



BHARTIYA VIDYA BHAVAN'S  
SARDAR PATEL COLLEGE OF ENGINEERING  
(An autonomous institution affiliated to University of Mumbai)



**One week  
SHORT TERM COURSE  
(Approved under TEQIP  
II) On**

**Developing Interpersonal Skills and Effective  
Communication**

**2<sup>nd</sup> January to 7<sup>th</sup> January, 2017**



**Dr. Shyamlee Solanki & Dr. Hansa Jeswani  
Course Co-ordinator**

**Dr. P. H. Sawant  
Principal**

**Dr. M. M. Murdi  
Professor & TEQIP Coordinator  
Structural Engineering Department**

**SARDAR PATEL COLLEGE OF ENGINEERING  
BHAVAN'S CAMPUS, MUNSHI NAGAR,  
J.P.ROAD, ANDHERI (WEST) MUMBAI - 400 058,  
INDIA**

**Ph: 91-22-26232192, 91-22-26289777,  
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**[www.spce.ac.in](http://www.spce.ac.in)**

**ABOUT BHARTIYA VIDYA BHAVAN**

Bharatiya Vidya Bhavan is an eminent charitable educational trust having large number of academic institutes in India and abroad. It was founded on November 7, 1938 by Dr. K. M. Munshi, with the blessings of Mahatma Gandhi and Sahith Cheera. Presently trust is having 117 centres in India, 7 centres abroad and 355 constituent institutions. As per Pandit Jawaharlal Nehru's observation during his first visit to Bharatiya Vidya Bhavan in 1950 "The activities of trust cover all aspects of life from the cradle to the grave and beyond -- it fills a growing vacuum in modern life". The parent body, Bharatiya Vidya Bhavan was among the first educational trusts to have realized the need of quality education.

**ABOUT SARDAR PATEL COLLEGE OF  
ENGINEERING**

Sardar Patel College of Engineering under the management of the Bharatiya Vidya Bhavan, was founded by Kulapati Dr. K.M. Munshi. It was established to meet the growing demand for engineering talent. The foundation stone of the college was laid on 17th September 1961 by Shri. Y. B. Chavan (the then chief minister of Maharashtra who later became the defence minister of India). The college was inaugurated by the first Prime Minister of Independent India, Pandit Jawaharlal Nehru in 1962. The college is dedicated to Sardar Vallabhbhai 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 the challenging world of business. Over the 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+' 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 is celebrating its golden jubilee in the year 2012.

**INTRODUCTION**

The increasing requirement for technical expert who can communicate effectively has generated the need to diversify the role of teaching faculty in technical and engineering institutes. Effective Communication and

interpersonal skills is considered as a distinguishing characteristic of successful organization and the role of faculty occupying strategic positions. This course will fulfill this need by focusing on paradigm shifts and new roles that technical teachers undertake as a part outcome based education. We are offering this course for educators, management consultants from industry and training institutes, and government officials. This course is thus designed to give participants a holistic, integrated and contemporary view of the aspects of modern and advanced communication concept, techniques and interpersonal skills.

**PROGRAMME OBJECTIVES**

In the era of globalization and liberalization, the working environment within and around the organization is becoming highly competitive. The pace of change is becoming faster thus leading to acquirement of "Effective Communication and Interpersonal Skills". Thus to keep pace with the ever-changing trends, expectations in terms of quality, timeliness of output, strategies for change, knowledge about the ever increasing demands of the society and workplace managing stress and time to balance the work and personal life is indeed very high. Keeping above in view the program has been designed to provide inputs for effectiveness, managerial level leadership, opportunity for sharing experiences in groups, develop positive attitude towards the work culture and gain insight into the expected ethical behavior at the work place and learn about the source and nature of stress and how to manage it effectively and remain healthy to improve work performance.

**COURSE CONTENT**

- **Developing Interpersonal and Communication Skills**
- **Time management at workplace for effective performance**
- **Group Dynamics and Team Building**
- **Stress Management strategies**
- **Leadership: Roles, Skills and transactional and transformational leadership**
- **Developing Values and Positive Attitude at work place**
- **Developing Professional work Ethics and Etiquette**

## COURSE SCHEDULE & EVALUATION

This programme is scheduled to be held during 2<sup>nd</sup> January – 7<sup>th</sup> January, 2017. Successful participants would be awarded “Course Completion Certificate”.

