



PUNE DISTRICT EDUCATION ASSOCIATION'S
HIGHER & TECHNICAL EDUCATION INSTITUTIONS

**A NOTE BOOK FOR
ACADEMIC TEACHING PLAN AND EXECUTION RECORD**
2019-2020

TEACHER'S NAME : Wadhane Sayali S. EMP. ID EMPC0103

DESIGNATION : Lecturer

SUBJECT : Human Resource Mgt, org. Behavior, principle of Mgt.

NAME OF INSTITUTE Waghise College of Art's, Commerce & Science,
Saswad.

TEACHER'S PROFILE

1. NAME: Prof. Wadhane Sayali Sanjay.
2. DESIGNATION: Lecturer.
3. QUALIFICATION: MBA (Marketing)
4. SPECIALIZATION: Marketing.
5. DATE OF OPPOINTMENT: 2 July 2018
6. DATE OF CONFORMATION: -
7. DATE OF JOINING THIS COLLEGE: 2 July 2018
8. ADDRESS: Alp - Saswad, Tal - Pusandur, Dist - Pune.
9. MOBILE NO. 9970999631 EMAIL: sayaliwadthane@gmail.com
10. CURRENT YEAR'S TEACHING SUBJECTS / PAPERS
 - § FY Deg/Diplo: principle of management - I & II
 - § SY Deg/Diplo: personality development, Retail store ope. I & II, Internship
 - § TY Deg/Diplo: HRM, org. Behavior, Retail store operation - III & IV
 - § BE / B.Pharm. FINAL: _____
 - § PG-I/MBA-I: _____
 - § PG-II/MBA-II: _____
 - § PhD/Research: _____
11. Participation in co-curricular activities as a :
 - a) Chairman for # _____ times during years _____
 - b) Member for # _____ times during year _____
12. Member of University Authority of _____ during _____
13. Member of Professional Bodies of _____ during _____

S. Wadhane
Signature of Teacher

TERM - I

SEMESTER I / II / III / IV

PERSONAL WEEKLY TIME-TABLE
TERM - I (2019 - 20)

Sr. No.	Duration	MON	TUE	WED	THUR	FRI	SAT
1	8:00 am to 8:45 am	HRM	Retail Store-I	Principle of Mgt	HRM	Retail Store-I	Principle of Mgt
2	8:45 am to 9:30 am	Practical	HRM	Principle of Mgt	HRM	Personality Dev	Personality Dev
3	9:30 am to 10:15 am	Personality Dev & Team	-	Practical	Retail Store-I	Principle of Mgt	Retail Store-II
4	10:30 am to 11:15 am	Retail Store-I	Retail Store-II	Retail Store-II	Personality Dev	Retail Store-II	HRM
5							
6							
7							
8							

TERM-WISE AND SUBJECT-WISE DISTRIBUTION OF WORKLOAD
TERM: I (2019)

Sr No	SUBJECT	PAPER I/II	CLASS & DIVN	THEORY	PRACT.	TUTORIAL	TOTAL WORKLOAD
1	Principle of Management	I	F.Y.B.Voc	✓			04
2	Retail Store operation	II	S.Y.B.Voc	✓	✓		08
3	Personality Development	-	S.Y.B.Voc	✓			04
4	Human Resource mgt	-	T.Y.B.Voc	✓			04
5	Retail Store management	III	T.Y.B.Voc	✓	✓		08
6							
7							

CLASS-WISE & PAPER-WISE TEACHING PLAN
TERM -I (2019-20)

CLASS & DIVIN: F.Y. B.Voc (CRM) PAPER: 103

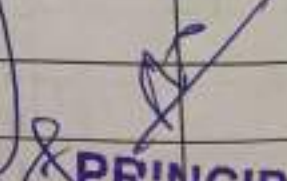
SUBJECT: principle of mgt-I NO. OF CREDITS: 04

Sr No	Lecture/Tutorial/Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1.	July 2019	Basics of Management meaning, definition, mgt. IS science, art or prof. characteristics of prof mgt. Need of mgt study, process of mgt, level of mgt, managerial skills, challenges before mgt, brief review of mgt through with F.W. Taylor & Henry Fayol.	15	01, 03, 04 05, 08, 09, 10 11, 12, 13, 15 16.
2.	July, Aug- est 2019	planning & Decision Making planning - meaning, Definition Nature, importance, forms Types of planning, steps in planning, limitations of planning, forecasting - meaning & techniques, Decision making - meaning, types of Decision making & steps in decision m.	15	17, 18, 19, 19, 20, 22 25, 25, 29, 30 01, 3, 3
3.	August 2019	organisation & Staffing meaning, process & principle departmentalization, org Authority & Responsibility, delegations of authority, difficulties in delegation of authority, centralization vs decentralization, Team work staffing - meaning, need, imp of Staffing Recruitment - source & methods of Recruitment.	15	7, 9, 9 14, 16 20, 20 23 26, 30, 03 05 13, 14, 17
4.	sep 2019	Direction & Communication direction - meaning, elements principles, techniques & importance, communication - meaning, types, process of comm ⁿ & imp of effective comm ⁿ , Barriers in comm ⁿ .	15	19, 20, 23, 26 01, 04, 08, 08, 14 16, 16, 21

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: F.Y. Subject: Principle of mgmt Paper: BVR 103 No of Students on Roll: 49

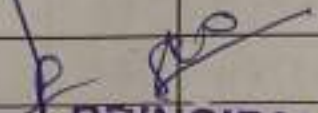
Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		Basics of mgmt				
2/7/2019	8:00-8:45	Meaning & definition of management	27	<u>S. Dhadhane</u>		
3/7/2019	8:45-9:30	Mgt is science description, arts & profession	30	<u>S. Dhadhane</u>		
4/7/2019	9:30-10:15	Mgt is profession	28	<u>S. Dhadhane</u>		
5/7/2019	9:30-10:15	Characteristics of management	32	<u>S. Dhadhane</u>		
8/7/2019	8:00-8:45	Needs of management	35	<u>S. Dhadhane</u>		
9/7/2019	8:00-8:45	process of management	31	<u>S. Dhadhane</u>		
10/7/2019	8:00-8:45	Levels of mgmt	33	<u>S. Dhadhane</u>		
11/7/2019	9:30-10:15	managerial skills	29	<u>S. Dhadhane</u>		
12/7/19	9:30-10:15	Mgt thoughts with F.W. Taylor & Henry F.	29	<u>S. Dhadhane</u>		
13/7/19	8:00-8:45	Challenges before mgmt	31	<u>S. Dhadhane</u>		
15/7/19	8:45-9:30	challenges before mgmt	35	<u>S. Dhadhane</u>		
16/7/19	8:45-9:30	Test	30	<u>S. Dhadhane</u>		
17/07/19	8:00-8:45	Planning & decision making. Introduction, meaning & definition of planning.	28	<u>S. Dhadhane</u>		
18/07/19	8:45-9:30	Nature of planning	26	<u>S. Dhadhane</u>		
19/07/19	8:00-8:45	Importance of planning	31	<u>S. Dhadhane</u>		
19/07/19	8:45-9:30	Forms of planning	33	<u>S. Dhadhane</u>		


PRINCIPAL
 Waghire College, Saswad,
 Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: F.Y Subject: Principle of Mgt Paper: BYR 103 No of Students on Roll: 49


Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
20/07/19	8:00-8:45	Types of Planning	31	<u>[Signature]</u>		
22/07/19	8:45-9:30	Steps of Planning	30	<u>[Signature]</u>		
25/07/19	8:00-8:45	Cont.. steps of pl.	29	<u>[Signature]</u>		
25/07/19	8:45-9:30	Limitations of pl.	33	<u>[Signature]</u>		
29/07/19	8:45-9:30	Introduction & definition of	32	<u>[Signature]</u>		
		Forecasting	34	<u>[Signature]</u>		
30/07/19	9:30-10:15	Techniques of forecasting	31	<u>[Signature]</u>		
01/08/19	8:00-8:45	Meaning & definition of decision making	32	<u>[Signature]</u>		
3/08/19	8:00-8:45	Types of decision making.	33	<u>[Signature]</u>		
3/08/19	8:45-9:30	Steps in decision making.	31	<u>[Signature]</u>		
4/08/19	8:45-9:30	Organization & Staffing				
7/08/19	8:00-8:45	Introduction, definition of departmentalization	30	<u>[Signature]</u>		
9/08/19	8:00-8:45	Process of departmentalization	27	<u>[Signature]</u>		
09/08/19	8:45-9:30	Principles of departmentalization	25	<u>[Signature]</u>		
15/08/19	8:45-9:30	Introduction of organization structure	28	<u>[Signature]</u>		
16/08/19	9:30-10:15	Authority of delegation of Authority	25	<u>[Signature]</u>		
20/08/19	8:00-8:45	Responsibility of delegation of authority	26	<u>[Signature]</u>		
20/08/19	8:45-9:30	Difficulties in delegation of Authority	23	<u>[Signature]</u>		
23/08/19	9:30-10:15	Explain centralization vs decentralization	25	<u>[Signature]</u>		
26/08/19	10:30-11:15	Introduction & definition of staffing	22	<u>[Signature]</u>		
30/08/19	8:00-8:45	Needs of staffing	23	<u>[Signature]</u>		
3/09/19	8:45-9:30	Importance of staffing	23	<u>[Signature]</u>		
05/09/19	8:00-8:45	Meaning & definition of Recruitment	25	<u>[Signature]</u>		
13/09/19	9:30-10:15	Source of Recruitment	27	<u>[Signature]</u>		


