



A Unit of Baldwin Methodist Educational Society

# Baldwin Methodist College

(Affiliated to Bengaluru City University - Recognised by Govt. of Karnataka, India)

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

## Faculty Empowerment Strategies

### Index

Dates (from-to) (DD-MM-YYYY)	Title of the FDP / professional development / administrative training program	No. of participants	Link to relevant document / brochure / report hosted on official institutional website
2017-18	Awareness on digital learning	28	
2018-19	Email Etiquette	25	
2019-2020	Advanced presentation skills	25	
2020-2021	Managing finance and investments in covid times	246	
2020-2021	Decision making skills	21	
2021-22	On use of MS Office in Accounting and Administration	24	



  
PRINCIPAL  
Baldwin Methodist College  
Bangalore-560 025



# Baldwin Methodist College

(Affiliated to Bangalore University Recognised by Govt. of Karnataka, India)

18<sup>th</sup> August 2017

## CIRCULAR

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) that a faculty development program (FDP) will be conducted on 21<sup>st</sup> August 2017 at 11.30 am in seminar hall topic "**Awareness on digital learning**" requesting all the teaching staff to kindly attend and make best use of the knowledge of the resource person.

B. R.  
B.COM HOD

J. Madhwar.  
BBA HOD

M. H. G. C.  
BCA HOD



  
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Bangalore-560 025



# Baldwin Methodist College

Affiliated to Bangalore University - Recognized by Govt. of Karnataka - 1988



**Baldwin Methodist College**

#24, Hosur Rd, Richmond Town, Bengaluru,  
Karnataka - 560025

SEMINAR ON  
**INFORMATION  
AND  
COMMUNICATION TECHNOLOGY**

WITH  
**AWARENESS ON  
DIGITAL LEARNING**

Presented by  
**Mr. MALLARADHYA**



**August, 21st 2017**

**11:30 Am - 12:30 Pm**



**- SEMINAR HALL**



  
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Bangalore-560 025



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(Affiliated to Bangalore University - Recognised by Govt. of Karnataka - India)

## SPEAKER PROFILE

Name - Mallaradhya.C

Qualification - MCA

Designation - Assistant Professors at Baldwin Methodist College Bangalore.

Experience - 07 years

E-Mail - baldwinmallaradhya@gmail.com

### **Participants:**

Total number of Staff participated in the Faculty Development Program was 23 members.



  
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## Awareness on digital learning

The Faculty development program was conducted in the seminar hall on 21<sup>st</sup> August 2017 in our college. **Topic: "Awareness on digital learning"** The resource person was Mr. Mallaradhy C who gave the valuable information related to digital learning to the teachers. Digital learning is learning by technology that gives students some element of control over the time place path. It affects not only the students, it is also helpful for lecturers as it contains a time place path.

Learning is no longer retracted to the college teaching staff guide the students learn any time digital learning ability to learn anywhere and everywhere learning is no longer restricted to the pedagogy used by the lecturer interactive and adaptive software allows students to learn their own style some knowledge digital learning also necessary for teaching staffs technology is the mechanism that delivers content it facilitates internet access and hardware which can be any internet access device from a desktop Educators' are essential to digital learning technology may change the role of the teacher for a teacher but it will never eliminate the need for a teacher teachers may be the guide on the side not the sage on the stage so digital learning for teaching staff very necessary to guide the students.



  
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## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	21-08-2017
01	Mrs. B. Rajeshwari	P
02	Mr. Nawazulla	P
03	Mrs. Rumaan S K	P
04	Mr. Mansoor Ahmed J	P
05	Mr. Shaik Aslam Saheb	P
06	Ms. Shuba A	P
07	Ms. Rizwana Banu	P
08	Mrs. Nagarajeshwari M	P
09	Mrs. Jayasudha V	P
10	Mrs. Syed Azam Ahmed	P
11	Mrs. Neeraja Lakshmi K	P
12	Mr. Divesh Sinha	P
13	Mr. Imran Khan	P
14	Mrs. Revathi	P
15	Ms. Janet Minnu V	P
16	Mr. Sherwin S Kuri	P
17	Mr. Hamsaraj B K	P
18	Mr. Arun Kumar M S	P
19	Mr. Zafar Ahmed Siddiqui	P
20	Mr. Bhaskar H	P
21	Mr. Precil Samuel	P
22	Mrs. Anuradha	P
23	Mrs. Lilly Pramila	P



