development Program on
“Digital Tools for Administrative Work”

Day 1	Importance of Digital Tools in Administration. Common Tools: Microsoft Office Suite, Google Workspace, and Specialized Admin Tools.
Day 2	File Management and Organization Cloud Storage Solutions (Google Drive, OneDrive, Dropbox) Naming Conventions and Folder Structures
Day 3	Email Management Best Practices Using Filters, Labels, and Folders (Gmail, Outlook) Email Etiquette for Professional Communication
Day 4	Real-time Collaboration Tools Google Workspace (Docs, Sheets, Slides) Microsoft 365 (Word, Excel, PowerPoint Online)
Day 5	Cybersecurity Essentials Password Management Tools (e.g., LastPass, 1Password) Recognizing and Avoiding Phishing Scams Ethical Use of Digital Tools in Administration

All the Non-Teaching Staff attendance is compulsory be present in the Hall at mentioned Date and Time.



Principal

College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.

Ref. No. ASM/CSIT/ 1605 A / 157/2023-24

Date: 15/12/2023

To,

Amar Gaikwad,

ASM's College Of Commerce,
Science and Information Technology, Pimpri, Pune-18

Sub: Invitation for Guest Lecture in ASM's CSIT College

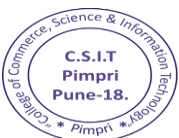
Dear Sir,

It is our great pleasure to invite you for a Guest Lecture on the topic "Digital Tools For Administrative Work" for Faculty on Monday 18-12-2023 to 23-12-2023.

We are looking forward for your gracious presence.



Principal
College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway,
Pimpri, Pune - 411 018.



Audyogik Shikshan Mandal's
College of Commerce, Science & Information Technology

(ID. No. PU/PN/SC/160/2001)

(Affiliated to Savitribai Phule Pune University & Recognized by Govt. of Maharashtra)

S. No. 29/1+2A, Behind Sterling Honda, Pune-Mumbai Highway, Pimpri, Pune-411018

E-mail ID: csit@asmedu.org

Website: www.csitedu.org

Tel:(020) 6651700



Ref. No. ASM/CSIT/ 30 A / 06/2023-24

Date:23/12/2023

To,

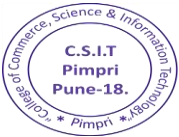
Mr Amar Gaikwad ,

ASM College of Science,Commerce and Information Technology Pimpri
411018.

Sub: Letter of Appreciation

Dear sir,

We immensely appreciate your presence on delivering informative and thought provoking lecture on “Digital Tools For Administrative Work”All faculty appreciated and got benefitted from your views on the topic.
Looking forward for your Co-operations on future events too.



Adit

Principal

College of Commerce, Science &
Information Technology
S. No. 29/1+2A, Pune-Mumbai Highway.
Pimpri, Pune - 411 018.

Report of Five Days FDP on Digital Tools for Administrative Work.

Date	: 18 th To 23 th December 2023
Time	: 03:00 p.m. to 5:00 p.m.
Venue	: Mini Auditorium ASM-CSIT
Collaborations	: -
Coordinator	: Pooja Nawadkar

Introduction: The event started with Saraswati Puja. It was followed by felicitation of Dr. Sudhakar Bokephode, Director of IPS, Dr. D.D. Balsaraf Sir, Member of Task Force Committee dignitaries on the Dias. Welcome address was given by Asst.Prof Pooja Nawadkar. All the faculty members of ASM-CSIT CSIT, IPS as well as other Colleges teaching staff also attended FDP on the Digital Tools for Administrative Work.



Audyogik Shikshan Mandal's
College of Commerce
Science and Information



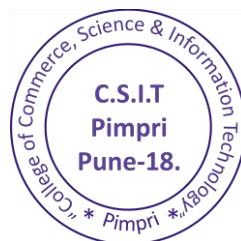
FOR FACULTY DEVELOPMENT PROGRAM ON
"Digital Tools for Administrative Work".
VENEUE:-MINI AUDITORIUM
JOIN US !!!
DATE:-18/12/2023 to 23/12/2023
Mail us on:-
csit@asmedu.org



Objectives:

- 1 Understand the importance of digital tools in streamlining administrative processes.
- 2 Develop skills in using common tools like Microsoft Office Suite, Google Workspace, and specialized admin tools effectively.
- 3 Master file management and organization techniques, including cloud storage and folder structuring.
- 3 Enhance communication and collaboration skills through effective email management and real-time collaborative tools.
- 5 Promote cybersecurity awareness and ethical practices in using digital tools.

The event started with Saraswati Puja. It was followed by felicitation of all dignitaries on the dias. Welcome address was given by Asst. Prof Pooja Nawadkar madam.