PRINCIPAL
 Waghire College, Saswad,
 Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: F.Y. Subject: Principle of mgmt Paper: BIR 13 No of Students on Roll: 49

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
14/09/19	8.00-8.45	Methods of Recruitment	28	<u>[Signature]</u>		
17/09/19	8.00-8.45	Presentation direction & communication	32	<u>[Signature]</u>		
19/09/19	8.00-8.45	Meaning & definition of direction	25	<u>[Signature]</u>		
20/09/19	9.30-10.15	Elements of direction	27	<u>[Signature]</u>		
23/09/19	8.00-8.45	Principle of direction	25	<u>[Signature]</u>		
26/09/19	8.45-9.30	Techniques of direction	28	<u>[Signature]</u>		
1/10/19	9.30-10.15	Importance of direction	30	<u>[Signature]</u>		
4/10/19	8.00-8.45	Meaning & definition of communication	33	<u>[Signature]</u>		
8/10/19	8.00-8.45	Types of communication	29	<u>[Signature]</u>		
8/10/19	8.45-9.30	Process of communication	27	<u>[Signature]</u>		
14/10/19	8.00-8.45	Importance of effective communication	21	<u>[Signature]</u>		
16/10/19	8.00-8.45	Barriers of communication	29	<u>[Signature]</u>		
16/10/19	8.45-9.30	Cont... Barriers of communication	30	<u>[Signature]</u>		
21/10/19	9.30-10.15	Revision on				
22/10/19	9.30-10.15	Revision on	31	<u>[Signature]</u>		
23/10/19	8.00-8.45	Topic first				
29/10/19	8.00-8.45	Revision on Topic first	33	<u>[Signature]</u>		


PRINCIPAL
 Waghire College, S...
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CLASS-WISE & PAPER-WISE TEACHING PLAN
 TERM -I (2019-20)

CLASS & DIVIN: SY. B.Voc (RM) PAPER: BVR (305)

SUBJECT: Retail store operation NO. OF CREDITS: 12

II

Sr No	Lecture/Tutorial/Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1	July 2019	Sales Inventory & merchandise management. concept of inventory, its imp need, methods & types of inventory, understand the methods to manage inventory. concept of merchandise, imp need & mgmt. sales & sales mgmt campaign need & imp. effective visual display, element of display, potential place of display.	12	27, 01, 02 05, 08, 09 11, 12, 15 16, 18
2	Sept 2019	Monitoring & managing store performance. Planning departmental objective imp of objective, setting SMART Goals. Analyzing & planning to achieve dep objective concept of monitoring, advantage of monitoring, monitoring skills required by departmental manager monitoring operation as per plan target, Reporting (door influencing effectiveness) of dep perf. need of effective comm within store & Dep & various strategies to performance healthy & effective comm between internal & external stakeholders.	12	23, 24, 27 01, 02, 04, 07, 08, 11, 14 15, 18
3	July 2019	Budget. Budget-need, imp, significance of budgeting in business, understanding the procedure calculation of budget, factors affecting budgets, component of budget plan, various steps involve in business planning, Reviewing of budget, Revision of budget.	09	19, 22, 23, 29.02 06, 08 13, 16
4	Aug, Sep 2019	Developing Individuals service opportunities. identification of new client, building strong rel. with new client concept, imp of target market & customer segment methods of recording client data. imp parameters to measuring & monitoring performance with respect to client development. concept of customer loyalty & benefit concept of client confidentiality, data protection laws of customer. Innovation in	12	19, 20 23, 26, 29 30, 03, 06 09 13, 17, 20

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: S.Y Subject: RSO - I Paper: BVR 305 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		Sales Inventory & merchandise management.				
27/06/19	10:30-11:15	concept of Inventory mgt & definition	23	<u>S. Sathar</u>		
01/07/19	8:00-8:45	Importance of Inventory mgt	22	<u>S. Sathar</u>		
02/07/19	10:30-11:15	Needs of Inventory mgt	23	<u>S. Sathar</u>		
05/07/19	10:30-11:15	understanding the methods of merchandise mgt.	21	<u>S. Sathar</u>		
8/07/19	8:00-8:45	concept of merchandise & importance	20	<u>S. Sathar</u>		
09/07/19	10:30-11:15	Needs of merchandise	22	<u>S. Sathar</u>		
11/07/19	10:30-11:15	concept of sales mgt, Needs & importance of campaign.	21	<u>S. Sathar</u>		
12/07/19	8:00-8:45	effective visual display.	23	<u>S. Sathar</u>		
15/07/19	10:30-11:15	elements of display.	23	<u>S. Sathar</u>		
16/07/19	8:00-8:45	Potential place of display.	23	<u>S. Sathar</u>		
18/07/19	10:30-11:15	various methods of inventory.	23	<u>S. Sathar</u>		
19/07/19	10:30-11:15	Budget	21	<u>S. Sathar</u>		
22/07/19	8:00-8:45	Introduction of budget	22	<u>S. Sathar</u>		
23/07/19	10:30-11:15	Needs of Budget	23	<u>S. Sathar</u>		

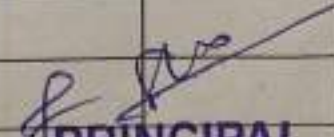
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Waghire College, Saswad,
Tal. Purandar, Dist. Pune.

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: S.Y. Subject: RSO - I Paper: BTR 305 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
26/07/19	10:30-11:15	Significance of budget in busi-	23	<u>S. Sathare</u>		
29/07/19	8:00-8:45	process creation of budget	21	<u>S. Sathare</u>		
02/08/19	10:30-11:15	Factors affecting on budget	22	<u>S. Sathare</u>		
06/08/19	8:00-8:45	Component of annual budget	23	<u>S. Sathare</u>		
08/08/19	10:30-11:15	various steps involving business	21	<u>S. Sathare</u>		
13/08/19	10:30-11:15	Reviewing of budget	22	<u>S. Sathare</u>		
16/08/19	8:00-8:45	Revision	23	<u>S. Sathare</u>		
		Developing individual service opportunities.				
19/08/19	10:30-11:15	Identification of new clients	23	<u>S. Sathare</u>		
20/08/19	8:00-8:45	Building Relationship with new client	22	<u>S. Sathare</u>		
23/08/19	10:30-11:15	Importance of customer profiling	23	<u>S. Sathare</u>		
26/08/19	8:00-8:45	Techniques of approaching new client	21	<u>S. Sathare</u>		
27/08/19	10:30-11:15	Concept & Imp of target market	22	<u>S. Sathare</u>		
30/08/19	8:00-8:45	Methods of recording client data	23	<u>S. Sathare</u>		
03/09/19	10:30-11:15	Imp of client data parameters	22	<u>S. Sathare</u>		
6/09/19	10:30-11:15	to measuring customer service levels	21	<u>S. Sathare</u>		
09/09/19	10:30-11:15	monitoring & measurement of performance client development.	20	<u>S. Sathare</u>		
13/09/19	8:00-8:45	concept of customer loyalty & benefit	20	<u>S. Sathare</u>		
16/09/19	10:30-11:15	Loyalty Scheme methods & benefits	23	<u>S. Sathare</u>		
17/09/19	10:30-11:15	concept of client confidentiality data protection law.	22	<u>S. Sathare</u>		
20/09/19	8:00-8:45	Innovation in customer experience.	21	<u>S. Sathare</u>		


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 Waghire College, Saswad,
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EXECUTION OF TEACHING PLAN TERM - I

Class & Division: S.Y. Subject: RSO-I Paper: BYR 305 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
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(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS

		<u>Monitoring & measuring store performance.</u>				
23/09/19	10:30-11:15	Identification of new client & concept	20	<u>[Signature]</u>		
24/09/19	10:30-11:15	Intro to target market & custo segment	22	<u>[Signature]</u>		
27/09/19	8:00-8:45	Benefits of target market	21	<u>[Signature]</u>		
01/09/19	10:30-11:15	Methods of recording client data	23	<u>[Signature]</u>		
02/09/19	10:30-11:15	Impo parameters	22	<u>[Signature]</u>		
04/09/19	8:00-8:45	Monitoring & measuring client data	21			
07/09/19	10:30-11:15	concept of custo loyalty & its benefits	22	<u>[Signature]</u>		
08/09/19	8:00-8:45	concept of client confidentiality	23	<u>[Signature]</u>		
11/09/19	10:30-11:15	Data protection law of customer	22	<u>[Signature]</u>		
14/09/19	10:30-11:15	Innovation in customer expe.	21	<u>[Signature]</u>		
15/09/19	8:00-8:45	Project, questionier design	22	<u>[Signature]</u>		
18/09/19	10:30-11:15	Revision	23	<u>[Signature]</u>		

