

6.3.3 Details of professional development / administrative training programmes organized by the Institution for non-teaching staff during the year

Title of the administrative training programme organised for non-teaching staff	No. of participants	Dates (from-to) (DD-MM-YYYY)
Thyrocare	48	26-04-2023
Workshop on Enchancing your research with new features in IEEE	50	17-02-2023
Adobe Express Training	100	16-02-2023
Book reading Program (Book Name: Eat that Frog)	28	30-01-2023
Soft Skills and Behavioral Skills at Workplace	58	06-01-2023 to 07-01-2023
One Day Workshop on Importance of Self-Management Skills	15	04-01-2023
Self Motivation to Enhance the Productivity	81	31-12-2022
Induction Programme for Non Teaching Staff	141	31-12-2022
Training Programme on LinkedIn Portal and Modules	11	21-09-2022

Note: Classify the data and provide in a chronological order


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 Rajaramnagar, Sakharale (Islampur)


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 Rajarambapu Institute of Technology
 An Autonomous Institute
 Rajaramnagar, Sakharale, (Islampur)



Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)

Post- Sakharale, Tal. Walwa, Dist. Sangli. PIN – 415414 (Maharashtra)
Website: www.ritindia.edu. E-mail: director@ritindia.edu

दि. २४.०४.२०२३

नोटीस

महाविद्यालयातील सर्व शिक्षक, शिक्षकेत्तर कर्मचाऱ्यांना कळविणेत येते की, राजारामबापू इन्स्टिटयुट ऑफ टेक्नॉलॉजी व Thyro Care Collection Centre, इस्लामपूर यांचे मार्फत बुधवार, दि. २६.०४.२०२३ रोजी रक्त तपासणीद्वारे रोग निवारक संपूर्ण आरोग्य तपासणी शिबीराचे आपल्या महाविद्यालयामध्ये सवलतीच्या दरामध्ये आयोजन केले असून इच्छुक कर्मचाऱ्यांनी या सुविधेचा लाभ घ्यावा.

स्थळ :- आर.आय.टी. व्हिडीओ कॉन्फरन्स हॉल,

वेळ :- सकाळी ९.०० ते १२ वाजेपर्यंत



[Signature]
I/C DIRECTOR

सोबत :- माहिती पत्रक

- टीप :-**
- १) सदर तपासणी पुर्वी १० ते १२ तास उपाशी असणे आवश्यक आहे .
 - २) सदर योजनेचा लाभ कर्मचारी स्वतः व एक नातेवाईक घेऊ शकतात .
(तपासणी खर्च प्रति व्यक्ति रू .१,०००/-)
 - ३) तपासणी खर्च प्रथम महाविद्यालयामार्फत केला जाईल व नंतर संबंधित कर्मचाऱ्याच्या पगारातून समान दोन हप्त्यात कपात केला जाईल .

[Signature]

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[Signature]

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Our Aarogyam Buffet has Expanded!

Aarogyam

Take Wellness. Think Aarogyam.

Aarogyam C Pro (69 Tests)

@ ₹ **1600 /-**



- **Thyroid Profile (3)**
 - Total Triiodothyronine [T3]
 - Total Thyroxine [T4]
 - Thyroid Stimulating Hormone [TSH]
- **Lipid Profile (10)***
 - Total Cholesterol
 - HDL Cholesterol - Direct
 - LDL Cholesterol - Direct
 - LDL / HDL Ratio
 - NON-HDL Cholesterol
 - TC/ HDL Cholesterol Ratio
 - Triglycerides
 - VLDL Cholesterol
 - HDL / LDL Ratio
 - TRIG / HDL Ratio
- **Liver Profile (12)**
 - Alkaline Phosphatase
 - Bilirubin - Direct

- Bilirubin - Total
- Bilirubin - Indirect
- Gamma Glutamyl Transferase
- Protein - Total
- Serum Albumin
- Serum Globulin
- SGOT [AST]
- SGPT [ALT]
- Serum Albumin / Globulin Ratio
- SGOT / SGPT Ratio
- **Kidney Profile (8)**
 - BUN/Creatinine Ratio
 - Blood Urea Nitrogen [BUN]
 - Calcium
 - Est. Glomerular Filtration Rate (eGFR)#
 - Serum Creatinine
 - Uric Acid
 - Urea (Calculated)

- Ureac / SR. Creatinine Ratio
- **Iron Deficiency Profile (4)**
 - Total Iron Binding Capacity
 - Serum Iron
 - % Transferrin Saturation
 - Unsat. Iron- Binding Capacity
- **Electrolytes Profile (2)**
 - Sodium
 - Chloride
- **Diabetic Screen (2)**
 - HbA1c
 - Average Blood Glucose
- **CBC (24)**
- **Vitamins (2)**
 - Vitamin D Total
 - Vitamin B12
- **Testosterone**
- **hsCRP**

*10-12 hrs fasting is essential | #eGFR applicable above 18 years of age



17 crore +
Samples Processed



World-Class
Technology & Labs



Highly Skilled
Technicians



100% Safe & Hygienic
Home Collection



Free
Home Collection

To Avail Service

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Website: www.ritindia.edu. E-mail: director@ritindia.edu

दि. 0८ . 0५ . २०२३

नोटीस

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I/C DIRECTOR

टिप :- सोबत रक्त तपासणी रिपोर्ट घेऊन उपस्थित रहावे .


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- Program photos

- Dr. Name - - - MD - - -

He has given the training to the ~~teaching~~
~~and non-teaching~~ staff regarding the health awareness.

- Attendance.

Reports

- | | |
|--|---------------------------|
| 1] Thyrocare | 7] Library |
| 2] Adobe | 8] fire safety |
| 3] LinkedIn | |
| 4] fire safety. | |
| 5] Book office (Eat that frog) | |
| 6] Code of conduct / Induction Program | |

Attendance - Thyrocare Camp dt. 26.04.2023

Sr.No	Emp_ID	Name of Staff	Age	Signature	Mobile No.
1	E00898	J. J. pharne	age-35		9960887911
2	E00313	Pratibha A. Jagtap	age-42		9096379494
3	E00819	Patil Swapnil H.	age-38		9028036209.
4	E01071	Randhiz Jashwant charan	29		9890837581
5	E00802	Male Kuldeep P.	32		7028284243
6	E00854	Patil Aniruddha Ashok	31		9561844804
7	E00929	Shid Sangram Bajrang	29		7350458002
8	E00109	Patil Anil Vilas	54		8600600893
9	E00857	Milsh Chandrakant Gaikwad	36		8600395900
10	E00855	Vinay Baburao choudhari	36		9975761869
11	E01117	U U Prabhu	37		9618237279
12	E00987	Mahesh sudam Yadav	30		9689659803
13	E00231	Dadaso Tatoba Mane	41		9970700871
14		Archana Dadaso Mane	40		
15	E00041	Manvi Bhagwan Mandale	48		9970700763
16	E01115	Atul Madhukar Ghate	31		8485814082
17	E00719	Prashant Shivaji Waxe	33		7219572439
18	E01089	Ansar Salim Mulani	28		9730070226
19	E00037	Satyajit Ramchandra Patil	(48)		9970700710
20	E01036	Sanjayani Dilip Kundale	(58)		9881857798
21	E00043	Ganesh-Shamrao Yadav	39		8600600281
22	E00721	Nitin Nandkumar Jagtap	33		9623129465
23	E00595	Krishnaji Sanjivao Patil	42		8149250102
24	E00634	Supriya Sagar More	36		9503386670
25	E00651	Arun Shivaji Pisal	45		9049750087
26	E00939	Athar Maksud Jamadar	31		8888322569
27	E00450	Patil Rahul Dattatray	35		9922009438