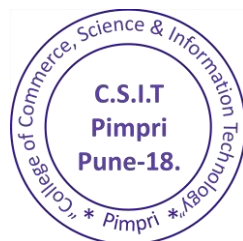


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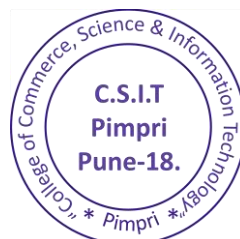
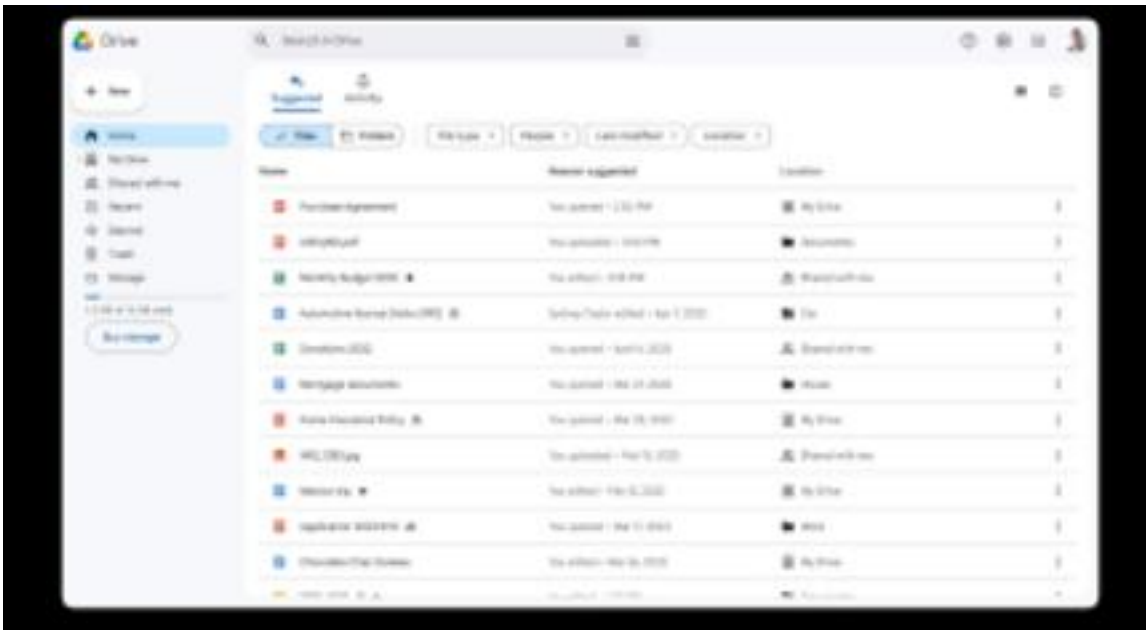
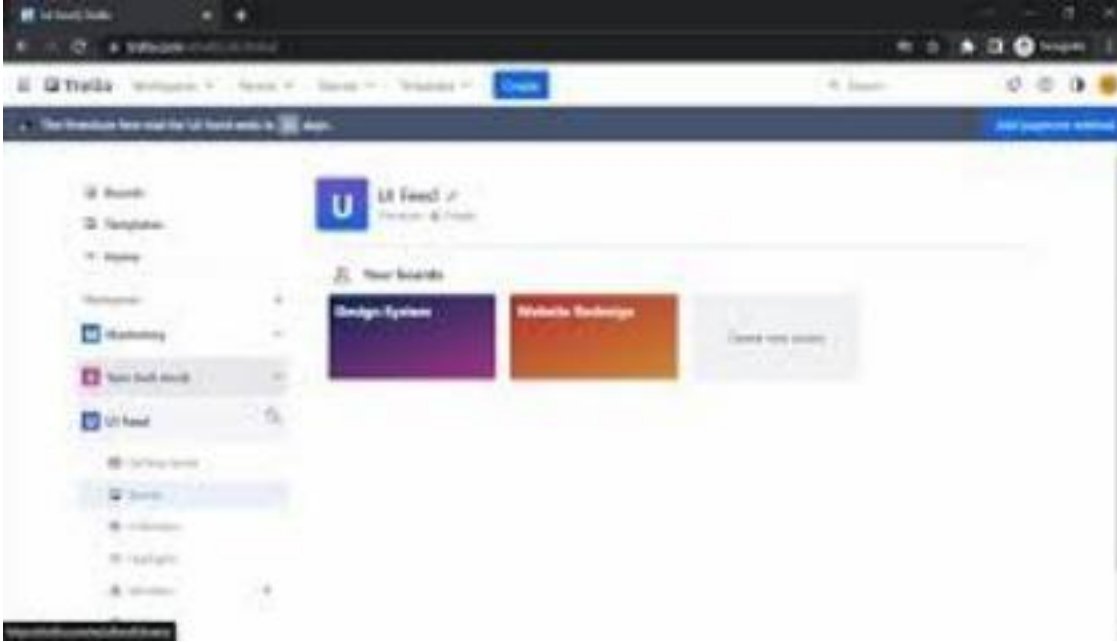
Principal
ASM's CSIT