  
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# Baldwin Methodist College

(Affiliated to Bengaluru Central University - Recognised by Govt. of Karnataka, India)

25th October 2018

## CIRCULAR

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) that a faculty development program (FDP) will be conducted on 27th October 2018 at 11.00 am in seminar hall topic "Email Etiquette" all the teaching staff to attend and make best use of the program.

*B. R.*  
B.COM HOD

*J. M. S.*  
BBA HOD

*M. H. S. C.*  
BCA HOD



*[Signature]*  
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Bangalore-560 025



A Unit of Baldwin Methodist Education Society  
**Baldwin Methodist College**  
(Affiliated to Bangalore Central University, Managed by Unit of Faculties, 2000)



A Unit of Baldwin Methodist Education Society  
**Baldwin Methodist College**  
14, Hoysal Rd., Richmond Town, Bangalore,  
Karnataka, 560025

## **FACULTY DEVELOPMENT PROGRAMME (FDP)**

**TOPIC : EMAIL ETIQUETTE**

**SPEAKER  
MRS. RAJESHWARI. B**




**· OCTOBER, 27TH, 2018  
· 11:00 AM - 12:30 PM**



**SEMINAR HALL  
(BALDWIN METHODIST COLLEGE)**



  
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## SPEAKER PROFILE

**NAME** - Mrs. Rajeshwari B

**QUALIFICATION** - M.Com, M.Phil, presently pursuing her Ph.D in Mother Theresa Women's University.

**DESIGNATION** - Head of the Department of Commerce at Baldwin Methodist College Bangalore.

**EXPERIENCE** - 15 years of experience in teaching different subjects and has presented papers in National and International levels. She has also set question papers for Bangalore University and Bangalore City University, has authored books on Advanced Financial Management.

### **Participants:**

Total number of Staff participated in the Faculty Development Program was 25 members.



  
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# Baldwin Methodist College

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## Email Etiquette

The Faculty development program was conducted on 27th October 2018 in our college. **Topic: "Email Etiquette"**. The speaker was Mrs Rajeshwari B who gave the valuable information related to Email etiquette is a set of principles to write or answer emails in a socially or professionally acceptable manner it includes language, structure, grammar, and tone email etiquette differs based on the recipient and between professional and personal emails, for instance, the emails you send to friends and co-workers are very distinct.

Why is email etiquette important? Email etiquette helps communicate better and create a better relationship with the recipient. speaking in person various ways of communicating over email is entirely different. one phrase in the wrong context so in today's daily email etiquette plays an important role in all the sectors.



  
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## Certificate

	A Unit of Baldwin Methodist Educational Society <b>Baldwin Methodist College</b> #14, Hosur Rd, Richmond Town, Bengaluru, Karnataka, 560025	
<h1>CERTIFICATE</h1>		
— OF PARTICIPATION —		
<b>FACULTY DEVELOPMENT PROGRAMME</b>		
<p>THIS IS TO CERTIFY THAT DR /PROF /MR/MRS /MS _____ OF _____ COLLEGE/UNIVERSITY HAS PARTICIPATED IN THE FDP EMAIL ETIQUETTE ORGANISED BY BALDWIN METHODIST COLLEGE ON 27th OCTOBER 2018</p>		
<p>_____ PRINCIPAL</p>		