Sr.No	Emp_ID	Name of Staff	Signature	
28	E01098	Dhanashree Sachin Kulkarni 45 yrs		8788863638
29	E01120	Homkar Akshay Dilip 38 yrs		8275278587
30	E01077	गजानन मंगेशकर 40		7387245023
31	E00167 E00167	अनिल रतेशावर मीसे 51		8600600276
32	E00364	Sanjay Raghunath Deshmukh 52		8600009757
33	E01159	Santosh S. Suryawanshi (35)		7972848161
34	E00263	Manik A. Yadav (41)		9970700895
35	E00238	Jotiram S. Jadhav (43)		8600600222
36	E00058	Jayavant B. Patil (50)		9970700721
37	E00038	Lalitkumar M. Jangulkar (47)		9970700939
38	E00722	Prahalad Dongrao Gavali 38		8788829030
39	E01161	Aditya Mahendra Bedwalkar 25		8411918844
40	E01136	Sunil Vasant Jadhav 33		9851311212
41	E01129	Neelam Nilesh patil 31		9637373758
42	E011045	Patil Sandip. Lalaso (86)		7020222635
43	E00863	Hase Vishwas Lahanu 33		9960979003
44	E00017	Dr. H. S. Jadhav 58		9970700893
45	E01163	Kapil Prabhakar Mandavkar 38		8108733099
46	E00754	Anjad I. Mulla 39		83738573278
47	E00961	Mrs. Serika D. Patil 43		9823568122
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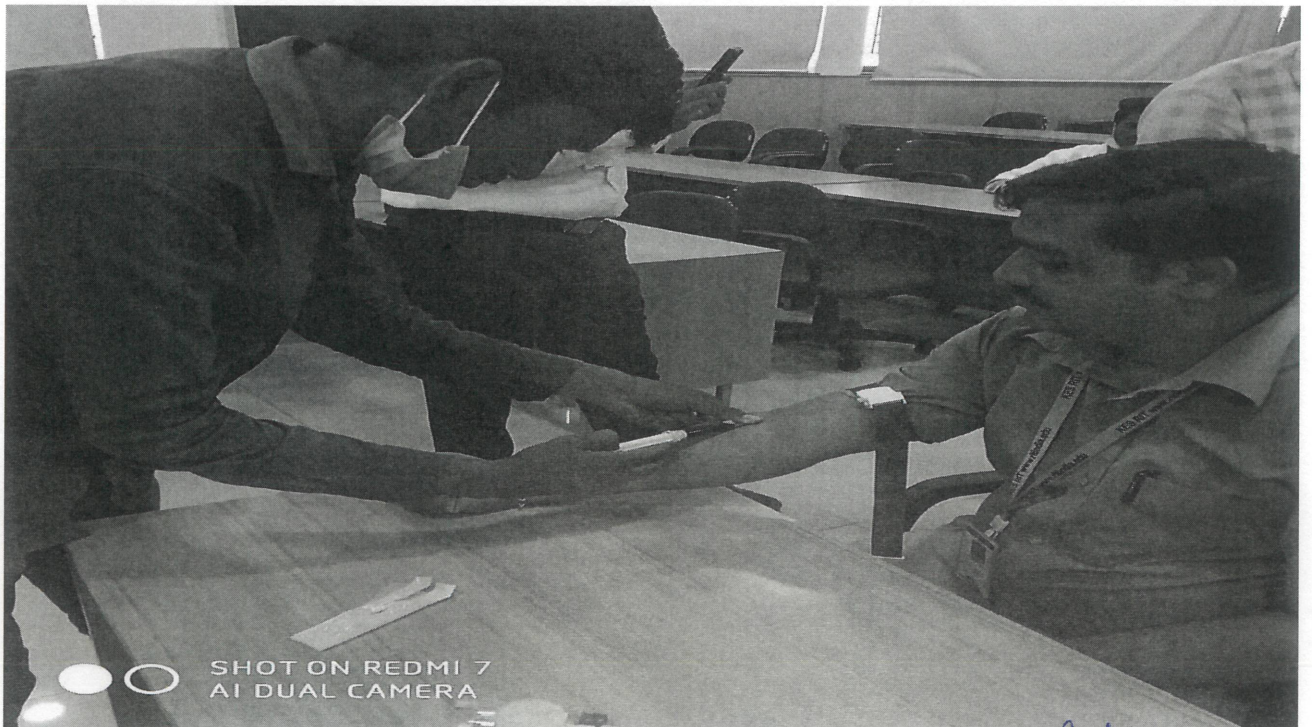
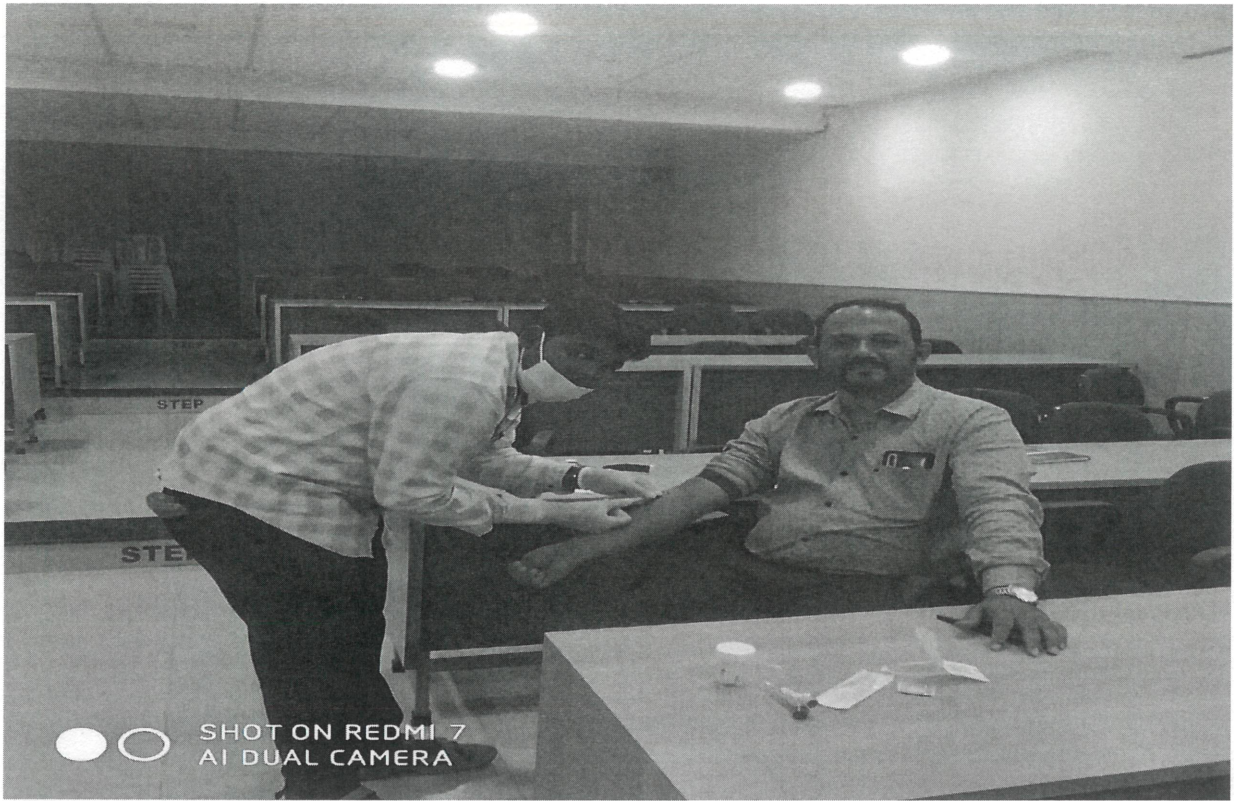
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Thyrocare Camp dt. 26.04.2023

