



**Shree L.R. Tiwari Degree College of
Arts, Commerce and Science**

IQAC organizes

**Training program on MCB for
Non Teaching Staff**



26th to 30th November 2019



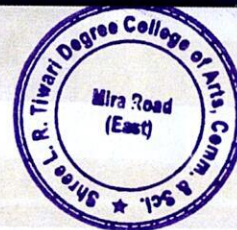
3pm to 5pm




Room no 103 , College Campus


• E-Certificate will be provided for all participants

**Rajesh Giri
IQAC coordinator**



**Dr. Chetana Shah
I/C PRINCIPAL**

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Shree Rahul Education Society's
Shree L. R. Tiwari Degree College of Arts, Commerce & Science
Kanakia Park, Mira Road (E), Thane-401107, Maharashtra.

Training program on MCB for Non-Teaching staff

26th to 30th November 2019

Organized By

**IQAC department of Shree L.R. Tiwari Degree College of Arts, Commerce &
Science, Mira Road**

Five days Training program on MCB for Non-Teaching staff was Organized by IQAC department of Shree L R Tiwari Degree College. The 5-day training programme on MCB for Non-Teaching staff commenced with great enthusiasm on 26th November 2019. The training was conducted at Shree L.R. Tiwari Degree College at 3 to 5 PM and attended by 5 participants from non-teaching staff members. The program aimed to enhance participants' proficiency in using MCB App for improved efficiency and productivity in their tasks.

The objectives of the MCB Training:

1. Ensure participants to understand uses of MCB App in their tasks
2. Teach participants how to use MCB App to manage staff and student's attendance report
3. Introduction them the various feature of MCB App such as Notification, Reports etc.

Resource Person: Mr. Tejas Patil

Number of Participants: 5

Day 01: 26th November, 2019

MCB (My Class Board) App Program Training inauguration ceremony took place on 26th November, 2019, Tuesday at 3:00 p.m. to 5:00 p.m. with the presence of Dr. Chetana Shah I/C Principal of Shree L.R. Tiwari Degree College, the trainers provided a comprehensive overview of MCB along with major features of it. Also provided training for fees payment and due management focuses on streamlining financial transactions and ensuring timely payments. Users will be educated on the app's intuitive interface, enabling them to effortlessly navigate





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through the fees payment process. The training emphasizes the importance of setting up reminders and alerts to avoid missing due dates, promoting financial responsibility.

Day 02: 27th November, 2019

The second day of the training programme involves training of functionalities of MCB.

Key highlights included:

Participants learned how to manage MCB effectively, overview of MCB interface and navigation, enquiry form and students entry in App

The day concluded with hands-on exercises that allowed participants to apply their knowledge in real-life scenarios.

Day 03: 28th November, 2019

On the third day, the focus shifted towards Sorting Staff List participants learned how to manage and analyse active staff and inactive staff analysis of casual leave, balance leave and duty leave, also admin trained on generation of salaries for teaching and non teaching staff

The trainers learn how to present data in systematic manner

The day concluded with hands-on exercises

Day 04: 29th November, 2019

Day 4 was dedicated to Biometrics attendance

Key highlights included:

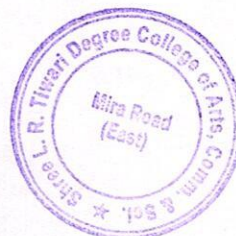
Participants learned the Biometric attendance tab

Participants learned how to made daily biometric attendance report, staff biometric codes, staff monthly attendance.

Participants understand staff attendance regulation etc.

The day concluded with hands-on exercises that allowed participants to apply their knowledge

Day 05: 30th November, 2019





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The penultimate day of the training programme covered essential topics related to the day concluded with hands-on exercises that allowed participants to apply their knowledge in real-life scenarios.

Key highlights included:

Participants were educated on application and admission tab

The trainers shared productivity tips and tricks to streamline daily tasks.

Common issues and troubleshooting techniques were discussed, ensuring participants could handle any challenges.

The day concluded with a comprehensive Q&A session where participants clarified doubts and sought guidance on specific issues.

Conclusion

The first Five days of the MCB training programme were highly productive, equipping participants with essential skills to leverage MCB effectively in their personal and professional lives. Stay tuned for the report on the final day of the training programme, where we will wrap up and evaluate the overall success of the program. Official vote of thanks is delivered by Asst Prof Neha Kulkarni. E Certificates are given to all the participants session was highly appreciated by all the learners

Rajesh Giri

IQAC Coordinator

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Dr. Chetana Shah
I/C Principal

Shree L. R. Tiwari Degree College of Arts, Comm. & Sci.,
Kanakia Park, Mira Road (East),
Dist. Thane - 401107, Maharashtra



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Glimpses of Program:





SHREE L. R. TIWARI DEGREE COLLEGE
(Arts | Commerce | Science)

Approved by Government of Maharashtra & Affiliated to University of Mumbai

Attendance Sheet of Training program on MCB Organized by IQAC

Date : 26th Nov 2019

Sr no	Name of Participants	26/11/19	27/11/19	28/11/19	29/11/19	30/11/19		
1	Ganesh Salvi	Ganesh	Ganesh	Ganesh	Ganesh	Ganesh		
2	Kamlesh Kushwaha	Kamlesh	Kamlesh	Kamlesh	Kamlesh	Kamlesh		
3	Yash Tendulkar	Yash	Yash	Yash	Yash	Yash		
4	Sneha Gill	Sneha	Sneha	Sneha	Sneha	Sneha		
5	Nitin Jadhav					-		
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