



Shri Shivaji Education Society Amravati's
SHRI SHIVAJI SCIENCE AND ARTS COLLEGE

Chikhli, Dist. Buldana- 443201.

NAAC Reaccredited with 'B++' Grade (CGPA 3.0)

ISO: 9001-2015

Dr. Meena T. Nikam
Officiating Principal

Hon'ble Shri Harshvardhan P. Deshmukh
President

6.3.3 Number of professional development /administrative training programs organized by the institution for teaching staff during the year

Year	2023-24
Number	00

6.3.3 Number of professional development /administrative training programs organized by the institution for non-teaching staff during the year

Year	2023-24
Number	02

V. U. Pochhi
Dr. V. U. Pochhi
Coordinator
IQAC, Shri Shivaji Sci. & Arts
College, Chikhli Dist. Buldana



Prakash
PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist Buldana

Index

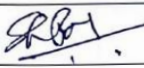
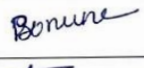

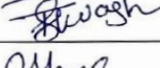
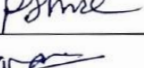

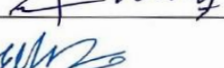
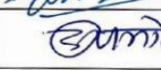
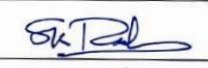
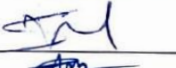


Sr. No.	Content	Page No.
1	Laboratory Safety Workshop for Non-teaching Staff	3
2	One Week Course on English Communication Skill	7

Laboratory Safety Workshop for Non-teaching Staff

NOTICE

Date: 30/10/2023

All the Laboratory Assistants and Laboratory Attendant are hereby informed that, "Laboratory Safety Workshop for Non-Teaching Staff" is organized on 03/11/2023 at 11.00 AM. So, all are requested to be present for programme before 15 min.

Sr. No.	Name of Participant	Signature
1	Mr. S. G. Patil	
2	Mr. P. S. Sonune	
3	Mr. G. K. Warkade	
4	Mr. T. S. Wagh	
5	Mr. R. S. Bhonde	
6	Mr. J. T. Ware	
7	Mr. R. R. Karpe	
8	Mr. E. L. Jadhao	
9	Mr. A. P. Mohod	
10	Mr. R. A. Sheikh	
11	Mr. V. R. Sapkal	
12	Mr. S. S. Solanki	



Head
Dept. of Microbiology
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldana



PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist Buldana

ATTENDANCE SHEET

Following Laboratory Assistants and Laboratory Attendants were present for "Laboratory Safety Workshop for Non-Teaching Staff" on dated 03/11/2023.

Time: 11:00 AM

Sr. No.	Name of Participant	Signature
1	Mr. S. G. Patil	
2	Mr. P. S. Sonune	
3	Mr. G. K. Warkade	
4	Mr. T. S. Wagh	
5	Mr. R. S. Bhonde	
6	Mr. J. T. Ware	
7	Mr. R. R. Karpe	
8	Mr. E. L. Jadhao	
9	Mr. A. P. Mohod	
10	Mr. R. A. Sheikh	
11	Mr. V. R. Sapkal	
12	Mr. S. S. Solanki	



Head
Dept. of Microbiology
Shri Shivaji Science & Arts College
Chikhti, Dist. Buldana

Laboratory Safety Workshop for Non-Teaching Staff

Action Taken Report

Aim: To aware Non – teaching staff members regarding Laboratory Safety

Notice: Notice is attached

Organizer: Dr. M. T. Nikam

Name of Convener: Prof. S. N. Mendhe

Name of organizing Secretary: Prof. S. N. Mendhe

Number of Nonteaching Present for Guest Lecture –12

Activity Taken: Department of Microbiology, Shri Shivaji Science & Arts College Chikhli, organized Laboratory Safety Workshop on 03/11/2023 at 11.00 A.M. The main objective behind this programme was to aware non-teaching staff regarding hazardous chemicals in the laboratory and also to aware non-teaching staff regarding Handling of chemicals and instruments used in Laboratory. This programme also aware non-teaching staffs about how to handle emergency arise during practical. For this programme 12 Laboratory Assistants and Attendants, Dr. V. U. Pochhi Madam IQAC Coordinator and Dr. M. T. Nikam (Officiating Principal) are present. Prof. S. N. Mendhe, Head of Department of Microbiology deliver Lecture on laboratory safety with power point presentation.



Head
Dept. of Microbiology
Shri Shivaji Science & Arts College
Chikhli, Dist. Buldana



PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist Buldana

One Week Course on English Communication Skill

NOTICE

All the Senior College Non-Teaching Staff is hereby informed to attend *One Week Course on English Communication Skill* organized by Department of English.

Duration of the Course: 11 December to 16 December, 2023

Time: 10.00 am to 11.00 am

Venue: English language Lab of Department of English



Head
Dept. of English
Shri Shreeji Sci. & Arts Colln

Date: 07 December, 2023

Coordinator & HoD (English)

Action Taken Report

1) Title of the Activity

One Week Course on English Communication Skill

2) Objectives

- i) To enhance the participants' ability to read, write, speak, and understand English for effective daily interactions.
- ii) To help staff feel more confident while communicating in English with colleagues, students, and visitors.
- iii) To teach polite and professional ways of communication in emails, phone calls, and face-to-face conversations.
- iv) Foster better coordination and teamwork by improving mutual understanding through effective communication.

