Workshop Report

Title: Report on Workshop on Admission Process on University Portal

Date: 28th August 2023

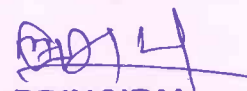**Key Person:** Mr. Waheeduddin Ziauddin Syed Quadri (HOD, CS-IT Department)

On 28th August 2023, a workshop was held for non-teaching staff at Marathwada Institute of Technology, CIDCO, Aurangabad to provide comprehensive training on the admission process using the university portal. This workshop aimed to familiarize staff with the portal's functionalities, streamline the admissions workflow, and enhance the overall efficiency of the admissions process. The workshop was organized by Mr. Waheeduddin Ziauddin Syed Quadri (HOD, CS-IT Department). The primary objectives of the workshop included educating staff on navigating the university portal, understanding the various stages of the new admission process, and ensuring effective communication with prospective students.

Attendance included 04 participants from Administrative (Office) and Library Department involved in the admissions process. The session began with an overview of the portal's interface, followed by in-depth training on features such as application tracking, data management, and communication tools. Participants provided positive feedback regarding the clarity of the training and the practical insights shared.

In summary, the workshop successfully achieved its goals by equipping non-teaching staff with the necessary skills and knowledge to navigate the university portal efficiently. Moving forward, it is recommended that additional workshops be conducted to address more complex aspects of the admissions process and to provide updates on any changes to the portal.
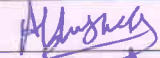

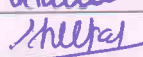**HOD**
(Dept. of Comp.Sci./I.T.)
M.I.T. Cidco, Aurangabad

PRINCIPAL
M.I.T. Cidco, Aurangabad

G.S.Mandal's

Marathwada Institute of Technology, CIDCO, Aurangabad

Academic Year 2023-24

Workshop Attendance

Sr.No.	Name of Staff	Dept.	Signature
1	Mr. Yashwant Deshmukh	Account Dept.	
2	Mr. Abhishek Pure	Office Clerk	
3	Ms. Pallavi Giakwad.	Office Clerk	
4	Ms. Sheetal Vaidya	Library Assistant	

HOD
(Dept. of Comp.Sci./I.T.)
M.I.T. Cidco, Aurangabad

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