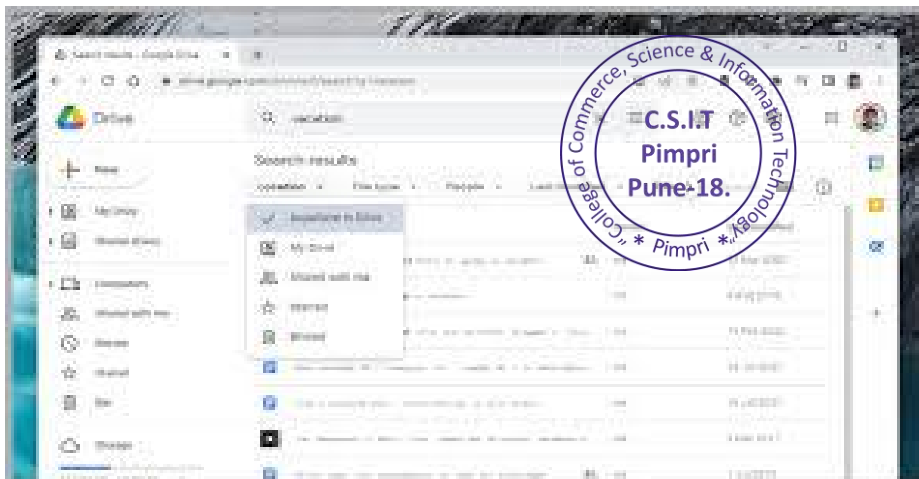
Day -1 Faculty Development Programme started in an energetic manner as the presentation was really interesting. The session was interactive. Mr. Amar Gaikwad, an epitome of brilliance focused on a lot of concepts about the session on digital tools and its importance. He focused on how these tools improve administrative task collaboration, expedite workflows, and increase efficiency. He explained the advantages of using digital tools, such as time savings, accuracy, and improved organization. He talked about Word, Excel, PowerPoint, and Outlook as part of the Microsoft Office Suite. He introduced Docs, Sheets, Slides, and Drive and provided real-time examples of how Google Workspace functions, specialized Admin Tools: Introduction to project management and document management tools like Trello and DocuSign.

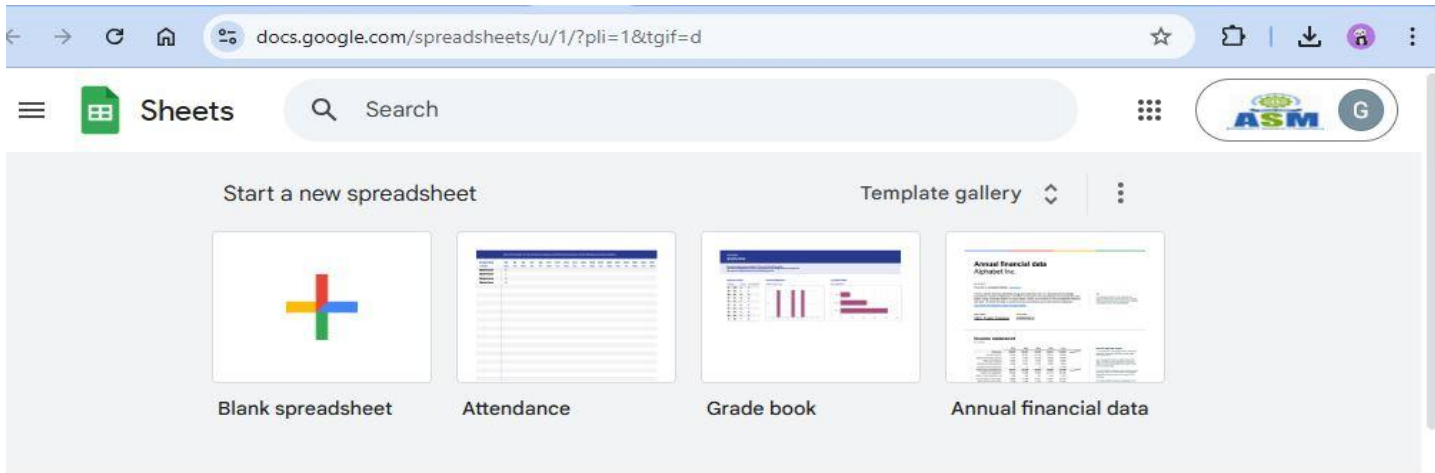


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Principal
ASM's CSIT



Day-2 he concentrated on digital file management and organization best practices on day two to guarantee effectiveness and simple access.he discusses the features and advantages of cloud storage solutions such as Dropbox, One-drive and Google Drive.an explanation of how to use these platforms for file management, sharing, and uploading.folder structures and naming conventions: standardized naming practices for uniform arrangement.techniques for establishing user-friendly folder structures for administrative duties.In order to increase their productivity, participants learned how to use cloud storage effectively and put good file organization strategies into practice.





Meetings

Calls

Secure video conferencing for everyone

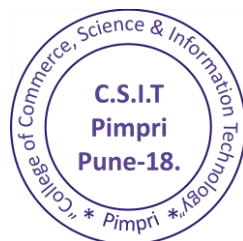
Connect, collaborate, and celebrate from anywhere with Google Meet

