



Shri Gajanan Shikshan Sanstha's  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING  
SHEGAON – 444203, DIST. BULDHANA (MAHARASHTRA STATE),  
INDIA**

“Recognized by A.I.C.T.E., New Delhi” Affiliated to Sant Gadge Baba Amravati University, Amravati  
“Approved by the D.T.E., M.S. Mumbai”

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### 6.3.3: Reports of the Events

Academic Year	Name of the Program
AY 2022-23	Train the Mentor Workshop by DR Kalindi Bhatt Pune
	Workshop on Hands-on-Training of MS-Excel
	Essential English Communication Skills Workshop
AY 2021-22	Workshop on Record-Keeping for Supporting Staff
AY 2020-21	One Week Training on "Computer Hardware Maintenance and Software Installation
AY 2019-20	Personality Development Workshop
AY 2018-19	One Week Training Program on Effective Workplace Skills



  
PRINCIPAL  
Shri Sant Gajanan Maharaj  
College of Engineering, Shegaon.



A

Report

on

## “Train the Mentor Workshop”

by

**Dr. Kalindi Bhatt**

**Academic Year 2022-23**

Shri Sant Gajanan Maharaj College of Engineering,  
Khamgaon Road, Shegaon, Dist: Buldhana



Sr No	Title of Activity	“Train the Mentor Workshop”
1	Speaker	Dr. Kalindi Bhatt, Pune
2	Coordinator	Dr. V.K. Thute
3	Co-cordinator	Prof Adesh B Solanke
4	Schedule of Activity	20 <sup>th</sup> , 21 <sup>st</sup> & 26 <sup>th</sup> Sept 2022, 01 <sup>st</sup> Oct 2022 21 <sup>st</sup> , 23 <sup>rd</sup> & 29 <sup>th</sup> Nov 2022,
5	Time	20 <sup>th</sup> , 21 <sup>st</sup> & 26 <sup>th</sup> Sept 2022, (03.00am to 05.30pm) 01 <sup>st</sup> Oct 2022 (04:00pm to 06:00pm) 21 <sup>st</sup> , 23 <sup>rd</sup> & 29 <sup>th</sup> Nov 2022, (04:00pm to 06:00pm)
6	Objective of Activity	<ol style="list-style-type: none"> <li>1. To make mentors aware of their role in mentorship.</li> <li>2. To make them understands actual mentorship process.</li> <li>3. To let them understands how coaching, counseling, consulting &amp; teaching are different from Mentoring.</li> <li>4. To train the master trainer to train other mentors.</li> <li>5. To train mentors to accept safe space (PIESGC).</li> <li>6. To identify skills &amp; attitude required for effective mentoring.</li> <li>7. Practice mentoring skills in real-life issues.</li> </ol>
7	Venue	Principal Meeting Hall / Respective Dept Seminar Halls
8	No. of Beneficiaries	Faculties: 22 (Master Trainer) Faculties (100 Approx)

### **Brief Introduction of resource persons:**

**1) Dr. Kalindi Bhatt, PhD.** Her doctoral research work on ‘Spiritual Climate and its Impact on Team learning “hasreceived acceptance at different national forums held at Indian Institute of Technology Delhi,NHRD Bangalore.

Her work specialization is in Senior Leadership Development, Managerial Development, Coaching with MBTI & EI, Train-the-Trainer, Personality Development, Interpersonal Skills, Team Building, Effective Time Management, Customer-centricity, Systems approach and Total Quality Management, Communication Skills, Emotional Intelligence etc.

Over 15 years as a Facilitator & Coach, 200+ programs as a facilitator (5000+ hours) and almost 100 hours of Coaching. Quality systems auditing Experience in Hospitality, Manufacturing, & Education sector, in India and abroad.

### **Programme overview:**

Three days “**Train the Mentor Workshop**” was intended to make understand mentors the dos and don’ts of the mentorship at institute. 22 numbers of master trainer mentors were trained on mentorship by Dr. Kalindi Bhatt. These certified trainers will train other mentors at institute for the

smooth conduction of Mentorship programme.