3) No of Nonteaching Participants: 16

4) Action Taken (Description)

The course was organized in the English Language Lab. The activities and demonstration to be carried out each is planned. The details are as follows-

Day 1: Basics of English Language Skills

The Coordinator of the Course, Dr. S. I. Jukkalkar introduced the nonteaching staff the basics of English Language Skills i.e. Listening, Speaking, Reading and Writing. He introduced many videos available on You Tube videos for listening practice. He also introduced BBC learn English, the online free resource to learn English. Further he introduced the book freely available *English Through Pictures*. The book is very important for the beginners. The participants were given listening practice at primary level by using the language learning software.

Day 2: Basic Grammar

Basic grammar topics such as parts of speech, tenses, verbs, and interrogative sentences are introduced to the participants.

Day 3: Role Play

For the development of every day communication participants were given roles like student at the admission counter, Principal, Senior Clerk, Lab Attendant and Head of the Department etc. It was enjoyable experience for the participants.

Day 4: Handling Telephone Calls and e-Mail Writing

The participants were given some conversation scripts for handling telephone calls. Then the actively participated in the practice session. Then etiquettes of e-mail writing are introduced. Then the participants composed e-mails and send them to each other.

Day 5: Tips for Effective Communication

A short lecture on tips for effective communication are discussed. The participants are also introduced importance of good interpersonal relations in effective communication.

On fifth day the course was concluded. The Coordinator of the course Dr. S. I. Jukkalkar suggested the nonteaching staff to continue the practice with the help of online resources and he also suggested them to visit the language lab in the morning time for practice. Certificates of Participation are given to the participant nonteaching staff.

3) Outcomes

- i) The nonteaching staff came to know the basic language skills viz listening, speaking reading and writing.
- 2) The participants understood upto certain extent the importance of basic Grammar in English Language learning.
- 3) Through role play the participants learnt every day conversation in English.
- 4) The nonteaching staff learnt how to handle the telephone calls and write e-mails.
- 5) The nonteaching staff who were the participants understood the concept of effective communication and the role of interpersonal relations in effective communication. They also came to know the effective role of language lab in the development of effective communication skills.



Head
Dept. of English
Shri Shivaji Sci. & Arts Collan

Coordinator and Head



PRINCIPAL
Shri Shivaji Science & Arts
College, Chikhli, Dist Buldana

Principal

Attendance Sheet

Attendance Sheet - One Week Course on English Communication Skill

Duration of the Course: 11 Dec. to 16 Dec., 2023 Time : 10.00 am to 11.00 am

Sr. No.	Name of the Nonteaching Participant	Day & Date					
		MON 11/12/2023	TUE 12/12/2023	WED 13/12/2023	THU 14/12/2023	FRI 15/12/2023	SAT 16/12/2023
1)	Shri. Suresh. Shankarrao Solankar						
2)	Shri Sandip Sakharam Gawai						
3)	Shri. Eknath Laxman Jadhav						
4)	Shri. Vinod Ramchandra Saphal						
5)	Shri. Ganesha Kisan Wankade						
6)	Mr. Anil Panjabrao Mohod						
7)	Shri Siddheshwar R. Jaiswal						
8)	Ku. Bhila P. Khillare						
9)	Atish M. Gite						
10)	S. G. Patil						
11)	Anil Vishatmath Chate						
12)	Shri R. R. Karpe						
13)	Shri Ramdas. Savaram Bhanse						
14)	Shri Anil Vasanttrao Babekar						
15)	Mr. R. A. Shaikh						
16)	Shri. Sachin Ashokrao Chavan						

Head
 Dept. of English
 Shri Shreeji Sci. & Arts Colln



Shri Shivaji Education Society, Amravati's

**Shri Shivaji Science and Arts College, Chikhli Dist. Buldana
(MS), India- 444302**



One week certificate on
English Communication Skill
Certificate

This is to certify that **Mr. R. S. Bhonde** of **Shri Shivaji Science and Arts College, Chikhli Dist. Buldana** has participated in **One week certificate on English Communication Skill** organized by Department of English, Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana from **11 December to 16 December, 2023.**

Dr. S. I. Jukkalkar
Coordinator and Head

Prof. Dr. V. U. Pocchi
IQAC Coordinator

Prof. Dr. M. T. Nikam
Principal



Shri Shivaji Education Society, Amravati's

**Shri Shivaji Science and Arts College, Chikhli Dist. Buldana
(MS), India- 444302**



One week certificate on
English Communication Skill
Certificate

This is to certify that **Mr. S. S. Gawai** of **Shri Shivaji Science and Arts College, Chikhli Dist. Buldana** has participated in **One week certificate on English Communication Skill** organized by Department of English, Shri Shivaji Science and Arts College, Chikhli, Dist. Buldana from **11 December to 16 December, 2023.**

Dr. S. I. Jukkalkar
Coordinator and Head

Prof. Dr. V. U. Pocchi
IQAC Coordinator

Prof. Dr. M. T. Nikam
Principal