New meeting

Enter a code or nickname

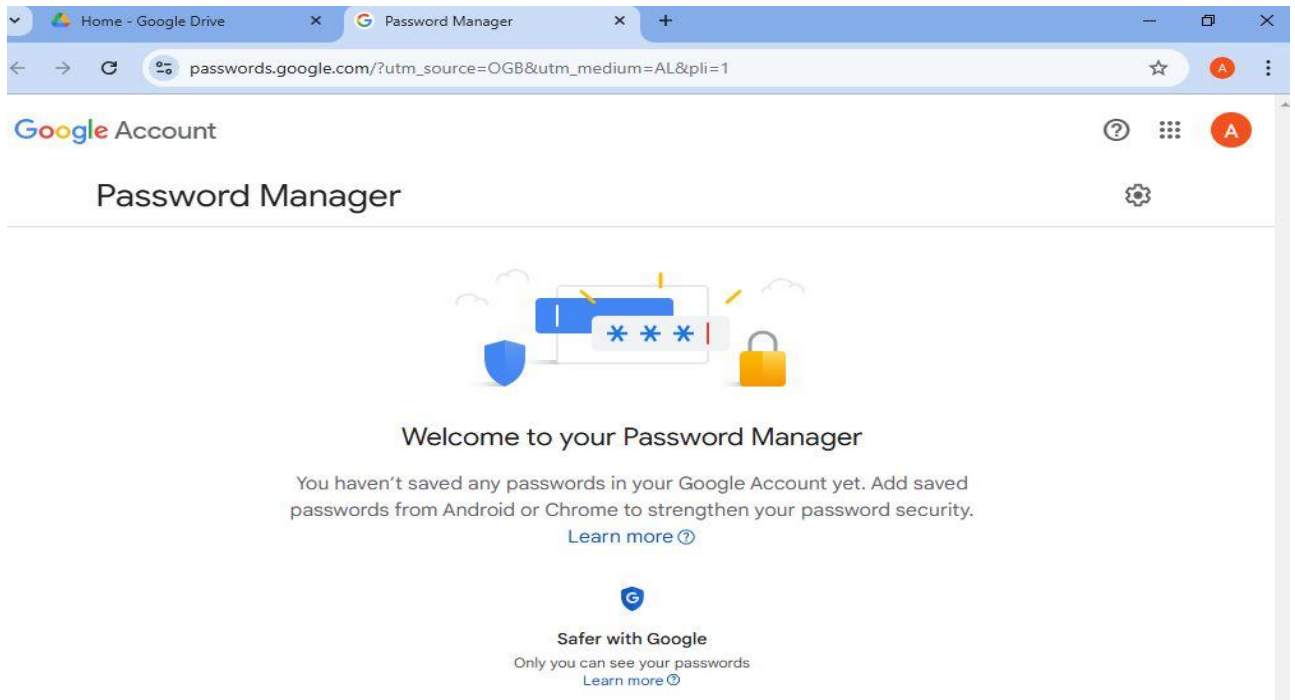
Join

Day-3 Best Practices for Email Management The emphasis was on developing email management skills to enhance organization and communication. Applying Labels, Folders, and Filters establishing filters for Gmail and Outlook's automated email sorting, making and maintaining folders and labels to improve organization. Professional Email Communication Etiquette: composing emails that are clear and succinct. he advice on how to keep the format and tone professional, the participants gained a better understanding of the value of professional email communication in administrative roles and improved their email management abilities.



