

**Mahatma Education Society's
Pillai HOC College of Arts, Science and
Commerce, Rasayani**
(NAAC Accredited & ISO 9001:2015 Certified)

**6.3.3. QnM.
Professional
Development
Programmes**

(A.Y. 2018-19)



Datam

**Principal
Mahatma Education Society's
Pillai's HOC College of Arts
Science and Commerce
HOC Educational Campus,
Rasayani, Tal. Khalapur,
Dist. Raigad, PIN - 410 207**

Number of professional development / administrative training programmes organized by the College for non teaching staff during the year

- 1) Efficient Professional English**
- 2) Training in MS Office**
- 3) International Yoga Day Celebration**

Efficient Professional English


Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce
Rasayani

Report on Workshop on “Efficient Professional English”

In the Academic Year 2018-19, Internal Quality Assurance Cell (IQAC) of Pillai HOC College of Arts, Science & Commerce aimed at extending its Faculty Development activities to teaching and non-teaching staff member of the entire Pillai HOC Educational Campus. In pursuit for the same a workshop on Efficient Professional English was organised by IQAC as a part of Faculty Development Programme on 24 April, 2019.

The workshop was organised to make formal communication extremely effective for concentrated, quick and specialised coaching either on a one to one basis or ideally in groups. There were 103 registered entries of staff members from the entire campus to attend the workshop. The guests were welcomed warmly. The Deputy CEO of the campus and Principal of our college, Dr. Lata Menon and Principal of Pillai HOC Polytechnic, Prof. Amar Mange presided over the event. The resource persons were faculty members of Department of Arts, Prof. Swati Mishra & Prof. Ashvini Satve.

The workshop was subject-specific and served to deepen knowledge of professional English by using the concept of **7 Cs of Communication**. They are Completeness, Concreteness, Courtesy, Correctness, Clarity, Consideration and Conciseness. Many activities were also conducted providing by worksheets, activities, discussions and enacting role plays by involving participants by giving life situations of formal communication. The resource persons also gave prominence for Improving overall written English skills, professional message and email formats to write more effective and precise subject lines and pointed on common errors. The workshop concluded with vote of thanks. The feed backs forms were collected for the same to get suggestions and implement to improve the programme which was generally very well received.



**Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce,
Rasayani**
(Accredited By NAAC)
Faculty of Arts
In association with
Internal Quality Assurance Cell
organizes

**Workshop on Efficient Professional
English**

April 24, 2019

Resource Persons:

1) Prof. Swati Mishra 2) Ms. Ashvini Satve

PATRONS



Dr. K.M. Vasudevan Pillai	Dr. Daphne Pillai	Dr. Priam Pillai	Dr. Franav Pillai	Dr. Lata Menon
(Chairman and CEO, Mahatma Education Society)	(Secretary, Mahatma Education Society)	(COO, Mahatma Education Society)	(Deputy CEO, Mahatma Education Society)	(Deputy CEO, Pillai HOC, Educational Campus, Rasayani) (Principal, Pillai HOC College of Arts, Science and Commerce, Rasayani)