  
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# Baldwin Methodist College

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## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	27-10-2018
01	Mr. Nawazulla	P
02	Mrs. Rumaan S K	P
03	Mr. Mansoor Ahmed J	P
04	Mr. Shaik Aslam Saheb	P
05	Ms. Shuba A	P
06	Ms. Rizwana Banu	P
07	Mr. Mallaradhya C	P
08	Mrs. Nagarajeshwari M	P
09	Mrs. Jayasudha V	P
10	Mrs. Syed Azam Ahmed	P
11	Mrs. Neeraja Lakshmi K	P
12	Mr. Divesh Sinha	P
13	Mr. Imran Khan	P
14	Mrs. Revathi	P
15	Mr. Sherwin S Kuri	P
16	Mr. Hamsaraj B K	P
17	Mr. Arun Kumar M S	P
18	Ms. Annapurneshwari T	P
19	Ms. Supriya Ruth	P
20	Ms. Subasree Vijayadev	P
21	Mr. Zafar Ahmed Siddiqui	P
22	Mr. Bhaskar H	P
23	Mr. Precil Samuel	P
24	Mrs. Anuradha	P
25	Mrs. Lilly Pramila	P



  
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## Baldwin Methodist College

#14, Hasur Rd, Richmond Town, Bengaluru,  
Karnataka, 560025

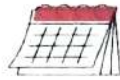
AN IQAC INITIATIVE

### FACULTY DEVELOPMENT PROGRAMME (FDP)

## TOPIC: ADVANCED PRESENTATION SKILLS

**Speaker**

**Mr. Nawazulla**



- September 23rd 2019  
- 11:00 Am - 12:00 Pm



- SEMINAR HALL  
(Baldwin Methodist College)



  
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# Baldwin Methodist College

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20<sup>th</sup> September 2019

## CIRCULAR


(IQAC Initiative)

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) there is a faculty development program (FDP) held on 23<sup>rd</sup> September 2019 organized by IQAC Initiative at 11.00 am in seminar hall topic **"Advanced presentation skills"** all the staffs to attend and make best use of the program.


  
B.COM HOD

  
BBA HOD

  
BCA HOD

  
IQAC COORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025



  
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## SPEAKER PROFILE

**Mr. NAWAZULLA**

Nawazulla81@gmail.com

### **Professional Summary**

Assistant professor with vast experience of teaching undergraduate and postgraduate courses. Rendered services for Department of commerce and management in Hasnath College for Women, Hasnath Evening College, MQI College etc. at Bengaluru, Karnataka. Participated and presented papers in national and state level seminars. Has been a resource person in seminars and conferences.

### **Skills**

- vast experience of teaching to commerce students
- Adequate knowledge of commerce terminology
- knowledge of Microsoft office applications
- Ability to coordinate with others to prepare lecture
- Ability to work in diverse backgrounds
- Passion for connecting students to learning modalities that incite their interest skilled at explaining and explicating material in a manner that students of varying levels can digest
- Exceptional speaking skills without losing of thought or direction
- Strong appetite for increased knowledge

### **Work Experience**

Assistant Professor

July 2003 – Present

### **Education**

M.Com M.Phil MBA UGC –NET



  
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# Baldwin Methodist College

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## Participants:

Total number of Staff participated in the Faculty Development Program was 25 members.

## Advanced presentation skills

The Faculty development program under IQAC Initiative was conducted on 23<sup>rd</sup> September 2019 in our college. **Topic: “Advanced presentation skills”** The speaker was **Mr. Nawazulla** gave the valuable information related to advanced presentation skills which is to know about different presentation skills and implement in the classroom learning.

Leaders who can inspire their teams from the get – go will set results fast which is why advanced presentation skills are so valuable it you’re required to do any sort of public speaking, whether it’s leading team meetings or presenting on stage, these tips will ensure you make the right impact for the teachers weak soft skills lead to poor profitability stories have been used for thousands of years to convey information and teach lessons as well as to entertain in business communication storytelling is an under used technique for engaging with your audience or students and motivates them to action.



