



|| विद्या सर्वस्य भूषणम् ||

PRABODHAN EDUCATION SOCIETY'S  
**VIDYA PRABODHINI COLLEGE**

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,  
VIDYANAGAR, ALTO-PARVARI, GOA. (INDIA) 403521

(APPROVED BY GOVT. OF GOA, AFFILIATED TO GOA UNIVERSITY AND RECOGNIZED BY NCTE)  
(RECOGNIZED BY U.G.C. UNDER SECTION 2(F) AND 12 (B) OF THE UGC ACT 1956)

ACCREDITED BY NAAC WITH 'A+' GRADE (3.42 CGPA, SECOND CYCLE, 2024) ON A SEVEN POINT SCALE UNDER NEW FRAMEWORK

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Created On :06/06/2025

## Activity Proposal

Participation/Organization	:Organization
Event Id	:P2501326
Event Name	:5-Day Capacity Building Programme on Workplace Rules, Professional Conduct, and Effective Communicat
Academic Year	:2025-26
Activity Type	:Certificate Courses
Reach of the Event	:Local
Mode of the Event	Offline
Date of the Event	:2025-06-19 To2025-06-24
No of Day(s)	:Five Days
Objective of the Event	:This course aims to help non-teaching staff understand the rules and responsibilities at the workplace, improve their communication and office manners, follow proper leave and attendance systems, and build confidence through personal development and teamwork.

### Outcome of the Event :

After completing this certificate course, non-teaching staff will: Clearly understand workplace rules, policies, and reporting structures. Follow proper office etiquette and professional behavior. Communicate effectively with colleagues and superiors. Handle attendance, leave, and documentation correctly. Manage stress, stay motivated, and work better as a team. Contribute to a positive, efficient, and respectful work environment.

### A brief write-up about your Event (in about 300 words) :

The course titled "Understanding Workplace Rules, Professional Practices, and Personal Empowerment for Non-Teaching Staff" is a 5-day training program organized by the ICT Department in collaboration with the Study Circle of Vidya Prabodhini College. This course is specially designed to guide non-teaching staff in understanding college rules, improving their professional behavior, and becoming more confident in their day-to-day duties. The sessions will include topics such as the college's mission, vision, organizational structure,



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confidentiality policies, attendance and leave rules, proper documentation, workplace safety, and the correct procedures for reporting concerns or filing grievances. Over the five days, staff will also be trained in important office skills such as time management, respectful behavior, maintaining a clean workspace, and proper use of college infrastructure. A special session will be conducted on how to write clear, professional emails, including the correct format, subject line, and official communication. The course will be led by the Head Clerk, Mr. Siddhesh Naik (UDC), and Asst. Professor Saish S. Nayak Dalal, who will explain each topic in a simple and practical way. This training will empower non-teaching staff to work more efficiently, communicate effectively, and contribute positively to the smooth functioning of the college.

### Details of External Collaborating/Associating Agencies

**Name of The Collaborating Agency :**Internal Quality Assurance Cell (IQAC)

**Address :**Vidya Prabodhini College Porvorim

**Nature of Collaboration :**Collaboration

**Details of Collaboration :**NA

### Participants Details

Local	State	National	International	Total Delegates
25	0	0	0	25

### Resource Person Details

**Name of the Resource Person :**Saish S. Nayak Dalal

**Institutional Affiliation :**SCERT, Porvorim, Goa

**Expertise :**Assistant Professor in Education in Vidta Prabodhini College

**Any Other Details :**Currently working in SCERT, Goa

**Name of the Resource Person :**Shri. Rajaram S. Sandye

**Institutional Affiliation :**Vidya Prabodhini College Porvorim

**Expertise :**Head Clerk

**Any Other Details :**Administrative Department

**Name of the Resource Person :**Shri. Siddhesh R. Naik

**Institutional Affiliation :**Vidya Prabodhini College Porvorim

**Expertise :**Upper Division Clerk



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**Any Other Details :Administrative Department**

### Proposed Registration Fee to be Collected from Delegates

Sr. No	Delegates	Amt. Per Person
1	Local Delegate	0
2	State Delegate	0
3	National Delegate	0
4	International Delegate	0
	Total Registration Fees	0

### Proposed Source of Funds

Sr. No	Particulars	Amt.
1	Registration Fees :	0
2	Sponsorship :	0
3	Support from funding agencies/ departments/ institutions :	0
4	Other 0 :	0
	TOTAL Funds in Rupees	0

