

## REGISTRATION FORM

**Three Days Workshop  
on  
"Achieving Performance Excellence Through  
Assertive Communication "  
(For Supporting Staff )  
(27<sup>th</sup> -29<sup>th</sup> January, 2017)  
(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

**Dr. Sessa Iyer**

Chairman ,BoG, Sardar Patel College of Engineering

**Dr. P. H. Sawant**

Principal, Sardar Patel College of Engineering  
Andheri (West), Mumbai-400058

**Dr. M. M. Murudi**

Vice-Principal, TEQIP Coordinator  
Sardar Patel College of Engineering  
Andheri (West), Mumbai-400058

**Programme Coordinator**

**Dr. Rahul Dahatonde,**

**Training & Placement Officer**

Sardar Patel college of Engineering, Mumbai  
rahul@spce.ac.in, 9869376943

**Course Organizing Committee**

**Mr. Luis Dias – 9869903078**

**Mr. Pravin Lohar – 9869556588**

**Course Faculty**

**Mr. Anil Patil – Head – Training, L & T (Retd.)**

**Dr. Amrish Bhatt – Ascent of Humankind**

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

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

**Dr. P. K. Brahmkar – Dr. BATU, Lonere**

**Three Days Workshop  
on**

**"Achieving Performance Excellence Through Assertive  
Communication "  
(For Supporting Staff )  
(27<sup>th</sup> -29<sup>th</sup> January, 2017)  
Under TEQIP-II**



**Organized By**

**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 objectives of TEQIP that is enhancing institutional and system management effectiveness.

### Course Objectives

- 1) Get familiarized with importance of assertive communication in day to day work.
- 2) Learn methods to make communication more effective and assertive.
- 3) Understand importance of achieving performance excellence

### IMPORTANT DATES :

Last date for receiving the registration form with registration fee: 23<sup>rd</sup> **January 2017**

Confirmation of participants for course by Email: 24<sup>th</sup> **January 2017**

### Outcomes of the Course

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

1. Delegate their responsibilities more efficiently
2. Use assertive communication as tool to manage day today office work more effectively
3. Be more punctual, assertive and aware about achieving performance excellence

**REGISTRATION FEES:Rs.12,500/- (Inclusive of Taxes) per participant (Including breakfast, Tea, Lunch, Dinner 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  
No fees shall be payable by staff member from TEQIP Institute

**Eligibility:** Workshop is intended for class-III supporting staff, especially for workshop Instructors, Lab Assistant, Technicians and Administrative staff. Only 35 participants will be selected on first come first serve basis.

No TA/DA will be provided from this institute.

### \* Note :

- 1.Registration Fees Rs.12500/-
2. Travelling Expenses to be borne by the participant
- 3.This is Three day residential Course