The workshop conducted virtually was interactive and activity based. The problem statement was given to participants to play role of Mentor, Mentee and observer in rotational way. That way of understanding concept was fruitful to understand real way of mentorship at institute.

It was also suggested that Master Mentor Trainers will train other mentors at departmental level. Accordingly, master Mentors were assigned responsibilities to train the mentors and date was confirmed on **1<sup>st</sup> Oct 2022**, in two sessions as per instructions of Principal.

**Responsibilities were assigned to Master Mentor Trainers as follows:**

Sr No	Name of Department	Name of Master Mentor Trainer/s
1	Mechanical Engineering	Dr. S.P.Trikal, Dr. V K Thute
2	Electrical Engineering	Dr. S.R.Parskar/ Dr. A.U. Jawadekar, Prof. U.A. Jawadekar
3	Electronics & Telecommunication Engineering	Dr. M.N. Tibdewal, Prof. D.L. Bhombe, Prof. V.M.Umale
4	Comp. & IT Engineering	Dr. S.B.Patil, Dr. A. S. Manekar, Prof. J.M. Patil, Prof. Priti.V. Kale
5	MBA / ASH	Dr. N.A. Patil, Dr. P.M.Kuchar, Prof. A.V. Patil, Prof Adesh B. Solanke

**Programme Outcomes:**

1. 22 faculties were trained as Certified Master Mentor Trainers.
2. Mentors understood that there is thin line between exploration and new understanding.
3. Faculties learnt that role of mentor isn't judging type but more of learners type.
4. Faculties learnt the role being mentors to make mentees to explore more and generate more information about mentee.
5. Faculties learnt that mentors should have patience, listening ability, constancy, and observation skill too.
6. Learning in mentorship is continues process and best possible solutions to students problem is possible with variety of experiences.
7. Mentors have learnt mentorship through real life scenario (Cases-Role play).
8. Mentor training laid platform for faculties to open up to experience an share their experiences of mentoring.
9. Faculties learnt about maintaining data of mentorship is equally important for future references.

## Some glimpse of Workshop

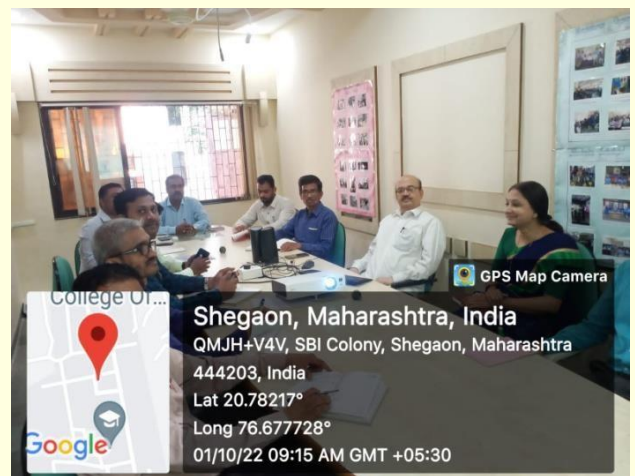
### Master Mentor Trainers training mentors at SSGMCE Shegaon



Participant in “Train the Mentor Workshop” at SSGMCE Shegaon conducted by Dr. Kalindi Bhat, virtually.



### Training at Mechanical Engineering Dept.



### Training at Electrical Engineering Dept.

## Some glimpse of Workshop

### **Master Mentor Trainers training mentors at SSGMCE Shegaon**



### **Training at E&TC Engineering Dept.**



### **Training at Comp. / IT. Engineering Dept.**



### **Training at ASH Dept.**

## Some glimpse of Workshop

### Master Mentor Trainers training mentors at SSGMCE Shegaon



College Of...  
Shegaon, Maharashtra, India  
Shri Sant Gajanan Maharaj College of Engineering, SBI  
Colony, Shegaon, Maharashtra 444203, India  
Lat 20.782254°  
Long 76.677711°  
01/10/22 10:57 AM GMT +05:30



