

REGISTRATION FORM

**Three Days Workshop
on
"Enhancing Leadership Attitude and
Ethics"
(For Supporting Staff)
(24rd -26th May, 2016)**

(Sponsored By TEQIP-II)

Name of Participant:-

Designation :-

Name of the Organization:-

Mailing Address

Tel. No. :

Mobile No. :-

Fax :

E-mail ID :-

Signature of Candidate :

Seal and Signature of Sponsoring
Authority

Accommodation Required:
Yes / No

Patrons:

Dr. S. K. Mahajan
(Chief Coordinator, SPFU)
Director, Directorate of Technical
Education, Maharashtra State, Mumbai

Dr. P. H. Sawant
Principal, Sardar Patel College of Engineering
Andheri (west), Mumbai-400058

Dr.M. M. Murudi
Vice-Principal, Sardar Patel College of Engineering
TEQIP Coordinator
Andheri (west), Mumbai-400058

Dr. R. B. Buktar ,
Head Mechanical Engineering Department, SPCE,
Mumbai-400058

r_buktar@spce.ac.in, Cont.No.-9930385101

Programme Coordinator:

Dr. Sudhakar S. Umale

Associate Professor

Mechanical Engineering Department, SPCE,
Mumbai

s_umale@spce.ac.in, Cont.No.-9969024059

Mr.Luis Dias

co-coordinator

Mechanical Engineering Department, SPCE,
luis.dias@spce.ac.in, Cont.No.9869903078

Course Organizing Committee:

Mr.Siddheshwar Shetkar-Instructor
9821786677

Mr.Nandan Gaikawad- Instructor
9987303589

Mr.Rajesh Keny- Instructor
9870389886

Mr.Pravin Lohar- Instructor
9869556588

Course Faculty

Mrs.Tanuja Kher – COEP, Pune
Dr.P.K.Brahmankar - BATU, Lonere
Dr.Santosh Rane - SPCE, Mumbai
Dr.Sudhakar Umale - SPCE, Mumbai

Three Days Workshop

on

"Enhancing Leadership Attitude and Ethics"

(For Supporting Staff)

(24rd -26th May, 2016)

Under by TEQIP-II



Organized by:

**Mechanical Engineering Department
Sardar Patel College of Engineering
(Government Aided Autonomous Institute
Permanently Affiliated To University of
Mumbai)**

Andheri, (west), Mumbai- 400 058.

Venue:

114, Seminar Hall
Sardar Patel College of Engineering
Andheri, Mumbai 400 058.

About SPCE:

Sardar Patel College of Engineering under the management of the Bhartiya Vidya Bhavan, was founded by K. M. Munshi. It was established to meet the growing demand of engineering talent. The foundation stone of the college was laid on 17th September 1961 by Shri. Y. B. Chavan (Chief Minister of Maharashtra who later became the defence minister of India).

The college was inaugurated by the First Prime Minister of India, Pandit Jawaharlal Nehru in 1962. The college is dedicated to Sardar Vallabhai 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 a 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. The institute celebrated its golden jubilee in the year 2012.

About the Workshop:

SPCE is organizing a three-day workshop for supporting staff under the (TEQIP) Technical Education Quality Improvement Program. This workshop is arranged to serve one of the objectives of TEQIP, that is, enhancing institutional and system management effectiveness.

Contents:

- 1) Developing positive attitude towards work and key aspects in life
- 2) Communication for better understanding
- 3) To be effective team membership
- 4) Developing Leadership skill
- 5) Quality of life
- 6) To be self-starter
- 7) Office Management
- 8) Goal Setting
- 9) Total Quality Management
- 10) Meditation

IMPORTANT DATES :

Last date for receiving the registration form with registration fee: **13th May 2016**

Confirmation of participants for course by Email: **16th May 2016**

Outcome of the Workshop:-

After successful completion of the workshop, participants will be able to:

1. To become a positive person in his personal life.
2. To communicate his views & opinion
3. To exhibit good leadership qualities
4. To work ethically and with good attitude
5. To learn techniques of stress management

**REGISTRATION FEES: Rs.1500/- per participant
(Including breakfast, Tea, and Lunch for Three days)**

Registration fees will have to be paid by Demand Draft of Nationalized Bank in favor of **"The Principal, Sardar Patel College of Engineering, Andheri, Mumbai"**
Payable at Mumbai

Participants: Workshop is intended for class-III supporting staff, especially for workshop Instructors, Lab Assistants, Technicians and Administrative staff. Only 40 participants will be selected on a first-come, first-served basis.

ALLOWANCES, LODGING AND BOARDING:

No TA/DA will be provided from this institute. Accommodation for outstation participants will be provided in college hostel on specific request. Participants have to inform it at the time of registration and will have to pay extra Rs. **500/-** per day in cash separately.