### Proposed Expenditure

Sr. No	Particulars	Amt.
1	Hall/Venue Booking :	0
2	Remuneration/Honorarium :	4500
3	Accommodation	0
4	Local Conveyance	0
5	Food and Refreshments	4000
6	Travelling Expenses	0
7	Printing, Stationary, Seminar Kit, Stage decoration etc.	0



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Sr. No	Particulars	Amt.
8	Miscellaneous	625
9	Certificate Cost: Rs.20-25/each = 800, Renumeration charges: 1500 x 3 Resource person, Refreshment 750 per day x 5 days :	0
	Total Expenditure in Rupees	9125

## Co-ordinator Details

**Name of the Event Co-ordinator :**Shri Balaji Naik

**Co-ordinator Department :**Working Committee

**Event Co-ordinator Mobile Number :**9545724455

**Working Committee :**Information and Communications Technology (ICT)Cell

**Keywords :,** Quality initiative, ICT

**Date:**06-06-2025

## Co-Coordinator Details

**Co-cordinator Name :**Shri. Ashay Naik

**Co-cordinator Department :**Working Committee

**Mobile :**8788775701

**Working Comittee :**Information and Communications Technology (ICT)Cell

## Remarks

**HOD Remark :** approved

**IQAC Remark :** Approved

**Principal Remark :** Approved

**Head Clerk's remark by the Principal :**

**Accountant's remark by the Principal :**

## Signatures



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User Signature :

HOD Signature :

IQAC Signature :

Principal Signature :



**NOTICE**  
**(2025-2026)**  
**(NON-TEACHING)**

All non-teaching staff are requested to attend the 5-Day Capacity Building Programme on "Workplace Rules, Professional Conduct, and Effective Communication."

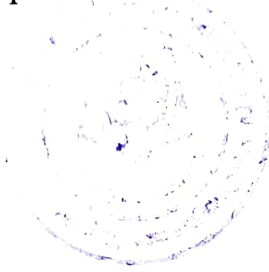
The programme aims to enhance understanding of workplace policies, improve professional behaviour, and develop effective communication skills.

The detailed schedule and venue are attached for your reference.

All non-teaching staff are required to attend the course without fail.

Venue: ICT Lab

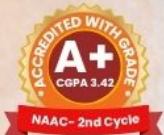
Date: 11/06/2025



**(Prof. Bhushan V. Bhawe)**  
Principal

1.	Shri. Shrishkumar S. Patil		13.	Shri. Akash M. Palkar	
2.	Shri. Rajaram S. Sandye		14.	Shri. Amol H. Naik	
3.	Shri. Swapnil S. Gaonkar		15.	Shri. Prabhakar K. Kavlekar	
4.	Shri. Balaji D. Naik		16.	Shri. Tareshwar R. Adpaikar	
5.	Shri. Gauresh G. Bagli		17.	Shri. Prakash P. Gawas	
6.	Shri. Ashay N. Naik		18.	Shri. Rajesh S. Naik	
7.	Shri. Siddhesh R. Naik		19.	Shri. Vithal B. Gaude	
8.	Shri. Rohit S. Pilankar		20.	Shri. Babu J. Yemkar	
9.	Shri. Suraj G. Sakhare		21.	Shri. Vishwajit V. Mandrekar	
10.	Shri. Anand Singh		22.	Shri. Tukaram A. Palyekar	
11.	Shri. Vijay P. Kudnekar		23.	Ms. Sanchita M. Marshelkar (C)	
12.	Shri. Suhas R. Malik		24.	Shri. Babli M. Parsekar (C)	





Prabodhan Education Society's  
**Vidya Prabodhini College**  
of Commerce, Education, Computer and Management,  
Alto-Parvari, Goa



**ICT Department**  
in collaboration with  
**IQAC**

**organises**

5-Day Capacity Building Programme on  
**WORKPLACE RULES, PROFESSIONAL  
CONDUCT, AND EFFECTIVE  
COMMUNICATION**  
(for Non-Teaching Staff of VPC)

**Resource Person**

**Shri. Rajaram S. Sandye**  
Head Clerk

**Shri. Saish S. Nayak Dalal**  
Assistant Professor  
In Education

**Shri. Siddhesh R. Naik**  
Upper Division Clerk



19th June-24<sup>th</sup> June, 2025



11:00 AM onwards



ICT Laboratory

**Ashay N. Naik**  
Co-Coordinator  
Computer. Lab. Asst.































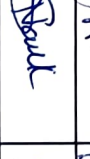







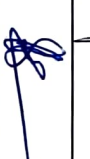
















**Balaji D. Naik**  
Coordinator  
System Administrator

**Prof. Bhushan V. Bhawe**  
Principal


















































**EXCELLENCE... EVERYWHERE... EVERYTIME...**

**Certificate Course: 5-Day Capacity Building Programme on Workplace Rules, Professional Conduct, and Effective Communication for Non-Teaching Staff**  
**Venue: Board Room/ ICT Lab, Vidya Prabodhini College**

