




Maharashtra Education Society's

Institute of Management and Career Courses (IMCC)

(A.Y. 2017-18)

Summary of FDP/Professional development/ Administrative training program organised by IMCC

Sr. no	Title of the FDP - professional development - administrative training program	No. of participants
1	Annual Planning meeting (For non teaching staff)	5
2	FDP on soft skill (For Teaching staff)	17


Dr. Santosh Deshpande
(Director, IMCC)





Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune

Training Report on Annual Planning (A.Y. 2017-18)

Date – 08 May 2017

Time – 09:00 AM to 04:00 PM

Venue- MES' IMCC

Speakers-	1. Dr. Bharat Vhankate	: Hon'ble Asst. Secretary, M E Society
	2. Shri Sanjiv Kulkarni	: Finance and Accounts Officer, M E Society
	3. Shri Nilkanth Mandke	: Registrar, M E Society
	4. Shri Jagdish Malkhare	: Administrative Officer, M E Society
	5. Shri Sachin Ambardekar	: Chief Executive Officer, M E Society
	6. Shri Pravin Ubale	: Development Officer, M E Society

1. Session on Safety and Security and utilization of facilities provided were conducted.

Speaker: Shri Nilkanth Mandke, Shri Pravin Ubale

Name of Participants: Mr. Umesh V. Powar, Shri Prashant Patil, Shri Santosh Marane, Shri Suresh Shinde

Time: 09.00 am to 11.00 am

2. Session on Budget utilization, Use and tips of Tally and TDS Pro software, Precautions to be taken for filing various returns, Audit preparedness were conducted.

Speaker: Dr. Bharat S. Vhankate and Shri Sanjiv Kulkarni

Name of Participants: Mr. Prashant B. Patil, Mrs. Shital Pingale, Mr. Umesh V. Powar.

Time: 11.00 am to 01.00 pm

3. Session conducted for guidance on recruitment of teaching, non-teaching staff, policy on promotion, Purchase etc. were conducted.

Speaker: Shri Jagdish Malkhare, Shri Ravindra Joshi and Shri Sachin Ambardekar.

Name of Participants: Mr. Prashant B. Patil, Mrs. Shital Pingale, Mr. Umesh V. Powar,

Time: 2.00 pm to 4.00 pm

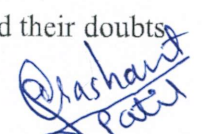
Summary of Event / Activity or Details about event

The Training Session was conducted by Maharashtra Education Society at the beginning of academic year for Non-Teaching Personnel to understand the conceptual clarity and implementation of policies set/directed by M E Society to get accuracy in various administrative and functional areas in Non-Teaching Sections like Accounts, Purchase, Admin etc.

The last Q & A sessions helped Non - Teaching personnel to connect with the speaker and their doubts were addressed.

Date: 09/05/2017




Prashant B. Patil
Registrar



Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune

A.Y. 2017-18



Maharashtra Education Society's
Institute of Management & Career Courses (IMCC)
Affiliated to Savitribai Phule Pune University

MES's IMCC

Organizes

**One week FDP on Communications
Skills for teachers**

**Speaker:
Mr. Bhakti Prasad**

Date - 19-July-2017 to 24-July-2017

Time - 10.00 AM to 1.00 PM

Venue- IMCC



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One week FDP on Communications Skills





Maharashtra Education society's
Institute of Management and Career Courses (IMCC), Pune

One week FDP on Communications Skills for teachers

Date – 19-July-2017 to 24-July-2017
Venue- IMCC

Time – 10.00 AM to 1.00 PM
Speaker- Mr. Bhaktiprasad Deshmane

To make the participants aware of the importance of communication and different aspects of Communication Skills such as Verbal and Non-verbal communication, Presentation Skills, Communication for Developing Employable Skills, etc.

IMCC organized a One Week (6-Day) FDP on **COMMUNICATION SKILLS** for Teachers by Mr. Bhakti Prasad Sir from **19-July-2017 24-July-2017**.

In this Faculty Development Program (FDP) **17** participants have participated.

FDP Schedule:

Date	Course Content
19-July 2017	Effective Presentation Skills
20-July 2017	Soft skills training
21-July 2017	Email and Business Etiquettes Telephone Etiquettes, Negotiation Etiquettes
22-July 2017	Body Language and Its Impact
23-July 2017	Dress to Occasion-Power Dressing
24-July 2017	Customer Relationship Management Overcoming Stress and Time Management

Manasi

Dr. Manasi Bhate
Coordinator



Santosh

Dr. Santosh Deshpande
Director

MES's INSTITUTE OF MANAGEMENT AND CAREER COURSES (IMCC), PUNE

(A.Y. 2017-18)

Attendance

Session: One week FDP on communication Skills for teachers.

Speaker: Mr. Bhakti Prasad

SrNo.	Name of Faculty	19-07-2017	20-07-2017	21-07-2017	22-07-2017	23-07-2017	24-07-2017
1	Dr. S.D. Deshpande	SD	SD	SD	SD	SD	SD
2	Dr. R.P. Vaidya	RV	RV	RV	RV	RV	RV
3	Dr. M.S. Bhate	MSB	MSB	MSB	MSB	MSB	MSB
4	Mrs. S. S. Paralikar	SSP	SSP	SSP	SSP	SSP	SSP
5	Ms. J.S. Patil	JP	JP	JP	JP	JP	JP
6	Ms. A.S. Patil	ASP	ASP	ASP	ASP	ASP	ASP
7	Dr. R.S. Zirmite	RZ	RZ	RZ	RZ	RZ	RZ
8	Dr. M. M. More	MM	MM	MM	MM	MM	MM
9	Mrs. D.P. Yadav	DPY	DPY	DPY	DPY	DPY	DPY
10	Ms. M.P. Shirurkar	MS	MS	MS	MS	MS	MS
11	Ms. S.S. Patwardhan	SP	SP	SP	SP	SP	SP
12	Mr. M.L. Kulkarni	MLK	MLK	MLK	MLK	MLK	MLK
13	Ms. A.A. Barve	3AB	3AB	3AB	3AB	3AB	3AB
14	Ms. S.D. Meshram	SDM	SDM	SDM	SDM	SDM	SDM
15	Ms. K.S. Dhende	K	K	K	K	K	K
16	Ms. D.N. Belsare	DNB	DNB	DNB	DNB	DNB	DNB
17	Dr. V.S. Narsingoju	VSN	VSN	VSN	VSN	VSN	VSN

MSB

Dr. Manasi Bhate
Coordinator



SD

Dr. Santosh Deshpande
Coordinator