

Professional Development Program (PDP) for Administrative Staff



Topic: NIRF – Data Management & Documentation

Organized By:

IQAC, The HNSB Ltd. Science College, Himatnagar
NAAC Accredited – B Grade | GSIRF : 4-Star Rank | ISO 9001:2015 | ISO 21001:2018

Event Details

- Date: 28/11/2025
- Time: 12:00 PM to 1:00 PM
- Venue: Library

Key Focus Areas

- Understanding NIRF Parameters
- Data Collection & Verification
- Documentation Best Practices
- Role of Administrative Staff in NIRF
- Improving Institutional Ranking

Organizers

IQAC Coordinator: Dr. Z. M. Gadhwala

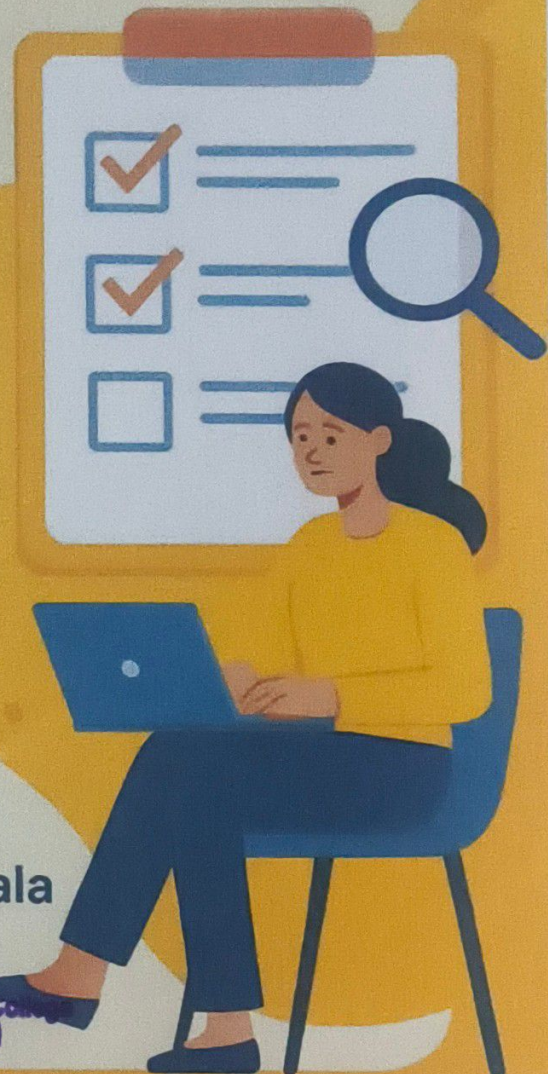
Principal: Dr. P. S. Patel

Coordinator
IQAC

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The HNSB.Ltd.Science College, Himatnagar.

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Speaker : Dr.Zakir .M.Gadhawala



Sr. No.	Name of Participant	Designation	Signature
1	Dr. P. S. Patel	Principal.	
2	Dr. Z. M. Gadhawala	IQAC Co-ordr.	
3	Shri T. N. Patel	LAB ASSISTANT	
4	S B PUSAPATI	LAB ASSISTANT	
5	Shri K. S. Upadhyay	Gas mech	
6	Dr. B. A. Patel	Librarian	
7	P. N. Gadhawala	P.T.I ASS. PRO	
8	Shri M. R. Ruhevar	Jr. clerk	
9	Shri N. R. Sadhu	Sr. Clerk	
10			
11			
12			
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REPORT



Professional Development Program (PDP) for Administrative Staff

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1. Introduction

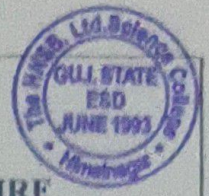
The IQAC of The HNSB. Ltd. Science College, Himatnagar organized a Professional Development Program for administrative staff focusing on **NIRF Data Management & Documentation**. The intention was to strengthen institutional preparedness for NIRF Ranking for the upcoming academic year 2025–26. Administrative staff play a crucial role in maintaining accurate, reliable, and timely data—hence this training was designed to enhance their understanding and operational efficiency.