**ATTENDANCE SHEET**

Sr. No.	Name	Email	19-06-2025	20-06-2025	21-06-2025	23-06-2025	24-06-2025
1	Shri. Rajaram S. Sandye	rajaramsandye@vidyaprabodhnicollege.edu.in					
2	Shri. Shrishkumar S. Patil	shrishpatil@vidyaprabodhini college.edu.in					
3	Shri. Swapnil S. Gaonkar	swapnilgaonkar@vidyaprabodhnicollege.edu.in					
4	Shri. Balaji D. Naik	naikbalaji@vidyaprabodhnicollege.edu.in					
5	Shri. Gauresh G. Bagli	gaureshbagli@vidyaprabodhnicollege.edu.in					
6	Shri. Ashay N. Naik	ashaynaik@vidyaprabodhnicollege.edu.in					
7	Shri. Siddhesh R. Naik	siddheshnaik@vidyaprabodhnicollege.edu.in					
8	Shri. Rohit S. Pilankar	rohitpilankar@vidyaprabodhnicollege.edu.in					
9	Shri. Suraj G. Sakhare	surajsakhare@vidyaprabodhnicollege.edu.in					
10	Shri. Anand Singh	anandsingh@vidyaprabodhnicollege.edu.in					
11	Shri. Vijay P. Kudnekar	vijaykudnekar@vidyaprabodhnicollege.edu.in					
12	Shri. Suhas R. Malik	suhasmalik@vidyaprabodhnicollege.edu.in					



13	Shri. Akash M. Palkar	akashpalkar@vidyaprabodhi nicollege.edu.in					
14	Shri. Amol H. Naik	amolnaik@vidyaprabodhi college.edu.in					
15	Shri. Prabhakar K. Kavlekar	prabhakark@vidyaprabodhi nicollege.edu.in					
16	Shri. Tareshwar R. Adpalkar	taresh@vidyaprabodhinicol lege.edu.in					
17	Shri. Prakash P. Gawas	prakashgawas@vidyaprabod hinicollege.edu.in					
18	Shri. Rajesh S. Naik	rajesh@vidyaprabodhinicolle ge.edu.in					
19	Shri. Vithal B. Gaude	vithalgaude@vidyaprabodhi nicollege.edu.in					
20	Shri. Babu J. Yemkar	babuyemkar@vidyaprabodhi nicollege.edu.in					
21	Shri. Vishwajit V. Mandrekar	vishwajitmandr@vidyapra bodinicollege.edu.in					
22	Shri. Tukaram A. Palyekar	tukarampalyekar@vidyapra bodinicollege.edu.in					
23	Ms. Sanchita M. Marshelkar (C)	sanchitammarshelkar@gmail.c om					
24	Shri. Babli M. Parsekar (C)	miteshparsekar90@gmail.co m					

नाईक, तुकाराम गांवकर, दिपक राणे देसाई, गुणाजी परब, तुळशीदास म्हाळशेकर)

## विद्या प्रबोधिनीत शिक्षकेतर कर्मचाऱ्यांसाठी पाच दिवसीय प्रशिक्षण कार्यक्रम

पणजी, २९ जून - विद्या प्रबोधिनी महाविद्यालयातील आयसीटी विभाग आणि आय. क्यू.ए.सी. यांच्या संयुक्त विद्यमाने कार्यस्थळी नियम, व्यावसायिक आचारधर्म व प्रभावी संवाद कौशल्य या विषयावर पाच दिवसीय प्रमाणपत्र अभ्यासक्रमाचे आयोजन करण्यात आले होते. हा कार्यक्रम १९ जून २०२५ ते २४ जून २०२५ दरम्यान महाविद्यालयातील शिक्षकेतर कर्मचाऱ्यांसाठी आयोजित करण्यात आला होता.