College Of...  
Shegaon, Maharashtra, India  
QMJH+V4V, SBI Colony, Shegaon, Maharashtra 444203,  
India  
Lat 20.782235°  
Long 76.677698°  
01/10/22 09:09 AM GMT +05:30

### Training at MBA Dept.

**Dr. V.K. Thute**

Coordinator

**Train the Mentor Workshop**

**Prof. Adesh Solanke**

Co-coordinator

**Train the Mentor Workshop**



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SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON  
SPOKEN ENGLISH WORKSHOP FOR NON-TEACHING STAFF  
ORGANIZED BY A.S.H.Dppt, SESSION: SPR 2022-2023  
REPORT

S

**Topic: ESSENTIAL ENGLISH COMMUNICATION SKILLS FOR NON-TEACHING STAFF**

**WORKSHOP DETAILS:**

Date: 15<sup>th</sup> May to 20<sup>th</sup> May 2023 (Session SPR.2022-2023)

Time: 4:00pm-05:30 pm

Venue: Swadhyay Kaksh, SSGMCE.

Resource Person with contact details: Prof.H.S.Patil, ASH Dppt., SSGMCE

Number of Participants: 50 participants

Mode: Offline

**OBJECTIVES:**

- To build a foundation in the Spoken English language based upon basic vocabulary, grammar, and pronunciation.
- To develop the ability to hold simple conversations in English.
- To be able to become good at english content drafting while writing email, circular, notices and report.

**HIGHLIGHTS OF GUEST LECTURE:**

- 1.Structured Learning: course followed a structured curriculum that gradually developed participants' language skills from the basics to more advanced levels.
- 2.Interactive Classes: It involved interactive lessons where participants actively engaged with the language through speaking, listening, reading, and writing exercises.
- 3.Experienced Instructors: Extremely qualified and experienced instructor provided guidance, correct pronunciation methods that enabled participants to achieve basic proficiency in English, which included understanding and using everyday phrases and expressions in English.

**OUTCOMES:**

- Participants demonstrated an increased ability to engage in simple conversations, exchange greetings, introduce themselves, ask and answer basic questions.
- Participants gained insights into English speaking culture, customs, and traditions.
- Participants got a good grasp of fundamental English grammar rules, verb conjugations, noun genders, and a basic vocabulary.



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**FEEDBACK ANALYSIS:** Participant enjoyed the session and gained valuable insights.

Submitted by: Prof. H.S.Patil

Name and Signature of the Coordinator: Prof. H.S.Patil

Date of Submission: 25/05/2023

SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON  
SPOKEN ENGLISH WORKSHOP FOR NON-TEACHING STAFF  
ORGANIZED BY A.S.H.Dptt, SESSION: SPR 2022-2023  
**NOTICE**

Date: 15-04-2023

Dear HODs, Faculties and Non -teaching Staff members of all departments,

We are pleased to announce an upcoming workshop focused on enhancing “**Essential English communication Skills**” for our non-teaching staff. This initiative aims to empower all staff members with the tools and confidence needed to effectively communicate in English within our workplace.

**WORKSHOP DETAILS:**

Date: 15<sup>th</sup> to 20<sup>th</sup> May 2023

Time: 4:00pm to 5:30pm

Venue: Swadhyay Kaksh, SSGMCE

Trainer: Prof.H.S.Patil, Soft Skill University certified Trainer, ASH Dptt. SSGMCE.



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Website- [www.ssgmce.ac.in](http://www.ssgmce.ac.in)

### WORKSHOP OBJECTIVES:

- Improve spoken English proficiency for daily interactions.
- Enhance written communication skills for emails, reports, and documentation.
- Build confidence in using English in professional settings.
- Provide practical tips for effective communication with colleagues and supervisors.
- Foster a supportive learning environment for skill development.

### WORKSHOP TOPICS:

- Basic Grammar and Vocabulary.
- Effective Email and Written Communication.
- Speaking with Clarity and Confidence.
- Workplace Communication Etiquette.
- Role-Play Exercises for Real-Life Scenarios.