Solit

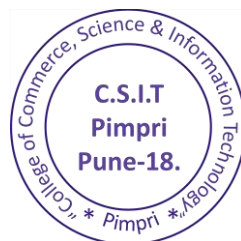
Principal
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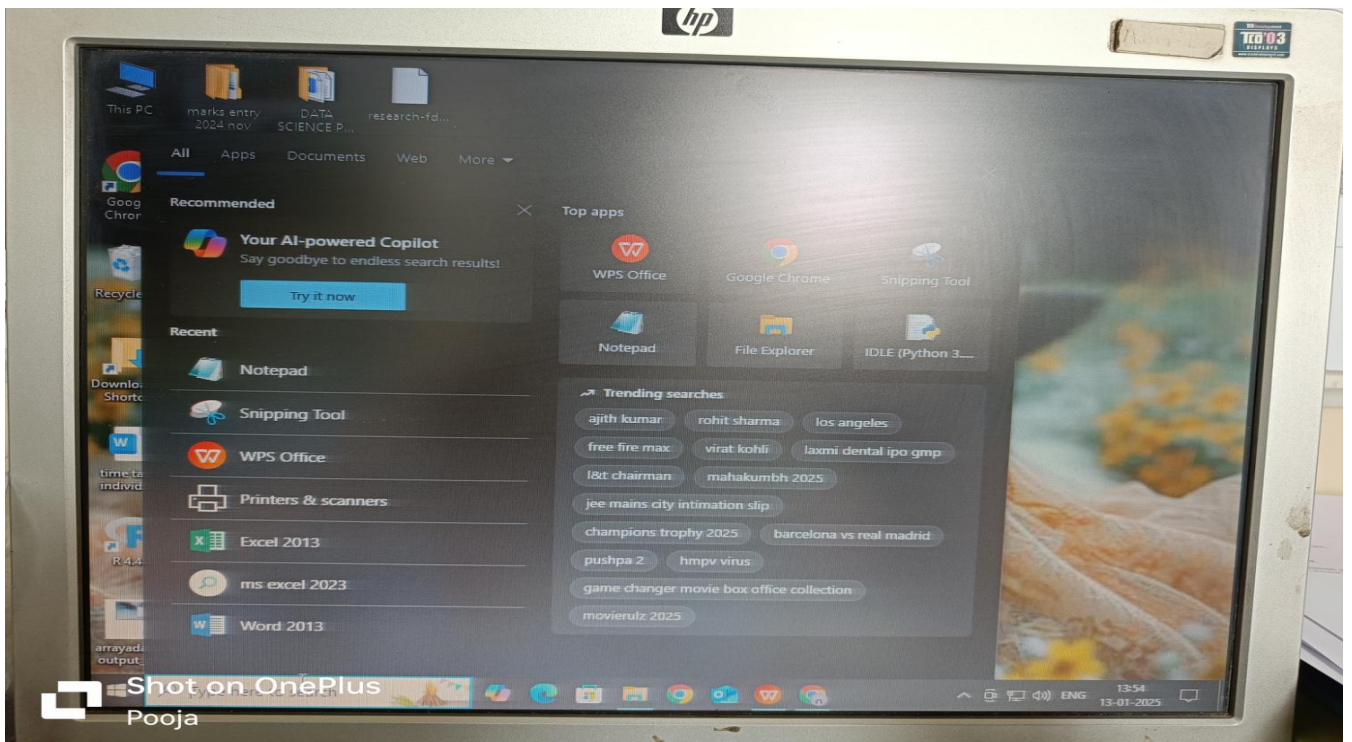
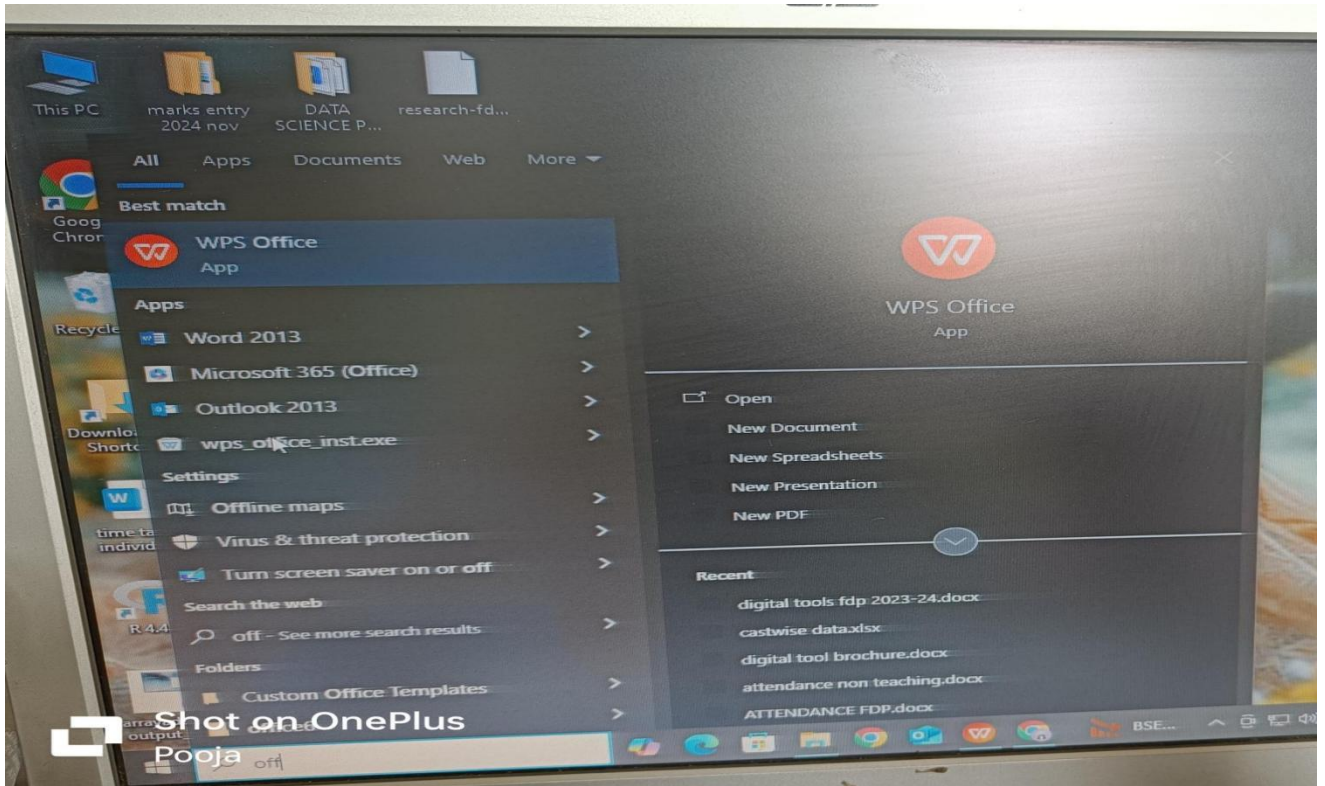
Day-4 and 5