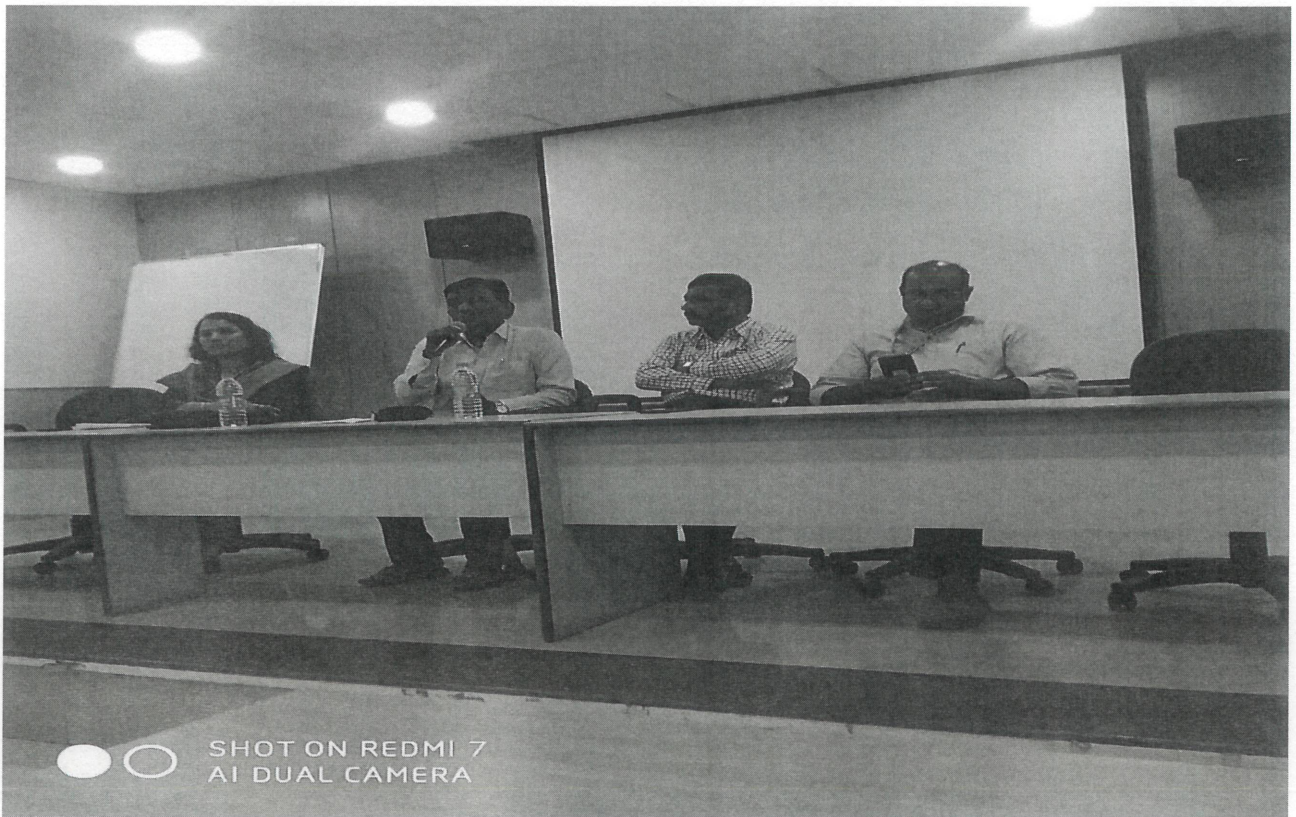
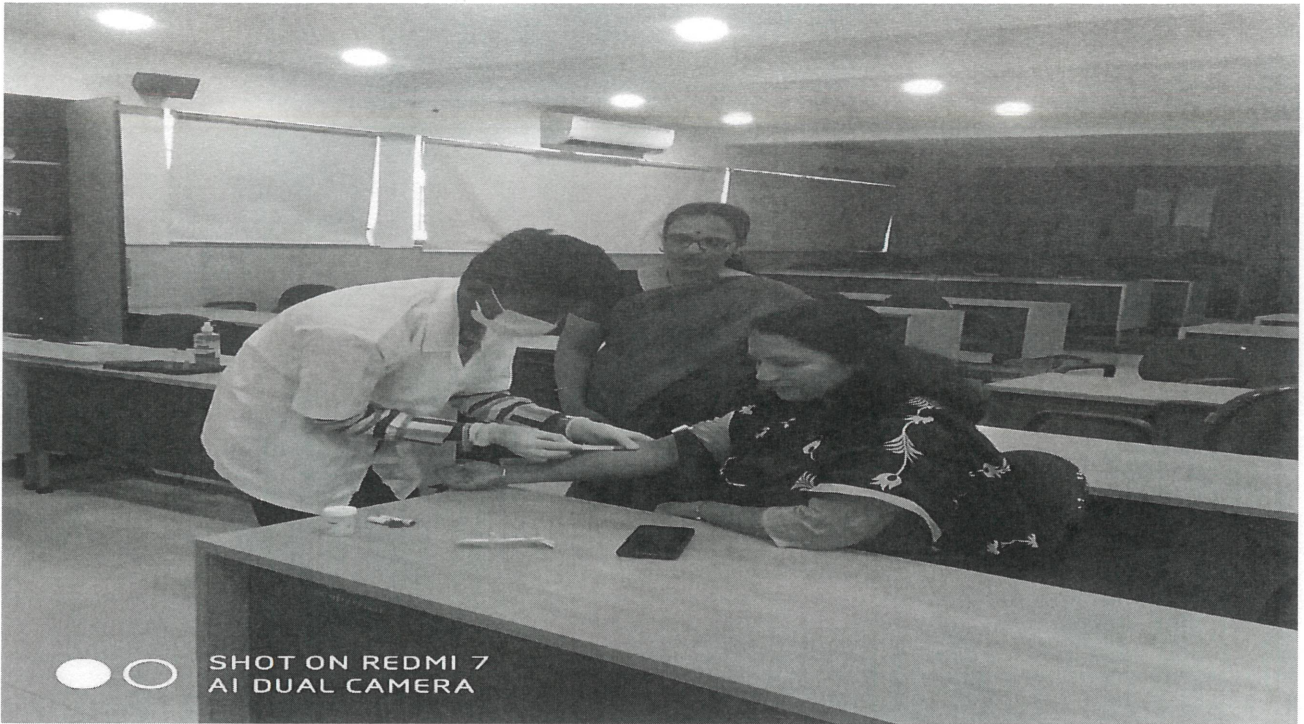


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thyrocare®

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RC11510066

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Address : Rajaramnagar, Tal-Walwa, Sangli Ph :

An amount of Rupees : Forty Seven Thousands Only

Towards processing charges for the tests : Aarogyan Profile of staff.

₹ 47000/-

Franchisee of Thyrocare

Manisha Patil MS120
Thyrocare Centre
Islampur

For Thyrocare Services


Authorised Signatory

Thyrocare, D-37/1, TTC MIDC, Turbhe, Navi Mumbai- 400703. Ph: 022 - 3090 0000 / 4125 2525.

9870666333 (SMS & WhatsApp) Email: Info@thyrocare.com | Website: www.thyrocare.com

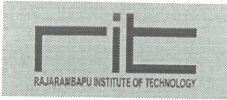
CIN : U85110MH2000PLC123882

11362

Expenses on Preventive healthcare checkup are eligible for a maximum tax deduction of upto ₹ 5000/- U/s 80D in a year if done either for self or spouse, dependent children or parent(s).


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Vishwas Hase <vishwas.hase@ritindia.edu>

Half day workshop on "Enhancing your research with new features in IEEE" on Friday 17th February 2023

3 messages

Vishwas Hase <vishwas.hase@ritindia.edu>

Mon, Feb 13, 2023 at 11:00 AM

To: etc <etc@ritindia.edu>, it@ritindia.edu, cse <cse@ritindia.edu>, electrical@ritindia.edu
Cc: "Prof Dr. Mrs. Sushma Kulkarni" <sushma.kulkarni@ritindia.edu>, Mahadev Patil <mahadev.patil@ritindia.edu>, nagaraj dharwadkar <nagaraj.dharwadkar@ritindia.edu>, amol adamuthe <amol.adamuthe@ritindia.edu>, VAJU KALKHAMBKAR <vajuu.kalkhambkar@ritindia.edu>, vijay gondil <vijay.gondil@ritindia.edu>

Dear Sir

As per discussion with Hon. Director and HOD,s a half day workshop on "Enhancing your research with new features in IEEE" on **Friday 17th February 2023 at 11.00 a.m.** in RIT DIGITAL LIBRARY (2nd Floor)

Contain covered :

- Identify new research areas and track technology trends
- Learn to access supplemental items such as IEEE Media files, Algorithmic Codes & Datasets
- Exporting mathematical equations and downloading high-resolution figures
- Knowledge sharing and collaboration with team members
- Research documentation and reference management
- Advanced search techniques for campus interviews and placements
- Quiz

This is for your kind information & attention

--

Warm regards,

Vishwas Hase

Librarian, RIT Central Library

Rajarambapu Institute of Technology (An Autonomous) Sakharale | Islampur | Dist. Sangli 415414 | Maharashtra.

Administrator, Journal of Engineering Education Transformation (JEET)

<http://www.ritindia.edu>

Office: +912342220329 (Ext- 02181), Mobile- 9960979003

Vidhwan ID: 208655 | ORCID ID: 0000-0002-8191-7835 | Google Scholar ID: JXzHvzQAAAAJ&hl

Follow us



Glad to assist you.

If you ever have any other questions or issues, please do not hesitate to contact us again.

Vishwas Hase <vishwas.hase@ritindia.edu>

To: gdate@ebSCO.com, Akshay Giri <AGiri@ebSCO.com>

Mon, Feb 13, 2023 at 1:13 PM

FYIP

[Quoted text hidden]

Vishwas Hase <vishwas.hase@ritindia.edu>

Fri, Feb 17, 2023 at 9:23 AM

To: cse <cse@ritindia.edu>, electrical@ritindia.edu, etc <etc@ritindia.edu>, it@ritindia.edu
Cc: Mahadev Patil <mahadev.patil@ritindia.edu>, "Prof Dr. Mrs. Sushma Kulkarni" <sushma.kulkarni@ritindia.edu>, VAJU KALKHAMBKAR <vajuu.kalkhambkar@ritindia.edu>, amol adamuthe <amol.adamuthe@ritindia.edu>, nagaraj dharwadkar <nagaraj.dharwadkar@ritindia.edu>, vijay gondil <vijay.gondil@ritindia.edu>

Gentle reminder....

[Quoted text hidden]

Sent from my iPhone

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DIRECTOR

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Rajarambapu Institute of Technology, Rajaramnagar

Central Library

Date :- 03 / 01 / 2023

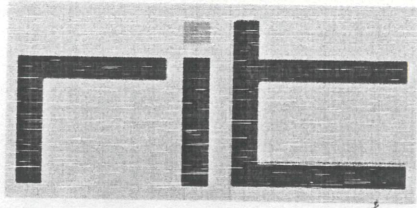
Notice For Library Staff

All Library Staff hereby informed that Central Library have organized workshop on "Importance of Self-Management Skills" in Two parts. Part I will be held on 4th January 2023 at Central Library at 10.30am. and Part II will be held on 17th January 2023 at 10.30am. All should remain present for this workshop.

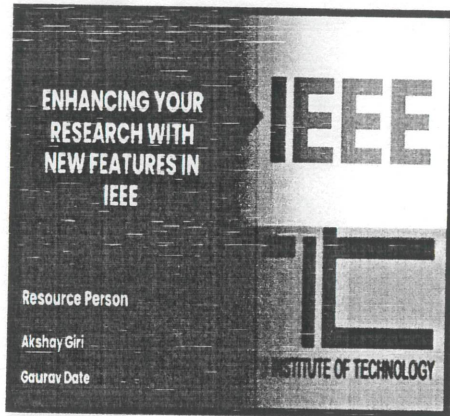

Librarian
Central Library


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Kasegaon Education Society's,
**Rajarambapu Institute of
 Technology, Rajaramnagar.
 Central Library**



**Half-Day Workshop On
 "ENHANCING YOUR RESEARCH WITH NEW
 FEATURES IN IEEE "**

Organized by
RIT CENTRAL LIBRARY

Report

Date: **17th Feb 2023**
 Location : **RIT, Central Library**
 No. of beneficiary : **50 no.s**
 Beneficiary to : **Faculty and Student**

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Objective of Activity

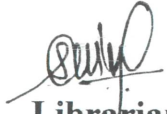
- Identify new research areas and track technology trends
- Learn to access supplemental items such as IEEE Media files, Algorithmic Codes & Datasets
- Exporting mathematical equations and downloading high-resolution figures
- Knowledge sharing and collaboration with team members
- Research documentation and reference management
- Advanced search techniques for campus interviews and placements

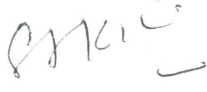
Summary

First, our Librarian, Mr. V.L. Hase, RIT Central Library, welcomes Resources Person Mr. Gaurav Date (Training Manager IEEE & EBSCO) & Mr. Akshay Giri (Business Manager IEEE & EBSCO).