ABOUT MES

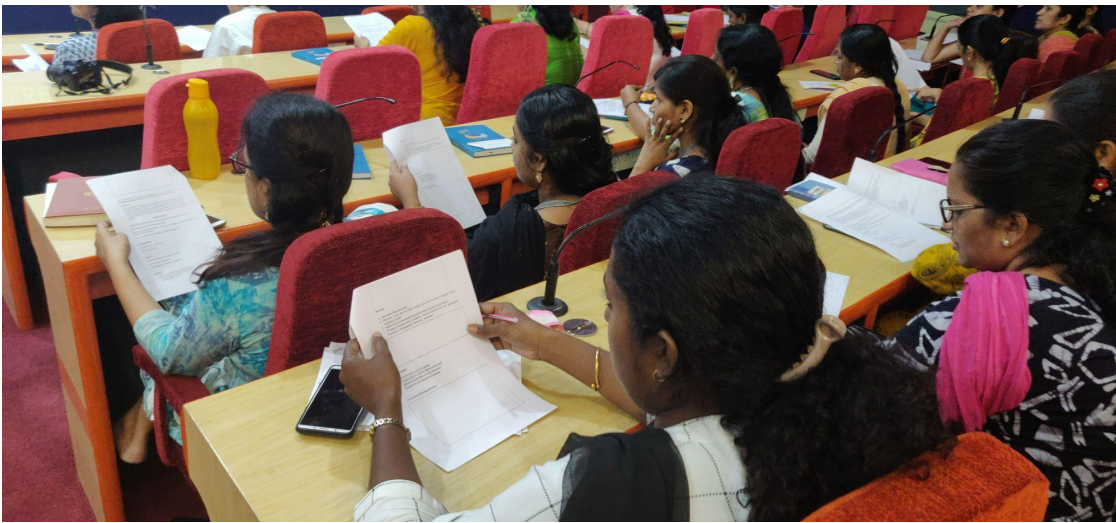
Mahatma Education Society was established in 1979 with objective of spreading education for all. MES is an epitome of vision linked irrevocably to national goals. Born in a time when education was deemed a service, it set about bringing social and economic changes through proactive personal development of every child that came into its fold. The management of MES is headed by Dr. K. M. Vasudevan Pillai (Chairman and CEO) and Dr. Daphne Pillai (Secretary) with the team of experienced professionals from the field of education. Today, MES owns and manages 48 institutions from pre-primary to post graduation having more than 35 thousand students and 2000 teachers.

ABOUT PHCASC

Pillai HOC College of Arts, Science and Commerce, Rasayani is NAAC accredited institution and an affiliated college of Mumbai university. PHCASC, one of the reputed institutions of learning and wisdom was established in 2008 with the noble objective of providing fundamental learning and assuring higher education in the semi-urban area of Rasayani. The vision of the institution is to provide education for all irrespective of region, religion, caste, economic state and academic performance thereby becoming the real catalyst for change in society. Being guided by inspiring thoughts and encouraging words of the great visionary and CEO of MES Dr. K. M. Vasudevan Pillai, the institution caters to about 1600 plus students in various disciplines of undergraduates and post graduates programs.

Objectives	Topics Covered	Registration
<ul style="list-style-type: none"> To make formal communication extremely effective. To deepen knowledge of professional English by using the concept of 7 Cs of Communication To give prominence for Improving overall written English skills, professional message and email formats To write more effective and precise subject lines and pointed on common errors 	<ul style="list-style-type: none"> Email Etiquettes Resume preparation Improving Vocabulary Formal and Informal Communication Texting Formal Messages 	<p>Contact Details:</p> <p>1) Ms. Swati Mishra: +91 84548 43607 2) Ms. Ashvini Satve: +91 97027 87284</p>
		
		





List of Participants-Effective Professional English

Mahatma Education Society's
Pillai HOC College of Arts, Science and Commerce
Rasayani

IQAC Organises
Registration form for Faculty Development Programme (24.04.2019)

"Effective Professional English"

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Mahant Education Society's
Pillai HOC College of Arts, Science and Commerce
Rasayani

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"Effective Professional English"

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15.	Pradya Rane	PHP	9920623564	pradya@mes.ac.in	[Signature]
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Mahatma Education Society's
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Rasayani

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Faculty Development Programme (24.04.2019)

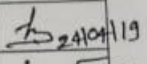
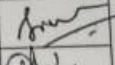
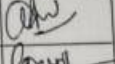
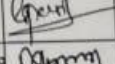
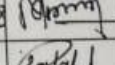
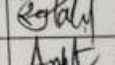
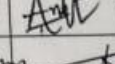

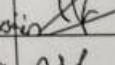
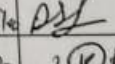
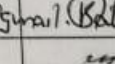
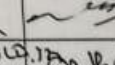
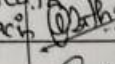
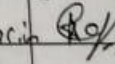
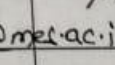
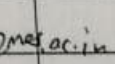
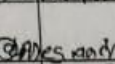
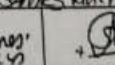
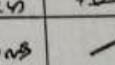
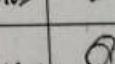
"Effective Professional English"

