

Name : Mrs. SNEHLATA S. GHORPADE
Designation : INSTRUCTOR
Qualification : BCA
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Date of joining the Institution : 1st July 2009

Experience :

Teaching	Research
16-Years	----- years

No.of papers published in Conferences :

international	National	State

No.of papers published in Journals :

international	National	State

Responsibilities Shared in the College:

- **Kept track** (attendance) of the students entering and leaving the computer lab. **Supervised** their activities while working on the computer.
- **Assisted Visiting Faculty** for updating online teacher's dairy, Online Digital Valuation.
- **During Pandemic** Prepared and uploaded Recorded videos of lab assignments, example programs.
- Ensured a **disciplined and conducive learning environment** in the lab. Maintained **attendance records**
- **Collaborated with lecturers** to design and execute lab schedules that align with the syllabus.
- **Installed and maintained software** required for lab sessions, such as IDEs, compilers, database servers. **Test materials** whenever required.
- Helped students **debug** their programs and **understand** coding logic. Handled lab **alone** in **absence/Leave of Lecturer also explained lab assignments**
- **Formatted Assignments** of labs before printing, Printed Lab Assignments, provided printout to students and kept record of printouts provided.
- **Lab Preparation Prior to Practical Examination** (internals as well as final exams) ensured that all systems are functional and up-to-date. Also **Prepared practical exam questions slips** as instructed by concerned staff, Printed Attendance Sheets, deleted programs saved by students.
- **During Practical Examination** (internals as well as final exams) ensured that all systems are functional and up-to-date. Deleted programs saved by students after execution.

- **Internal Assessment** marks entry in excel Sheet.
- **Supervised Internal Theory Exams**
- **Prepared Theory and Lab Attendance** registers by scaling student list in excel sheet.
- **Assisted in evaluating** students' performance in practical exams.
- **Self-upgraded** to keep up with latest trends in technology to incorporate **relevant tools and practices** into lab sessions.
- **Maintained and updated assigned college files**(ex students achievement, Internal exam records, teacher's diary, Attendance Registers, Previous Question Papers etc)
- **Worked as junior supervisor** for degree, PG examinations, KEA's Competitive exams, CET, NEET exam, and KPSC exams.
- **Handled Fest responsibility** of some events assigned to us for example cultural, Stage decoration, Rangoli, Flash Mob.
- **Before Theory Internal Exam made necessary arrangements** like Seating Arrangement, Arranging Bluebooks, Printing Attendance Sheets, Receiving Blue Books, Marks entry in excel Sheet. Also counted question papers and prepared block envelopes.
- **Counseling of students** during new admissions.
- **Uploaded Students** data on UUCMS portal during online admissions.
- **Guided and Monitored** students in subjects like **Digital Fluency**.
- **Assisted Office Clerk** whenever required like collected PUC Marks Card, SSLC Marks Card, TC.
- **Volunteered Hour of Code** every year.
- **Prepared eligible students list** for campus interview on request of staff.

Awards:

Grants received for Research:

❖ **UGC/DST:Completed/Ongoing**

Title:.

GrantNo.:

TotalGrant:

Duration:

Memberships of Academic Bodies:

CONFERENCES:**International**

SrNo.	TitleofthePaperwithnameofthe Conference	Year
1.		

National

SrNo.	TitleofthePaperwithnameofthe Conference	Year
1.		

Publications List:**InternationalJournals:**

SrNo.	Titleand Publication	Year
1.		

NationalJournals:

SrNo.	Titleand Publication	Year
1.		