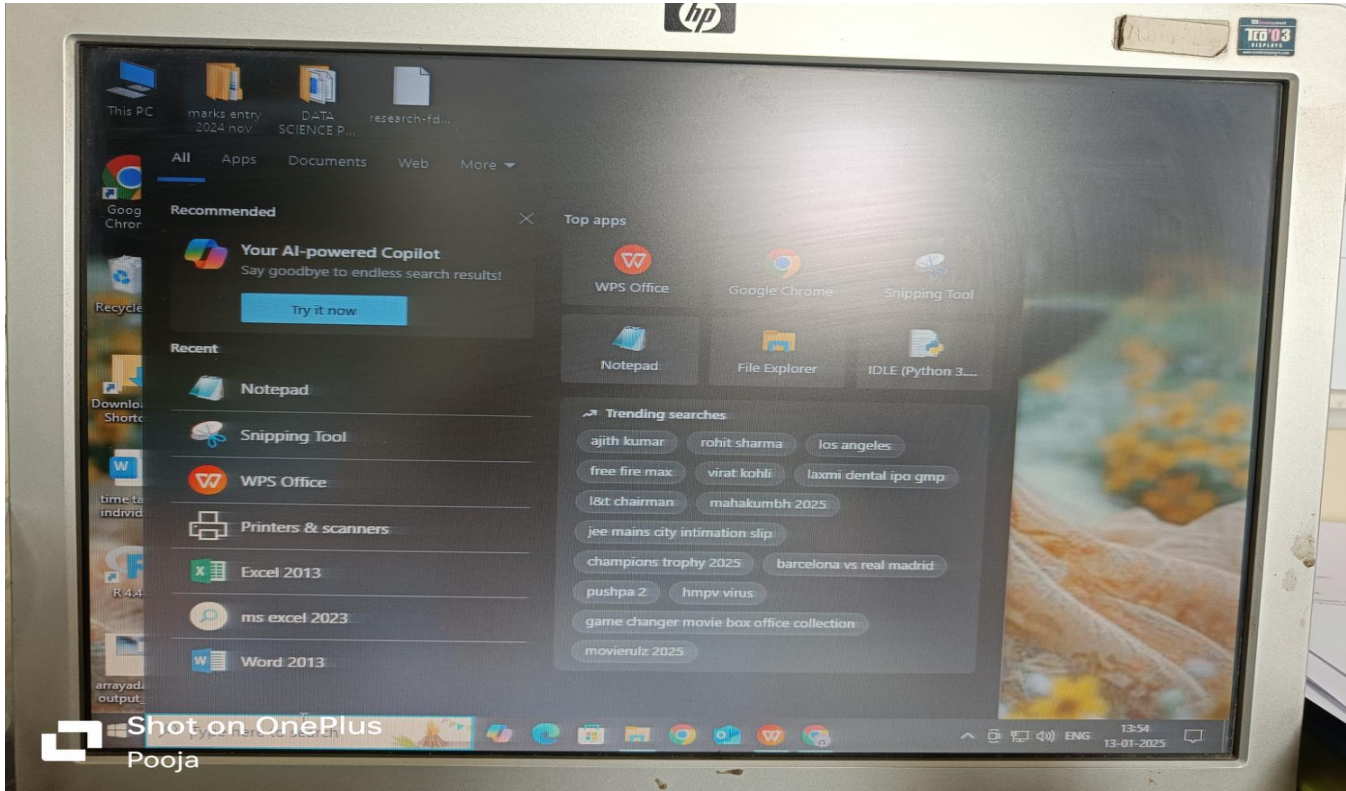
Tools for Real-Time Collaboration

The use of real-time collaboration tools to promote teamwork and boost productivity was the main focus of day four. Microsoft 365: An overview of Word, Excel, and PowerPoint Online; Google Workspace. The participants acquired hands-on experience utilizing collaboration tools to collaborate in teams, even when they were located far away. Essentials of Cybersecurity the last day was devoted to cybersecurity awareness and responsible digital tool use, tools for Password Management: An overview of programs such as 1Password and Last-pass. Best practices for identifying and avoiding phishing scams, as well as for creating and maintaining strong passwords-recognizing phishing websites and emails. Techniques for remaining alert to online dangers. The ethical use of digital tools in administration: the significance of protecting data privacy and confidentiality. ethical methods for teamwork and digital communication. In order to ensure the safe and appropriate use of digital tools in administrative roles, participants gained a solid understanding of cybersecurity fundamentals and ethical obligations.



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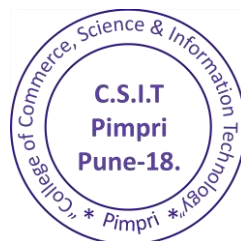






Outcomes:

- 1 Staff members were introduced to key tools frequently used in the field and learned why digital tools are essential for administrative work.
- 2 In order to increase productivity, staff members learned how to use cloud storage effectively and apply efficient file organization strategies.
- 3 Non-teaching improved their email management abilities and recognized the value of formal email correspondence in administrative positions.
- 4 Non-Teaching obtained hands-on experience using collaboration tools to collaborate in teams, even when they were located far away.
- 5 In order to ensure the safe and professional use of digital tools in administrative roles, staff members gained a solid understanding of cybersecurity fundamentals and ethical obligations.

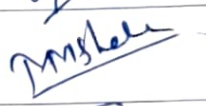


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**Principal
ASM's CSIT**

Date:-18/12/2023












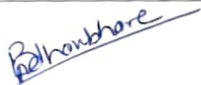
ATTENDANCE FDP
“Digital Tools for Administrative Work”.

Sr.No	Name of the Faculty	Name of Institution	Sign
1	Mr.B.D chandekar	Accountant	
2	Mrs .Mahadevi Shelke	Administration	
3	Mr.Rohit Bhalerao	Administration	
4	Mr.Amar Gaikwad	Administration	
5	Mr.Sagar Patil	IT Admin	
6	Mr.Samadhan Patil	Accountant	
7	Mrs.Trupti Bankar	Accountant	
8	Mrs.Sonal Kale	Accountant	
9	Mrs.Netra shah	Admission	
10	Mr.Pramod Waybase	Admission	
11	Mr.Gajanan Rakhunde	Administration	
12	Mrs.Bhavana Dhanbare	Admission	

Date:-19/12/2023

ATTENDANCE FDP


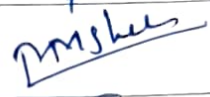








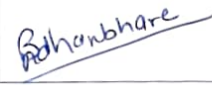
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11	Mr.Gajanan Rakhunde	Administration	
12	Mrs.Bhavana Dhanbare	Admission	

Date:-20/12/2023

ATTENDANCE FDP


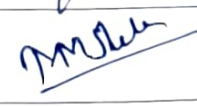


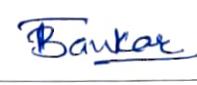




“Digital Tools for Administrative Work”.

