TEQIP – III Sponsored

Training Program on "Enhancement of Work Productivity"

For Non-teaching Staff at TEQIP-III Institutions

(14th to 16th Nov 2019)

Organized by

Bharatiya Vidya Bhavan's

Sardar Patel College of Engineering

Bhavan's Campus, Munshi Nagar, Andheri (W), Mumbai, 400058

Introduction

India is one of the countries having highest number of technical education institutes across the globe. Still Indian industries are facing shortage of skilled and employable manpower. In order to create competent and employable manpower, it is extremely necessary for any institution to have qualified, well-trained and ***efficient*** faculty and staff members. The efficient employees will allow the organizations to get more quality work done in a shorter period of time as well as reduce the amount of time spent on unnecessary tasks. However, the **enhancement** of employees' **productivity** rests in the ability of the organization to schedule regular follow-ups, set an example for good and clear communication, motivate the workforce and show them the meaning of effective prioritizing. This training program is an effort towards creating a healthy work environment in our institutions and enhance the work productivity of our staff members.

About SPCE, Mumbai

BVB's Sardar Patel College of Engineering, Mumbai is a Govt. aided autonomous engineering college established in 1962. SPCE stands apart as a symbol of quality in engineering education. It has evolved over the years into a citadel of engineering thought and learning. This has been possible because of the dedication of its competent faculty, committed staff members, its mission to influence the quality of engineering education in industry and the ability to bridge the gap between an academic institution and a challenging business world.

Course Contents

This training would tentatively cover following topics:

- Increasing efficiency, productivity and motivation
- Stress management
- Have a positive and optimistic attitude
- Clarity of mind for better decision making
- Enhance individual effectiveness by inculcating dynamism and leadership qualities
- Develop commitment towards work
- Instill a sense of responsibility towards the institution

An academic visit to a nearby organization named "*Keshav Srushti*" would be organized to encourage the experiential learning for participants. *Keshav Srushti* is nestled in the lap of nature and spread across miles of greenery, flowing streams and hills. It is a hub of innovative and versatile educational, irrigational and social projects such as, *Water Resource Management, Women Empowerment, Training in Business Skills, Value Education, Environment, Innovative Agriculture Skills Training, Leadership Development, Alternate Energy, Health / Hygiene Improvement*.

Objectives

The broad objectives of this training program are:

1. To build sense of responsibility towards institution
2. To help staff members to manage work related stress
3. To build positive and optimistic attitude
4. To empower staff members for better decision making
5. To increase productivity and motivation of the staff members

Outcomes

This training program intends to achieve following outcomes:

1. Skill upgradation and knowledge enhancement of staff members
2. Create stress free work environment and inculcate healthy working habits
3. Increased institutional capacity in research and innovation
4. Enhancement in quality of deliverables at institutions
5. Increased work productivity and motivation in the institutions

Pedagogy

The content delivery would be through balanced mix of lectures, discussions, field visit, self-learning exercises and case study presentations by participants with evaluation and guidance from industry trainers.

- ***The medium of instruction and training delivery would be mix of Marathi and Hindi.***
- ***Certificate of participation would be awarded only to those participants who successfully complete the training program.***

Resource Persons

The resource persons for the training program would be industry professionals and Art of Living trainers.

- Mr. Prateek Khandelwal, Art of Living
- Ms. Prerana Khandelwal, Art of Living
- Mr. Anil Patil, Head – Technical Training, L & T Engineering, (Retd.)
- Mr. Souri Dass, Head – Human Resources, L & T Engineering, (Retd.)

Venue

This program will be held at: ***Keshav Srushti, Esselworld Road, Uttan Village, Bhayander (West), Thane 401 106, Maharashtra***. To reach the training venue, a bus would be available from SPCE Campus on 14th November 2019 at 6.30 am. To return from training venue to SPCE Campus a bus would be available on 16th November 2019 at 5.30 pm. The participants joining from other locations can contact the organizers.

Registration & Accommodation

This is a three day residential training program. There is no registration fee for the participants from TEQIP-III Institutions. However, the travelling and accommodation expenses are to be borne by the sponsoring institute from their TEQIP-III funds. The charges for accommodation at the training venue are **Rs. 7500/-** per person for 3 days. For participants from institutions other than SPCE, the accommodation charges are to be paid through ***PFMS*** or by cheque to ***Principal, SPCE, Mumbai***. The interested staff members may send the registration form by e-mail to `teqip_office@spce.ac.in` or contact the organizers.

Registration Form

Name of the participant: _____

Designation: _____

Department: _____

Institute: _____

E-mail ID: _____

Contact No.: _____

Signature of the participant

Sponsorship Certificate

Mr. / Ms. _____ is working in our Institute in _____ department. He /She is hereby allowed and sponsored to attend the training program under TEQIP III at SPCE, Mumbai.

Seal

Signature of the Sponsoring Authority

Advisory Committee

Prof. Nilesh Raykar,
HoD – Mechanical Engg., SPCE

Prof. Anupa Sabnis,
HoD – Electrical Engg., SPCE

Prof. Mohan Murudi,
HoD – Civil Engg., SPCE

Prof. A. A. Bage
HoD – First Year

Patrons

Dr. Abhaby Wagh,
Director, DTE, Maharashtra State

Dr. R. Sesha Iyer,
Chairman – BoG, SPCE, Mumbai

Dr. P. H. Sawant,
Principal, SPCE, Mumbai



Organizers

Mr. Luis Dias, Mechanical Engg. Dept.
(Contact No. 9869903078)

Ms. Samidha Walawalkar, Office
(Contact No. 9869527879)

Coordinator

Dr. Rahul T. Dahatonde,
TEQIP-III Coordinator, SPCE, Mumbai
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