This workshop is designed to be interactive and engaging, offering practical insights and opportunities for skill practice. We encourage all non-teaching staff members to actively participate and take advantage of this valuable learning opportunity.

All respective non-teaching staff amongst all department are requested to confirm your registration by **12<sup>th</sup> May 2023** to **program incharge Prof..H.S.Patil, ASH Dptt through their HODs.**

Thank you for your attention and cooperation.

Best regards,

Asstt.Prof.H.S.Patil  
Program Incharge  
ASH Dptt.,SSGMCE.  
7038027303.



A

Report

on

# **“Training Course on MS Excel for Non-Teaching Staff”**

**Academic Year 2022-23**

Shri Sant Gajanan Maharaj College of Engineering,  
Khamgaon Road, Shegaon, Dist: Buldhana



Sr No	Title of Activity	Training Course on “MS Excel” for Non-Teaching staff
1	Agency/ Speaker	“ExcelR Solutions, Pune” and SSGMCE Shegaon
2	Co-Ordinator	Prof. A. V. Patil (Registrar)
3	Co-Cordinator	
4	Schedule of Activity	Started from 7 <sup>th</sup> , 21 <sup>st</sup> , 28 <sup>th</sup> Jan 2023 and 4 <sup>th</sup> & 11 <sup>th</sup> Feb 2023 (5 days)
5	Time	Time: 08:30am to 12:30 noon.
6	Objective of Activity	<ul style="list-style-type: none"> <li>● Identify the different components of the Excel worksheet.</li> <li>● Differentiate between an Excel workbook &amp; worksheet.</li> <li>● Open an existing workbook and create a new workbook</li> <li>● Enter text and formulas into an Excel spreadsheet.</li> <li>● Enhance alpha and numeric data in an Excel worksheet.</li> <li>● Move &amp; copy alpha and numeric data.</li> <li>● Construct formulas to manipulate numeric data in an Excel Worksheet.</li> <li>● Create a spreadsheet to tabulate and record numeric values.</li> <li>● Change the appearance of an Excel spreadsheet.</li> <li>● Use the print function to create a printable copy of data stored on an Excel spreadsheet.</li> <li>● Set up the chart function of Excel to represent numeric data in multiple formats.</li> <li>● Differentiate between formulas and functions in Excel.</li> <li>● Use at least four functions that are stored in Excel.</li> <li>● Access and manipulate data using the database functions of Excel.</li> </ul>
7	Venue	<b>New Seminar Hall</b>
8	No. of Beneficiaries	Total- 68

### About Program:

Programme is intended to :

MS Excel training programme for Non-teaching staff was organized at SSGMCE.

This course aims to provide skills and knowledge which will allow the attendee to Learn MS Excel tools, Techniques and create lookup functions, set Excel working options, enhance charts, protect worksheet data, perform advanced data operations using summarising, PivotTables, data consolidations, goal seeking, and Solver, and create and use macros.

Microsoft Excel helps companies maximize the value of their data, helping to control costs more effectively and obtain business information. Easy data entry and operations: One of the main advantages of MS excel is that it facilitates smooth and easy data entry.

Compared to any other data entry and analyzing tools, MS Excel offers features like Ribbon interface, a set of commands used to perform certain operations. Ribbon consist of many tabs, which again consist of many command groups and their buttons. You can select the commands by clicking the related button and perform operations very easily.

Allows graphical representation of data: MS Excel allows you to create the visual representation of data and information.

Compatible with other business applications: Since the recent versions of MS Excel is compatible with many other business applications like MS office, other web applications etc.

Ready to use formulas: MS Excel performs all mathematical and logical functions like addition, subtraction, multiplication, division, average, sum, mod, product etc. Excel provides many formulas that helps you to solve both simple and complex calculations.