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1	Mr.B.D chandekar	Accountant	
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7	Mrs.Trupti Bankar	Accountant	
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11	Mr.Gajanan Rakhunde	Administration	
12	Mrs.Bhavana Dhanbare	Admission	

Date:-21/12/2023




ATTENDANCE FDP

“Digital Tools for Administrative Work”.

Sr.No	Name of the Faculty	Name of Institution	Sign
1	Mr.B.D chandekar	Accountant	
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Date:-22/12/2023













ATTENDANCE FDP
“Digital Tools for Administrative Work”.

Sr.No	Name of the Faculty	Name of Institution	Sign
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12	Mrs.Bhavana Dhanbare	Admission	

Date:-23/12/2023

ATTENDANCE FDP

“Digital Tools for Administrative Work”.

Sr.No	Name of the Faculty	Name of Institution	Sign
1	Mr.B.D chandekar	Accountant	
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12	Mrs.Bhavana Dhanbare	Admission	



ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mr.B.D chandekar		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
2	You disagree with the statement	
3	You neither agree nor disagree with the statement	
4	You agree with the statement	
5	You strongly agree with the statement	
1)	The workshop content was relevant for me	
1		
2		
3		
4		
5		Y
2)	The content of workshop was very comprehensive	
1		
2		
3		
4		Y
5		
3)	The overall content of workshop was excellent	
1		
2		



	3		Y
	4		
	5		
4)	The speakers had very strong expertise in the area		
	1		
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	4		Y
	5		
5)	The speakers had excellent communication skills		
	*		
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	4		Y
	5		
6)	All the speakers made the workshop very interesting		
	*		
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	5		Y
7)	The speakers were very well prepared for the workshop		
	*		
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	3		Y
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	5		
8)	The workshop timings were very convenient		
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	4		Y
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9)	Document uploadation related concepts the workshop was very appropriate		



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	4		Y
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10)	There were sufficient breaks in between sessions		
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	3		Y
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	5		
11)	OVERALL – how would you rate the workshop		
	Please answer this question on a 10-point scale with 1 being		
	Highly UNLIKELY to Recommend and 10 being Will definitely Recommend		
	1		
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	4		
	5		
	6		
	7		
	8		
	9		Y
	10		

ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mrs .Mahadevi Shelke		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
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	4		Y
	5		
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	8		
	9		Y
	10		



ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mr.Samadhan Patil		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
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	3		Y
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	5		
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	2		
	3		Y
	4		
	5		
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	*		
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	2		
	3		
	4		Y
	5		
9)	Document uploadation related concepts the workshop was very appropriate		



	*		
	1		
	2		
	3		
	4		Y
	5		
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	Please answer this question on a 10-point scale with 1 being		
	Highly UNLIKELY to Recommend and 10 being Will definitely Recommend		
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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mrs.Trupti Bankar		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
2	You disagree with the statement	
3	You neither agree nor disagree with the statement	
4	You agree with the statement	
5	You strongly agree with the statement	
1)	The workshop content was relevant for me	
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2)	The content of workshop was very comprehensive	
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3)	The overall content of workshop was excellent	
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4)	The speakers had very strong expertise in the area		
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6)	All the speakers made the workshop very interesting		
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	5		Y
7)	The speakers were very well prepared for the workshop		
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9)	Document uploadation related concepts the workshop was very appropriate		



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11)	OVERALL – how would you rate the workshop		
	Please answer this question on a 10-point scale with 1 being		
	Highly UNLIKELY to Recommend and 10 being Will definitely Recommend		
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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mr.Sagar Patil		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
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9)	Document uploadation related concepts the workshop was very appropriate		
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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mrs.Sonal Kale		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
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9) Document uplodation related concepts the workshop was very appropriate

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11) OVERALL – how would you rate the workshop

Please answer this question on a 10-point scale with 1 being

Highly UNLIKELY to Recommend and 10 being Will definitely Recommend

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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mrs.Netra shah		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mr.Rohit Bhalerao		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mr.Amar Gaikwad		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
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	ASM's		
	College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
	FEEDBACK		
	Faculty development Program on		
	Digital Tools for Administrative Work		
	Date- 18 December 2023 to 23 December 2023		
	Mr.Pramod Waybase		
	Dear Participant,		
	Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
	Please share how strongly you agree with the statements given below on a 5-point scale.		
	1	You strongly disagree with the statement	
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ASM's		
College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
FEEDBACK		
Faculty development Program on		
Digital Tools for Administrative Work		
Date- 18 December 2023 to 23 December 2023		
Mr.Gajanan Rakhunde		
Dear Participant,		
Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
Please share how strongly you agree with the statements given below on a 5-point scale.		
1	You strongly disagree with the statement	
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	ASM's		
	College Of Commerce, Science and Information Technology, Pimpri, Pune-18		
	FEEDBACK		
	Faculty development Program on		
	Digital Tools for Administrative Work		
	Date- 18 December 2023 to 23 December 2023		
	Mrs.Bhavana Dhanbare		
	Dear Participant,		
	Hope you had a great learning experience during this programme. Request you to kindly share your feedback.		
	Please share how strongly you agree with the statements given below on a 5-point scale.		
	1	You strongly disagree with the statement	
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ASM's
COLLEGE OF COMMERCE ,SCIENCE AND INFORMATION TECHNOLOGY,PIMPRI PUNE-18
FEEDBACK 2022-23