2. Objectives of the Program

The major objectives of the PDP were:

- ✓ To enhance awareness about NIRF parameters and documentation structure
- ✓ To train administrative staff on accurate data collection, verification, and reporting

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- ✓ To ensure error-free preparation of departmental and institutional NIRF data
- ✓ To streamline data tracking systems for the academic year 2025–26
- ✓ To develop efficiency in maintaining academic, administrative, and financial documents
- ✓ To prepare staff for timely submission of NIRF indicators across all sections

3. Key Discussion Points by Speaker – Dr. Zakir M. Gadhawala

Dr. Gadhawala delivered a detailed session explaining multiple NIRF components with clarity. Key highlights included:

A. Student Strength Data (Last Three Years)

- Importance of maintaining gender-wise, category-wise, and year-wise enrolment
- Ensuring accuracy in data used for NIRF Teaching, Learning & Resources (TLR) indicators

B. Academic Results Data (Previous 3 Years)

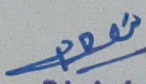
- Consolidation of pass percentage for UG & PG programs
- Maintaining program-wise, semester-wise documentation
- Mapping result data with examination cell formats

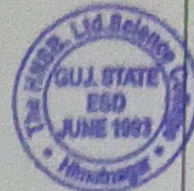
C. Scholarship Data (SC/ST/OBC/EWS/Minority/Other)

- Total beneficiaries per year
- Amount disbursed and uploading verified documents
- Importance for NIRF Outreach & Inclusivity (OI) scoring

D. Financial Resources Utilised – Capital Expenditure (Last 3 Years)

- Infrastructure development
- Laboratory upgradation
- Equipment purchase
- ICT strengthening
- Library resources


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E. Financial Resources Utilised – Operational Expenditure (Last 3 Years)

- Maintenance
- Salary
- Utilities
- Consumables
- Academic activities
- Administrative expenditures

F. PCS Facilities (Facilities for *Physically Challenged Students*)

- Ramps
- Wheelchair accessibility
- Disabled-friendly washrooms
- Scribes & readers
- Software support for visually impaired students

G. Faculty Details

- Sanctioned vs. filled positions
- Qualification & experience
- Teacher–student ratio
- Faculty involvement in research

H. Placement & Higher Studies (Last Three Years)

For UG (3-year program) and PG programs:

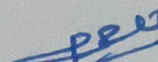
- Number of students placed
- Number of students admitted to higher education
- Documentation from Training & Placement Cell

4. Program Highlights

- The session included live demonstrations of data tables, formats, and departmental documentation.
- Administrative staff were trained on verifying supporting documents before uploading.
- Special emphasis was placed on ensuring consistency between AISHE, NAAC, and NIRF data.

5. Outcomes of the Program

The Professional Development Program resulted in the following outcomes:


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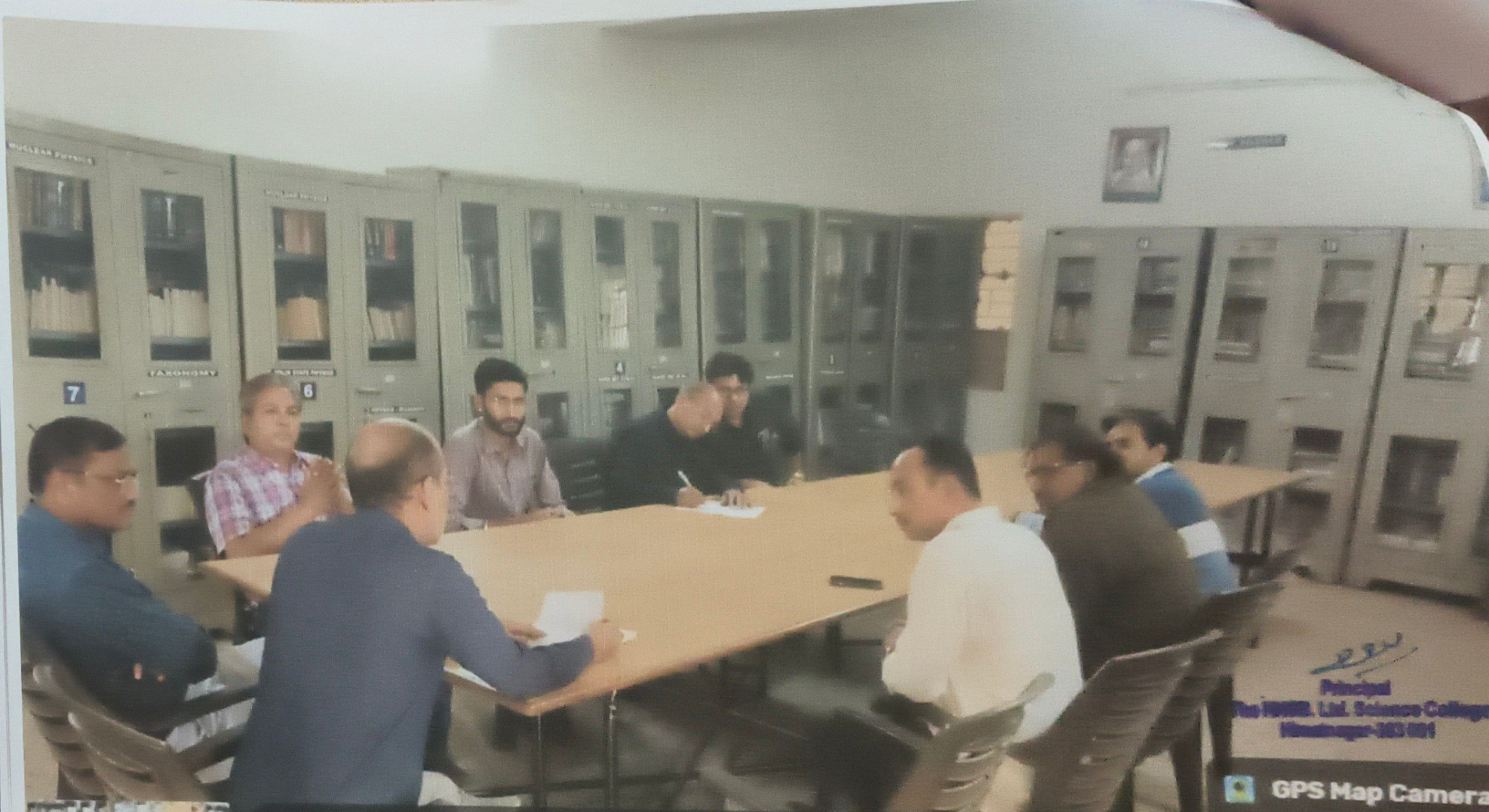
- ★ Administrative staff gained clear understanding of NIRF parameters
- ★ Improved skills in data compilation, verification, and document handling
- ★ Awareness developed about essential financial and academic data components
- ★ Strengthening of department-wise reporting systems for 2025–26 NIRF
- ★ Enhanced coordination between IQAC, Examination Cell, Scholarship Cell, and Accounts Department
- ★ Staff became more confident in preparing structured and error-free NIRF data
- ★ Better preparedness for NIRF online submission process

6. Conclusion

The Professional Development Program on NIRF Data Management & Documentation was highly effective in strengthening the administrative staff's capabilities. Under the guidance of Dr. Zakir M. Gadhawala, staff members received essential insights required for accurate NIRF data preparation for the academic year 2025–26. The program contributed significantly to institutional quality enhancement and ensured systematic documentation in line with national ranking standards.


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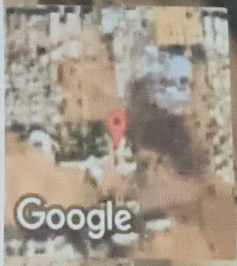
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GPS Map Camera

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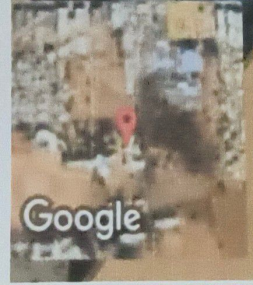
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