  
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## Certificate

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Karnataka, 560025

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**CERTIFICATE OF PARTICIPATION**  
FACULTY DEVELOPMENT PROGRAMME

THIS IS TO CERTIFY THAT DR./PROF./MR./MRS./MS \_\_\_\_\_  
OF \_\_\_\_\_ COLLEGE/UNIVERSITY HAS PARTICIPATED  
IN THE FDP ADVANCED PRESENTATION SKILLS ORGANISED BY BALDWIN  
METHODIST COLLEGE ON 23rd SEPTEMBER 2019

\_\_\_\_\_  
IQAC COORDINATOR

\_\_\_\_\_  
PRINCIPAL



  
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## Participations list for Faculty Development Program

Sl. No	NAME OF THE FACULTY	23-09-2019
01	Mrs. B. Rajeshwari	P
02	Mrs. Rumaan S.K.	P
03	Mr. Mansoor Ahmed J.	P
04	Ms. Shuba A.	P
05	Mrs. Rizwana Banu	P
06	Mr. Mallaradhya C.	P
07	Mrs. Nagarajeshwari M.	P
08	Mr. Hamsaraj B.K.	P
09	Mrs. Annapurneshwari I.	P
10	Mrs. Sindhu B.	P
11	Ms. Priyanka G.	P
12	Ms. Manasa H.B.	P
13	Dr. Lakshmi Devi S.	P
14	Ms. Yeshaswini	P
15	Ms. Jasmine Francis	P
16	Mr. Santosh Kumar M.	P
17	Mr. Rajkumar	P
18	Mr. Amarnath R.	P
19	Mr. Subhashkar S.	P
20	Mrs. M.C. Divya	P
21	Mr. Zafar Ahmed Siddiqui	P
22	Mr. Bhaskar H.	P
23	Mr. Precil Samuel	P
24	Mrs. Anuradha	P
25	Mrs. Lilly Pramila	P



  
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Date: 26<sup>th</sup> June 2020

**CIRCULAR**

This is to inform all the teaching staff of Baldwin Methodist College ( Degree) that a webinar will be conducted on 1<sup>st</sup> July 2020 at 4:00pm on the topic " Managing finances and investments in covid times ". All the teaching staff to attend the programme and make best use of it

*B. R. -*  
B.COM HOD

*mother*  
BBA HOD

*M. V. S. -*  
BCA HOD



*[Signature]*  
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# Baldwin Methodist College

(Affiliated to Bengaluru City University - Recognised by Govt. of Karnataka, India)



**BALDWIN METHODIST COLLEGE, Bengaluru**

**Department of Commerce**

**In Association With**

**Finmark Trainers India Pvt Ltd**

**To Conduct A**

**NATIONAL WEBINAR ON  
MANAGING FINANCES AND  
INVESTMENTS IN COVID TIMES**



**Glenn Roger Carr**  
Founder & Director - Finmark

**Date : 1st July 2020 (Wednesday)**

**Time : 4:00pm to 5:00pm**

**\* No Registration fee**

## Key Takeaways

- How people can manage finances and proactively during uncertain times
- How to prevent them also from losing money when banks, Financial institutions and schemes fail
- How should one create an emergency fund

## About the Speaker

Glenn is a MCOM, PG Diploma in Sales from NIS. He joined Navia Markets Ltd as a Management Trainee in 1994 and moved on to head the company online trading and NRI business verticals. In 2004, Glenn was instrumental in setting up the group's foray into the Portfolio Management business for which he was their Principal Officer. In 2009 Glenn moved on to join Unifi Capital, the largest PMS Player in South India in a senior management role.

Glenn has a total of 25 years of rich experience in the area of advisory and Portfolio management services to the Resident and Non Resident Indian Investor. Glenn is also a Founder-Director of Finmark.

**E Certificates will be issued to all participants**

**Join us with zoom**



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## WEBINAR REPORT

This webinar was organized by the Baldwin Methodist College, Department of commerce in association with Finmark Trainers India pvt ltd. On 01 July 2020 at 4.00pm to 5.00 pm.

The purpose of this webinar was to bring the knowledge about managing finance and investments in covid times. They gave wide knowledge about how people can manage finance and proactive during uncertain time, how to prevent them also from losing money when banks financial institution and schemes fail and how should one create an emergency fund. This is one of the best tool managing finance.