PRINCIPAL
Waghire College, Saswad,
Tal. Purandar, Dist. Pune

CLASS-WISE & PAPER-WISE TEACHING PLAN
TERM-I (2019)

CLASS & DIVIN: S.Y.B. Voc (RM) PAPER: BVR (302)

SUBJECT: Personality Development & Team Building. NO. OF CREDITS: 04

Sr No	Lecture/Tutorial/Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1.	Aug 2019	Introduction meaning, PD, factors affecting PD: biological, Home env & teachers, Peer group, siblings, Ref. & mass media, cultural factors Public Relation.	12	15,16, 17,22,23,24 29,30,31
2.	Sep 2019	Personality Traits meaning, developing positive person traits: attitude factors or that determine attitude, benefits of positive attitude & consequences of negative attitude, step to build positive attitude. Personality habits: Behaviour & character. Being proactive/creative & innovative Being with the end in mind, discipline, clarity & concentration thinking big & winning though. Action, Active facing challenge striving for success. Apologizing Appreciating Accepting feedback.	12	05,06,07 12,13,14 19,20,21 26,27 28,03,04 05,06,07
3.	OCT, NOV 2019	Pillars of Personality Development Introspection; meaning, important view about intro, self intro skills, self assessment: meaning, imp, types, self ass for stud. Self appraisal; meaning, imp, HPS for self appraisal self eval; meaning, process, techniques, use of self devel. self introduction; meaning, HPS introduction, self acceptance awareness, self knowledge belief, Defining success imaginative, obstacles to success factors & qualities, full use; Reasons, personal SWOT, STAR	12	08,03,09 10,11,12 14,15,16 17,18,19,21 23,24,25,26 27,28,29 30,31,02,04,15
4.	Nov 2019	Team Building concept, imp, feature setting of team	12	06,07,08, 09,12,13 14,15

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: S.Y. Subject: Personality Dev. Paper: BYR! 302 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		<u>Introduction</u>				
15/08/19	8:45-9:30	Meaning & Introduction of PD	23	<u>SS</u>	}	
16/08/19	8:45-9:30	Factors affecting on PD	22	<u>SS</u>		
17/08/19	9:30-11:15	Introduction to Biological	23	<u>SS</u>		
22/08/19	8:45-9:30	Introduction to Home environment	22	<u>SS</u>		
23/08/19	8:45-9:30	Introduction to school & Teacher	21	<u>SS</u>		
24/08/19	9:30-11:15	Introduction to peer group & Sibling Relation	23	<u>SS</u>		
29/08/19	8:45-9:30	Introduction to mass	22	<u>SS</u>		
30/08/19	8:45-9:30	Introduction to Spiritual	23	<u>SS</u>		
31/08/19	9:30-11:15	Public Rel. - Personality Traits				
05/09/19	8:45-9:30	Meaning & definition of personality traits	21	<u>SS</u>		
06/09/19	9:30-11:15	Develop positive personality traits	23	<u>SS</u>		
12/09/19	9:30-11:15	Attitude Introduction	22	<u>SS</u>		
13/09/19	8:45-9:30	Factors that determine the attitude	21	<u>SS</u>		
14/09/19	8:45-9:30	Personality habits meaning & Introduction	22	<u>SS</u>		

PRINCIPAL

Waghire College, Saswad,
Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: S.Y. Subject: Personality Deve. Paper: B.V.R. 302 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
19/09/19	9:30-11:15	Developing effective Habits	21			
20/09/19	8:45-9:30	Behavior & character determination	22			
21/09/19	8:45-9:30	discipline clarity & concentration	23			
26/09/19	9:30-11:15	Thing Big & winning	22			
27/09/19	8:45-9:30	Facing challenges	23			
28/09/19	8:45-9:30	striving for success	22			
03/10/19	8:45-9:30	Accepting feedback	21			
4/10/19	8:45-9:30	aiming high	23			
5/10/19	9:30-11:15	enthusiasm	22			
06/10/19	8:45-9:30	Team building	21			
07/10/19	8:45-9:30	Setting goals zeal & passion	22			
		pillars of personality development				
08/10/19	9:30-11:15	meaning & definition of Introspection	23			
03/10/19	8:45-9:30	Importance of Introspection	20			
9/10/19	8:45-9:30	view about Introspection	21			
10/10/19	9:30-11:15	Self Introspection skill	20			

PRINCIPAL

Waghire College, Saswad,
Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: S.Y.

Subject: Personality Dev.

Paper: BVR: 302

No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
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(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS

13/10/19	8:45-9:30	Self Assessment: meaning	22	<i>[Signature]</i>		
14/10/19	8:45-9:30	Importance of self assessment	23	<i>[Signature]</i>		
14/10/19	9:30-11:15	meaning of self appraisal	21	<i>[Signature]</i>		
15/10/19	8:45-9:30	Importance of self appraisal	23	<i>[Signature]</i>		
16/10/19	8:45-9:30	Tips for self-appraisal	22	<i>[Signature]</i>		
17/10/19	9:30-11:15	meaning self development	21	<i>[Signature]</i>		
18/10/19	8:45-9:30	process of self development	22	<i>[Signature]</i>		
19/10/19	8:45-9:30	Self Development techniques	21	<i>[Signature]</i>		
21/10/19	9:30-11:15	meaning of self introduction	20	<i>[Signature]</i>		
23/10/19	8:45-9:30	Tips for effective self-intro	22	<i>[Signature]</i>		
24/10/19	8:45-9:30	Self acceptance	23	<i>[Signature]</i>		
25/10/19	9:30-11:15	Self awareness	22	<i>[Signature]</i>		
26/10/19	8:45-9:30	Self knowledge confidence	21	<i>[Signature]</i>		
27/10/19	8:45-9:30	Defining success	23	<i>[Signature]</i>		
28/10/19	9:30-11:15	Real or imaginative	23	<i>[Signature]</i>		
29/10/19	8:45-9:30	obstacles to success	22	<i>[Signature]</i>		
30/10/19	8:45-9:30	factors of person success	20	<i>[Signature]</i>		

PRINCIPAL
Waghire College, Saswad,
Tal. Purandar, Dist. Pune

**EXECUTION OF TEACHING PLAN
TERM - I**

Class & Division: S.Y. Subject: Personality Paper: B/R No of Students on Roll: 25
Dev. 302

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
31/10/19	8:45-9:30	Qualities of Successful person	21	<i>[Signature]</i>		<i>[Signature]</i>
02/11/19	8:45-9:30	concept of failure	22	<i>[Signature]</i>		
04/11/19	9:30-11:15	Reason for failure	23	<i>[Signature]</i>		
05/11/19	8:45-9:30	personal SWOT Analysis	21	<i>[Signature]</i>		
		- Team Building				
06/11/19	8:45-9:30	concept of Team Building	22	<i>[Signature]</i>		
07/11/19	8:45-9:30	Importance of Team Building	23	<i>[Signature]</i>		
08/11/19	8:00-11:00	feature of of Team Building	21	<i>[Signature]</i>		
09/11/19	8:00-10	setting of team objective	22	<i>[Signature]</i>		
11/11/19	8:00-10	effective team communication	23	<i>[Signature]</i>		
12/11/19	08:00-10	motivating & monitoring team	21	<i>[Signature]</i>		
13/11/19	08-10:00	Role of Leadership in team mgt	22	<i>[Signature]</i>		
14/11/19	8-10:00	application of Leadership	23	<i>[Signature]</i>		
15/11/19	08-10:00	principles of Leadership	21	<i>[Signature]</i>		


PRINCIPAL
 Waghire College, Saswad,
 Tal. Purandar Dist. Pune

CLASS-WISE & PAPER-WISE TEACHING PLAN
TERM -I (2019-20)

CLASS & DIVIN: T.Y. B. Voc. CRM PAPER: BVR (501)