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Registration form for Faculty Development Programme (24.04.2019)

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Registration form for Faculty Development Programme (24.04.2019)
"Effective Professional English"

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Training in MS Office

Report on MS Office

Name of the event :-	Workshop on Microsoft Office
Conducted by	IT Club Department of IT/CS
Date:-	April 8 to April 10,2019 for Non-Teaching Staff
Venue:-	Computer Lab
Report:-	<p>IT Club of department of IT/CS organized a Three day workshop on "Microsoft Office Training" for the Non-Teaching staff. The workshop was aimed to employ staff with Industry-level skill, it taught staff MS Excel one of the best programs to rely on. The application that can be used for extensive formatting and data collation. You can bring different files together and sort data.It trained them to create charts which are ideally considered to be a job for finance professionals and business analysts. With many simple short cuts and buttons being included in the interface with easy-to-interpret picture guides, MS office applications are simple to use, learn and maintain. The workshop was conducted by Ms. Ashwini Khillari. The event concluded by vote of thanks.</p>

Banner:-

<p style="text-align: center;">Patrons</p> <p>Dr. K.M. Vasudevan Pillai (Chairman and CEO, MES)</p> <p>Dr. Daphne Pillai (Secretary, MES)</p> <p>Dr. Priam Pillai (COO, MES)</p> <p>Mr. Franav Pillai (Deputy CEO, MES)</p> <p>Dr. Lata Menon (Principal)</p>	<p style="text-align: center;">DEADLINES & IMPORTANT DATES</p> <p>Last date of Registration - 6th April, 2019</p> <p>How can apply? Staff needs to register their names with Prof. Ashwini Khillari</p> <p>Course Title: Microsoft Office Course.</p> <p>Course Duration: 12 Hrs.</p> <p>Benefits to Non-Teaching:-</p> <ul style="list-style-type: none">• Ability to build great charts.• Ability to collate data together.• Will get industrial level skill and knowledge, Flexibility of work.	 <p style="text-align: center;">Mahatma Education Society's Pillai HOC College of Arts, Science and Commerce Rasayani (Accredited by NAAC) ISO 9001:2015</p> <p style="text-align: center;">Departments of Information Technology and Computer Science in association with IT club</p> <p style="text-align: center;">Jointly Organizes</p> <p style="text-align: center;">Microsoft Office Training Workshop</p> <p style="text-align: center;">Venue: Computer Lab</p> <p style="text-align: center;">08/04/2019 to 10/04/2019</p> <p style="text-align: center;">Please visit us: www.phcasc.ac.in</p>
<p style="text-align: center;">ABOUT MES</p> <p>Mahatma Education Society (MES) was established in 1970 with the objective of spreading education for all. MES is an epitome of vision linked irrevocably to national goals. Born in a time when education was deemed a service, it sets about bringing social and economic changes through the proactive personal developments to every child that comes in to its fold. The management of MES is headed by Dr. K.M. Vasudevan Pillai (Chairman & CEO) and Dr. Daphne Pillai (Secretary) with the team of experienced professionals from the field of education. Today MES owns and manages over 48 institutions from primary to post graduation having more than 35 thousand students and 2000 teachers.</p> <p style="text-align: center;">ABOUT PHCASC</p> <p>Pillai HOC College of Arts, Science and Commerce, affiliated to the University of Mumbai, one of the reputed institutions of learning and wisdom was established in 2008 with the noble objective of providing fundamental learning and assuring higher education in semi-urban area of Rasayani. The goal of the institution is education to all, irrespective of region, caste, economic strata and academic performance thereby becoming the real catalyst for change in the society. Being guided by the inspiring thoughts and encouraging words of the great visionary and CEO of MES, Dr.K.M.Vasudevan Pillai, the institution caters to the educational needs of 1800 students in various disciplines such as B.Com, B.M.S, B.Com(ABF), B.Sc(Physics, Chemistry, Maths), B.Sc (IT), B.Sc (CS), B.A , B.A.M.M.C & Post Graduation Courses such as M.Com , M.Sc. & M.Sc (I.T).</p>	<p style="text-align: center;">WORKSHOP TOPICS</p> <p>MS. Word</p> <ul style="list-style-type: none">• Creating, editing, saving and printing text documents• Font and paragraph formatting• Simple character formatting• Inserting tables, smart art, page breaks• Using lists and styles• Working with images• Using Spelling and Grammar check• Understanding document properties• Mail Merge <p>MS. Excel</p> <ul style="list-style-type: none">• Spreadsheet basics• Creating, editing, saving and printing spreadsheets• Working with functions & formulas• Modifying worksheets with color & autoformats• Graphically representing data : Charts & Graphs• Speeding data entry: Using Data Forms• Analyzing data : Data Menu, Subtotal, Filtering Data• Formatting worksheets• Securing & Protecting spreadsheets	<p>MS. Power Point</p> <ul style="list-style-type: none">• Opening, viewing, creating, and printing slides• Applying auto layouts• Adding custom animation• Using slide transitions• Graphically representing data : Charts & Graphs• Creating Professional Slide for Presentation. <p>Internet</p> <ul style="list-style-type: none">• Understanding how to search/Google• Bookmarking and Going to a specific website• Copy and paste Internet content into your word file and emails• Understanding social media platforms such as Facebook & Many more• learn with best practices

