P. R. Pote (Patil) Education & Welfare Trust's Group of Institution College of Engineering & Management, Amravati

IQAC Cell

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

On dated 29 June 2021

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. Actually every institution is interconnected with another. The fact is that sometime foreign or other state visitors may connect to the campus for study or recruitment purpose. English language being the most used means of communication ensures that people are able to understand each other.

The Non-Teaching Staff is an inseparable part of any huge institution thus one day workshop was arranged for them. As a visitor starts his firstconversation with these people in the form of enquiry. It becomes important to satisfy their queries in their language for smooth welcoming.

With an objective to create awareness about basic skills of communication, IQAC organized a Training programme on Soft Skills was conducted at PRPCEM in collaboration with theIQAC,Amravati on June 29, 2021.

The programme aimed to make these college personals understand and reply with basic knowledge of sentence structure like simple, interrogative assertive and negative.

Delivery Contents:

- Types of sentences
- Wh and Verbal questions
- Common word to start the conversation -eg., Excuse me, May I help..
- Use of Preposition – in, on, into, upon

Learning aims and objectives

- To understand the importance of communication in English
- To develop effective communication skills that can be applied to interpersonal, organizational and external context.

- To develop the skill to make short conversations and formal discussion in working environment
- To understand the use of targeted grammatical structures meaningfully and appropriatelyoral and written production.

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

Total 74 participantsparticipated in the soft skills activity in the campus.

Sr No.	Name of Faculty	Designation	Sign
1	2	3	
1	Mr.Kishor B. Deshmukh	Admin Officer	
2	Mr.Niraj P. Bherde	Sr. Accountant	
3	Mr.Ujwal N. Shirbhate	O. S. Account	
4	Mr. Rajiv R. Rajas	Sr. Cleark/ P.A. to Principal	
5	Mr.Swapnil R. Ambadkar	Sr. Cashier	
6	Mr.Atul B. Bhadange	O.S. Estd	
7	Mr.Bhushan A. Dhote	Sr. ClearkScho.	
8	Mr.Shubham N. Raut	ClearkScho.	
9	Mr.Ankush R. Dhade	Jr. Cleark Cash	
10	Mr.Ritesh J. Sakhe	Jr. ClearkEstd.	
11	Mr. Dinesh A. Bonde	Sr. Cleark Exam	
12	Mr.Satish P. Kale	Jr. Cleark Exam	
13	Mr.Arvind K. Dhanpurkar	Supervisor	
14	Mr.Ashish R. Dhade	Lab. Asst. Civil	
15	Mr.Nilesh K. Deshmukh (Jagtap)	Peon	
16	Mr.Atul O. Nachankar	Jr. Cleark	
17	Mr.Abhijeet A. Bhutad	Jr. Cleark	
18	Mr. Leon W. Francis	Jr. Cleark T & P	
19	Ms.Dipika R. Udasi	Jr. Cleark T & P	
20	Ms.Anikita S. Borkhade	O. A.	
21	Mr. Rajesh D. Sawarkar	Foreman	
22	Mr. Manoj V. Solao	W/S Instructor	
23	Mr.Santosh M. Sarap	W/S Instructor	
24	Mr.Pankaj L. Mondhe	Maint. Superviser	
25	Mr. Vijay D. Lonkar	W/S Instructor	
26	Mr.Nitesh B. Bhagwat	W/s Instructor	
27	Mr.Gajendra S. Badase	Asst. Librarian	
28	Mr. Rajesh H. Tong	Librarian Asst.	
29	Mr.Ramdas R. Patil	Librarian Asst.	
30	Mr.Suyash G. Deshmukh	Programmer	
31	Mr.Nilesh M. Talokar	Lab. Asst. Computer	
32	Mr.Ritesh R. Amzare	Lab. Asst. Computer	
33	Mr.Aniket M. Bijwe	Lab. Attd. Computer	
34	Mr.Amol W. Reche	Lab. Asst. Computer	
35	Mr. Anil S. Dharmale	Lab. Asst. Civil	
36	Mr.Nilesh V. Sarkate	Lab. Asst. Civil	
37	Mr.Mangesh C. Aswar	Lab. Asst. Civil	