SUBJECT: Human Resource Management NO. OF CREDITS: 04

Sr No	Lecture/ Tutorial/ Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1	July 2019	HRM & HR planning.	12	
		1.1 Intro to HRM 1.2 Nature 1.3 Scope & Functions of HRM 1.4 objective of HRM 1.5 Role of HR manager		01,02,04,04
		1.6. strategic HRM; meaning, objective & challenges 1.7. HR planning - meaning & definition 1.8. Need for HR planning		08,09,11,15
		1.9 job analysis, job design & job evaluation.		18,22
				23,25
2.	July, Aug 2019	HR Recruitment & Selection	12	
		2.1 - Recruitment meaning & definition		29
		2.2 Recruitment Source: Internal vs Ext.		30,05,06
		2.3 E-recruiting Methods, benefits & limitations 2.4 factors affecting rec.		08,12,13
		2.5 selection: meaning & process		15,19
		2.6 E-Selection Advantage & disad.		20
		2.7 Promotion - Policy & Types 2.8 transfer policy & procedure 2.9 Demotion: meaning & causes 2.10 Labour turnover: meaning & measurement of L.T, causes & control m.		
3.	Aug, Sep 2019	Training development & evaluation	20	
		3.1 Training: meaning, objective & Need		22,22,26,27
		3.2 Training process & evaluation 3.3 method of training: on job & off job 3.4 management development: meaning & methods 3.5 management development process & eval.		02,03
		3.6 Performance App-: meaning, definition & needs 3.7. Techniques of PA: Traditional & modern Tech 3.8 possible errors or problem		05,05
		3.9 E-Performance Mgt - meaning & Adv & dis		09,10,12,16
		3.10 performance mgt syst -: meaning & Imp.		16,17,19,14
4.	Aug 2019	Personnel records reports & Audit	06	
		4.1 meaning & significance of Records & Rep		23,24
		4.2 essentials of a good Record & Report		26,01,03,03
		4.3 Personnel Audit: object, scope & impo		
		4.4 methods of Analy 4.5 Audit report: me. Im.		
5.	Sep, Oct 2019	New trends in HRM & exit policy	10	
		5.1 concept of Labour Relation & its impact		07,08,10
		5.2 Exit Policy: meaning & procedure		10,14
		5.3 challenges in exit policy 5.4 voluntary Retirement scheme: meaning, merits & demerits 5.5 effect of access modes		15,17
		5.6 HR in international context: cultural competencies & global dimensions		17,21
		5.7 developing cross culture sensitivity		22,24,26,28
		5.8 Human Resource Accounting 5.9 Human Resource Audit 5.10 benchmarking		
		5.11: Human Resource Research.		

EXECUTION OF TEACHING PLAN TERM - I

Paper: B.V.R. Sol No of Students on Roll: 18

Class & Division: T.Y. Subject: HRM

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		<u>HRM & HR planning</u>				
01/07/19	8:00-8:45	Introduction of HRM	14	<u>S. Sathya</u>		
02/07/19	8:45-9:30	Nature of HRM	16	<u>S. Sathya</u>		
04/07/19	8:00-8:45	scope of HRM	16	<u>S. Sathya</u>		
04/07/19	8:45-9:30	Functions of HRM	15	<u>S. Sathya</u>		
08/07/19	8:00-8:45	objn. functions of HRM	14	<u>S. Sathya</u>		
09/07/19	8:45-9:30	objective of HRM.	15	<u>S. Sathya</u>		
11/07/19	8:00-8:45	Role of HR Manager.	17	<u>S. Sathya</u>		
11/07/19	8:45-9:30	Meaning & definition of Strategic HRM	15	<u>S. Sathya</u>		
15/07/19	8:00-8:45	objective of Strategic HRM	14	<u>S. Sathya</u>		
16/07/19	8:45-9:30	challenges of Strategic HRM	12	<u>S. Sathya</u>		
18/07/19	8:00-8:45	Meaning & definition of HR planning	15	<u>S. Sathya</u>		
22/07/19	8:45-9:30	Needs of HR planning	16	<u>S. Sathya</u>		
23/07/19	8:00-8:45	job analysis, job design, job evaluation.	13	<u>S. Sathya</u>		
25/07/19	8:45-9:30	<u>HR Recruitment & selection.</u>				
29/07/19	8:00-8:45	Meaning & definition of Internal & External source of Recruitment	15	<u>S. Sathya</u>		
30/07/19	8:45-9:30	E-recruitment Introduction & benefits.	17	<u>S. Sathya</u>		

8

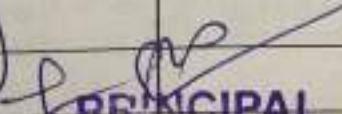
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Wagnire College, Saswad.

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: T.Y. Subject: HRM Paper: B.V.R.501 No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
05/08/19	8:00-8:45	Limitations of E-Recruitment	13	<u>[Signature]</u>		
06/08/19	8:45-9:30	E-Recruiting Methods.	16	<u>[Signature]</u>		
08/08/19	8:00-8:45	Factors affecting Recruitment.	11	<u>[Signature]</u>		
08/08/19	8:45-9:30	Meaning & definition of selection. Proc of selection	14	<u>[Signature]</u>		
12/08/19	8:00-8:45	Advantages of E selection	15	<u>[Signature]</u>		
13/08/19	8:45-9:30	Disadvantage of E. selection.	16	<u>[Signature]</u>		
15/08/19	8:00-8:45	Types of promotion & Policy.	16	<u>[Signature]</u>		
15/08/19	8:45-9:30	Policy & procedures of transfer	13	<u>[Signature]</u>		
19/08/19	8:00-8:45	Meaning & cause of demotion	15	<u>[Signature]</u>		
20/08/19	8:45-9:30	Meaning & cause of Labour turnover.	16	<u>[Signature]</u>		
		Training Development & evaluation				
22/08/19	8:00-8:45	Meaning & objective of training.	16	<u>[Signature]</u>		
22/08/19	8:45-9:30	Needs of training	15	<u>[Signature]</u>		
26/08/19	8:00-8:45	Training process & evaluation.		<u>[Signature]</u>		
27/08/19	8:45-9:30	Methods of training.	14	<u>[Signature]</u>		
2/09/19	8:00-8:45	management development meaning & methods.	16	<u>[Signature]</u>		
03/09/19	8:45-9:30	management development process	13	<u>[Signature]</u>		


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 G.L. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: T.Y. Subject: HRM Paper: B.V.R. 501 No of Students on Roll: 18


Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
26/09/19	8:00-8:45	Scope of Personnel Audit	13	<u>S. Sathya</u>		
01/10/19	8:45-9:30	Importance of Personnel Audit	15	<u>S. Sathya</u>		
03/10/19	8:00-8:45	Methods of Analysis.	14	<u>S. Sathya</u>		
03/10/19	8:45-9:30	Meaning & importance of Audit Report.	14	<u>S. Sathya</u>		
07/10/19	8:00-8:45	New trends in HRM & exit policy	16	<u>S. Sathya</u>		
08/10/19	8:45-9:30	Concept of labor Relation & importance.	16	<u>S. Sathya</u>		
10/10/19	8:00-8:45	Meaning & the importance procedure to exit Policy.	14	<u>S. Sathya</u>		
10/10/19	8:45-9:30	Challenges in implementing exit Policy.	13	<u>S. Sathya</u>		
14/10/19	8:00-8:45	Meaning & merits of voluntary Retirement Sch.	11	<u>S. Sathya</u>		
15/10/19	8:45-9:30	Demerits of voluntary Retirement scheme.	15	<u>S. Sathya</u>		
17/10/19	8:00-8:45	Effects of excess manpower.	14	<u>S. Sathya</u>		
17/10/19	8:45-9:30	HR in International context Global competency.	16	<u>S. Sathya</u>		
21/10/19	8:00-8:45	Global dimensions.	15	<u>S. Sathya</u>		

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Waghire College, Saswad,
G.L. Burandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: T.Y. Subject: HRM Paper B/R:501 No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
22/10/19	8:45-9:30	Developing cross culture sensitivity.	15	<u>S. Dattaraj</u>		
24/10/19	8:00-8:45	Human Resource Accounting	16	<u>S. Dattaraj</u>		
24/10/19	8:45-9:30	Human Resource Audit.	16	<u>S. Dattaraj</u>		
26/10/19	8:00-8:45	Bench marking	14	<u>S. Dattaraj</u>		
28/10/19	8:00-8:45	Human Resource Research.	13	<u>S. Dattaraj</u>		

PRINCIPAL
Waghire College, Saswad,
Tal. Purandar, Dist. Pune

CLASS-WISE & PAPER-WISE TEACHING PLAN
TERM - I (2019-20)

CLASS & DIVIN: T.Y. B. Voc (RM) PAPER: BVR (50.5)

SUBJECT: Retail Store operation NO. OF CREDITS: 12

III

Sr No	Lecture/Tutorial/Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1.		Inventory Management	60	
	July 2019	1.1 understanding Retail store mgt & its value chain 1.2 concept & inventory mgt. & its mgt, stock level & stock control 1.3 concept & importance of stock record store card/bin card, stock list, store regulation form, delivery notes, inventory mgt software 1.4 concept of FOG & its importance 1.5 inventory budgeting 1.6 purchase procedure 1.7 Monitoring receipts & dispatch of goods (Practical: experiencing purchase procedure, inventory mgt small/medium size FMC of store, study inventory mgt s/w used by medical stores.		02,03,05 06 09,10,12,13 16,17,19 20,23,24 26,27
2.	July, Aug 2019	Visual merchandising, Promotion, Price Benchmarking & study Competition	60	
		2.1 Need & imp of visual merchandising standards & guidelines. 2.2 Role of effective display in store profitability & cost optimization 2.3 concept of stock rotation & display rooms. 2.4 space allocation for revenue enhancement 2.5 good vendor mgt principle & techniques 2.6 Role, importance & requisites for in store promotion 2.7 imp of pricing, How pricing can attract customers 2.8 Do's & Don't pricing 2.9 imp of market data & techniques of collecting data & analysis. (Practical: Preparing plan layout of retail store, designing a promotional plan understanding customer behavior on specific price)		29,30,02 03,05,06 09,10,12 13,16,17 19,20,23 24,26,27
3	Aug, Sep 2019	Compliances & maintenance of Record	60	
		3.1 Need & imp store policies & guidelines 3.2 store Audit! concept, imp Role & audit checks. 3.3 various legal environmental & statutory compliances for store environment 3.4 Record Keeping! concept, need & imp 3.5 Methods of collecting accurate & error free information/ storage & transmission of data 3.6 implementation of store security, procedure to minimize theft & losses.		30,31 03,04,06 07,10,11,13 14,24,25 27,28 02,03

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: T.Y.