  
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## Certificate

 **BALDWIN METHODIST COLLEGE**   
Affiliated to Bangalore Central University  
**Department of Commerce**  
In Association with  
**Finmark Trainers India Pvt Ltd**

### CERTIFICATE OF PARTICIPATION

This is to certify that \_\_\_\_\_ from  
**Baldwin Methodist College**  
has participated in a National Webinar on  
"Managing Finances & Investments In COVID TIMES",  
held on 1<sup>st</sup> July 2020.

 _____ <b>Dr. JOSHUA S. SAMUEL</b> Principal Baldwin Methodist College	 _____ <b>RAJESWARI B.</b> HOD Department of Commerce	 _____ <b>GLENN ROGER CARR</b> Founder & Director Finmark Trainers India Pvt Ltd
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# Baldwin Methodist College

(Affiliated to Bengaluru City University - Recognised by Govt of Karnataka, India)

## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	23-09-2019
01	Mrs. B. Rajeshwari	P
02	Mrs. Rumaan S K	P
03	Mr. Mansoor Ahmed J	P
04	Ms. Shuba A	P
05	Mrs. Rizwana Banu	P
06	Mr. Mallaradhya C	P
07	Mrs. Nagarajeshwari M	P
08	Mr. Hamsaraj B K	P
09	Mrs. Annapurneshwari T	P
10	Mrs. Sindhu B	P
11	Ms. Priyanka G	Ab
12	Ms. Manasa H B	P
13	Dr. Lakshmi Devi S	P
14	Ms Yeshaswini	P
15	Ms. Jasmine Francis	P
16	Mr Santosh Kumar M	P
17	Mr Rajkumar	P
18	Mr Amarnath R	P
19	Mr Subhashkar S	P
20	Mrs. M C Divya	P



  
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# Baldwin Methodist College

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17<sup>th</sup> November 2020

## CIRCULAR


(IQAC Initiative)

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) there is a faculty development program (FDP) held on 19<sup>th</sup> November 2020 organized by IQAC Initiative at 12.00 pm in seminar hall **Topic "Decision making skills "** all the Staffs are requested to attend and make best use of the program.


  
B.COM HOD

  
BBA HOD

  
BCA HOD

  
IQAC COORDINATOR  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025



  
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**Baldwin Methodist College**

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Karnataka, 560025


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## FACULTY DEVELOPMENT PROGRAMME (FDP)

TOPIC: DECISION MAKING SKILLS

*Speaker*

Mr. Mansoor Ahmed J

 - November 19th 2020  
- 12:00 Pm - 01:00 Pm



SEMINAR HALL  
(Baldwin Methodist College)



  
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## SPEAKER PROFILE:

Mr. Mansoor Ahmed J

Email: [jmansoor.ahmed@yahoo.in](mailto:jmansoor.ahmed@yahoo.in)

**DESIGNATION:** Head - Department BBA , Baldwin Methodist College - Bangalore.

Mr. Mansoor Ahmed J, Head of the Department - Bachelor of Business Administration at Baldwin Methodist College with an experience of 11 years in the field of Commerce and Management. He is a prominent speaker in the field of Accounting & Taxation and delivered various knowledge oriented seminars.

## SKILLS:

- Adequate knowledge of commerce terminology.
- Strong desire to redefine teaching standards.
- Knowledge of MS office & MS excel.
- Ability to Coordinate with others to prepare lecture.
- Exceptional speaking skills without losing thought and direction.
- Experience of conducting university examinations for ug students.
- Student Counselling.
- Worked as a sit-in-squad for university examinations.

## WORK EXPERIENCE:

1. Almighty First Grade College, Bangalore. (From 2009 to 2011)
2. Baldwin Methodist College, Bangalore- (From 2011 till date)



  
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**EDUCATIONAL QUALIFICATION:** M.com, M.Phil, Presently pursuing Ph.D.

## **Participants:**

Total number of Staff participated in the Faculty Development Program was 21 members.

## **Decision making skills for teaching staffs:**

The Faculty development program under IQAC Initiative was conducted on 19<sup>th</sup> November 2020 in our college. **Topic: "Decision making skills for teaching staff"** The speaker was **Mr. Mansoor Ahmed J** who gave the valuable information related to Decision making skills and who important to understand needs to evaluate comparable options narrow down to the one best option decision making skills focuses on research collecting is analysing data and making a correct judgment for effectiveness efficient and result in business.

