



# Yashwantrao Chavan Maharashtra Open University,

Near Gangapur Dam, Govardhan, Nasik – 422222

## INTERNAL COMMUNICATION SHEET

**From:** Director, Evaluation Division

**Sub:** Approve the review of on Induction/Training Programme..

**To:** Hon'ble Vice Chancellor

**File:** HV/Report

**Date :** 10/02/2023

### Report on Induction/Training Programme for Staff in Evaluation Division.

**Date(s):** 16<sup>th</sup> and 17<sup>th</sup> September 2022.

**Time:** 10:30 am to 05:30 pm.

**Venue:** Evaluation Division Conference Hall.

#### Introduction:

A two day workshop on Evaluation Division has been conducted on 16<sup>th</sup> and 17<sup>th</sup> September 2022, at Evaluation Conference room, in order to introduce new academic coordinators and assistants working process in evaluation division of YCMOU. Workshop was conducted by Dr. Sajjan Thool, Director of Evaluation Division. While two days training program, the academic coordinators and Assistants were actively engaged.

#### Objective of the Program:

- To equip the academic coordinators and assistants with several of functions, responsibilities and activities in Evaluation Division.
- To strengthen the Academic coordinators in planning and visualizing development of question bank and question paper setting process.
- To sensitise about maintaining the confidential work and its security.

#### Description:

Dr. Sajjan Thool, Director of Evaluation Division welcomed the participants and gave brief introduction and significance about the Evaluation Division in this induction training program. For next two days of training Dr. Sajjan Thool had thrown light on each and every aspect of Evaluation Division. Explanation was done with help of power point presentation and other use of ICT. Following are the points covered during induction program:

- Orientation about different processes like Question Bank development, Paper Setting, formative assessment tools, evaluation pattern, etc
- How to coordinate with different experts like, paper setters, editors of papers, item writers, etc of University.
- How to manage and protect the security of confidential work of division.
- Who are eligible for becoming subject expert and how to prepare list of the panel of experts for particular course.
- Legality and formality before and after sending invitation letters to experts.
- How and what needs to be told to subject experts , while giving them training before question paper setting and question bank development.
- Post paper setting/ question bank development work of the assistants i.e., taking attendance, stock entry of QPs, home assignments, items, etc in their respective registers.
- Importance of discussion and coordination among academic coordinators and assistants for error free billing of experts.
- Speaker also sensitised attendees about their personal growth which needs to be going

कुलसचिव कार्यालय

आवक क्र. - 536-

दिनांक : 11/02/2023

मूल्यमापन विभाग

आवक क्र. 1332

दिनांक : 14/02/2023

मा. कुलगुरु कार्यालय

य. च. म. मुक्त विद्यापीठ, नाशिक

अंतर्गत आवक क्र.: ५८/१९८५

दि. 13 / 2 / 2023

P.T.O.

simultaneously with evaluation division work. He said how various activities like writing research articles, seminars, workshops, counselling, etc helps an individual in personal and professional growth.

- Director during his presentation emphasised on how total quality improvement and zero error process in division can be achieved.

Dr. Sajjan Thool took extra care to solve the doubts of participants after each session. Participants were full of energy and zest after session, to start their new journey in Evaluation division. This training program was organised in order to enhance the quality of staff and to make them aware of their responsibilities and duties as prescribed in Evaluation division policies. At the end of program, Dr. Nusrat Shaikh coordinator has given vote of thanks to the speaker and other participants. After the programme, director collected feedback of the program from participants.

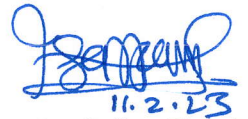
**Name of Participant's:**

- i. Dr. Nusrat Shaikh.
- ii. Dr. Shayin Shaikh.
- iii. Shri. Sachin Jhangam.
- iv. Shri. Ranjit Ahire.
- v. Smt Sonali Kharbade.
- vi. Shri. Satish Borse.
- vii. Shri. Deepak Jadhav.
- viii. Smt. Prabha Patil.
- ix. Shri. Ravi Marsale.
- x. Shri. Pratik Patil.
- xi. Smt. Dipali Thakare.