Subject: RSO - III

Paper: _____

No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
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(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS

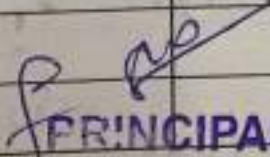
		Inventory mgt				
2/07/19	10:30-11:15	Understanding Retail store mgt	15	<i>[Signature]</i>		
03/07/19	10:30-11:15	Introduction value chain	14	<i>[Signature]</i>		
5/07/19	10:30-11:15	Concept of Inventory	16	<i>[Signature]</i>		
06/07/19	9:30-10:15	Importance of Inventory	13	<i>[Signature]</i>		
09/07/19	10:30-11:15	Introduction of stock level & stock control	15	<i>[Signature]</i>		
10/07/19	10:30-11:15	Concept of stock Record	16	<i>[Signature]</i>		
12/07/19	10:30-11:15	Importance of Stock Record	16	<i>[Signature]</i>		
13/07/19	9:30-10:15	Concept of store card, stock list	14	<i>[Signature]</i>		
16/07/19	10:30-11:15	Store Reduction form	15	<i>[Signature]</i>		
17/07/19	10:30-11:15	Inventory mgt software	14	<i>[Signature]</i>		
19/07/19	10:30-11:15	Concept of EOQ	13	<i>[Signature]</i>		
20/07/19		Importance of EOQ	15	<i>[Signature]</i>		
23/07/19	10:30-11:15	Inventory Budgeting	15	<i>[Signature]</i>		
24/07/19	10:30-11:15	Purchase Procedure	16	<i>[Signature]</i>		
26/07/19	10:30-11:15	monitoring Receipt	16	<i>[Signature]</i>		
27/07/19	10:30-11:15	DUPatch of goods.	15	<i>[Signature]</i>		

[Signature]
PRINCIPAL

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: T.Y. Subject: RSO - III Paper: _____ No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		visual merchandizing, promotion, price Benchmarking				
29/07/19	10:30-11:15	Need visual merchandizing	14	<u>SS</u>		
30/07/19	10:30-11:15	Importance of visual merchandizing	15	<u>SS</u>		
2/08/19	10:30-11:15	guideline of visual merchandizing	15	<u>SS</u>		
03/08/19	9:30-10:15	Role of effective display	16	<u>SS</u>		
5/08/19	10:30-11:15	cost optimizing	16	<u>SS</u>		
06/08/19	10:30-11:15	concept of stock rotation	15	<u>SS</u>		
09/08/19	10:30-11:15	display norms	16	<u>SS</u>		
10/08/19	9:30-10:15	space allocation for revenue enhancement	15	<u>SS</u>		
12/08/19	10:30-11:15	good vendor mgt principle	15	<u>SS</u>		
13/08/19	10:30-11:15	Technique of good vendor mgt.	14	<u>SS</u>		
16/08/19	10:30-11:15	Role for store promotion	15	<u>SS</u>		
17/08/19	9:30-10:15	Importance of store promotion	16	<u>SS</u>		
19/08/19	10:30-11:15	Introduction of pricing	13	<u>SS</u>		
23/08/19	10:30-11:15	How pricing can attract new customer	12	<u>SS</u>		
24/08/19	9:30-10:15	Do's & Don't of pricing	14	<u>SS</u>		


PRINCIPAL
 Waghire College, Saswad,
 Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - I

Class & Division: T.Y. Subject: RSO - III Paper: B.V.R. 505 No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
26/08/19	10:30-11:15	Importance of market data	14	<u>[Signature]</u>		
27/08/19	10:30-11:15	Techniques of collecting data & analysis.	15	<u>[Signature]</u>		
		Compliances & maintenances of Record				
30/08/19	10:30-11:15	Need of loose policies & guidelines	15	<u>[Signature]</u>		
31/08/19	10:30-10:15	Importance of guideline	16	<u>[Signature]</u>		
03/09/19	10:30-11:15	Store Audit; concept & importance	14	<u>[Signature]</u>		
05/09/19	10:30-11:15	Role of Audit	14	<u>[Signature]</u>		
06/09/19	10:30-11:15	Audit check	15	<u>[Signature]</u>		
07/09/19	10:30-10:15	various legal environment	13	<u>[Signature]</u>		
10/09/19	10:30-11:15	statutory compliance	16	<u>[Signature]</u>		
11/09/19	10:30-11:15	concept of Record keeping	15	<u>[Signature]</u>		
13/09/19	10:30-11:15	Need of Record keeping	16	<u>[Signature]</u>		
14/09/19	10:30-10:15	Importance of Record keeping.	14	<u>[Signature]</u>		
24/09/19	10:30-11:15	methods of collecting acc.	15	<u>[Signature]</u>		
25/09/19	10:30-11:15	use of error free	15	<u>[Signature]</u>		


PRINCIPAL
 Waghire College, Sas
 Jal. Purandar. Dist. P

PERSONAL WEEKLY TIME-TABLE
TERM-II (2017-20)

Sr. No.	Duration	MON	TUE	WED	THUR	FRI	SAT
1	8.00 to 8.45	Organization Behaviour	Retail Store operation - II	Principle of Manag - II		Retail Store operation - II	Principle of Mgt - II
2	8.45 to 9.20	Practical (T.Y)	Organization Behaviour	Principle of Mgt - II	Practical (S.Y)	Internship P	Internship P
3	9.30 to 10.15	Internship P	Internship P	Practical (T.Y)	Retail Store operation - II	Principle of Mgt - II	Retail Store operation - II
4	10.30 to 11.15	Retail Store operation - I	Retail Store operation - II	Retail Store operation - II		Retail Store operation - IV	Organization Behaviour
5							
6							
7							
8							

TERM-WISE AND SUBJECT-WISE DISTRIBUTION OF WORKLOAD
TERM: II (2017-18)

Sr No	SUBJECT	PAPER I/II	CLASS & DIVN	THEORY	PRACT.	TUTORIAL	TOTAL WORKLOAD
1	Principle of Management	II	F.Y.B.Voc	✓			04
2	Retail store operation	II	S.Y.B.Voc	✓	✓		04
3	Internship	II	S.Y.B.Voc		✓		04
4	Organization & Leadership	I	T.Y.B.Voc	✓			04
5	Retail store operation - II	IV	T.Y.B.Voc	✓	✓		04
6							
7							

CLASS-WISE & PAPER-WISE TEACHING PLAN
TERM -II (2019-20)

CLASS & DIVISION : F.Y.B.Voc (RM) PAPER : BVR (202)

SUBJECT : Principle of Mgt -II NO. OF CREDITS : 04

Sr No	Lecture/ Tutorial/ Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1.		Behavior of People at Workplace	12	
	NOV 2019	DEFINITION OB, SCOPE & IMP, RELATIONSHIP OF OB & INDIVIDUAL, EVALUATION OF OB.		20, 22, 23, 27, 29
2.		Individual Process & behavior	12	
	Nov, Dec 2019	Attitude: imp, Right attitude, component Relationship b/w behavior & attitude developing emotional intelligence at work place. Barriers to change attitude.		30, 04, 04, 06
		Personality & value: definition, imp, Myers-Briggs type indicator, Big 5 Personality M.		07, 14,
		Significant personality traits. Motivation:- Definition, concept of motive & motivation (Maslow need & Herzberg's 2 factor model)		18, 18, 20
		The process theories, contemporary theories		21, 01,
3.	Jan 2020	Interpersonal Process & Behavior	12	
		Group B:- meaning of group, group behavior & group dynamics, types, 5 stage model group d.		08, 11, 15
		Teams:- why work team, work team in org developing teamwork leadership: concept, styles. Trait approaches, meaning & significance		17, 22, 22, 24
		contemporary leadership, issues, theories success stories of today's global & Indian leader.		25
4.		Organization System	12	
	Jan 2020	organizational culture; meaning, definition of org. cul. creating & sustaining org. cul. type of culture (strong vs weak, soft vs hard, formal vs informal), creating positive org. culture, concept of workplace spirituality.		29, 29
				31, 01, 05
				05.07
5.		Change Management	12	
	Feb 2020	orga change: meaning, definition Nature, types force that act as stimulus to change.		08, 14, 15
		implementing org. change: How to overcome the Resistance to change		28, 29
		Approach to managing org. change		04, 04, 06
		Kurt Lewin's 3 step model, 7 stage model Kotter's 8 stage model, leading the change process. Facilitating change,		07, 13
		dealing with individual & group resistance, intervention strategies		14
		For facilitating organizational change		14
		methods of implementing org. change		14
		developing a learning org.		