This is a critical selection of the best possible solution for any company problems for ensuring smooth business processes hood decision making skills increases efficiency, improves processes is helps grow business every employee is assigned a different task depending on their job roles is response billets for every task there are always multiple options for achieving the end result however not all options are viable as only some are cost effective some take a longer time evaluate the strengths is weaknesses and take the best decision in the interest of the company.



  
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## Certificate



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## Baldwin Methodist College

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Karnataka, 560025

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*Certificate*

OF PARTICIPATION

### FACULTY DEVELOPMENT PROGRAMME

THIS IS TO CERTIFY THAT DR./PROF./MR./MRS./MS \_\_\_\_\_  
OF \_\_\_\_\_ COLLEGE/UNIVERSITY HAS PARTICIPATED IN  
THE FDP DECISION MAKING SKILLS ORGANISED BY BALDWIN  
METHODIST COLLEGE ON 19th NOVEMBER 2020

IQAC CORDINATOR

PRINCIPAL



*[Signature]*  
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Baldwin Methodist College  
Bangalore-560 025



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# Baldwin Methodist College

(Affiliated to Bengaluru City University - Recognised by Govt. of Karnataka India)

## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	19-11-2020
01	Mrs. B. Rajeshwari	P
02	Mrs. Rumaan S K	P
03	Mr. Nawazulla	P
04	Ms. Shuba A	P
05	Mrs. Rizwana Banu	P
06	Mr. Mallaradhya C	P
07	Mrs. Nagarajeshwari M	P
08	Mr. Hamsaraj B K	P
09	Mrs. Annapurneshwari T	P
10	Mrs. Sindhu B	P
11	Ms. Priyanka G	P
12	Ms. Manasa H B	P
13	Dr. Lakshmi Devi S	P
14	Ms Yeshaswini	P
15	Mr Amarnath R	P
16	Mr Santosh Kumar M	P
17	Mr. Zafar Ahmed Siddiqui	P
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# Baldwin Methodist College

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20th August 2022

## CIRCULAR


(An IQAC Initiative)

This is to inform all the teaching and non-teaching staff of Baldwin Methodist College (Degree) that the training programme will be conducted on 23<sup>rd</sup> August 2022 at 3:00pm in the Computer lab on the topic “Use of MS Office in Accounting and Administration”. All the non-teaching staff should attend the programme and make best use of it.

  
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BCA HOD

  
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IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560 025



  
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A Unit of Baldwin Methodist Educational Society

# Baldwin Methodist College

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## Baldwin Methodist College

#14, Hosur Rd , Richmond Town, Bengaluru,  
Karnataka, 560025

**USE OF MS OFFICE IN ACCOUNTING**



**ADMINISTRATION**

**AN IQAC INITIATIVE**

**THE TEACHING AND NON - TEACHING STAFF OF  
BALDWIN METHODIST COLLEGE ARE  
CORDIALLY INVITED TO BE PART OF THIS  
PROGRAMME**

***Speaker* - PROF MALLARADHYA**

**TUESDAY - 23.08.2022**

**TIME - 3:00 Pm**



  
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## SPEAKER PROFILE

Name - Mallaradhya.C

Qualification - MCA, KSET, presently pursuing his Ph.D in University of Mysore Srishti College of Commerce and Management Research Center.

Designation - Assistant Professors at Baldwin Methodist College Bangalore.

Experience - 12 Years

E-Mail - baldwinmallaradhya@gmail.com

### **Participants:**

Total number of Staff participated in the Faculty Development Program was 24 members.



  
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## Administrative training for non-teaching

The Faculty development program was conducted in the Computer Lab in our college. **Topic: "Use of MS Office in Accounting and Administration"** The resource person was Mr. Mallaradhy C who gave the valuable information related to Employee performance impacts the bottom line of an institution.