38	Mr.Sandeep B. Mankar	Lab. Asst. Civil	
39	Mr. Sunil V. Nandurkar	Lab. Asst. Civil	
40	Mr.Gopal M. Mahajan	Lab. Attd. Chemistry	
41	Mr.Yogesh S. Gadwal	Lab. Asst. Physics	
42	Mr.Rupwansh S. Tehare	Lab. Asst. Electrical	
43	Mr.Vivek B. Vaidya	Lab. Attd. Electrical	
44	Mr. Sanjay O. Bedare	Lab. Attd. Electrical	
45	Mr. Ajay M. Deshmukh	Lab. Attd. Electrical	
46	Mr. Rahul R. Pavitrakar	Lab. Asst. Electrical	
47	Mr. Sachin B. Atkari	Electrision	
48	Mr. Sanjay R. Tiwari	Lab. Asst. EXTC	
49	Mr.Ramdas S. Kolhe	Lab. Asst. EXTC	
50	Mr.Vivek D. Dhaskat	Lab. Asst. EXTC	
51	Mr.Amit S. Baitule	Lab. Asst. EXTC	
52	Mr.Rushikesh A. Kadu	Lab. Asst. EXTC	
53	Mr. Rahul A. Kantole	Lab. Asst. Mechanical	
54	Mr.Sagar P. Bhagwatkar	Lab. Asst. Mechanical	
55	Mr.Mahendra L. Sawale	Lab. Asst. Mechanical	
56	Mr.Trishul P. Dahake	Lab. Asst. Mechanical	
57	Mr. Mohan B. Deshmukh	Sanitary Inspector	
58	Mr.Vinod S. Jijankar	Store keepar	
59	Mr.Dnyaneshwar J. Ambadkar (Nanabhau)	Workshop Attd.	
60	Mr. Sanjay J. Panbude	Watchman	
61	Mr.Bandu (Udhav) M. Nagpure	Gardner	
62	Mr.Rajendra G. Mohod *	Gardner	
63	Mr. Sunil P. Raut	Librarian Attd.	
64	Mr.Pravin N. Talkit	Lab. Attd. Computer	
65	Mr.Sushil S. Deshmukh	Workshop Attd.	
66	Mr.Yogesh A. Bhuyar	Peon	
67	Mr.Sudhir P. Ugale	Peon	
68	Mr.Nitin D. Bhagwat	Peon	
69	Mr.Shivcharan S. Patil	Peon	
70	Mr.Vishwas G. Deshmukh	Peon	
71	Mr.Amit P. Jawanjal	Peon	
72	Mr.Prakash L. Dube	Peon	
73	Mr. Rahul R. Deshmukh*	Peon	
74	Mr.Chetan P. Sawarkar	Peon	

Dr. S.D. Chaudhari

Program Coordinator

Co-ordinator, IQAC
P.R. Pote (Patil) C O E & M
Amravati

P. R. Pote (Patil) Education & Welfare Trust's Group of Institution College of Engineering & Management, Amravati

Feedback Report

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

Activity Date, Place, Venue -29 June 2021, Main Building

Class / Faculty -Non Teaching Staff, PRPCEM

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

No. of Staff Present - 74

Feedback (tick ☑ wherever found necessary)

Questions	Yes		No	
Did you understand the topic taught by the faculty?	72		2	
Was the workshop informative?	74		0	
Will you prefer to attend the workshop again in the near future?	72		2	
Will the workshop help to develop your communication skills ?	60		14	
	Excellent	**Good**	**Satisfactory**	**Poor**
How was the overall workshop?	60	8	5	1

Program Co-ordinator

Dr. S. D. Chaudhari

Co-ordinator, IQAC
P. R. Pote (Patil) C O E & M
Amravati

CERTIFICATE
OF PARTICIPATION

THIS CERTIFIES THAT

Mr. Gajendra Badase

has actively attended the session on

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

Conducted by **IQAC** of **PR Pote Patil College of Engineering & Management Amravati on 29th June 2021.**

Dr. S. D. Chaudhari
Program Convener

Dr. S. B. Warkad
IQAC Co-ordinator

CERTIFICATE
OF PARTICIPATION

THIS CERTIFIES THAT

Mrs. Dipika Udasi

has actively attended the session on

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

Conducted by **IQAC** of PR Pote Patil College of Engineering & Management Amravati **on 29th June 2021.**

Dr. S. D. Chaudhari
Program Convener

Dr. S. B. Warkad
IQAC Co-ordinator