**Learning Outcomes and benefits:**

- use a range of lookup and reference functions
- modify Excel options
- customise the formatting of charts in Excel
- create and use labels and names in a workbook
- protect data in worksheets and workbooks
- create summaries in your spreadsheets using subtotals
- use data linking to create more efficient workbooks
- use the Data Consolidation feature to combine data from several workbooks into one
- understand and create simple PivotTable reports
- construct and operate PivotTables using some of the more advanced techniques
- create and edit a PivotChart
- use goal seeking to determine the values required to reach a desired result
- group cells and use outlines to manipulate the worksheet
- use Solver to solve more complex and intricate problems
- create recorded macros in Excel
- use the macro recorder to create a variety of macros



**Shri Sant Gajanan Maharaj Collage of Engineering, Shegaon**

**Department Of Information Technology**

**Session 2021-22**

**One-Page Report of Workshop**

**Title: Record-Keeping for Supporting Staff**

**Date: 26-30 July 2021**

**Venue: Language Lab, ASH Department**

**Number of Beneficiaries : 43**

**Introduction:**

The five-day workshop on Record Keeping for supporting staff, organized by the Department of Information Technology, aimed to enhance the efficiency and skills of staff in managing and maintaining records.

**Workshop Objectives:**

- Provide insights into efficient record-keeping methodologies.
- Introduce digital tools for effective record management.
- Establish best practices for maintaining records.

**Workshop Overview:**

The workshop commenced with an introduction to record-keeping principles and progressed to practical sessions on digital record management. Participants engaged in interactive sessions, gaining hands-on experience with tools and discussing best practices.

Outcomes:

- Increased awareness of systematic record management.
- Improved understanding of digital tools for efficient record-keeping.
- Enhanced skills in maintaining data security and privacy.

**Conclusion:**

The workshop succeeded in equipping supporting staff with essential record-keeping skills, emphasizing the significance of organized and secure documentation.



**Dr.A S Manekar**

**HOD,I.T.**



A  
Report

on

**One Week Training**

**on**

**“Computer Hardware Maintenance & Software Installation”**

By

Mr. S. A. Mankhair

**Academic Year 2020-2021**

Shri Sant Gajanan Maharaj College of Engineering,  
Khamgaon Road, Shegaon, Dist: Buldhana



Sr No	Activity Title	<b>Training on Computer Hardware Maintenance &amp; Software Installation</b>
1	Speaker	<b>Mr. S. A. Mankhair (Maintenance Engineer)</b> SSGMCE, Shegaon
2	Co-ordinator	Prof V. S. Mahalle
4	Schedule of Activity	Started from 27 <sup>th</sup> January 2021 to 1 <sup>st</sup> February 2021 From 11: 00am onwards
5	Time	As per schedule in notice
6	Objective of Activity	<ol style="list-style-type: none"> <li>1.To know different parts of Computer System &amp; its functions.</li> <li>2.To understand formatting and partitioning of harddisk.</li> <li>3.To understand sharing of files, printer.</li> <li>4.To understand installation of printers and troubleshooting.</li> <li>5.To install operating systems, device drivers &amp; application software</li> </ol>
7	Venue	<b>DBMS Laboratory, CSE Department</b>
8	No.of Beneficiaries	Total- 45
9	Syllabus/Topics	<ul style="list-style-type: none"> <li>• Introduction to Computer System and Peripherals.</li> <li>• Internal and External ports of Computer System &amp; functions.</li> <li>• Mother board and Interfacing cards.</li> <li>• SMPS and its working.</li> <li>• BIOS options and settings.</li> <li>• Computer communication cables.</li> <li>• Semiconductor Memories used in Personal Computer.</li> <li>• Monitor and troubleshooting.</li> <li>• HDD,FDD, CD-ROM and its functions</li> <li>• Printers, Scanners and troubleshooting.</li> <li>• Remote desktop connection, files &amp; printer sharing.</li> <li>• Hard disk formatting and partitioning.</li> <li>• Operating System, Drivers, Application software Installation.</li> </ul>

**About Program:**

Program was organized for the staff members of our College. Mr.S.A.Mankhair is the resource person (Computer Maintenance Engineer). This programme was intended to make staff aware about Computer H/W and S/W.

