

**REGISTRATION FORM**

**Three Days Workshop  
on  
“Enhancement of Personal Skills and  
Personal Development Part -II”  
(For Supporting Staff )  
(10<sup>th</sup> -12<sup>th</sup> December, 2016)  
(Sponsored By TEQIP-II)**

Name of Participant:

Designation :

Name of the Organization:

Mailing Address:

Tel. No. :

Mobile No. :

Fax :

E-mail ID :-

Date :

Signature of Applicant :

Seal and Signature of Sponsoring Authority

**Patrons:**

**Dr.Kiran Patil**

Deputy Secretary, Technical Education, Gov. of Maharashtra

**Dr. S. K. Mahajan**

(Chief Coordinator, SPFU)

Director, Directorate of Technical

Education, Maharashtra State, Mumbai

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Chairman ,BOG, Bharatiya Vidya Bhavan’s

**Dr. P. H. Sawant**

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**Programme Coordinator:**

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**Course Organizing Committee:**

**Mr. Siddheshwar Shetkar**-Instructor

**9821786677**

**Mr. Rajesh Keny**- Instructor

**9870389886**

**Mr. Pravin Lohar**- Instructor

**9869556588**

**Mr. Nilesh Kelkar**- Instructor

**9325700055**

**Course Faculty**

**Mrs.Tanuja Kher** – COEP, Pune

**Dr.Surendra Bhosale** – VJTI, Mumbai

**Dr.Ajay kambekar** - SPCE, Mumbai

**Dr.Rahul Dahatonde** - SPCE, Mumbai

**Three Days Workshop**

**on**

**“Enhancement of Personal Skills and Personal Development”**

**Part -II**

**(For Supporting Staff )**

**(10<sup>th</sup> -12<sup>th</sup> December, 2016)**

**Under TEQIP-II**



**Organized By:**

**Mechanical Engineering Department**

**Sardar Patel College of Engineering**

**(Government Aided Autonomous Institute Permanently Affiliated**

**To University of Mumbai)**

**Andheri, (west), Mumbai- 400 058.**

**Venue:**

**HOTEL AARAMDHAM,**

**Nangergaon, Lonavala**

**About SPCE:**

Sardar Patel College of Engineering under the management of the Bhartiya Vidya Bhavan, was founded by kulpati Dr. K.M.Munshi. It was established to meet the growing demand of engineering talent .The foundation stone of the college was laid on 17<sup>th</sup> September 1961 by Shri. Y.B. Chavan (Chief Minister of Maharashtra who later became the defence minister of India).

The college was inaugurated by the First Prime Minister of India, Pandit Jawaharlal Nehru in 1962. The college is dedicated to Sardar Vallabhai Patel, an eminent nation builder of independent India. The college is autonomous and affiliated to the University of Mumbai for Full-time degree and post graduate degree courses.

The institute has set high standards for aspiring engineering students and also meets the needs of quality education in challenging world of business .Over last 50 years the college has gained an excellent reputation in the field of technical education.

SPCE is one of the few colleges that have received Grade ‘A<sup>+</sup>’ rating for its aided courses from the Govt. of Maharashtra which certifies the spirit of excellence that the institute has symbolized and always practiced .Institute has celebrated its golden jubilee in the year 2012.

**About the Workshop:**

SPCE is organizing “Three days workshop” for supporting staff under TEQIP. This workshop is arranged to serve one of the objective of TEQIP that is enhancing institutional and system management effectiveness.

**Course Content:**

- 1) Development of Attitude towards Social Responsibility and Society.
- 2)Managerial Skills
- 3)Work Ethics and Etiquettes
- 4)Discipline
- 5)Communication and Presentation Skill
- 6)Personality Development
- 7)Leadership and Motivation
- 8) Health Management and Safety at work Place
- 9) Stress Management and Causes of Stress

**IMPORTANT DATES :**

Last date for receiving the registration form with registration fee: **5<sup>th</sup> December 2016**

Confirmation of participants for course by Email: **6<sup>th</sup> December 2016**

**Outcome of the Workshop:**

After successful completion of the workshop participants will be able to :

- 1. To become positive person in his personal life.
- 2.To communicate the views & opinion
- 3.To inculcate good leadership quality
- 4.To work ethically and with good attitude
- 5.To Learn techniques of stress management

**REGISTRATION FEES:Rs.6000/- per participant (Including breakfast, Tea, Lunch and accommodation for Three days)**

Registration fees will have to be paid by Demand Draft of Nationalized Bank in favour of “**The Principal, Sardar Patel College of Engineering, Andheri, Mumbai**” Payable at Mumbai

**Eligibility:** Workshop is intended for class–III supporting staff, especially for workshop Instructors, Lab Assistant, Technicians and Administrative staff. Only 40 participants will be selected on first come first serve basis.

No TA/DA will be provided from this institute..

**\* Note :**

- 1.Registration Fees Rs.6000/-
- 2. Travelling Expenses to be borne by the participant
- 3.The Course is residential Course