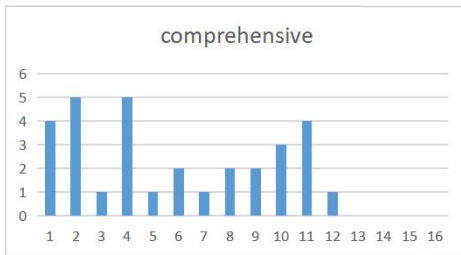
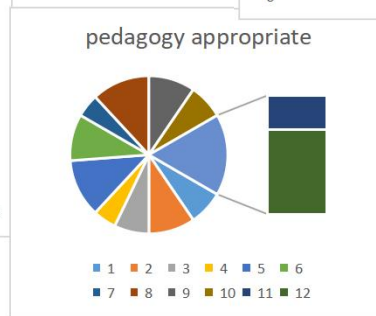
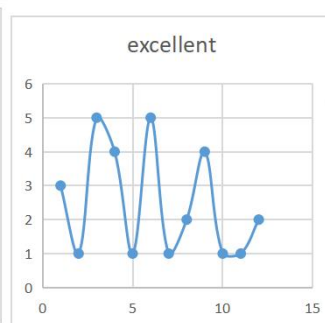
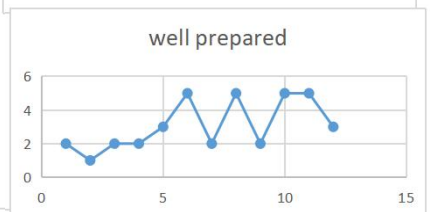
TOPIC:- Digital Tools For Administrative Work

DATE:= 23/12/2023

SPEAKER:- Amar Gaikwad

- 1 You strongly disagree with the statement
- 2 You disagree with the statement
- 3 You neither agree nor disagree with the statement
- 4 You agree with the statement
- 5 You strongly agree with the statement

SR.NO	NAME OF NON TEACHIN	works	comp	excell	strong	comm	works	well pre	timir	pedagogy ap	sufficient bre	all rating 1-10
1	Mr.B.D.Chandekar	4	4	3	2	1	1	2	1	3	3	8
2	Mrs.Mahadevi Shelke	2	5	1	1	5	2	1	3	4	1	9
3	Mr.Rohit Bhalerao	4	1	5	3	3	3	2	4	3	5	10
4	Mr.Amar Gaikwad	1	5	4	2	5	4	2	2	2	1	8
5	Mr.Sagar Patil	1	1	1	4	3	1	3	5	5	2	8
6	Mr.Samadhan Patil	3	2	5	2	2	5	5	2	4	3	10
7	Mrs.Trupti Bankar	3	1	1	4	4	2	2	2	2	2	9
8	Ms.Sonal Kale	5	2	2	1	2	4	5	3	5	5	7
9	Mrs.Netra Shah	2	2	4	1	5	5	2	5	4	1	8
10	Mr. Pramod waybase	5	3	1	3	4	1	5	1	3	5	9
11	Mr.Gajanan Rakhunde	2	4	1	4	2	2	5	2	2	1	7
12	Mrs.Bhavana Dhanbhare	5	1	2	1	3	1	3	1	5	2	8



Ref. No. ASM/CSIT/ 1605/A / 157/2023-24

Date 23/12/2023

CRITERION	VI
KEY INDICATOR	6.3 Faculty Empowerment Strategies
METRIC NO.	6.3.3

CERTIFICATE NON -TEACHING STAFF

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **Amar Gaikwad** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at ASM's CSIT Pimpri, Pune – 18.



Vice Principal & Co-ordinator



Principal

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **Bhavana Dhanbare** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at ASM's CSIT Pimpri, Pune – 18.



Vice Principal & Co-ordinator



Principal

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **B.D chandekar** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at **ASM's CSIT Pimpri, Pune – 18.**



Vice Principal & Co-ordinator



Principal

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **Gajanan Rakhunde** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at ASM's CSIT Pimpri, Pune – 18.



Vice Principal & Co-ordinator



Principal

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **Mahadevi Shelke** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at ASM's CSIT Pimpri, Pune – 18.



Vice Principal & Co-ordinator



Principal

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **Netra shah** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at **ASM's CSIT Pimpri, Pune – 18.**



Vice Principal & Co-ordinator



Principal

College of Commerce Science and Information Technology

Pimpri, Pune – 18

**Faculty development Program
Digital Tools for Administrative
Work**

Certificate

This is to certify that Prof./Dr./Mr./Mrs./Miss. **Pramod Waybase** has Participated in **Faculty development Program Awareness on Digital Tools for Administrative Work** From 18/12/2023 to 23/12/2023 at **ASM's CSIT Pimpri, Pune – 18.**



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