Report to be submitted to  
CIAA

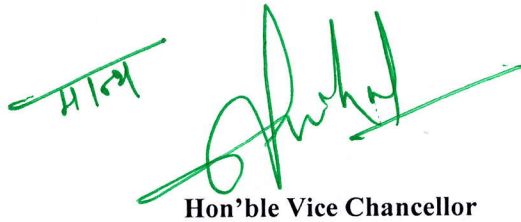


Shri Bhatuprasad Patil  
Registrar (I/C)



11.2.23

Dr. Sajjan Thool,  
Director, Evaluation Division



Hon'ble Vice Chancellor

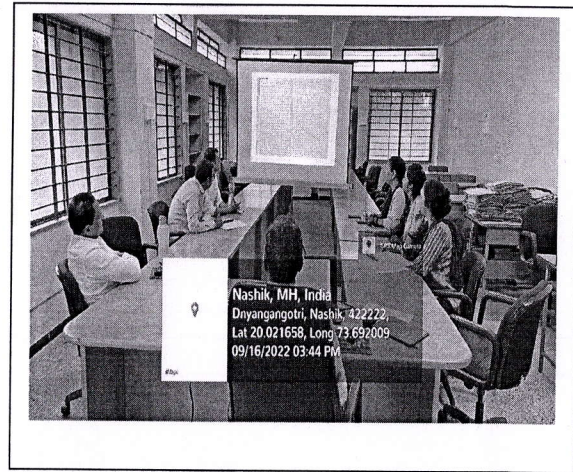
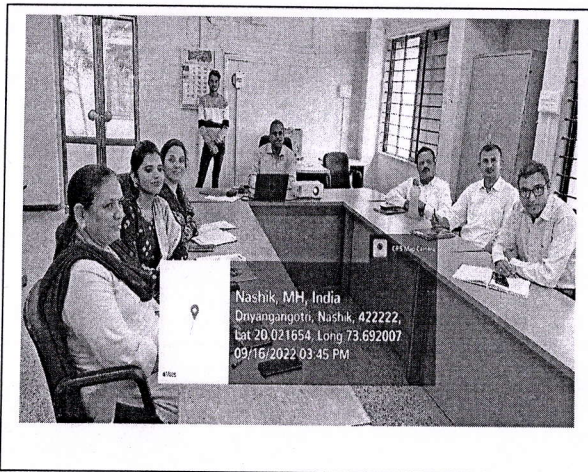
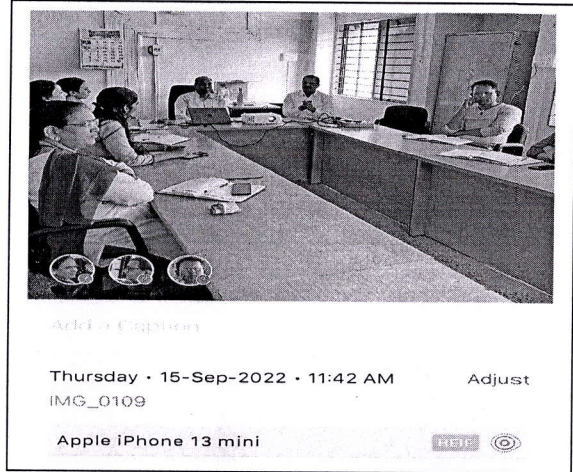
# Report on Induction/Training Programme for Staff in Evaluation Division.

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Time: 10:30 am to 05:30 pm.

Venue: Evaluation Division Conference Hall.

## Photos of the Training Workshop.



  
**Director**  
**Evaluation Division**  
**Y.C.M. Open University**  
**Nasik-422 222.**

दि 15 व 16 सितंबर 2022 या दोन दिवस  
 मुख्यमन्त्री विभागातील नव्याने सज्ज झालेले  
 संयोजक व प्रशासकीय कार्य चाली यांना  
 मुख्यमन्त्री विभागाची कार्यपध्दतीची माहिती देण्यासाठी  
 11.00 ते 1.30 या वेळी ट्रेनिंग देण्यात आले.  
 या ट्रेनिंगाने खासगी प्रमाणे व्यक्ती आरखी होणे

क्र. क्र.	नाव	पद	15/9/22	16/9/22
1)	डॉ. सज्जान शुक्ल	संयोजक		
2)	डॉ. नुसरत शेख	संयोजक		
3)	डॉ. शायीन शेख	संयोजक		
4)	सचिन जंगम	संयोजक		
5)	राजित आहिर	संयोजक		
6)	डॉ. समीर कोरसे	सहायक		
7)	दीपक प्र. जाधव	सहायक		
8)	प्रभा पाटील	सहायक		
9)				
10)				

16.2.23  
 Director  
 Evaluation Division  
 Y.C.M. Open University  
 Nasik-422 222.