EXECUTION OF TEACHING PLAN

TERM - II

Class & Division: F.Y. Subject: Principle of Mgt Paper: BVR: 202 No of Students on Roll: 49

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		<u>Behaviour of People at Workplace</u>				
20/11/2019	8-8.45	DEFINITION & INTRODUCTION OF OB		<u>S. Sathae</u>		
20/11/19	8.00-8.45	Scope of OB		<u>S. Sathae</u>		
22/11/19	9.30-10.15	con--Scope of OB		<u>S. Sathae</u>		
23/11/19	8.00-8.45	Importance of OB		<u>S. Sathae</u>		
27/11/19	8.00-8.45	Relationship of OB & individual		<u>S. Sathae</u>		
29/11/19	9.30-10.15	Evaluation of OB		<u>S. Sathae</u>		
		<u>Individual process & Behaviour</u>				
30/11/19	8.00-8.45	Attitude Intro & Imp of Attitude		<u>S. Sathae</u>		
4/12/19	8.00-8.45	component of Attitude & Right attit.		<u>S. Sathae</u>		
4/12/19	8.45-9.30	developing emotional intelligence at the workplace, job attitude.		<u>S. Sathae</u>		
6/12/19	9.30-10.15	Barriers to changing attitude.		<u>S. Sathae</u>		
7/12/19	8.00-8.45	Definition & imp of Personality		<u>S. Sathae</u>		
14/12/19	8.00-8.45	The Myers-Briggs type indicators		<u>S. Sathae</u>		
18/12/19	8.00-8.45	Big Five personality model.		<u>S. Sathae</u>		
18/12/19	8.45-9.30	Significant of Personality traits		<u>S. Sathae</u>		
20/12/19	9.30-10.15	Definition of concept of motive & motivation		<u>S. Sathae</u>		
21/12/19	8.00-8.45	maslow need Hierarchy & Herzberg's 2		<u>S. Sathae</u>		
1/1/20	8.00-8.45	two factor theory				
1/1/20	8.45-9.30	Vroom's expectancy theory & Porter		<u>S. Sathae</u>		
3/1/20	9.30-10.15	Lawler's model				
4/1/20	8.00-8.45	contemporary theories.		<u>S. Sathae</u>		
		<u>Interpersonal process & Behaviour</u>				
8/1/20	8.00-8.45	meaning & definition of group, group behaviour & group dynamics		<u>S. Sathae</u>		

PRINCIPAL
Wadhwa College, Sec...

EXECUTION OF TEACHING PLAN TERM - II

Class & Division: F.Y. Subject: Principle of Mgt Paper: B/R: (202) No of Students on Roll: 49

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
14-2-20	9:30-10:15	Types of organizational change.		<u>Sodhale</u>		<u>[Signature]</u>
15-2-20	8:00-8:45	Force that act as stimulate change		<u>Sodhale</u>		
28-2-20	9:30-10:15	overcome the Resistance to change		<u>Sodhale</u>		
29-2-20	8:00-8:45	Approaches to managing change				
4-3-20	8:00-8:45	Kotter's 3 step model.		<u>Sodhale</u>		
4-3-20	8:45-9:30	seven stage model of change		<u>Sodhale</u>		
6-3-20	9:30-10:15	Kotter's eight step plan for implementing change.		<u>Sodhale</u>		
7-3-20	8:00-8:45	Leading the change process		<u>Sodhale</u>		
13-3-20	9:30-10:15	Intervention strategies for facilitating change		<u>Sodhale</u>		
14-3-20	8:00-8:45	Methods of implementing org change.		<u>Sodhale</u>		
14-3-20		Developing Learning org.		<u>Sodhale</u>		

PRINCIPAL
Waghire College, Saswad,
Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - II

Class & Division: 5.Y Subject: RSO - II Paper: BYR 405 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
<u>Business Planning</u>						
24-11-19	10:30-11:15	Introduction of planning	23	<u>[Signature]</u>		
25-11-19	8:00-8:45	characteristics of planning.	20	<u>[Signature]</u>		
25-11-19	9:30-10:15	Advantages of planning	24	<u>[Signature]</u>		
28-11-19	8:00-8:45	Steps of planning.	22	<u>[Signature]</u>		
29-11-19	8:00-8:45	Methods in planning.	19	<u>[Signature]</u>		
30-11-19	10:30-11:15	concept & techniques of	22	<u>[Signature]</u>		
29-12-19	10:30-11:15	forecasting.				
3-12-19	8:00-8:45	Advantages of forecasting	23	<u>[Signature]</u>		
5-12-19	9:30-10:15	Limitation of forecasting.	20	<u>[Signature]</u>		
6-12-19	8:00-8:45	Revision	21	<u>[Signature]</u>		
<u>Project Management</u>						
16-12-19	10:30-11:15	Project & project life cycle	18	<u>[Signature]</u>		
17-12-19	8:00-8:45	Project selection & criteria of choice.	18	<u>[Signature]</u>		
19-12-19	9:30-10:15	Project Portfolio Process.	21	<u>[Signature]</u>		
20-12-19	8:00-8:45	Project proposal	23	<u>[Signature]</u>		
24-12-19	8:00-8:45	The nature of negotiation, postponing, churning.	20	<u>[Signature]</u>		
26-12-19	9:30-10:15	Estimating project budget	20	<u>[Signature]</u>		
30-12-19	10:30-11:15	Improving the process of	22	<u>[Signature]</u>		
31-12-19	8:00-8:45	cost estimation.	23	<u>[Signature]</u>		

PRINCIPAL

Waghire College, Saswad,
Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - II

Class & Division: S.Y. Subject: RSO-II Paper: BYR 405 No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
<u>Network Techniques</u>						
2-1-20	9:30-10:15	Introduction to PERT & CPM.	19	<u>[Signature]</u>		
3-1-20	8:00-8:45	Fundamental purpose of control	21	<u>[Signature]</u>		
6-1-20	10:30-11:15	3 TYPE of control process.	23	<u>[Signature]</u>		
7-1-20	8:00-8:45	control as function of management	22	<u>[Signature]</u>		
10-1-20	8:00-8:45	project Audit	24	<u>[Signature]</u>		
13-1-20	10:30-11:15	constructions of Audit.	20	<u>[Signature]</u>		
14-1-20	8:00-8:45	uses of Audit	19	<u>[Signature]</u>		
16-1-20	9:30-10:15	Project Audit life cycle	22	<u>[Signature]</u>		
17-1-20	8:00-8:45	some essential of an Audit.	21	<u>[Signature]</u>		
<u>Leadership</u>						
20-1-20	10:30-11:15	concept & definition of Leader. & Leadership	22	<u>[Signature]</u>		
21-1-20	8:00-8:45	Qualities of leader.	23	<u>[Signature]</u>		
23-1-20	9:30-10:15	Leadership to team	19	<u>[Signature]</u>		
24-1-20	8:00-8:45	Building & motivating Leadership team	21	<u>[Signature]</u>		
27-1-20	10:30-11:15	Applications of Leadership	18	<u>[Signature]</u>		
28-1-20	8:00-8:45	Principles of Leadership.	21	<u>[Signature]</u>		
30-1-20	9:30-10:15	Revision	23	<u>[Signature]</u>		
<u>Team & organizational dynamics.</u>						


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EXECUTION OF TEACHING PLAN TERM - II

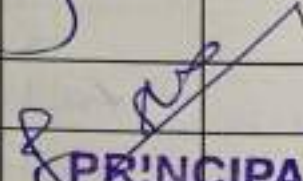
Class & Division: S.Y.