**Learning Outcomes:** Due to successful completion of this program, staff members are able

1. To understand Computer Hardware and Software.
2. To rectify primary level Computer hardware problems.
3. To install various devices and softwares

**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON**  
**OFFICE CIRCULAR FOR NON-TEACHING STAFF**

Date: 08/12/2018

The institute is arranging One Week Training Program on "Effective Workplace Skills" between 10<sup>th</sup> Dec. 2018 & 14<sup>th</sup> Dec. 2018 from 2.00pm-3.00pm in the Language Laboratory. The staff members, mentioned in the list provided, are informed to attend the training programme. Prof. Sachin Bhagat will be the trainer for this training programme. The below stated topics to be covered:

- Communication Skills
- Critical Thinking
- Time Management
- Teamwork
- Conflict Management
- Emotional Intelligence
- Work Etiquette

Attendance is mandatory for all the participants.

  
**PRINCIPAL**

**Copy to:**

- Prof. Sachin Bhagat for conduction
- All HODs- for information
- All the staff members mentioned below

- |                          |                           |
|--------------------------|---------------------------|
| 1. Shri. A. M. Nimbalkar | 35. Shri. M. D. Kamvisdar |
| 2. Shri. U. N. Nemane    | 36. Shri. G. R. Jodh      |
| 3. Shri. P. S. Deshmukh  | 37. Shri. V. S. Dhage     |
| 4. Shri. R. T. Thakare   | 38. Shri. B. S. Sonone    |
| 5. Shri. R. J. More      | 39. Shri. G. D. Ingle     |
| 6. Shri. S. S. Sharma    | 40. Shri. V. H. Akhare    |
| 7. Shri. D. A. Kubade    | 41. Shri. G. R. Payghan   |
| 8. Shri. P. D. Khond     | 42. Shri. S. M. More      |
| 9. Shri. N. D. Bhise     | 43. Shri. S. D. Patil     |
| 10. Shri. S. S. Karale   | 44. Sau. Sharda Raut      |
| 11. Shri. D. V. Karale   | 45. Sau. S. S. Gachake    |
| 12. Shri. R. T. Gupte    | 46. Shri. R. N. Bobde     |
| 13. Shri. M. S. Akhare   | 47. Shri. N. P. Honale    |
| 14. Shri. V. D. Amalkar  | 48. Shri. R. U. Malge     |
| 15. Shri. P. P. Wagh     | 49. Shri. S. V. Patil     |
| 16. Shri. S. S. Pawar    | 50. Shri. V. W. Bender    |
| 17. Shri. A. S. Hiwale   | 51. Shri. D. V. Shegokar  |
| 18. Shri. P. N. Nikhade  | 52. Shri. Sagar Mankar    |
| 19. Shri. D. B. Thakare  | 53. Shri. J. S. Kolhe     |
| 20. Shri. S. M. Ghodki   | 54. Shri. K. B. More      |
| 21. Shri. G. V. Hantode  | 55. Shri. R. G. Lande     |
| 22. Shri. V. P. Kathane  | 56. Shri. V. Rahate       |
| 23. Sau. Kanchan Honale  | 57. Shri. R. M. Bhagat    |
| 24. Shri. M. B. Dhamande | 58. Shri. P. S. Shirode   |
| 25. Shri. S. P. Satal    | 59. Shri. S. V. Shelke    |
| 26. Shri. M. Y. Kashikar | 60. Shri. V. S. Barate    |
| 27. Shri. Salim Ahmed    | 61. Shri. P. M. Dandawate |
| 28. Shri. V. G. Payghan  | 62. Shri. S. V. Patil     |
| 29. Shri. S. D. Deshmukh | 63. Shri. M. P. Rajulkar  |
| 30. Shri. R. O. Bedre    | 64. Shri. A. R. Kolamkar  |
| 31. Shri. G. A. Wayzode  | 65. Shri. Aslam K.        |
| 32. Shri. P. M. Deshmukh |                           |
| 33. Shri. V. Bharsakale  |                           |
| 34. Shri. R. J. Oimbe    |                           |

