

## REPORT OF TRAINING ON IAIMS MODULES

Internal Quality Assurance Cell (IQAC) of the college organised a hands on workshop for all the Teaching Staff members and the administrative staff handling examination related duties on February 22, 2021 in the computer laboratory. Workshop was organised to orient the participants about the computerisation of varied aspects of Teaching and Administrative functions by Directorate of Higher Education through the medium of IAIMS portal.

Workshop began with a welcome address by Principal Dr. (Prof.) Shaikh Mohammed Parvez Al-Usmani wherein he briefed the participants about discussions pertaining to IAIMS Examination Module held in meeting of DHE Officials with Principals of Colleges across. Further, Ms. Nilaxi Chari, Technical Co-ordinator introduced the participants to IAIMS and outlined objectives behind introducing IAIMS. Brief overview of presently available modules was given by Ms. Chari. She also added that for assistance relating to IAIMS, Ms. Ruchi Kuttikar, System Administrator or 6 master trainers who have undergone training at DHE namely Ms. Kalpita Naik, Mr. Eknath Shirodkar, Ms. Anaya Mulik, Mr. Neelesh Morajkar, Mr. Ulhas Bansode and Ms. Sonam Gondlekar may be contacted.

Further part of the training was continued by one of the Master Trainers Mr. Neelesh Morajkar. After briefing the participants about login procedure further he discussed how to Edit details under various tabs like Personal Information, Manage Attendance, Manage Lecture, Faculty Achievement Tracker etc. Special emphasis was laid on how to mark students attendance, uploading of Semester Lecture Plans, updating of day wise lecture plan. Participant queries were handled by Ms. Nilaxi Chari, Ms. Ruchi Kuttikar, System Administrator and other master trainers during the course of training program. Program was co-ordinated by Ms. Sonam Gondlekar, IQAC Co-ordinator.