या प्रशिक्षण कार्यक्रमाचे उद्घाटन महाविद्यालयाचे प्राचार्य प्रा. डॉ. भूषण भावे यांच्या प्रमुख उपस्थितीत

झाले. त्यांनी प्रशासकीय कार्यक्षमता वाढवण्यासाठी सतत व्यावसायिक प्रशिक्षणाचे महत्त्व अधोरेखित केले. उद्घाटन समारंभाचे संयोजन कार्यक्रम समन्वयक श्री. बालाजी नाईक यांनी केले. या अभ्यासक्रमाचे समन्वयक बालाजी दास नाईक तर सह-समन्वयक अशय एन. नाईक हे होते. प्रशिक्षण सत्रे हे महाविद्यालयातील सईश एस. नाईक दळवी (सहाय्यक प्राध्यापक, शिक्षण विभाग), राजाराम सांण्डे (मुख्य लिपिक), व सिद्धेश

नाईक (प्रशासकीय कर्मचारी) यांनी योगदान दिले. प्रशिक्षणात सेविनियम, व्यावसायिक शिष्टाचार, फाईल व्यवस्थापन, संवाद कौशल्ये आणि कार्यसमन्वय यांसारख्या महत्त्वपूर्ण बाबींचा समावेश होता. समारोप सत्राचे सूत्र संचालन सह-समन्वयक आशय नाईक यांनी केले. या वेळी श्री. गौरेश बगळी (ग्रंथपाल, श्रेणी. ख) व बाबू येमकर (शिक्षकेतर कर्मचारी) यांनी आपले अनुभव सांगताना कार्यक्रमाच्या उपयुक्ततेचे

आणि व्यावहारिक महत्त्वाचे कौतुक केले. सर्व सहभागी कर्मचाऱ्यांना प्रमाणपत्रांचे वितरण समारोप सत्रात करण्यात आले. या उपक्रमाच्या माध्यमातून महाविद्यालयाने शिक्षकेतर कर्मचाऱ्यांना सक्षम बनवण्याचा आणि कार्यस्थळी एक व्यावसायिक, कार्यक्षम वातावरण निर्माण करण्याचा आपला संकल्प अधोरेखित केला आहे. महाविद्यालयातील सर्व शिक्षकेतर कर्मचाऱ्यांनी यामध्ये उत्स्फूर्त सहभाग नोंदवला.



विद्या प्रबोधिनीत शिक्षकेतर कर्मचा-यांसाठी प्रशिक्षण देण्यात आले त्याप्रसंगीचे छायाचित्र.

या व्यक्तीस  
म फसवणूक

साडेबारा लाख रुपये रोख आणि बारा

Full Name	Designation	1) How well-structured was the agenda for the Programme ?	2) Were the time slots for the sessions appropriately allocated ?	3) Were the sessions engaging and interactive?	4) How relevant and insightful were the presentations in relation to the Programme theme?	5) How would you rate the resource person's knowledge and expertise on the subject matter?	6) How would you rate your overall experience at the workshop?	7) How likely are you to recommend future workshop organized by Vidya Prabodhini College for Non-Teaching Staff?	8) Did you find the workshop informative and beneficial for your professional or academic growth?
Ashay N Naik	Computer Lab Asst	5	5	5	5	5	5	5	5
Siddhesh Ramesh Naik	Upper Division Clerk	5	4	4	4	4	4	4	4
Anand Singh	LDC	5	5	4	5	4	5	4	4
Gauresh G. Bagli	Librarian Grade I	4	4	5	5	4	5	5	5
Amol Hanumant Naik	MTS	4	3	4	5	3	3	3	4

Vishwajit vaman mandrekar	MTS	4	4	4	4	4	5	5	4
Ms Sanchita M.Marshelkar	LDC	5	4	5	5	5	5	5	5
Rajaram Sandye	Head-Clerk	5	4	5	5	5	5	5	5
Babli Makarand Parsekar	MTS	4	4	5	5	5	4	4	4
Vijay Prakash Kudnekar	Lower Division Clerk	5	5	5	5	5	5	5	5
Rohit Shivdas Pilankar	Upper Division Clerk	5	5	5	5	5	5	5	5
Akash Mangesh Palkar	LDC	4	3	4	4	5	4	5	4
Shrishkuamr S. Patil	Accountant	4	4	4	4	4	4	5	5
Swapnil Surendra Gaonkar	Instructor in Physical Education	5	4	3	4	4	4	5	4
Tareshwar Ramdas Adpaikar	MTS	4	4	3	4	4	4	5	4





Created On :24/07/2025

## Activity Report

**Event Id :** A2501183

**Event Name :** 5-Day Capacity Building Programme on Workplace Rules, Professional Conduct, and Effective Communication

**Academic Year :** 2025-26

**Activity Type :** Certificate Courses

**Reach of the Event :** Local

**Mode of the Event :** Offline

**Date of the Event :** 2025-06-19 To 2025-06-24

**No of Day(s) :** Five Days

**Venue :** ICT Laboratory, Vidya Prabodhini College

**Objective of the Event :** This course aims to help non-teaching staff understand the rules and responsibilities at the workplace, improve their communication and office manners, follow proper leave and attendance systems, and build confidence through personal development and teamwork.