After that, resource person Mr. Gaurav Date gave information about the IEEE platform. He demoed IEEE's new features, Advance search Added insight option, In My setting Alert Option, and Subscribed Contains option. Then they added more information about searching for journals by author, publication, and titles. They also demoed exporting mathematical equations and downloading high-resolution diagrams.

A total of 50+ faculty and students attended the workshop and gave their feedback for the workshop. The response from faculty and students has been very positive for enhancing the knowledge of the IEEE platform.


Librarian
Mr. V. L. Hase


Director
Prof. Dr. Mrs. S. S. Kulkarni


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Participants Feedback

RIT, CENTRAL LIBRARY

Half-day workshop on "Enhancing your research with new features in IEEE" on Friday, 17th February 2023

FEEDBACK/SUGGESTIONS

NAME	DESIGNATION	ORGANIZATION	EMAIL ID	FEEDBACK	DATE	PLACE	SIGN

RIT, CENTRAL LIBRARY

Half-day workshop on "Enhancing your research with new features in IEEE" on Friday 17th February 2023

FEEDBACK/SUGGESTIONS

NAME	DESIGNATION	ORGANIZATION	EMAIL ID	FEEDBACK	DATE	PLACE	SIGN
Mrs. Asali Pohan Gavade	Assistant Professor	Rajaramnagar, Sangli Dist. 431006	asaligavade@rediffmail.com	Thank you so much sir, It's really helpful to me as well as all & Ganava Sir explained well good with in details	17/2/23	Johampur	

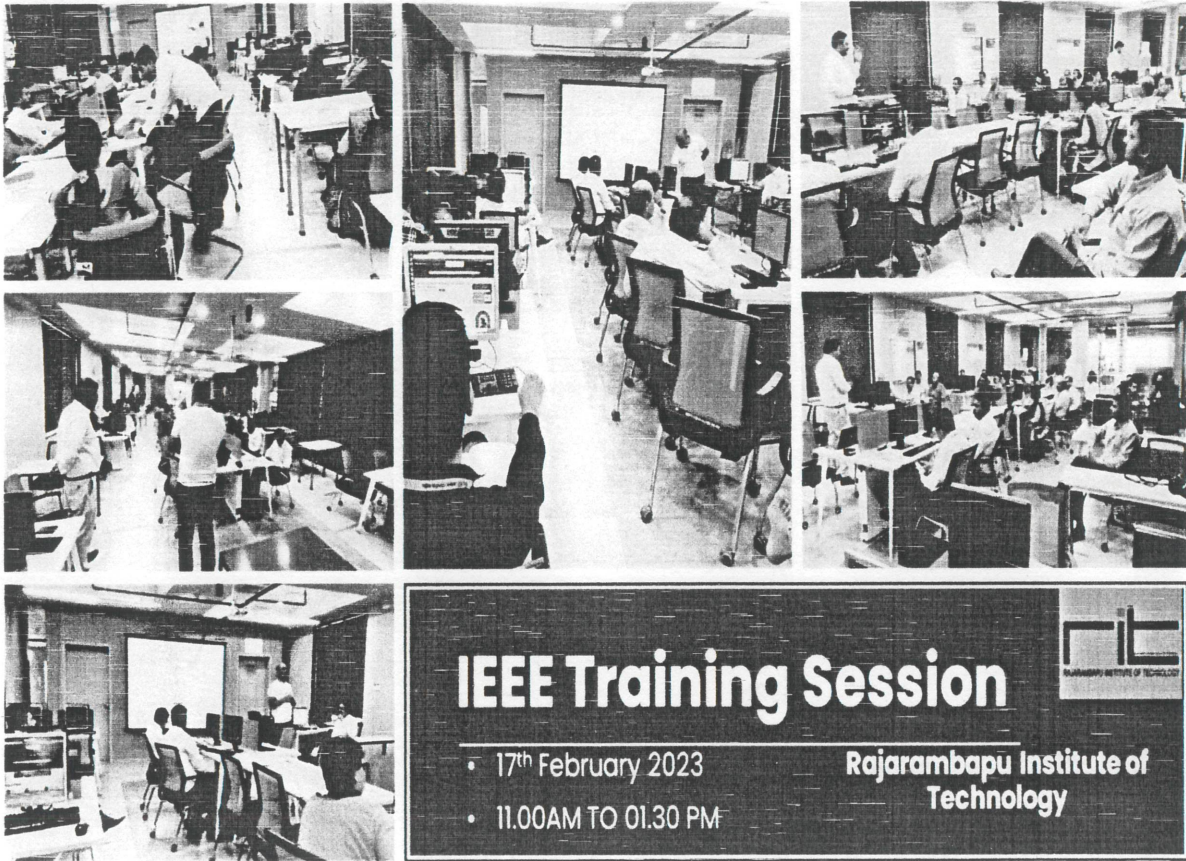
doty
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Madan
DIRECTOR

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ACTIVITY GLIMPSES




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CENTRAL LIBRARY

Attendance Sheet

Half-day workshop on

"Enhancing your research with new features in IEEE"

Date:-17/02/2023

Sr. No.	Faculty Name	Department	EMP ID	Sign
1	Mrs. M. S. Kanase	IT	E01112	
2	Mrs. J. A. Patil	IT	E01045	
3	Mrs. A. B. Patil	IT	E00177	
4	Prof. P. T. Sawant	IT	E00323	
5	Dr. A. R. Thorat	Electrical	E00196	
6	Mr. D. C. Mane	IT	E00231	
7	Mr. S. R. Jagtap	ETC	E00034	
8	Dr. M. S. Patil	ETC	E00631	
9	Dr. M. S. Kumbhar	ETC	E00031	
10	U. A. Kamenkar	ETC	E00878	
11	Dr. S. S. Patil	CSE	E00148	
12	Dr. Vijay H. Kalmari	CS&IT	E01282	
13	Mrs. Anjali R. Gavade	CSE	E01182	
14	Dr. A. C. Adamathe	IT	E00596	
15	R. A. Metri	Electrical	E00580	
16	S. L. Bhattar	Electrical	E00598	
17	Dr. V. N. Kalkham	Electrical	E00344	
18	Onkar Yashwantkoli	CS&IT	2210033	
19	Niranjana Raje	CS&IT	2260006	
20	Dhanashri. Ashok Patil	Electrical E	2223002	

REGISTRAR
K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)



DIRECTOR
K. E. Society's
Rajarambapu Institute of Technology
An Autonomous Institute
Rajaramnagar, Sakharale, (Islampur)

Sr. No.	Faculty / Student Name	Department	EMP ID	Sign
1.	Mrs. Y. N. Bhosale	Electrical Engg	E00306	
2	Sagar P. Burud	Electrical Engg.	E01138	
3	Kiran M. Nathadasani	Electrical Engg	E00887	
4	Ms. V. C. Deshmukh	CSE	E01143	
5	Ms. Shweta S. Patil	CSE	E01249	
6.	Ms. Priyanka G Bendre	CSE	E01252	
7.	prof. S. U. Mane	CSE	E00514	
8.	Mr. V. S. Mokashi	CSE	E01171	
9.	Dr. S. S. Patil	CSE	E00148	
10.	Dr. Vijay H. Kalmani	CS&IT	E01282	
11)	Mrs. Aarti R. Garade	CSE	E01182	
12)	Mr. G. S. Wedpatil	CSE	E01268	
13	Dr. Kiran K. Hase	CSE	E01232	
14	Shrishaitya Shivaji Karande	CSE	2103099	
15)	Patil Vishwas, G	ETC	2003017	
16)	Sonrabh L. Chavan	BTech	1908029	
17)	Tejas M. Shinde	ETC	2105034	
18)	Sumit S. Nikam	CSE	2003060	
19)	Saijy S. Joshi	CSE	2003043	
20)	Rutuja M. Magdum	CSE	2003023	
21	Dipti H. Patil	CSE	2003019	
22	Bhavesh Kaut	CS&IT	2010047	
23	Sanket. S. Patil	CSE	2003120	
24	Swapnali Kadam	ETC	2255005	
25	Shreyash. S. Patil	CSE	2003013	
26	Nalawade Tejaswini	ETC	2255004	
27	Shrutika D. Thombare	CSE	2003064	
28	Shubhada Sunil Salunkhe	CSE	2003036	
29	Dhanraj D. Kurade	CSE	2003108	

