[Govt. of Maharashtra approved, affiliated to S.R.T. Marathwada University, Nanded and included under Section 2(f) and 12(B) of U.G.

College of Computer Science and Information Technology,

संगणकशास्त्र व माहितीतंत्रज्ञान महाविद्यालय, लातूर.

AN ISO 9001-2000 CERTIFIED COLLEGE

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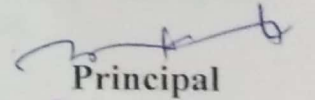
Ref. No.:   Date :

Date: 20-10-2014

Notice

All the non teaching members of COCSIT are hereby informed to attend 4-Day workshop on Personality development and Work Place Skills at basic level from 20 to 23 Oct 2014.

Your presence is mandatory.

Principal
Principal
College Of Computer Science
And Information Technology, Latur

College of Computer Science & Information Technology, Latur
Department of English
Faculty Development Programme
4-Day workshop on Personality development and Work Place Skills at basic level
From 20th to 23rd October 2014

Duration	:	6 hours (30 Min. Per day Theory & 60 min. Practical)
Programme Objective	:	Making the participants confidant and to develop in Skills in English and Workplace Manners & Etiquettes.
Target Participants	:	Non-teaching Staff members of different age groups who are currently not comfortable for communicating in English, but see it as an opportunity to a more fulfilling and successful personal, social and professional life.
Methodology	:	Participatory method (100%) for task-based and problem-solving activities. Focus should be on play-way method of training and making the classes interesting for the participants.

Syllabus for the Workshop

1. **Spoken English: (Activity Based)**
   a. Active Vocabulary Building
   b. Short useful sentences for day-to-day Communication
   c. Polite Sentence
   d. Asking short polite questions

2. **Workplace Skills:**
   a. The Essential Ten
   b. Expected Manners & Etiquette
   c. Different Ways to Avoid Bad Manners in Public Places

3. **Introduction to the Soft Skills & Personality Development**
   a. Interpersonal Skills
   b. Working in Team
   c. Conflict Management
   d. Empathy Skills
   e. Body Language

4. **Role-Playing on Different Situation (Activity Based)**
   a. Greetings, thanking, apologizing, etc.
   b. Talking to the parents
   c. Informing someone about the work
   d. Reporting something to Sir

Teaching-plan of the Workshop (Day-wise)

Day	Theory Session	Practical Session	Ice-breaking
1	1. Active Vocabulary in English 2. The Essential Ten 3. Interpersonal Skills	1. Using word in talk 2. Role-play on Essential Ten 3. Examples	Group-1

Expected Manners & Etiquette for Non-teaching Staff

1. Greeting Visitors
2. Saying "Yes Ma'am" or "Yes Sir" instead of "uh huh" or "yeah"
3. Saying "Excuse me" if someone bumps into you (even if it is not your fault)
4. Holding a door for others
5. The Magic Words (i.e. Please, Thank you, You're Welcome)
6. Giving and Receiving Apologies
7. Interrupting
8. Good Hygiene
9. Respecting Other's Property
10. Being a Good Sport
11. Co-operating others
12. Talking Politely
13. Asking for Permission
14. Listening to the seniors
15. Coming Punctually

List of bad Manners in Public

1. Best Answer: Eating with your mouth open
2. Talking loudly on the phone in Public Places
3. Making loud noises while eating
4. Using code-language in Public
5. Interrupting others
6. Suggesting others unnecessarily
7. Biting your nails (not really bad manners, but it puts a bad impression across)
8. Spitting in public
9. Coughing/yawning and not covering your mouth
10. Sneezing and not covering your nose
11. Hiccupping (if you do burp unexpectedly then you should at least apologise)
12. Not saying please and thank you (and not having manners in general)
13. Not saying "excuse me" when trying to get past someone
14. Not saying "sorry" if you bump into somebody
15. Jumping in other people's conversations when you don't even know them.
16. Starring at unknown people
17. Talking endlessly about yourself is bad manners

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Royal Education Society's
College of Computer Science & Information Technology, Latur.