Subject: RSO - II

Paper: BVR: 405

No of Students on Roll: 25

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
31-1-20	8:00-8:45	concept & definition of team	21	<u>[Signature]</u>		
3-2-20	10:30-11:15	Importance of team	23	<u>[Signature]</u>		
4-2-20	8:00-8:45	Leading the team	18	<u>[Signature]</u>		
6-2-20	9:30-10:15	Working effectively in team	15	<u>[Signature]</u>		
7-2-20	8:00-8:45	Allocutions of work in team	17	<u>[Signature]</u>		
10-2-20	10:30-11:15	Principles of team	24	<u>[Signature]</u>		
11-2-20	8:00-8:45	Advantages of team	22	<u>[Signature]</u>		
14-2-20	8:00-8:45	Disadvantages of team	23	<u>[Signature]</u>		
2-3-20	10:30-11:15	Factors affecting on organizational environment	19	<u>[Signature]</u>		
3-3-20	8:00-8:45	Revision	23	<u>[Signature]</u>		
5-3-20	9:30-10:15	Revision	22	<u>[Signature]</u>		
6-3-20	8:00-8:45	project work	23	<u>[Signature]</u>		
9-3-20	10:30-11:15	project work	23	<u>[Signature]</u>		


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CLASS-WISE & PAPER-WISE TEACHING PLAN
TERM -II (2019-20)

CLASS & DIVISION: T.Y. B.Voc (RM) PAPER: BVR (602)

SUBJECT: Organization Behaviour & Leadership NO. OF CREDITS: 04

Sr No	Lecture/Tutorial/Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1		Fundamentals of OB -	09	
1.	Nov 2019	definition, scope, importance, Relation b/w OB & the individual evaluation, theoretical framework, Dynamics of people OB; disciplines that contribute OB, behavioural approaches, models of OB: How to develop of OB, decision making model, Robin OB model, federal, Autocratic, human value models, OB & org. perfomance; perspective of ob counter productive work Beh. meaning & imp, setting goals for org. per. Role.		23,25 28,30 02,03,05 07,14,16
2.	Dec 2019	Individual process & behavior. 10 Ability: meaning, signi, Intellectual & Physical abilities & effects of disabilities Learning: meaning, significance, theories, Action Learning, Learning individual & env. Attitude: import, right attitude, component Relationship bet beh & attitude, developing emotional int at workplace, job attitude & barriers, personality & values; definition imp, Myers-bates type, Big five per, perception: - meaning, factors infl. Motivation: definition, concept, content theory, process theory Emotional Intelligence/ emotions Interpersonal process Behavior 11 Team & Leadership Development		17,19 21,24 26,30 31,02,02 04,06,07 11,13,14
3.	Jan 2020	Foundation of OB; meaning group/ group behavior, types, Ave stage model. Managing Team; why work Team, developing work Team & Team eff & Building. Managing conflict; meaning, types & Johari window, overcoming conflict Leadership: concept, styles, Approach meaning & significant, contemporary issues in leadership, contemporary theory of leadership. Success stories.		16,20 21,23 25,27 28,30,01 03
		Organisation System 10		
4.	Feb 2020	concept of org. & org. structure, basic elements in designing as. organisation culture; meaning, defn. creating sustaining org. culture, types of org. culture.		06,08 10,10,15,27,27
		Managing change: 20		
5.	Feb 2020	org. chang; meaning, definition & Nature, Types of org. chang, force that act as chan. Implementation organizational chang; overcome the Resistance to change, approaches to managing org. change, Kurt Lewins three step model, Seven stage model of change Kotter eight step model, factors in the change process, methods of org. change, developing a		29,02,03,05 07,09 14,16,16,17

EXECUTION OF TEACHING PLAN TERM - II

Class & Division: T. Y. B. Voc Subject: organisation Behaviour Paper: BVR (602) No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		<u>Fundamental of organisation Behavior</u>				
23-11-19	10:30-11:15	concept & definition & scope of OB.	11	<u>[Signature]</u>		
25-11-19	8:00-8:45	importance & theoretical framework of OB	12	<u>[Signature]</u>		
28-11-19	8:00-8:45	disciplines that contribute to the field of OB.	14	<u>[Signature]</u>		
30-11-19	10:30-11:15	Behavioural approach to management.	13	<u>[Signature]</u>		
2-12-19	8:00-8:45	models of OB	15	<u>[Signature]</u>		
3-12-19	8:45-9:30	decision making model.	12	<u>[Signature]</u>		
5-12-19	8:45-9:30	Robins OB model	16	<u>[Signature]</u>		
7-12-19	10:30-11:15	Perspective of org. effectiveness	17	<u>[Signature]</u>		
14-12-19	10:30-11:15	Setting goals for org. perfom.	12	<u>[Signature]</u>		
16-12-19	8:00-8:45	Role of people in org. performance	16	<u>[Signature]</u>		
		<u>Individual Process & Behavior</u>				
17-12-19	8:45-9:30	meaning & significance of right ability to right job	15	<u>[Signature]</u>		
19-12-19	8:00-8:45	intellectual & physical abilities.	15	<u>[Signature]</u>		
21-12-19	10:30-11:15	definition & significance of learning.	11	<u>[Signature]</u>		
24-12-19	8:45-9:30	theories of learning	13	<u>[Signature]</u>		
26-12-19	8:00-8:45	Importance of attitude.	14	<u>[Signature]</u>		
30-12-19	8:00-8:45	components of Attitude.	11	<u>[Signature]</u>		
31-12-19	8:45-9:30	developing emotional intelligence at the workplace	16	<u>[Signature]</u>		


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EXECUTION OF TEACHING PLAN TERM - II

Class & Division: T.Y. B.Voc CRMJ Subject: Organisational Behaviour Paper: BVR (602) No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
2-1-20	8:00-8:45	Barriers to changing attitude.	15	<u>[Signature]</u>	}	
2-1-20	8:45-9:30	definition & importance of personality	17	<u>[Signature]</u>		
4-1-20	10:30-11:15	Myers-Biggs types Indicator, Big 5 personality model	17	<u>[Signature]</u>		
6-1-20	8:00-8:45	meaning & factors influence perception	14	<u>[Signature]</u>		
7-1-20	8:45-9:30	Perceptual process.	15	<u>[Signature]</u>		
11-1-20	10:30-11:15	concept & content theories of motivation.	13	<u>[Signature]</u>		
13-1-20	8:00-8:45	Process theories (Vroom's, Porter's)	14	<u>[Signature]</u>		
14-1-20	8:45-9:30	emotions in the work place.	16	<u>[Signature]</u>		
		Interpersonal Process & behavior				
		Team & Leadership development.				
16-1-20	8:00-8:45	meaning of group & group behavior & group dynamics. CS & Types of group	15	<u>[Signature]</u>		
20-1-20	8:00-8:45	Five stage model of group devel.	13	<u>[Signature]</u>		
21-1-20	8:45-9:30	Team & work Team in org. developing work Team	14	<u>[Signature]</u>		
23-1-20	8:00-8:45	Team effectiveness & team building.	17	<u>[Signature]</u>		
25-1-20	10:30-11:15	meaning of conflict & its types	16	<u>[Signature]</u>		
27-1-20	8:00-8:45	Johari window & overcoming con.	15	<u>[Signature]</u>		
28-1-20	8:45-9:30	concept of leadership & styles of leadership	13	<u>[Signature]</u>		
30-1-20	8:00-8:45	styles of leadership.	14	<u>[Signature]</u>		

[Signature]
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Waghire College, Saswad,
Tal. Purandar, Dist. Pune

EXECUTION OF TEACHING PLAN TERM - II

Class & Division: T.V.B.VOC Subject: Organization Behaviour Paper: BVR No of Students on Roll: 18
CRFD 602

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
1-2-20	10:30-11:15	meaning & significance of contemporary leadership.	12	<u>[Signature]</u>		
3-2-20	8:00-8:45	contemporary issues in leadership	15	<u>[Signature]</u>		
<u>Organization system.</u>						
6-2-20	8:00-8:45	concept of org & org structure	16	<u>[Signature]</u>		
8-2-20	10:30-11:15	Basics elements of designing org.	16	<u>[Signature]</u>		
10-2-20	8:00-8:45	meaning & definition of org. culture	15	<u>[Signature]</u>		
10-2-20	8:45-9:30	creating & sustaining of org. culture.	13	<u>[Signature]</u>		
15-2-20	10:30-11:15	Types of culture	14	<u>[Signature]</u>		
27-2-20	8:00-8:45	creating positive org. culture	11	<u>[Signature]</u>		
27-2-20	8:45-9:30	concept of work spiritually.	15	<u>[Signature]</u>		
<u>Managing change</u>						
29-2-20	10:30-11:15	meaning & definition of org change	19	<u>[Signature]</u>		
2-3-20	8:00-8:45	Nature of org change.	15	<u>[Signature]</u>		
3-3-20	8:45-9:30	Types of org change	16	<u>[Signature]</u>		
5-3-20	8:00-8:45	forces that act as stimulants to change.	14	<u>[Signature]</u>		
5-3-20	8:45-9:30	How to overcoming the Resistance change	15	<u>[Signature]</u>		
7-3-20	10:30-11:15	Approaches to managing change	16	<u>[Signature]</u>		