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Rajarambapu Institute of Technology
An Autonomous Institute
Rajaramnagar, Sakharale, (Islampur)

Sr. No.	Faculty / Student Name	Department	EMP ID	Sign
1	Mr. M. A. Vhatkar	CSE	E01267	<i>M.A. Vhatkar</i>
2	Mr. R. B. Sadigale	CSIT	E01187	<i>R.B. Sadigale</i>
3	Shashank Lamsol	CSIT	student 1910086	<i>Shashank</i>
4	Hasibur Rahman	CSE	student 1903124	<i>Hasibur</i>
5	Ms. Pujari Arati A	ETC	E01260	<i>Pujari</i>
6	M.S. Ketaki S. Sawashe	ETC	E01224	<i>Ketaki</i>
7	Vardhan S. Bhore	C.S.E	2003127	<i>V.Bhore</i>
8	Saurabh S. Gawali	CSE	2003027	<i>S.Gawali</i>
9	OM Mahesh Mahadare	CSE	2203139	<i>OM Mahadare</i>

Wade

Resource Person:- GAURAV VINAYAK DATE
TRAINING MANAGER
IEEE & EBSCO

- AKSHAY GIRI
- BUSINESS MANAGER
- 730392492

Akshay



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DIRECTOR

K. E. Society's
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Rajaramnagar, Sakharale, (Islampur)



Kasegaon Education Society's

**Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)**

Post- Sakharale, Tal – Walwa, Dist – Sangli, PIN – 415414

Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

दि. २७/०१/२०२३

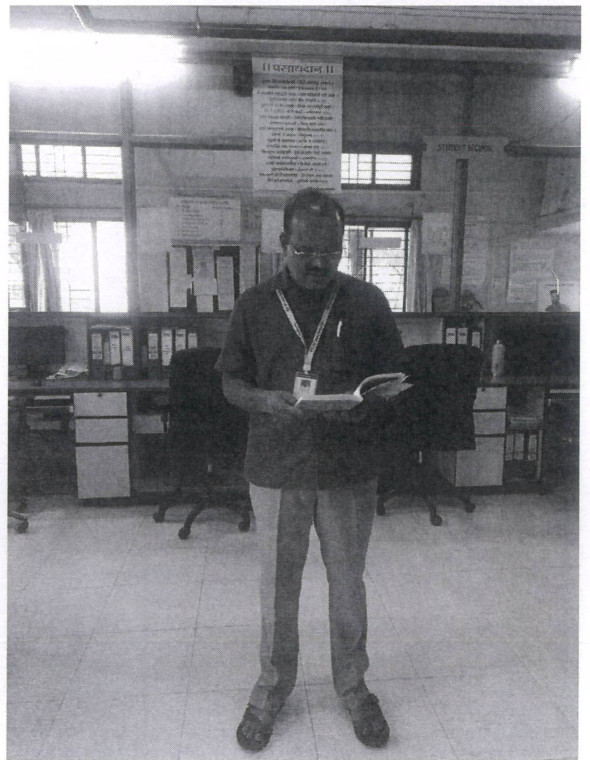
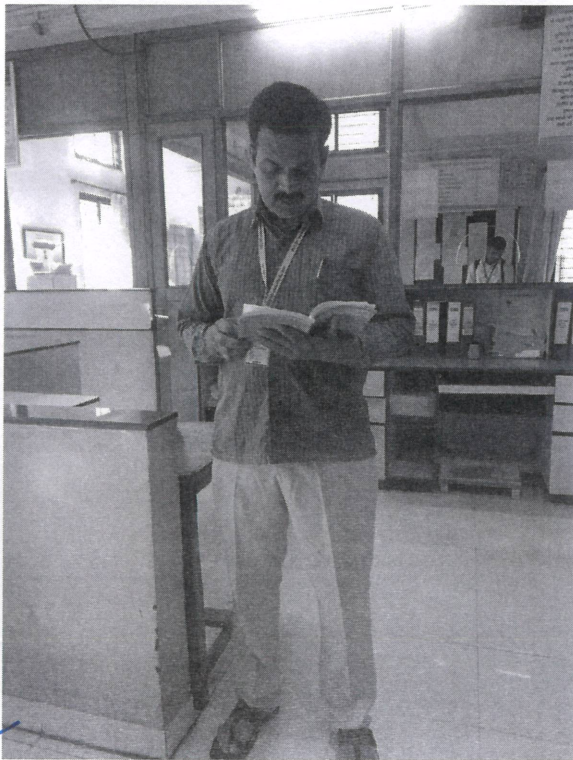
NOTICE

प्रशासकीय विभागातील सर्व कर्मचा-यांना कळविण्यात येते की "Book Reading Activity Program" दिनांक ३० जानेवारी, २०२३ रोजी Continuing Education Center येथे आयोजित केलेला आहे.

तरी सर्वांनी सदरच्या कार्यक्रमास उपस्थित राहावे.

Mrs. S. D. Patil
Registrar

Photographs of Book Reading Activity



photo



Andy

Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar

“Book Reading Program” (Eat that Frog)

on

30th January, 2023

Report

Book Reading Program for non-teaching staff was **organized by Administrative Office at Continuing Education Center, RIT on 30th January, 2023**. The details of the book are as follows:

Name of the Book: Eat that Frog **Author:** Brian Tracy

The objectives behind the book reading activity were as follows -

- Personal Growth,
- Social Connection,
- Improvement of Analytical Skills, Focus and Concentration
- Vocabulary Expansion,
- Knowledge Acquisition,
- Stress Reduction,
- Enhancement in Imagination and Creativity

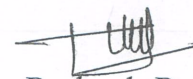
Welcome and introduction of the Program Objectives were addressed by Mr. Sunil Jadhav. Each staff explained about how they were benefitted from the books topics mentioned by the author in the book. He has further added that in this book, Brian Tracy presents 21 tips to help us to stop delaying any work and get it done in less time.

30 administrative staff members had participated in this program. The feedback received from the participants was outstanding.

Prepared and submitted by -



Mr. Kapil Mandavkar
Administrative Assistant


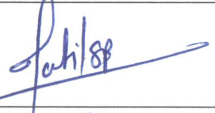
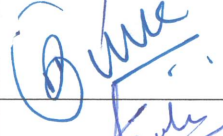

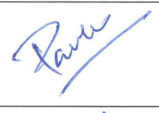

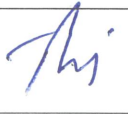
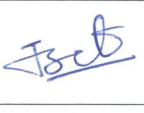
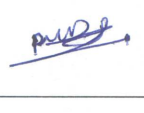
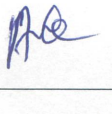



Mr. Prakash Patil
Head, Establishment Section

Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)

**“Book Reading Activity Program”
on 30th January, 2023**

Attendance Sheet

Sr. No.	Name	Sign
1	Mrs. S. D. Patil	
2	Shri. A.I. Mulla	
3	Shri. S. B. Patil	
4	Shri. K. P. Mandavkar	
5	Shri. S. P. Pawar	
6	Shri. P. L. Patil	
7	Shri. A. B. Dhaj	
8	Shri. J. B. Patil	
9	Shri. P. D. Sardesai	
10	Shri. A. B. Deshmukh	
11	Miss. A. J. Doshi	A.J. Doshi.
12	Shri. A. L. Pawar	

Sr. No.	Name	Sign
13	Shri. S. V. Patil	<u>SVPatil</u>
14	Shri. B. S. Jadhav	<u>B.S. Jadhav</u>
15	Shri. M. S. Patil	<u>M.S. Patil</u>
16	Shri. R. A. Patil	<u>R.Patil</u>
17	Shri. V. M. Jadhav	<u>V.M. Jadhav</u>
18	Shri. S. R. Patil	<u>S.R. Patil</u>
19	Mrs. N. N. Patil	<u>N.N. Patil</u>
20	Shri. V. D. Patil	<u>V.D. Patil</u>
21	Shri. S. V. Jadhav	<u>S.V. Jadhav</u>
22	Shri. G. B. Jadhav	<u>G.B. Jadhav</u>
23	Shri. S. L. Patil	<u>S.L. Patil</u>
24	Shri. G. S. Yadav	<u>G.S. Yadav</u>
25	Shri. R. P. Madane	<u>R.P. Madane</u>
26	Shri. R. S. Dighe	<u>R.S. Dighe</u>
27	Shri. P. V. Aswale	<u>P. V. Aswale.</u>
28	Shri. H. M. Kesarkar	<u>H.M. Kesarkar</u>



Kasegaon Education Society's

**Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)**

Post- Sakharale, Tal - Walwa, Dist - Sangli, PIN - 415414

Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

दि. १५/०२/२०२३

NOTICE

महाविद्यालयातील सर्व शिक्षक व शिक्षकेत्तर कर्मचा-यांना कळविण्यात येते की "Adobe Express Training" दिनांक १६ फेब्रुवारी, २०२३ रोजी ग्रंथालय विभागाच्या कॉम्प्युटर लॅबमध्ये आयोजित केले आहे.

तरी सर्वांनी सदरच्या प्रशिक्षणास उपस्थित राहावे.

