



**P. R. Pote Patil Edu. & Welf. Trust's, Group of Institutions,
College of Engineering & Management, Amravati**

(Recognized by AICTE, New Delhi, Approved by Govt. of Maharashtra & Affiliated to SGBAU, Amravati) Institute Code : 1107



- Kathora Road, Amravati, Maharashtra, India
- Ph. No. : +91-721-2970110, Fax No. : +91-721-2530089, Email : prpotepatilcollege@gmail.com
- Web. : www.prpcem.org, www.prpatilcollege.org

Report of Title: Training program on "Communication Skill" for non-teaching Staff

1	Title of Workshop	Training program on "Communication Skill" for non-teaching Staff
2	Date of Workshop	04/01/2019
3	Venue of Workshop	Seminar Hall
4	Resource Person	Prof.S.D.Chaudhari
5	Target of Students/Participants	All Non Teaching Faculties form science & Engineering Stream
6	Number of Students/Participants	50
7	Schedule of Program	04/01/2019
8	Topics Covered	The main objective of the program is that non-teaching faculties should be able to communicate in english.
9	Mode Assessment	Question and answering
10	Outcome of workshop/FDP/Seminar /webinar	Faculties should try to communicate with the students in english.



P. R. Pote Patil
College of Engineering & Management

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Kathora Road, AMRAVATI,



"Shri Gajanan Maharaj Prasanna"

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Ref/PRPCEM/FYE/2018-19/ Training Date: 02/01/2019

To,
Prof. S.D.Chaudhari
Assistant Professor,
PRPCEM, Amravati

Subject: Nomination as Expert Speaker for Training Program on "Communication Skill"

Respected Madam,

On behalf of the Department of First Year Engineering, PRPCEM, Amravati. I am very pleased to invite you to deliver a lecture. I would like to invite you as an Expert Speaker in a Training Program on "Communication Skill" for non-teaching staff.

We would be highly honored if you can spare some time from your busy schedule to deliver the session. Your expertise and knowledge in the area would add a great value to the Communication Skill of one and all.

With your vast and in-depth knowledge in the area, we would request you to kindly accept our invitation.

We look forward to your presence and guidance.

Thanking you

With Best Regards,

Prof. P.R. Wadnerkar

HOD
H.O.D.

Dept. of First Year Engineering
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P. R. Pote College of Engineering and Management,

Amravati

Department of Applied Sciences & Humanities

Notice

02/01/2019

All the Non-teaching Staff members are hereby informed that our department is going to organize a Training program on "Communication Skill" for non-teaching staff on date 04th January 2019 sharply at 04.00 pm. So, all the non-teaching staff members must attain the orientation program.



Prof.P.R.Wadnerkar

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Sant Gadge Baba Amravati University, Amravati (M.S.)

Department of First Year Engineering Organize Training program on "Communication Skill" for non- teaching Staff

on 4/01/2019

Convener

Prof. P.R.Wadnerkar

9422193566

Email: p_wadnerkar@gmail.com

Co-convener

Prof. S.D.Chaudhari

7387523099

Email: sawtichaudhari5555@gmail.com

Mode: Seminar Hall (Main Building)

Time :3.00 pm

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Non-teaching 1st yr

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Training Program on "Communication Skills" for Non-Teaching Staff

On dated 4 Jan 2019

Report

English is one of the languages widely used. It has been incorporated in the education system. The language has grown to be one of the most common means of communication. Thus working at institutional level it becomes the basic need of employee to understand and make communication in this foreign language. The Non-Teaching Staff is an inseparable part of any huge institution thus one day workshop was arranged for them to develop their basic writing skills. Writing Skills progressed from importance of email communication to parts of email text, types and structure

With objectives to create awareness about basic speaking and writing skills. The Training programme on communication Skills was conducted at PRPCTM on Jan4, 2019.


Delivery Contents:


- Punctuation
- Commonly Confused words
- Basic Grammar
- Structure of E-mail

Learning aims and objectives

- To understand the importance of communication in English
- To develop effective communication writing skill that can be applied in day to day communication and documental work
- To develop the skill to make short conversations
- To understand the use of tenses, conditional forms meaningfully and appropriately oral and written production.

The Training Experts - Dr. S. D. Chaudhari working as Asst. Professor at P. R. Pote Patil College of Engineering & Management, Amravati, teaches English Communication Skill to UG students.