[Signature]
PRINCIPAL

EXECUTION OF TEACHING PLAN

TERM - II

Class & Division: T.Y. B.Voc (B.M) Subject: Organisation Behaviour Paper: BVR (602) No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
9-3-20	8:00-8:45	Kurt Lewin's three steps model	17	<u>pp</u>		
14-3-20	10:30-11:15	Seven steps of change model	14	<u>pp</u>		
14-3-20	11:15-12:30	Kotter's eight step model for change.	15	<u>pp</u>		
16-3-20	8:00-8:45	Leading change process.	13	<u>pp</u>		
16-3-20	11:30-12:30	Dealing with individual & group resistance	14	<u>pp</u>		
17-3-20	8:45-9:30	Intervention strategies for facilitating org. change.	15	<u>pp</u>		
17-3-20	11:30-12:30	Methods of implementing change.	16	<u>pp</u>		
17-03-20	12:30-1:00	Developing a learning org.	16	<u>pp</u>		


PRINCIPAL
 Waghire College, Saswad,
 Tal. Purandri Dist. Pune

CLASS-WISE & PAPER-WISE TEACHING PLAN

TERM -II (20 19-20)

CLASS & DIVISION : T.Y. B. Voc (RM) PAPER : BVR (605)

SUBJECT : Retail Store operation NO. OF CREDITS : 12

Sr No	Lecture/ Tutorial/ Practical	Subject /Topic in brief	No of Lectures /Practicals Required	Teaching Planned Dates
1		Developing store capabilities	60	
	Sep 2019	1.1 Planning the staffing needs of organ. 1.2 Concept of manpower planning & importance 1.3 Fair & objective recruitment & selection 1.4 Interview techniques 1.5 Understanding the imp of org. culture 1.6 Step to improve / calculate org culture 1.7 Imp of staff train. 1.8 Various strategies for building effective team.		02, 05, 06 09, 11 12, 13, 20 22, 23, 26
2		(Practical) - staff interview for training needs, time mgt, & motivational techniq)		
2		Management of sales, services & profitability.	60	
	Sep 2019	2.1 Maintenance of store equipments as per standards. 2.1 Monitoring operation of store equipment 2.3 Studying consumer purchasing pattern, factors affecting con. buying pattern 2.4 CRM: concept, need & imp 2.5 Implementation of policies to increase footfall. 2.6 Customer support & grievance redressal channel.		27, 29, 30 03 04, 06 07, 17, 18
		(Practical) - Monitoring smooth operation of store & its equipment)		
3.	Dec 2019	People & profitability management	60	
		3.1 Identify key competencies of staff & train them.		20, 21,
		3.2 Succession planning, concept & importance.		26
		3.3 Development of Retail strategy for increased market share & profitability.		31
		3.4 Use of Technology in Retail.		31
		(Practical) - Drafting a profitability plan for retail stores developing a matrix of competencies.)		

EXECUTION OF TEACHING PLAN

TERM - II

Class & Division: T.Y.B.Voc Subject: RSO - IV Paper: BVR (605) No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		<u>Developing stage</u>				
		<u>capabilities</u>				
2-9-19	10:30-11:15	Needs of Staffing.	11	<u>S. D. Thakur</u>		
5-9-19	10:30-11:15	concept & definition of manpower planning.	12	<u>S. D. Thakur</u>		
6-9-19	10:30-11:15	Importance of manpower planning.	14	<u>S. D. Thakur</u>		
9-9-19	9:30-10:15	Factors affecting on recruitment.	13	<u>S. D. Thakur</u>		
11-9-19	10:30-11:15	objectives of recruitment.	15	<u>S. D. Thakur</u>		
12-9-19	10:30-11:15	interview techniques.	12	<u>S. D. Thakur</u>		
13-9-19	10:30-11:15	concept & definition of organisation culture.	16	<u>S. D. Thakur</u>		
20-9-19	10:30-11:15	importance of org culture.	17	<u>S. D. Thakur</u>		
22-9-19	10:30-11:15	Steps to improve org. culture.	12	<u>S. D. Thakur</u>		
23-9-19	9:30-10:15	importance of Staff training.	16	<u>S. D. Thakur</u>		
26-9-19	10:30-11:15	Various strategies to building effective team.	15	<u>S. D. Thakur</u>		
		<u>Management of sales, service & profitability</u>				
27-9-19	10:30-11:15	Maintenance of store equipment as per standard.	15	<u>S. D. Thakur</u>		
29-9-19	10:30-11:15	monitoring operation for	11	<u>S. D. Thakur</u>		


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EXECUTION OF TEACHING PLAN TERM - II

Class & Division: T.Y. B.Voc CRM Subject: RSO-IV Paper: BVR: (605) No of Students on Roll: 18

Day & Date	Time	Topic Covered	No of Students present	Teacher's Signature	HOD's Signature	Principal's Signature
(A) LECTURES / (B) PRACTICALS / (C) TUTORIALS						
		store equipment.				
30-9-19	9:30-10:15	Studying consumer purchase pattern.	13	<u>[Signature]</u>		
3-12-19	10:30-11:15	Factors affecting consumer buying pattern.	14	<u>[Signature]</u>		
4-12-19	10:30-11:15	Concept & definition of CRM	11	<u>[Signature]</u>		
6-12-19	10:30-11:15	Needs of customer relationship management	16	<u>[Signature]</u>		
7-12-19	9:30-10:15	Importance of CRM.	15	<u>[Signature]</u>		
17-12-19	10:30-11:15	Implementation of policies for increasing footfall.	17	<u>[Signature]</u>		
18-12-19	10:30-11:15	customer support & grievance.	17	<u>[Signature]</u>		
		<u>People & profitability management</u>				
20-12-19	10:30-11:15	Identify key competencies of staff & train	14	<u>[Signature]</u>		
21-12-19	9:30-10:15	Concept & meaning of success planning	15	<u>[Signature]</u>		
26-12-19	10:30-11:15	Importance of success planning	13	<u>[Signature]</u>		
31-12-19	10:30-11:15	development of Retail strategy	14	<u>[Signature]</u>		
01-12-19	10:30-11:15	Key for increased Market share				
		Use of Retail strategy.	16	<u>[Signature]</u>		
		Technology.				

[Signature]
PRINCIPAL

Waghire College, Saswad,
Tal. Purandhar, Dist. Pune

ACADEMIC PERFORMANCE INDICATOR (API) OF 20

Name of Teacher Wadhane Sayali S. Name of College Waghire College of Art's, Commerce & Science, Saswad

CATEGORY	ACTIVITIES AND (SCORE)	MAX. SCORE	FOR YEAR 2016-17 SCORE ASSESSMENT BY			
			TEACHER	PRINCIPAL		
I. Teaching, Learning and Evaluation	1. Lectures, Seminars, Tutorials and Practicals (50) 2. Teaching work in excess of UGC norms (10) 3. Providing additional resources to students (20) 4. Use of ICT & innovative methodologies (20) 5. Examination duties as per allotment (25)	125 (Minimum Score 75)	100	100		
II. Cocurricular, Extension & Professional Development	1. NSS/NCC/Cultural/ Counselling / Placement & Training activities (20) 2. Participation in academic & administrative committees & responsibilities (15) 3. Professional development activities other than category III (15)	50 (Minimum score 15)	40	45		
			(A) Score During 2016-17	(B) Score up to 2015-16	(Z) Score up to 2016-17	
III. Research and Academic Contributions** [**Minimum API score required under this category is different for different levels as per prescribed norms. Self-assessment score will be based on verifiable criteria and will be finalized by screening / selection committee. Before assessing the score please refer the UGC norms/ guidelines.]	A. Research Papers (#) published					
	B. Research Publications (#)					
	C(i) Sponsored Research Projects (#) : carried out / (#) ongoing.					
	C(ii) Consultancy Projects (#) : carried out (#) / (#) ongoing					
	C(iii). Completed & Accepted project reports by funding agency (#)					
	C(iv) Patent/Technology transfer/ Major Policy Documents/ Products etc					
	D(i) Research Guidance for M.Phil. degree awarded (#)					
	D(ii). Research Guidance for Ph.D. degree awarded (#)					
	E: Training Courses & Conference / Seminars/Workshop:					
	E(i) >= 2 weeks duration (#)					
	E(ii) < 2 weeks duration (#)					
	E(iii) Participation & Paper presentation (#)					
	E(iv)a. Invited international lectures /presentations for conf/symposia (#)					
	E(iv)b. Invited national lectures /presentations for conf/symposia (#)					
	TOTAL SCORE III					
The Principal has to verify the documents / papers / articles / books / certificates etc. as the case may be before assessment of score (Z) = (A)+(B)						

S. Sathane
TEACHER'S NAME & SIGNATURE

[Signature]
CO-ORDINATOR
IQAC CO-ORDINATOR

[Signature]
PRINCIPAL
Waghire College, Saswad,
Tal. Purandar, Dist. Pune
PRINCIPAL'S NAME & SIGNATURE