Mrs. S. D. Patil
Registrar

ATTENDANCE SHEET

Training of

ADOBE EXPRESS TRAINING UNDER CSR ACTIVITY

DATE- 16/2/2023

Sr. No.	Employee ID	Name of Trainee	Department	Sign
1	E01089	Mr. Ansar S. Muloni	Diploma Electrical	[Signature]
2	E00854	Mr. Anisuddha. A. Patil	Diploma Mechanical	[Signature]
3	E00903	Mr. Sameer D. Sadakale	Diploma Civil	[Signature]
4	E01013	Mr. Kiran A. Waghmare	Diploma Electrical	[Signature]
5	E00858	Mr. Swapnil S. Patil	Diploma computer	[Signature]
6	E00300	Mr. Sayaji J. Dhumal	CSE	[Signature]
7	E01265	Mr. Tushar Kumar R. Sathe	CSE Degree	[Signature]
8	E00857	Nilesh C. Gairikwad	Diploma - Mechanical	[Signature]
9	E00883	Yogesh S. Patil	Automobile	[Signature]
10	E01187	Mr. Rohit B. Sadigole	CSIT	[Signature]
11	E00319	Mr. G. S. Madale	CS & IT Dept.	[Signature]
12	E00136	Dr. R. M. Shinde	Dr. S.	[Signature]
13	E00880	Aniket B. Pawar	Mech	[Signature]
14	E00968	Pourthviraj C. Chavan	mechanical	[Signature]
15	E00878	Umesh A. Kamenikar	ETC	[Signature]
16	E01219	Shrinivas Deshmukh	Mechatronics	[Signature]
17	E01259	Ruturn S. Dhalait	Mechatronics	[Signature]
18	E01241	Rohit Rajendra Kurlapkar	Civil Engg.	[Signature]
19	E00809	Mayur Madhukar Maske	Civil Engineering	[Signature]
20	E00665	Kumbhar, Gendkhanath Naandev	Civil Engineering	[Signature]
21	E00498	Gondil Vijaykumar Bhanudas	Central Library	[Signature]
22	E00156	Sangram Jalander Patil	Mechanical Engg.	[Signature]
23	E01281	Mr. Vijay A. Sanmukh	Diploma - Computer	[Signature]
24	E00434	Mr. T. V. Mahadik	Automobile Engg.	[Signature]
25	E00453	Mr. Parin A. Ichat	MBA	[Signature]
26	E01232	Mr. Padwal Umakant M.	MBA	[Signature]
27	E00206	Mr. Anil S. Kate	CSE	[Signature]
28	E00546	Mr. Sushant V. Patil	office	[Signature]
29	E00851	Mr. Nagar H. Patil	Dean Office	[Signature]
30	E00863	Mr. Vishwanath L. Hase	Librarian	[Signature]

ATTENDANCE SHEET

Training of

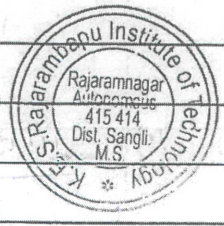
ADOBE EXPRESS TRAINING UNDER CSR ACTIVITY

DATE- 16/2/2023

Sr. No.	Employee ID	Name of Trainee	Department	Sign
31	E01167	Mr. Shakil Mubarak Mulla	MBA	<i>[Signature]</i>
32	E00298	Jotiram Shivaji Jadhav	ETC	<i>[Signature]</i>
33	E01163	Kapil Prabhakar Mandavkar	Admin. office	<i>[Signature]</i>
34	E01127	Vishal Babasaheb Patil	Electrical Engg.	<i>[Signature]</i>
35	E00580	Rajanikant Adrashappa Metri	Electrical Engineering	<i>[Signature]</i>
36	E00961	Mr. Sushma D. Patil	Administrative Office	<i>[Signature]</i>
37	E01129	Mrs. Neelam N. Patil	Administrative office	<i>[Signature]</i>
38	E00163	Mr. Shripasad S. Kadam	Electrical dept	<i>[Signature]</i>
39	E01182	Mrs. Anjali R. Gavade	CSE	<i>[Signature]</i>
40	E01154	Mrs. Sunita Shailesh Pawar	BBA	<i>[Signature]</i>
41	E01260	Ms. Anahi Appaso Pujari	ETC	<i>[Signature]</i>
42	E01112	Mrs. Minakshel S. Kanase	CS & IT	<i>[Signature]</i>
43	E01160	Ms. Pranita R. Shinde	Deans office	<i>[Signature]</i>
44	E01056	Ms. Neelima B. Kose	Diploma Civil	<i>[Signature]</i>
45	E01266	Mrs. Prayakta S. More	Diploma HA	<i>[Signature]</i>
46	E01218	Ms. Deepali B. Chavan	Diploma CO	<i>[Signature]</i>
47	E00797	Ms. Sagar Seneviratne	Administration office	<i>[Signature]</i>
48	E01282	Dr. Vijay H. Kalmari	CS & IT	<i>[Signature]</i>
49	E00946	Parth Ramesh Hajare	Dept. of TSP	<i>[Signature]</i>
50	E01128	Mr. T.S. Ruparel	CSE	<i>[Signature]</i>
51	E00922	Sachin S. Kumbhar	Electrical	<i>[Signature]</i>
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REGISTRAR

K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)

[Handwritten Signature]

DIRECTOR

K. E. Society's
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Rajaramnagar, Sakharale, (Islampur)

ATTENDANCE SHEET

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DATE-16/2/2023

Sr. No.	Employee ID	Name of Trainee	Department	Sign
1	E01281	Mr. Vijay A. Sanmukh	Diploma-Computer	[Signature]
2	E00858	Mr. Swapnil S. Patil	Diploma-Computer	[Signature]
3	E00854	Mr. Anisuddha A. Patil	Diploma-mechanical	[Signature]
4	E01167	Mr. Shakil Mubarak Mulla	MBA	[Signature]
5	E01089	Mr. Ansar S. Mulani	Diploma Electrical	[Signature]
6	E01013	Mr. Kiran A. Waghmare	Diploma Electrical	[Signature]
7	E00903	Mr. Sameer D. Sadalkale	Diploma Civil	[Signature]
8	E01112	Ms. M.S. Kanase	CSIT	[Signature]
9	E01260	Ms. Arati Appaso Pujari	ETC	[Signature]
10	E00300	Mr. Sayaji Jagannath Dhurnal	CSE	[Signature]
11	E00267	Mrs. Seema S. Desai	MBA	[Signature]
12	E01160	Ms. Pranita R. Shinde	Deans Office	[Signature]
13	E01154	Ms. Sunita S. Pawar	BBA	[Signature]
14	E00163	Mr. Shripasad S. Kadam	Electrical Engg Dept	[Signature]
15	E00129	Mrs. Neelam N. Patil	Administrative office	[Signature]
16	E01137	Mr. Vishal B. Patil	Electrical Engg	[Signature]
17	E00580	Mr. Rajanikant A. Metri	Electrical Engineering	[Signature]
18	E00536	R.M. Bhinde	Aut	[Signature]
19	E00494	J.V. Mahadik	Automobile Engg.	[Signature]
20	E00883	Y.S. Patil		[Signature]
21	E01219	S.S. Deshmukh	Mechatronics	[Signature]
22	E00857	Nilesh C. Aankwad	Diploma-Mechanical	[Signature]
23	E01128	Tarunprasad Singh	CSE	[Signature]
24	E01187	Rohit Sadigale	CSIT	[Signature]
25	E00319	Ganesh S. Madale	CS & IT Dept.	[Signature]
26	E00238	Jotiram S. Jadhav	E&TC	[Signature]
27	E01182	Arati A. Govande	CSE	[Signature]
28	E00863	Vishwas Hase	Central library	[Signature]
29	E00922	Sachin Kumbhar	Electrical	[Signature]
30	E00878	Umesh A. Kamenikar	ETC	[Signature]

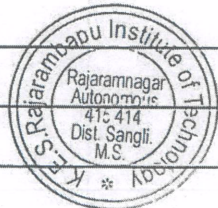
ATTENDANCE SHEET

Training of

ADOBE EXPRESS TRAINING UNDER CSR ACTIVITY

DATE- 16/2/2023

Sr. No.	Employee ID	Name of Trainee	Department	Sign
31	E00846	Poornimaresh Hajare	TSP	
32	E00968	Poornimaresh Chavan	mech	
33	E01071	Randhiz Tashwant chavan.	Automobile	
34	E00867	Sandip Shahaji Patil	Automobile Diploma	
35	E01259	Rustum Sikandar Phalait	Mechatronics	
36	E00383	Yogesh S. Patil	Auto	
37	E01241	Rohit R Kurlappan	civil	
38	E00809	Moghe Madhukar Marke	Civil	
39	E00880	Aniket B. Pawar	Mech	
40	E00851	Sagar S. Patil	Deems office	
41	E00546	Sushant V. Patil	office	
42	E01056	Neelima B. Kore	Diploma Civil	
43	E00206	Anil J. Kate	CSE	
44	E00156	Suryam J. Patil	Mechanical	
45	E00665	Kumbhar G.N.	Civil Engg.	
46	E00498	Gondil V.B	Central Lib	
47	E00453	Pravin A Chok	MBA	
48	E01163	Kapil P Mandavkar	office	
49	E00961	Mrs Sarika D. Patil	-11-	
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DIRECTOR
K. E. Society's
Rajarambapu Institute of Technology
An Autonomous Institute
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Rajaramnagar, Sakharale (Islampur)

Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar

'Adobe Express Training'
On Thursday, 16th February 2023



REGISTRAR
K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)



Kasegaon Education Society's

**Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)**

Post- Sakharale, Tal – Walwa, Dist – Sangli, PIN – 415414

Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

RIT/2022/1621/2022-23

दि. ०३/०१/२०२३

NOTICE

प्रशासकीय विभाग (Administrative Office) तर्फे महाविद्यालयातील शिक्षकेत्तर कर्मचा-यांसाठी **“Soft Skills and Behavioral Skills at Workplace”** हा दोन दिवसाचा प्रशिक्षण कार्यक्रम दिनांक ०६ आणि ०७ जानेवारी, २०२३ रोजी MBA Dept. कॉन्फरन्स हॉल मध्ये सकाळी १०.१५ ते दुपारी ४.३० या वेळेत आयोजित केलेला आहे.

