



Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara

Academic Year: 2020-2021

IQAC

NOTICE

Students Development Programme (SDP)

All the faculty members are informed herewith that, the IQAC has planned 'Student Development Programme', about some written and spoken communication skills under the guidance of Principal and as per the guidance provided by university through circular no. dated, 06 /06/2018. Taking the need of specific training to the rural students' into consideration, university has provided some guidelines to train them in English Communication. To achieve the goal following committees are formed to train the students at entry level (B.A, B.com, and B.C.A.). Specific units are assigned to them:

• **Resume writing**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	Dr.Mrs.J.A.Aphale	Coordinator	<ul style="list-style-type: none">• One hour presentation• On how to prepare resume?• Workshop• Task of resume writing to the students.• Evaluation of progress by collecting resumes.
2.	Shri.D.R.Pawar	Member	
3.	Shri.Phate A.A	Member	

• **Report Writing**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	<u>Dr.T.D.Mahanwer</u>	<u>Coordinator</u>	<ul style="list-style-type: none">• One hour presentation to each class.• Workshop.• Task on reports.
2.	<u>Mrs.Dipti</u>	<u>Member</u>	

	<u>Lahigude</u>	<u>Member</u>	<ul style="list-style-type: none"> • Evaluation through reports by students on study tour, field visit, bank visit, village survey.
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• **Proposal Writing**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	Mrs.L.S.Patil	Coordinator	<ul style="list-style-type: none"> • One hour presentation • Workshop on proposal writing • Work of proposal writing • Evaluation through proposals written by students.
2.	Shri.Nikam.S.B.	Member	

• **Interview Technique**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	Dr.Gharge S.S.	Coordinator	<ul style="list-style-type: none"> • 1 hour PPT • Do's, Don'ts of Interview • 1 day workshop • Practice session • Evaluation through actual practice
2.	Shri.Khamkar G.C.	Member	

• **Group Discussion and Presentation Skills**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	<u>Dr.Mrs.Aphale J.A.</u>	<u>Coordinator</u>	<ul style="list-style-type: none"> • 1 hour PPT and Lecture on GD and presentation skills • Selected Topics should be assigned to students • Actual Practice • Evaluation through students' participation, knowledge, skills and confidence.
3.	<u>Smt.Sneha Dhanawade</u>		

All the chairmen and members of concerned activities, have to submit their class wise schedule and action plan to IQAC coordinator in soft and hard copy before 20th December 2019 without fail. Kindly co-operate for Academic Quality Enhancement and continuous Evaluation for students' progress.

S. J. Phule
IQAC
Co-ordinator



Dr. Shivling Menkudale
Dr. Shivling Menkudale
Principal
Savitribai Phule Mahila Mahavidyalaya
SATARA