

Shram Sadhana Bombay Trust's
COLLEGE OF ENGINEERING AND TECHNOLOGY
BAMBHORI, POST BOX NO.94, JALGAON – 425001. (M.S.)
Internal Quality Assurance Cell (IQAC)

Report of IQAC Activity

Title of Activity: Session on "Faculty Time Management"

Organized By: Internal Quality Assurance Cell (IQAC)

SSBT's College of Engineering & Technology, Jalgaon

Date: 23 July 2026 Time: 04:00 PM – 05:30 PM

Venue: MBA Seminar Hall, SSBT's College of Engineering & Technology, Jalgaon

Resource Person: Prof. Girish Kumar Patnaik

Objective of the Activity

The Internal Quality Assurance Cell (IQAC) organized a session on "**Faculty Time Management**" with the objective of enhancing faculty productivity, promoting effective academic planning, and aligning faculty responsibilities with Outcome-Based Education (OBE), NBA, and NAAC quality requirements. The session aimed to encourage faculty members to utilize their working hours efficiently while maintaining a balance among teaching, research, mentoring, professional development, and institutional responsibilities.

About the Session

The resource person, **Prof. Girish Kumar Patnaik**, delivered an informative and interactive session on effective faculty time management practices. During the session, he presented a comprehensive **36-hour Faculty Time Allocation Philosophy**, emphasizing systematic planning and prioritization of academic responsibilities.

The presentation covered several important aspects, including:

- Faculty Time Allocation Philosophy (36-hour working week)
- Distribution of time for teaching, preparation, mentoring, research, and administration.
- Outcome-Based Education (OBE) aligned faculty responsibilities.
- Weekly deliverables for effective teaching and student development.
- Best practices for classroom planning and practical session management.
- Student-centric teaching approaches.
- Faculty expectations for academic excellence.
- Research, innovation, consultancy, and intellectual property development.
- Industry interaction, internships, and placement activities.
- NBA and NAAC documentation and quality assurance.

- Professional ethics, work culture, and continuous improvement.

The speaker emphasized that effective time management enables faculty members to improve student learning outcomes while simultaneously contributing to research, institutional quality, accreditation, and professional growth.

Key Learning Outcomes

After attending the session, faculty members gained insights into:

- Planning academic activities effectively.
- Balancing teaching, research, mentoring, and administrative work.
- Improving classroom effectiveness through proper preparation.
- Aligning daily work with NBA and NAAC expectations.
- Enhancing student mentoring and employability.
- Developing a culture of continuous learning and innovation.
- Building an outcome-driven academic work culture.

Faculty Participation

Faculty members from various departments actively participated in the session. The discussion was highly interactive, and participants appreciated the practical framework presented for effective management of academic responsibilities.

Outcome of the Activity

The expert talk successfully created awareness regarding strategic faculty time management and encouraged faculty members to adopt structured planning for achieving academic excellence. The session also reinforced the importance of quality assurance, student-centric teaching, research productivity, and institutional development under the guidance of IQAC.

Faculty members resolved to implement the suggested practices in their regular academic activities to improve teaching effectiveness, student outcomes, and overall institutional performance.

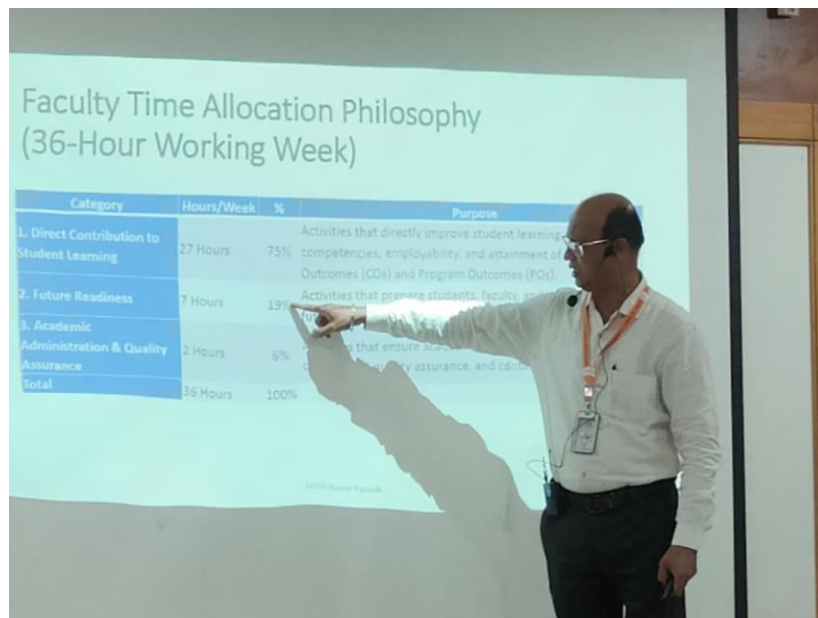
Conclusion

The IQAC expresses its sincere gratitude to Prof. Girish Kumar Patnaik for delivering an insightful and motivating session. After an expert talk, conducting discussions and giving feedback by faculty members were satisfactory; it proved highly beneficial in strengthening quality-oriented academic practices and promoting efficient utilization of faculty working hours.

