



Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Department of Biotechnology and Food Processing Technology

A) Summary Report

1) Title of Programme:		Intensification of communication skills		
2) Name of Organizing Department/Unit:		Biotechnology And Food Processing Technology		
3) Name of the Coordinator(s)/ Convener(s)/ Organizer(s) of the Programme:		Chairperson: Dr. M. H. Gavhane Joint Chief Organizers: Prof. S. N. Shinde Head: Dr. S. S. Kulkarni, Convener: Ms. S. G. Swami		
4) Date(s) of the Programme:		10 th October 2022		
5) Venue/ Mode		Seminar hall		
6) Target Group:		U. G Biotechnology students.		
7) Number of Participants: 24		Male	Female	Total
A separate list with signatures be maintained in the department/Unit)	Teaching	00	00	00
	Non-Teaching	00	00	00
	Students	08	16	24
8) Name(s) and details of Resource Person(s), if any:		Mr. Rahul M. Athawale Placement Officer Rajarshi Shahu Mahavidyalaya (Autonomous), Latur.		
9) Total Expenditure for the Programme:		NIL		
10) Source of Funding:		Not Applicable		

B) Report

i. Title: Intensification of communication skills

ii. Introduction:

Communication skills involve listening, speaking, observing and empathising. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications like email and social media. It includes the ability to communicate with prospective clients, mentor your coworkers, lead a team, negotiate a contract, follow instructions, and get a job done on time. It is necessary to create a positive and functional work environment and improving students' ability to work with others and can have a positive influence on furthering your career. The soft skill development program on Intensification of communication skills aims to help the students to understand need of soft skill to achieve goals and to get confident in professional life. The program was organized by Department of Biotechnology and Food Processing Technology on 10th October 2022.

iii. Objectives of the Programme:

- To understand the importance of communicative skill and soft skill.
- Be able to build and improve students' skills in communication, presentations, group discussions and interviews.
- Be able to understand how to write E-mail.

iv. Details of participants:

24 participants (Male 08 and Female 16) attended the Programme.

v. Brief summary of Events/ Session:


Firstly, Dr. S. S. Kulkarni welcomed the guest and introduced about academic contribution of resource person to students. Mr. Rahul M. Athawale, Placement Officer, Rajarshi Shahu Mahavidyalaya (Autonomous), Latur addressed our students and made aware about significance of soft skill in professional life. He also focused on Email writing and scientific report writing for effective presentation. He also explained the various techniques to improve our personality development during interview.

vi. Conclusion, with Feedback on the Programme:

The program covered the importance of communicative skill and soft skill and hard skill and need of personality development. The program will help the students to understand the technique of E-mail writing and resume writing, it also gave a clear idea to students about Presentation and communicative skill.

vii. Appendix: List of participants.

Date: 11/10/2022


HOD
Head

Department of Biotechnolog
Rajarshi Shahu Mahavidyalaya
(Autonomous) Latur-413 53




Principal
PRINCIPAL

Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)

C) Geotagged Photographs/ Screenshots:



Resource Person Mr. Rahul M. Athawale, Placement Officer, Rajarshi Shahu Mahavidyalaya (Autonomous), Latur explaining about importance and need of communication skill and soft skill



Participants actively listening to the resource person Mr. Rahul M. Athawale, Placement Officer, Rajarshi Shahu Mahavidyalaya (Autonomous), Latur.

D) Brochure of the workshop:



 Shiv Chhatrapati Shikshan Sanstha's
Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
Department of Biotechnology & Food Processing Technology

Intensification of Communication Skills

Under the Theme
Soft Skill Enhancement

Resource Person
Mr. Rahul M. Athawale
Placement Officer
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Dr. M. H. Gadhane
Principal
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Dr. S. S. Kulkarni
HOD of Dept. of BT & FPT,
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Prof. S. N. Shinde
Vice-principal
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Dr. R. B. Ade
Coordinator
Rajarshi Shahu Mahavidyalaya
(Autonomous), Latur

Date: 10 October, 2022
Time: 10AM
Venue: Seminar Hall

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Intensification of communication skills

List of Participants

Sr. No.	Name of Student	Gender	Sign
1.	Shelke Digambar Balu	Male	
2.	HANCHATE ATHARVA RAJU	MALE	
3.	Sheikh Mohammad Joneed Abdulkarim	Male	
4.	Kulkarni Parth Milind	Male	
5.	Wadgaonkar Peashant Shahuji	Male	
6.	Boregave Suraj Bhagvat	male	
7.	Shaikh Hamid Maheebub	Male	
8.	Kattkar Mohammad Hanif Gulab	Male	
9.	Kasbe Madhu Ganesh	Female	
10.	Mengshette Vaishnavi Sautosh	female	
11.	Bhosale sneha siddeeshwar	Female	
12.	Manchal Neha Pramod.	female	
13.	Pawar Sanjiwani Suresh	female	
14.	Kohale prachi karan	female	
15.	Pathan Iram Aslam	Female	
16.	Shinde Pragati Pandurang	female	
17.	Pundkare Sanskruti Sahebrao	female	
18.	Sayge Sonali Sunil	female	
19.	Phed Pallavi Ganesh	female	
20.	Sarje Mansi Govind	female	
21.	Mule Pratibha Eknath	female	
22.	Suryawanshi Vaishnavi Nitin	female	
23.	Patsalge Diksha Ganesh	female	
24.	Patil Sakshi Umakant	Female	
25.			
26.			
27.			
28.			
29.			

Head
Department of Biotechnology
Rajarshi Shahu Mahavidyalaya
(Autonomous) Latur-413 50



PRINCIPAL
Rajarshi Shahu Mahavidyalaya, Latur
(Autonomous)