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A session on communication skill for non-teaching

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Feedback Report

Name of the activity: Training Program on "Communication Skills" for Non-Teaching Staff

Activity Date: 11/05/2022


Class / Faculty - Non Teaching Staff, PRPCEM

Activity In-charge / Coordinator - Dr. S.D. Chauudhari

No. of Staff Present - 50

Feedback (tick ☒ wherever found necessary)

Questions	Yes		No	
Did you understand the topic taught by the faculty?	48		2	
Was the workshop informative?	50		0	
Will you prefer to attend the workshop again in the near future?	48		2	
Will the workshop help to develop your communication skills ?	40		10	
	Excellent	Good	Satisfactory	Poor
How was the overall workshop?	35	10	4	1

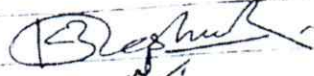
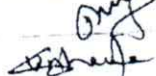

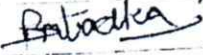

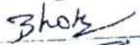

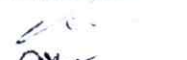

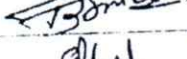
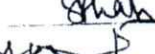


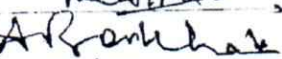




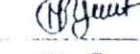

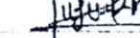



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Name of Program Training program on "Communication Skills" for Non-Teaching staff.

Date: 04/01/2019

List of the Participants attended the program

Sr. No.	Name of Participants	Sign
1	Mr Kishor B. Deshmukh	
2	Mr Niraj P. Bherde	
3	Mr Ujwal N. Shirbhate	
4	Mr Rajiv R. Rajas	
5	Mr Swapnil R. Ambadkar	
6	Mr Atul B. Bhadange	
7	Mr Bhushan A. Dhote	
8	Mr Shubham N. Raut	
9	Mr Ankush R. Dhade	
10	Mr Ritesh J. Sakhe	
11	Mr Dinesh A. Bonde	
12	Mr Satish P. Kale	
13	Mr Arvind K. Dhanpurkar	
14	Mr Ashish R. Dhade	
15	Mr Nilesh K. Deshmukh (Jagtap)	
16	Ms Anikita S. Borkhade	
17	Mr Rajesh D. Sawarkar	
18	Mr Manoj V. Solao	
19	Mr Santosh M. Sarap	
20	Mr Vijay D. Lonkar	
21	Mr Nitesh B. Bhagwat	
22	Mr Gajendra S. Badase	
23	Ms. Pratiksha U. Deshmukh	


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24	Mr. Rajesh H. Tong	<i>R.H. Tong</i>
25	Mr. Ramdas R. Patil	<i>R.R. Patil</i>
26	Mr. Suyash G. Deshmukh	<i>de</i>
27	Mr. Nilesh M. Talokar	<i>NT</i>
28	Mr. Ritesh R. Amzare	<i>for</i>
29	Mr. Aniket M. Bijwe	<i>Amiket</i>
30	Mr. Amol W. Reche	<i>Amol</i>
31	Mr. Anil S. Dharmale	<i>Anil</i>
32	Mr. Nilesh V. Sarkate	<i>Nilesh</i>
33	Mr. Mangesh C. Aswar	<i>MA</i>
34	Mr. Sandeep B. Mankar	<i>S.Mankar</i>
35	Mr. Sunil V. Nandurkar	<i>SV</i>
36	Mr. Gopal M. Mahajan	<i>GM</i>
37	Mr. Rupwansh S. Tehare	<i>Rupwansh</i>
38	Mr. Vivek B. Vaidya	<i>Vivek</i>
39	Mr. Sanjay O. Bedare	<i>SB</i>
40	Mr. Ajay M. Deshmukh	<i>Ajay</i>
41	Mr. Akshay D. Nimbhorkar	<i>Akshay</i>
42	Mr. Nitesh L. Satarkar	<i>Nitesh</i>
43	Mr. Sanjay R. Tiwari	<i>Sanjay</i>
44	Mr. Ramdas S. Kolhe	<i>RS</i>
45	Mr. Amit S. Baitule	<i>AS</i>
46	Mr. Rushikesh A. Kadu	<i>Rushikesh</i>
47	Mr. Rahul A. Kantole	<i>Rahul</i>
48	Mr. Sagar P. Bhagwatkar	<i>Sagar</i>
49	Mr. Mahendra L. Sawale	<i>Mahendra</i>

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 Program Coordinator