**Outcome of the Event :** After completing this certificate course, the non-teaching staff gained a better understanding of the rules, policies, and reporting systems followed in the workplace. Their communication skills improved, making it easier for them to interact with colleagues and superiors in a clear and confident manner. They also learned how to manage attendance, apply for leave properly, and handle office documents more accurately. The course helped them deal with stress in a better way, stay motivated in their daily tasks, and work well as part of a team. Overall, they became more confident, efficient, and contributed positively to the smooth and respectful functioning of the college.

**A brief write-up about your Event (in about 300 words) :** The course titled "Understanding Workplace Rules, Professional Practices, and Personal Empowerment for Non-Teaching Staff" was a 5-day training program organized by the ICT Department in collaboration with the Study Circle of Vidya Prabodhini College. This course was specially designed to guide non-teaching staff in understanding college rules, improving their professional behavior, and becoming more confident in their day-to-day duties. The sessions included topics such as the college's mission, vision, organizational structure, confidentiality policies, attendance and leave rules, proper documentation, workplace safety, and the correct procedures for reporting concerns or filing grievances. Over the five days, staff were also trained in essential office skills such as time management,



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respectful behavior, maintaining a clean workspace, and proper use of college infrastructure. A special session was conducted on writing clear, professional emails, covering aspects like correct formatting, subject lines, and official communication standards. The course was led by Mr. Siddhesh Naik (UDC), Head Clerk, and Asst. Professor Saish S. Nayak Dalal, who explained each topic in a simple and practical manner. This training empowered the non-teaching staff to work more efficiently, communicate effectively, and contribute positively to the smooth functioning of the college.



## Details of External Collaborating/Associating Agencies

**Name of The Collaborating Agency :** Internal Quality Assurance Cell (IQAC)

**Address :** Vidya Prabodhini College Porvorim

**Nature of Collaboration :**

**Details of Collaboration :** NA

## Participants Details

Local	State	National	International	Total Delegates
25	0	0	0	25

## Resource Person Details

**Name of the Resource Person :** Saish S. Nayak Dalal

**Institutional Affiliation :** SCERT, Porvorim, Goa

**Expertise :** Assistant Professor in Education in Vidya Prabodhini College

**Any Other Details :** Currently working in SCERT, Goa



**Name of the Resource Person :** Shri. Rajaram S. Sandye  
**Institutional Affiliation :** Vidya Prabodhini College Porvorim  
**Expertise :** Head Clerk  
**Any Other Details :** Administrative Department

**Name of the Resource Person :** Shri. Siddhesh R. Naik  
**Institutional Affiliation :** Vidya Prabodhini College Porvorim  
**Expertise :** Upper Division Clerk  
**Any Other Details :** Administrative Department

## Co-ordinator Details

**Name of the Event Co-ordinator :** Shri Balaji Naik  
**Co-ordinator Department :** Working Committee  
**Event Co-ordinator Mobile Number :** 9545724455  
**Working Committee :** Information and Communications Technology (ICT)Cell  
**Keywords :** , Quality initiative, ICT  
**Date:** 24-07-2025

## Co-Coordinator Details

**Co-cordinator Name :** Shri. Ashay Naik  
**Co-cordinator Department :** Working Committee  
**Mobile :** 8788775701  
**Working Comittee :** Information and Communications Technology (ICT)Cell

## Remarks

**HOD Remark:** APPROVED



**IQAC Remark:** Approved

**Principal Remark:** Approved

## Signatures

**User Signature :**

**HOD Signature :**

**IQAC Signature :**



**Principal Signature :**





# VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,  
VIDYANAGAR, ALTO-PARVARI, GOA. (INDIA) 403521

|| विद्या सर्वस्य भूषणम् ||

(APPROVED BY GOVT. OF GOA, AFFILIATED TO GOA UNIVERSITY AND RECOGNIZED BY NCTE)  
(RECOGNIZED BY U.G.C. UNDER SECTION 2(F) AND 12 (B) OF THE UGC ACT 1956)

ACCREDITED BY NAAC WITH 'A+' GRADE (3.42 CGPA, SECOND CYCLE, 2024) ON A SEVEN POINT SCALE UNDER NEW FRAMEWORK

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