The program concluded with a vote of thanks to the resource person and all participating faculty members

Photographs





Prof. (Dr.) D. K. Kirange

IQAC Coordinator

SSBT's College of Engineering & Technology, Bambhori, Jalgaon

Title: Faculty Time Management

Venue: MBA Seminar Hall

Date: 23 July 2026

Time: 4.00 PM

Sr. No.	Name	Department	Sign
1	M. B. PATIL	Fig. Engr.	(B. Patil)
2	R. H. Patil	Computer Engr.	Patil
3	Dr. S. H. Rajput	Comp. Engr.	Rajput
4	Dr. D. D. Puri	MCA	Puri
5	Suraj B. Chaudhary	F. Engr.	Chaudhary
6	Khushal B. Patil	Computer Engr.	Patil
7	Chetan. V. Rakhonde	First Year Diploma	Rakhonde
8	Gomesh. R. Nehete	1st year Diploma	Nehete
9	Lokesh Rajesh Shimpi	First year Diploma	Shimpi
10	Jayvisingh R. Patil	First year Diploma	Patil
11	Jayesh K. Shimpi	First year Diploma	Shimpi
12	Dr. A. D. Waghmare	Comp. Engr.	Waghmare
13	Muqueem M. Khan	Electrical	Khan
14	Dr. S. A. Thakur	Chemical	Thakur
15	V. P. Sangore	Chemical	Sangore
16	G. N. Sondwane	Civil	Sondwane
17	Sachin P. Bhakare	First Year diploma	Bhakare
18	P. R. Inani	Civil	Inani
19	Pranod B. Gosavi	Computers	Gosavi
20	Amol B. Kulkarni	MBA	Kulkarni
21	Dr. Sameer Patel	MBA	Patel
22	Mr. C. V. Patil	Electrical	Patil
23	Mr. Arsalan Shaikh	MCA	Shaikh
24	Mr. Shubham Lotwala	M. C. A	LOTWALA
25	N. M. Kan	ESTC	Kan

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Sr. No.	Name	Department	Sign
1	Pallavi Bharat Patil	FY Diploma	<u>B Patil</u>
2	Mangeshi Ravindra Jadhav	FY Diploma	<u>MRJ</u>
3	Shweta Anilsing Patil	FY Diploma	<u>SAPatil</u>
4	Rupali Shivaji Patil	FY Diploma	<u>R Patil</u>
5	Jayshree R Tayade	First year Engg	<u>J Tayade</u>
6	Ms. Siddhi Neve	FE	<u>Sidene</u>
7	Ms Anjali Jain	FE	<u>Ajan</u>
8	Jagruti Jadhav	F.E.	<u>Balhar</u>
9	Sapana A Fegade	MCA	<u>Sile</u>
10	Chetana M. Kawale	MCA	<u>Cos</u>
11	Mreza P. Kulkarni	First year Engg	<u>PKKulk</u>
12	Tanuja Y. Chouhan	F.E.	<u>Tanuja</u>
13	Priyanka V. Medhe	Computer	<u>P Medhe</u>
14	Mayuri R. Chandratore	Computer	<u>MR</u>
15	Pratiksha R. Lad	M.C.A	<u>Plad</u>
16	Yogini Sanjay Patil	Computer	<u>Y Patil</u>
17	Ashwini A. Kelkade	Computer	<u>A Kelkade</u>
18	Bhagyashri S. Patil	Computer	<u>BSPatil</u>
19	Shama S. Pawar	Computer	<u>SP</u>
20	Puja Kuldip Patil	Computer	<u>P Patil</u>
21	Dipali D. Phadat	Computer	<u>D Phadat</u>
22	Mrs. Sarika Shantenu Pawar	chemical Engg.	<u>SP</u>
23	Kanchan Rajaram Patil	chemicals engg	<u>K Patil</u>
24	Jyoti R mali	Civil Engg	<u>J Mali</u>
25	Dr. Sonali B Patil	Civil Engg	<u>SB Patil</u>

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18	Bhagyashri S. Patil	computer	<u>BS</u>
19	Shama S. Pawar	Computer	<u>SI</u>
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