सर्व विभागप्रमुखांनी आपल्या विभागातील प्रत्येकी दोन शिक्षकेत्तर कर्मचा-यांची नावे दिनांक ०४ जानेवारी, २०२३ पर्यंत ऑफिसमध्ये कळवावीत व सदरच्या स्टाफला कार्यक्रमासाठी नियोजित वेळेत उपस्थित राहण्यास सूचित करावे.

Mrs. S. D. Patil
Registrar



Dr. Mrs. S. S. Kulkarni
Director

REGISTRAR

K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)

DIRECTOR

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Rajarambapu Institute of Technology
An Autonomous Institute
Rajaramnagar, Sakharale, (Islampur)

Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)

**“Soft Skills and Behavioral Skills at Workplace”
Two day’s Training Program organized by Administrative Office
on 6th & 7th January, 2023**

Program Schedule

S N	Details	Time
Day 1 : 06th January, 2023		
1	Welcome and Lamp Lightening Request to Guests	10.30 a.m. to 10.35 a.m.
2	Introduction of Resource Person	10.35 a.m. to 10.40 a.m.
3	Guest Guidance	10.40 a.m. to 11.00 a.m.
4	Session Start	11.00 a.m. to 12.15 p.m.
5	Break	12.15 p.m. to 12.30 p.m.
6	Session Continue	12.30 p.m. to 1.30 p.m.
7	Lunch Break	1.30 p.m. to 2.00 p.m.
8	Session Continue	2.00 p.m. to 4.30 p.m.
Day End		
Day 2 : 07th January, 2023		
1	Session Start	10.00 a.m. to 12.15 p.m.
2	Break	12.15 p.m. to 12.30 p.m.
3	Session Continue	12.30 p.m. to 1.30 p.m.
4	Lunch Break	1.30 p.m. to 2.00 p.m.
5	Session Continue	2.00 p.m. to 3.00 p.m.
6	Vote of Thanks	3.00 p.m. to 3.45 p.m.


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DIRECTOR

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Kasegaon Education Society's

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(An Autonomous Institute)**

Post- Sakharale, Tal – Walwa, Dist – Sangli, PIN – 415414

Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

Office Note

Date- 03/01/2023

Submitted to Hon. Director Madam

Submitted by – Mrs. S. D. Patil, Registrar

Sub –Approval for the Budget of Training Program.

With reference to above subject, Administrative wing has organized “Soft Skills and Behavioral Skills at Workplace” for the Non-teaching staff on 6th & 7th January, 2023. We will be providing Attendance Certificate and tea at the end of the session to all participants. The budget required for the same is approx. Rs. 25,500/-.

We request you to kindly approve the same.

Mrs. Kapil Mandavkar
Admin. Asst.

Mr. Prakash Patil
Section Head

Mrs. Sarika Patil
Registrar

Remark – Permitted

Dr. Mrs. S. S. Kulkarni
Director

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Budget Details for Training Program for Non-Teaching Staff

Approx. Participants: 52

S N	Particulars	Price	Amount
1	Remuneration of the Trainer (2 Days) "Damn Sure"	20,000	20,000
2	Certificates for Participants (55) Participants 52 + 03 Resource Persons	12/-	660
3	Material for Photo Pujan		300
4	Tea for Two Days	10/-	1000
5	Notepad & Pen	10/-	400
6	Lunch for Resource Persons		2500
7	Tea & Biscuits for Resource Persons		200
8	Misc. Expenses		440
		Total	25,500/-



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RAJARAMBAPU INSTITUTE OF TECHNOLOGY

An Autonomous Institute, Affiliated to Shivaji University, Kolhapur

Approved by AICTE New Delhi, D.T.E., Govt. of Maharashtra

NAAC Accredited 'A+' Grade NBA Accredited

K. E. Society's

Estd. 1983



DTE Code:
EN6214, MB6214

Ref: RIT/E3tb/1667/2022-23

Date: 6 JAN 2023

To,
Training Team,
DAMN SURE,
Sangli.

Dear Madam,

Thank you for the acceptance of our invitation and conducted the workshop on **“Soft Skills and Behavioral Skills at Workplace”** topic. You have explained the importance of Soft Skills and Behavioral Skills at workplace in a very simple way through the activities during the session.

The staff who have attended really enjoyed your session and it is reflecting through the feedback given by them. We appreciate you for the spending your time to guide our staff.

Thank You once again.

Regards,


f Director




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Damn Sure
Self-Awareness Form



प्रशिक्षणार्थीनी खालील माहिती खरी खरी प्रामाणिकणे लिहावी. याचा आपल्या कार्यशाळेत उपयोग होणार आहे. या माहितीचा कुठेही दुरुपयोग केला जाणार नाही याची आम्ही खात्री देतो.

प्रश्नावली -

अ) वैयक्तिक :

१) नाव :

२) वय:

३) शिक्षण :

४) तुमच्या स्वतःकडून अपेक्षा :

.....

.....

५) दैनंदिन जीवनात आव्हानात्मक समस्या कोणत्या आहेत. किंवा अडचणी कोणत्या आहेत?

.....

.....

६) तुमचा छंद /आवड

७) छंद जोपासण्यासाठी किती वेळ देता :

८) आत्तापर्यंतच्या आयुष्यातील आठवणीत राहिलेले दोन प्रसंग -

सुखद प्रसंग :

अ) वैयक्तिक :

.....

ब) कार्यालयीन :

.....

दुःखद प्रसंग :

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हुद्दा :

३) तुम्ही जे काम करत आहात ते काम सतत आवडत राहण्यासाठी तुम्हाला विशेष असे प्रयत्न करावे लागतात का? असेल तर कोणते प्रयत्न करता?

४) तुमच्या कार्यालयातील इतरही कोणतं काम करायला तुम्हाला आवडतं का?

कारण

५) तुमच्या आरोग्यासाठी तुम्ही काय करता?

६) दिवसभरात तुम्ही एकदा तरी स्वतःकडे बघून हसता का?

७) काय घडल्यानंतर तुमच्या चेहऱ्यावर आनंदाने हसू उमटते?

८) हा फॉर्म भरताना कसे वाटले?

सोपे वाटले

मजा आली

स्वतःचा नव्याने शोध लागतोय

काहीतरी नवीन सापडतय असं वाटलं

वैचारीक वाटलं

इतर

९) हा फॉर्म भरताना कोणता प्रश्न जास्त आव्हानात्मक वाटला.

१०) हा फॉर्म भरताना कोणता प्रश्न तुमच्यासाठी अगदी सोपा होता?



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Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 06 January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1.	E-00778	Sahas Suresh Kamble	Attendant	Hostel	[Signature]
2.	E00972	Ajit D. patil	Peon	Hostel	[Signature]
3.	E00971	Anirash S. Chavan	maint. Supervisor	Hostel	[Signature]
4.	E-00679	Rohit patil	wideman	Hostel	[Signature]
5.	E-00777	subhash patil	peon	Hostel	[Signature]
6.	E-01659	Jitendra patil	wideman	Hostel	[Signature]
7	E01202	VaiBhav Khot	Peon	Hostel	[Signature]
8.	E01205	Koli Ganesh B.	Jr. Cleaner	Hostel	[Signature] 06/01/23
9.	E00318	D.V. Ghogare	CEF	Lao. ASST	[Signature]
10	E00172	Ashok P. P.	Dy. Ream Host	Hostel	[Signature]
11	E-00880	Tanaji S. Tate	Jr. Clerk Hostel	Hostel	[Signature]
12	E00571	Amol U. Pawar	Office Jr. Clerk	Office	[Signature]

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Training Program “Soft Skills and Behavioral Skills at Workplace”
for Non-Teaching Staff on 06 January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1	E00908	Sandip S. Chavan	Clerk	Library	Chavan
2	E00715	Conesh S. Kodam	Peon	T. & P	Kodam
3	E00257	शुभांग शिंदे	शिंदे	शिंदे	Shinde
4	E00720	श्रीकांत शिंदे	Clerk	Office	Shinde
5	E00546	Sushant V. Patil	Jr. Clerk	—	Patil
6	E00064	Ashok B. Deshmukh	Jr. Clerk	—	AD
7	E00453	Pravin A. Khot	Lab. Asst	MBA	Khot