List of Participants-Training on MS Office

SR No.	NAME
1	AMRUT PATIL
2	ANJU DAMODARAN
3	MS. DIVYA PRASEETH
4	ASHISH KURUP
5	DARSHAN PATIL
6	DEEPTHI NOBIN
7	JERRY MATHAI
8	KUNAL PATIL
9	MUKESH PAWAR
10	PALLAVI GHODVINDE
11	PRITIKA BHOIR
12	RAKESH JACOB
13	RAMESH UCHADE
14	SIDDHESH PANGERKAR
15	SULABHA NANDESHWAR

International Yoga Day Celebration

Mahatma Education Society's
Pillai HOC College of Arts, Science & Commerce
Rasayani

In collaboration with
Soroptimist International Bombay Chapter, Chembur

Report on International Yoga Day 2018-19

In the Academic Year 2018-19, Pillai HOC College of Arts, Science & Commerce aimed at extending its activities to different sections of the society and serving as a catalyst for social change through our various committees like NSS, Social Awareness Cell and Institutional Social Responsibility. This year opened with Institutional Social Responsibility Cell associating with SIBC working with an underlined belief that the welfare of an individual is dependent on the welfare of the society.

Yoga's positive benefits on physical and mental health have made it an important practice across the globe. Yoga, meditation and Pranayam have become mainstream culture in the world yet there are various sections of society which are still unaware of its myriad benefits.

Pillai HOC College of Arts, Science and Commerce with the Soroptimist International Bombay Chembur (SIBC) conducted a programme to mark the occasion of "The International Yoga Day" on 21st June, 2018, with an objective to address this issue. A Yoga Session of around sixty minutes was organized for The Female Housekeeping Staff of our College with an aim to create awareness amongst them about the concept of Yoga and help them with some *basic asanas* and breathing exercises which can bring in a whale change in their day to day life.

Our Principal, **Dr. Lata Menon**, who is also a member of SIBC and a Yoga Practitioner herself, demonstrated the *asanas* which served as a motivation for all the ladies present there. The female staff and female student volunteers made it a point to personally assist the Housekeeping Staff so that no asana goes wrong. The programme was well received.





List of Participants-International Yoga Day Celebration

Sr. No	Name
1	Mangal More
2	Sunita Gaikwad
3	Sharda
4	Kalpana Raut
5	Mananisha Sathe
6	Gulab Khane
7	Veera Kedare
8	Geeta Jadhav
9	Sangeeta Bhingare
10	Surekha Chavan
11	Leena More
12	Ranjana Gaikwad
13	Pavitra Mhaskar
14	Govinda Mistri
15	Megha Mhaskar
16	Sangeeta Patil
17	Deepika Kavade
18	Sugandha Shelke