**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON**  
**ONE WEEK TRAINING PROGRAM**  
**REPORT**

**Title:** "Effective Workplace Skills"

**Duration:** One Week (10th December 2018-14th December 2018)

**Venue:** Language Laboratory

**Time:** 02:00pm-03:00pm

**Trainer:** Mr. S. V. Bhagat (Asst. Prof.)

**Number of Participants:** 65

**Objectives:**

- Improve verbal and written communication skills to enhance effective interaction with colleagues, superiors, and other stakeholders.
- Foster active listening skills to ensure better understanding and collaboration within the workplace.
- Develop effective time management techniques to enhance productivity and efficiency in daily tasks.
- Cultivate organizational skills for better planning and prioritization of responsibilities.
- Equip participants with conflict resolution strategies to promote a harmonious work environment.
- Foster teamwork and collaboration by enhancing interpersonal skills and promoting a positive workplace culture.
- Enhance problem-solving skills to address challenges and obstacles effectively.

**Description:**

The one-week Effective Workplace Skills training program for non-teaching staff was a comprehensive and immersive initiative designed to enhance key competencies crucial for success in the professional arena. Participants engaged in dynamic sessions focusing on communication skills, time management, and organizational techniques to bolster productivity. Conflict resolution strategies and teamwork exercises equipped individuals with the tools to foster a harmonious work environment. The program also delved into stress management, problem-solving, and decision-making to cultivate resilience and adaptability. In addition, participants honed customer service skills, embrace technology proficiency, and reinforce workplace ethics and professionalism. The training placed a strong emphasis on self-development and continuous learning, providing resources and strategies for personal and career growth. Through a combination of interactive workshops, real-world simulations, and collaborative activities, this program aimed to empower non-teaching staff with the skills and mindset needed to excel in their roles and contribute positively to the overall success of the organization.

**Outcome:**

Following the completion of the one-week Effective Workplace Skills training program, non-teaching staff emerged with a heightened proficiency in essential competencies vital for a thriving professional environment. Participants demonstrate refined communication skills, both verbal and written, fostering improved collaboration and understanding within the workplace. Enhanced time management and organizational abilities contribute to increased productivity, while acquired conflict resolution strategies and a strengthened commitment to teamwork pave the way for a more harmonious work environment. Ultimately, the training program equipped non-teaching staff with a holistic set of skills, fostering personal and professional growth, and positioning them as valuable contributors to the overall success of the organization.

**Feedback Analysis:**

The feedback from participants of the one-week Effective Workplace Skills training program for non-teaching staff reflected a positive and impactful experience. Participants consistently praised the program's practical approach, citing significant improvements in their communication skills, time management, and organizational techniques. The conflict resolution and teamwork components were particularly well-received, with participants noting a tangible enhancement in their ability to collaborate effectively. Many participants expressed gratitude for the problem-solving and decision-making modules, citing real-world applicability in addressing workplace challenges. The customer service and technology proficiency aspects were highlighted as valuable additions, contributing to heightened confidence in daily tasks. Overall, the feedback underscored the program's success in empowering non-teaching staff with practical skills and a positive mindset, leaving them well-equipped to contribute meaningfully to the workplace.

**Submitted by:** Prof. S. V. Bhagat

**Name and Signature of the coordinator:** S.V. Bhagat Wlgt.

**Date of Submission:** 18/12/2018



# SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING, SHEGAON

## ATTENDANCE LIST

NAME OF THE PROGRAMME : Effective Workplace Skills

DURATION OF THE PROGRAMME : 10<sup>th</sup> Dec. 2018 - 14<sup>th</sup> Dec. 2018