For this reason it is the responsibility of the institution to be aware of the importance of training and development's impact on the performance and evaluation of employees. Employee training and development assists the institution and employees in attaining diverse goals such as improving morale, sense of security, employee engagement and overall competencies necessary to perform a particular job. With suitable training and development opportunities, as well as effective employee performance assessment approaches, employees will be capable of assisting the institution in achieving its competitive posture.

Computer literacy is so important in the workplace, for everyone from the lowest employee to the highest employer. Training was conducted by the staff of the Department of Computer Science for the teaching and non-teaching staff on three basic programmers. The basic computer programmer will help them with an intricate knowledge of computers.

They were trained for using Microsoft Word program to help them create professional quality documents. Word helps them organize and write the documents more efficiently. The use of Microsoft helps them to correct errors easily.

They were also trained on the most powerful computer program Microsoft Excel .Excel is used to compile large amounts of data into organized spread sheets.

The next Basic computer program learned by them was Microsoft PowerPoint. This is one of the best tools for effective communication.



  
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The teaching and non-teaching staff was trained on the three important basics mentioned above for enhancing their efficiency in the institution.



  
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Certificate



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### AN IQAC INITIATIVE CERTIFICATE of Participation

#### FACULTY DEVELOPMENT PROGRAMME

THIS IS TO CERTIFY THAT DR./PROF./MR./MRS./MS \_\_\_\_\_  
OF \_\_\_\_\_ COLLEGE/UNIVERSITY HAS PARTICIPATED IN THE FDP  
USE OF MS OFFICE IN ACCOUNTING AND ADMINISTRATION ORGANISED BY  
BALDWIN METHODIST COLLEGE ON 23rd AUGUST 2022

\_\_\_\_\_  
IQAC COORDINATOR

\_\_\_\_\_  
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## Participations list for Faculty Development Program

SL.NO	NAME OF THE FACULTY	23-08-2022
01	Mrs. B Rajeshwari	P
02	Mrs. Rumaan S K	P
03	Mr. Nawazulla	P
04	Mr Mansoor Ahmed J	P
05	Ms. Shuba A	P
06	Mrs. Rizwana Banu	P
07	Mr. Hamsaraj B K	P
08	Mrs. Sindhu B	P
09	Ms. Priyanka G	P
10	Dr. Lakshmi Devi S	P
11	Mr Santosh Kumar M	P
12	Mr. Anup Andrew C D	P
13	Ms. Meghana J	P
14	Mr. Deepak M	P
15	Mr. Divakara M	P
16	Ms. Jahanvi Rao A V	P
17	Mrs. S Kamatchi	P
18	Mr. Guruvappa N Pujar	P
19	Mr. Thejas C	P
20	Ms. Chandrakala T M	P
21	Mr. Zafar Ahmed Siddiqui	P
22	Mr. Bhaskar H	P
23	Mr. Precil Samuel	P
24	Mrs. Anuradha	P
25	Mrs. Lilly Pramila	Ab



  
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## List of Non-Teaching Staff

SL.NO	NAME OF THE NON- TEACHING STAFF
01	Mr. Zafar Ahmed Siddiqui
02	Mr. Bhaskar H
03	Mr. Precil Samuel
04	Mrs. Anuradha
05	Mrs. Lilly Pramila

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

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number	23	20	20	16	20



  
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## 6.3.3.2 Number of non-teaching staff year wise during the last five years

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number	05	05	05	05	05



  
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Date: 26<sup>th</sup> June 2020

## CIRCULAR


This is to inform all the teaching staff of Baldwin Methodist College ( Degree) that a webinar will be conducted on 1<sup>st</sup> July 2020 at 4:00pm on the topic “ Managing finances and investments in covid times ”. All the teaching staff should attend the programme and make best use of it

  
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17<sup>th</sup> November 2020

## CIRCULAR

(An IQAC Initiative)

This is inform all the teaching staffs and non- teaching staff of Baldwin Methodist college (Degree) there is a faculty development program (FDP) held on 19<sup>th</sup> November 2020 organized by IQAC Initiative at 12.00 pm in seminar hall **Topic** “**Decision making skills** ” all the Staffs are requested to attend and make best use of the program.

  
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20th August 2022

## CIRCULAR

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