COCSIT Staff
4-Day workshop on Personality development and Work Place Skills at basic level

Sr. No.	Name of Lecturer /Staff	20/10/2014	21/10/2014	22/10/2014	23/10/2014
	Administrative Staff				
1	Mr. Santosh Marutirao Kamble	*signature*	*signature*	*signature*	*signature*
2	Mr. Balaji Jaywantrao Jadhav	*signature*	*signature*	*signature*	*signature*
3	Mr. Shivaji Manikrao Gavhane	*signature*	*signature*	*signature*	*signature*
4	Mr. Ashok Uttareshwar Sawai	*signature*	*signature*	*signature*	*signature*
5	Mr. Balaji Laxmanrao Shinde	*signature*	*signature*	*signature*	*signature*
6	Mr. Nitin Baburao Dixit	*signature*	*signature*	*signature*	*signature*
7	Ms. Anita Shesherao Yadav	*signature*	*signature*	*signature*	*signature*
8	Mr. Ankush Baliram Popale	*signature*	*signature*	*signature*	*signature*
9	Mr. Arun Balasaheb Chavan	*signature*	*signature*	*signature*	*signature*
10	Mr. Devanand Ramkishan Gaikwad	*signature*	*signature*	*signature*	*signature*
11	Mr. Lahu Khanderao Dhotre				
12	Ms. Archana Jagnath Deshmukh	*signature*	*signature*	*signature*	*signature*
13	Mr. Pradeep Rudrappa Kawale	*signature*	*signature*	*signature*	*signature*
	Supporting Staff				
1	Mr. Kalim Mehtabsab Bagwan	KMB	KMB	KMB	KMB
2	Mr. Farukh Ibrahim Mulla	*signature*	*signature*	*signature*	*signature*
3	Mr. Mahesh Gunwant Ghodke	mah gh	mah gh	mah gh	mah gh
4	Mr. Karan Subhash Wagaj	*signature*	*signature*	*signature*	*signature*
5	Mr. Ambadas Baburao More	*signature*	*signature*	*signature*	*signature*
6	Mr. Vinod Arjun Rasal	*signature*	*signature*	*signature*	*signature*
7	Mr. Kiran Sangappa More	kirn.	kirn.	kirn.	kirn.
8	Mr. Krishna Bhanudas Suryawanshi	Krishna	Krishna	Krishna	Krishna
9	Mr. Yelappa Chandarrao Undade	Undade	Undade	Undade	Undade
10	Mr. Ravikant Ranba Shinde	*signature*	*signature*	*signature*	*signature*
11	Mr. Ganesh Pandurang Gawali	*signature*	*signature*	*signature*	*signature*
12	Mr. Anil Sanjay Telange	*signature*	*signature*	*signature*	
13	Mr. Bhimrao Kundlik Waghmare	Bhor	Bhor	Bhor	*signature*
14	Mr. Ramrao Vaijanathrao Jadhav				

Administrative Staff

15	Mr. Dattatray Kerba Suryawanshi				
16	Mr. Ravi Sopan Dhotre	*(signature)*	*(signature)*	*(signature)*	*(signature)*
17	Mr. Ram Shivaji Gangane	Ram	Ram	Ram	Ram
18	Mr. Dayanand Yeshwantrao Hajare	*(signature)*	*(signature)*	*(signature)*	*(signature)*
19	हो. रवी स्वामी	*(signature)*	*(signature)*	*(signature)*	*(signature)*
20	ज्ञान बी. निंबोने	भाग्र	भाग्र	भाग्र	भाग्र
21	मोरे रामरतन बळूराव	*(signature)*	*(signature)*	*(signature)*	*(signature)*
22	आधव पी एस	*(signature)*	*(signature)*	*(signature)*	*(signature)*
23	(डी . ए . भिंगे)	*(signature)*	*(signature)*	*(signature)*	*(signature)*