S.No	Name	Attendance				
		10/12/2018	11/12/2018	12/12/2018	13/12/2018	14/12/2018
1	Shri A.M. Nimbalkar	Am	Am	Am	Am	Am
2	Shri U.N. Nemane	u	u	u	u	u
3	Shri P.S. Deshmukh	S	S	S	S	S
4	Shri R. T. Thakare	R	R	R	R	R
5	Shri R. J. More	R	R	R	R	R
6	Shri S. S. Sharma	S	S	S	S	S
7	Shri D.A. Kubade	D	D	D	D	D
8	Shri P.D. Khond	P	P	P	P	P
9	Shri N.D. Bhise	N	N	N	N	N
10	Shri S. S. Karale	S	S	S	S	S
11	Shri D.V. Karale	D	D	D	D	D
12	Shri R.T. Gupte	R	R	R	R	R
13	Shri M.S. Akhare	M	M	M	M	M
14	Shri R. T. Gupte	R	R	R	R	R
15	Shri V.D. Amalkar	V	V	V	V	V
16	Shri P. P. Wagh	P	P	P	P	P
17	Shri S. S. Pawar	S	S	S	S	S
18	Shri A.S. Hiwale	A	A	A	A	A
19	Shri P.N. Nikhade	P	P	P	P	P
20	Shri D. B. Thakare	D	D	D	D	D
21	Shri S.M. Ghodki	M	M	M	M	M
22	Shri G.V. Hantode	H	H	H	H	H
23	Shri V.P. Kathane	K	K	K	K	K
24	Sau Kanchan Honale	K	K	K	K	K
25	Shri M.B. Dhamande	M	M	M	M	M
26	Shri S.P. Satal	S	S	S	S	S
27	Shri M.Y. Kashikar	M	M	M	M	M
28	Shri Salim Ahmed	A	A	A	A	A
29	Sau. V. G. Payghan	V	V	V	V	V
30	Shri S.D. Deshmukh	S	S	S	S	S
31	Shri R.O. Bedre	R	R	R	R	R

32	Shri G.A. Wayzode					
33	Shri P.M. Deshmukh	PD	PD	PD	PD	PD
34	Shri V. Bharsakle					
35	Shri M.D. Kamvisdar	PK	PK	PK	PK	PK
36	Shri R. J. Oimbe	PK	PK	PK	PK	PK
37	Shri G.R. Jodh	PK	PK	PK	PK	PK
38	Shri V. S. Dhage					
39	Shri B. S. Sonone					
40	Shri G. D. Ingle	PK	PK	PK	PK	PK
41	Shri V. H. Akhare	PK	PK	PK	PK	PK
42	Shri G. R. Payghan	PK	PK	PK	PK	PK
43	Shri S. M. More					
44	Shri S. D. Patil					
45	Ms. Sharda Raut	PK	PK	PK	PK	PK
46	Sau S. S. Gachake					
47	Shri R. N. Bobade					
48	Shri N. P. Honale					
49	Shri R. U. Malge					
50	Shri S. V. Patil	PK	PK	PK	PK	PK
51	Shri V. W. Bendre	PK	PK	PK	PK	PK
52	Shri D. V. Shegokar					
53	Shri Sagar Mankar					
54	Shri J.S. Kolhe	PK	PK	PK	PK	PK
55	Shri K.B. More					
56	Shri R.G. Lande					
57	Shri V. Rahate					
58	Shri R. M. Bhagat					
59	Shri P. S. Shirode					
60	Shri S.V. Shelke	PK	PK	PK	PK	PK
61	V.S. Bharsakle	PK	PK	PK	PK	PK

62	P. M. Dandekar	PK	PK	PK	PK	PK
63	R. M. Pichade	PK	PK	PK	PK	PK
64	S. V. Patil	PK	PK	PK	PK	PK
65	V. P. Rahate	PK	PK	PK	PK	PK
66	M. P. Jayaram	PK	PK	PK	PK	PK
67	A. R. Kolankar	PK	PK	PK	PK	PK
68	Aslam Khan	PK	PK	PK	PK	PK

Name of Coordinator :

Signature of Coordinator :

Dr.  
Prof. S.V. Bhagat

A.

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my

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PRINCIPAL  
 Shri Sant Gajanan Maharaj  
 College of Engineering, Shegaon.

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