### VENUE FOR CLASSES

Seminar Hall , Room no. 119, Sardar Patel College of Engineering, Bhavan's Campus, Munshi Nagar, Andheri (West), Mumbai, 400 058 Maharashtra.

### FACULTY/ SPEAKERS

Faculty of Sardar Patel College of Engineering, SP Jain Institute of Management, IIT Bombay, IIMs, NMIMS, Welingkar's, and experts from industry will deliver the lectures during the course.

### LECTURE NOTES

To fully realize the objectives of the course, lecture notes will be made available at the time of registration at SPCE Mumbai in the form of CD and handouts.

### IMPORTANT DATES

The course will be organized during **2<sup>nd</sup> January to 7<sup>th</sup> January 2017.**

Deadline for submitting application: **31<sup>st</sup> December, 2016.**

Notification of acceptance: By **31<sup>st</sup> December, 2016.**

Incomplete application forms will not be entertained. For additional copies of the registration form, please photocopy or type in the format given in registration form section.

### ELIGIBILITY

Faculty members from AICTE approved Engineering colleges, private colleges, NAAC approved colleges, working professionals, Post Graduate and Doctoral students are eligible to attend the Short Term Programme.

### BOARDING & LODGING

Accommodation will be provided depending on registration and by paying extra charges with the tie up hotels in Andheri. (list of the hotels will be available shortly)

Single Occupancy: Rs. 4000/- Per day (approx.)

Double Occupancy: Rs. 2500/- Per day (approx..)

## PATRONS

Dr. Kiran Patil Deputy Secretary, Technical Education, Gov. of Maharashtra

Dr. S. K. Mahajan (Chief Coordinator, SPFU) Director, DTE, Maharashtra State, Mumbai

Dr. S.P., Yavalkar , IC Joint Director & State Project Co-ordinator, SPFU

Dr. Shesha Aiyer, Chairperson, Board of Governors, Sardar Patel College of Engineering

Dr. P. H. Sawant, Principal, Sardar Patel College of Engineering

Dr. M. M. Murudi, Vice Principal and TEQIP Co-ordinator, Sardar Patel College of Engineering

## REGISTRATION

Candidates should complete the enclosed registration form, and send it **by mail/by post** to the Coordinator. Confirmation of eligible candidates will be on a first come first served basis up to a maximum of 40 candidates (Approx.). A demand draft in favor of **Principal, Sardar Patel College of Engineering** with the specific fees should be sent to the address of correspondence along with the filled up Registration Form by **15<sup>th</sup> December, 2016. Participation fee plus 15% service tax is applicable to all.**

### Registration fees:

Sr.	Type of Participant	Fees (Rs.)
1	Faculty of TEQIP sponsored colleges	Nil
2	Faculty from Non TEQIP sponsored Institutes	Rs 9000
3	Industry Personnel	Rs. 12000
4	Students	Rs. 6000

### Address for Correspondence and Enquiries:

**Dr. Shyamlee Solanki, Course Coordinator**  
**CoE, Sardar Patel College of Engineering**  
[s\\_solanki@spce.ac.in](mailto:s_solanki@spce.ac.in); **Mobile No:9820660709**

**Dr. Hansa Jeswani, Course Coordinator**  
**Department of Civil Engineering,**  
[j\\_hansa@spce.ac.in](mailto:j_hansa@spce.ac.in); **Mobile No:9869120501**

**Room No. 111, First Floor, B.V. Bhavan's, Sardar Patel College of Engineering, Andheri (West), Mumbai 400 058, Ph: 91-22-26232192-206 or 280, 91-22-26289777. Phone: (022) 26239270 Ext. 206, 217, 280**



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### Registration Form

Name (in Block Letters):

(Mr./Mrs./Ms./Dr)\_\_\_\_\_

Designation:\_\_\_\_\_

Educational

Qualification:\_\_\_\_\_ Experience:\_\_\_\_\_

Organization:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Telephone: Office:\_\_\_\_\_

Residence:\_\_\_\_\_ Cell:\_\_\_\_\_

Email:

DD No and date :\_\_\_\_\_

Registration fees (amount paid):\_\_\_\_\_

Accommodation Required: YES/NO

Signature of Candidate: \_\_\_\_\_

Seal and Signature of Sponsoring Authority