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Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 06 January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1.	E01247	DAKE LIYAKATHU BABALM	RECTOR	HOSTEL	Bd
2.	E-00924	C.M. BHALAVANE	S/GUEST/SUP	HOSTEL	
3.	E01075	Ajuna Senapati Tak	peon	Hostel	Atate
4.	—	Abhijeet. K. Sopkol.	peon	Hostel	AK
5.	E.01199	Sudhakar S. Mane	Gr.H. supervisor	Hostel	
6.	E00850	Tanaji Sampat Rao Tale	Jr clerk	Hostel	
7.	E00660	Atul Uttam Dandekar	Peon (office)	Hostel	Atul
8.	E00172	Ashok Dnyandev Patil	Oy. Rector	Hostel	APAT
9.	E01202	Vaibhav. B. Khot	Peon	Hostel	VSS
10.	E01136	Sunit V. Jadhav	Jr. clerk	office	Jadhav
11.	E01163	Kapil P Mandavkar	Admin Asst	office	Kapil
12.	E01131	Ganesh B. Jadhav	Jr. clerk	office	Ganesh
13.	E00453	Pravin A. Khot	Lab. Asst.	MBA	Pravin

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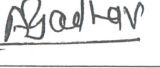
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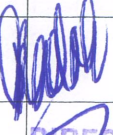
Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 06 January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1.	E00417	Mrs. Ujjwala A Pawar	Lib Asst	central Library	
2	E01069	Shila Sumil Patil	Deputy Rector	Hostel	
3	E00156	Sangram J. Patil	Instructor	Mechanical	
4	E00091	Mr. Rajamm R. Lohar	Jr. Instructor	Sc. & Hum.	
5	E00537	Ms. Rahul R. Patil	Lab Assistant	Scis Hum	
6	E00579	Mr. K.A. Pawar	Lab Assistant.	Civil	
7.	E01245	Mr. Ashish R. Jadhav	Lab Assistant	mechanical	


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Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 7th January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1	E01247	L B DAKE	RECTOR	HOSTEL	Bel S
2	E00266	T. P. Patil	Lab-Asst	Electrical	Patil
3	E00976	D. D. Jadhav	Jr-Clerk	Hostel	Jadhav
4	E01245	Ashish R. Jadhav	Lab Assistant	Mechanical	AJadhav
5	E00546	Sushant Patil	Jr. clerk	Office	Patil
6	E00850	Tanaji S Take	Jr clerk	Hostel	Take
7	E00064	Ashalg Deshmukh	sr. clerk	office	AD
8	E00714	राजेश रा. केशवराव	Peon	Lib	राजेश रा. केशवराव
9	E00-717	P. U. Ghpvade	Peon	CSE	PGhpvade
10	E00-307	D.S. Ghpvade	Peon	Hostel	DSh
11	E00715	Canesh S. Kadam	Peon	T.P.O.	AD
12	E00257	(अमर अक्षय राव)	असेसे	दिव्येष्ट	Sund
13	E00978	विभव शिवाजी उदिय	विद्यार्थी	M.B.A.	AD
14	E00319	Ganesh Madale	Lab Assistant	IT Dept.	GMadale
15	E00303	Gurvart Chavan	— " —	— " —	GChavan

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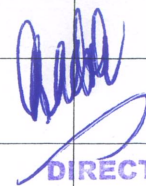
Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 7th January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1	E00924	C. M. BHALAYANE	S/G/SUP	HOSTEL	
2	E00156	Sangram J. Patil	Instructor	Mechanical	
3	E00091	Rajaram P. Lohar	Sr. Instructor	Sc. & Hum.	
4	E00537	Mr. Rahul R Patil	Lab Assistant	SCIPITUM	
5	E00092	Vijay Kisan Uthale	Sr. Instructor	Civil Engg	
6	E00579	Mr. K.A. Pawar	Lab Assistant.	Civil Engg	
7	E00720	Jadhav Bajrang S.	Jr. Clerk	Office	
8	E01196	Mohamadazim Momin	Web Developer	computer centre	
9	E-00777	SABHASH Patil		HOSTEL	
10	E00653	Pravin A. Khol	Lab Asst	B MBA	
11.	E01131	Ganesh B. Pedhore	Jr. clerk	Admin office	
12.	E00659	Patil Sagar vilasrao	lab. Asst.	Computer Centre	
13.	E00436	Sundi V. Joshi	Jr. clerk	Office	


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Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 7th January, 2023

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
01	E00169	Prakash E. Chavan	Lab. Assistant	Auto	
02	E00454	R. M. Chavan	Lab. Assistant	Auto	
03	E01240	Suraj A. Patil	Skilled Asst	Mech	
04	E-00972	Ajit D. Patil	Peon	Hostel	
05	E-00778	Suhas Suresh Kamble	Attendant	Hostel	
06	E01202	Vaibhav B. Khot	Peon	Hostel	
07	E-01059	Jitendra L. Patil	wireman	Hostel	
08	---	Abhijeet K. Sapkal	peon	Hostel	
09	E00977	Deepak A. Chokade	Lab. AssisT.	ETC	
10	E00297	Ajit S. Kardam	Peon	ETC	
11	E01163	Kapil P Mandavkar	Admin Asst.	Office	
12	E01116	Ranjit Ingale	gardean	civil net	
13	E00999	Avinash Jadhav	Peon	Hostel	

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Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

**Two Day's Training Program "Soft Skills and Behavioral Skills at
Workplace"**

for Non-Teaching Staff on 6th & 7th January, 2023

Feedback Form

Questions	Very Good	Good	Fair	Poor
Q.1) How is the objective of this Training Program? (या ट्रेनिंग प्रोग्रामचा उद्देश कसा वाटला?)	✓			
Q.2) How are the contents of the training program? (या ट्रेनिंग प्रोग्रामची मांडणी कशी आहे?)	✓			
Q.3) How efficient and effective is the execution of the training program? (या ट्रेनिंग प्रोग्रामची अंमलबजावणी किती कार्यक्षम आणि प्रभावी आहे?)	✓			
Q.4) How would you rate your overall experience with this training program? (या ट्रेनिंग प्रोग्रामधील तुमच्या एकूण अनुभवाला तुम्ही कसे रेट कराल?)	✓			
Q.5) What change will you bring in your professional life after attending this training program? (या कार्यशाळेला उपस्थित राहिल्यानंतर तुम्ही तुमच्या व्यावसायिक जीवनात काय बदल घडवून आणाल?)				
सुंदरचा कार्यशाळेमधून वेळेचे व्यवस्थापन, कामातील प्रगती, व्यक्तिमत्त्वामध्ये बदल, स्वतःच्या Strength, weakness वर काम करणे येईल. भावसाधक व वैयक्तिक दैनंदिन जीवन हातडावे जगता येईल.				

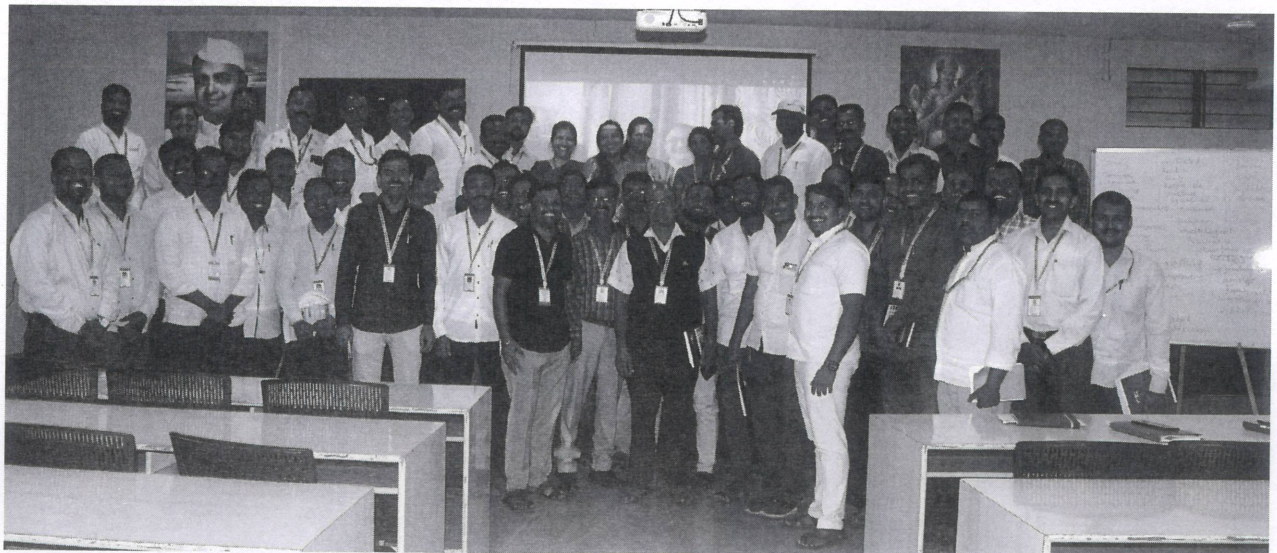
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K.E. Society's
Rajarambapu Institute of Technology, Rajaramnagar
Training Program "Soft Skills and Behavioral Skills at Workplace"
for Non-Teaching Staff on 7th January, 2023



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Training Program on
**“Self-Motivation to Enhance the
Productivity”**
on 31st December, 2022

Organized by:
Administrative Office,
Rajarambapu Institute of Technology,
Rajaramnagar

Resource Person: Ms. Bhakti Phadke



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Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar

Training Program on “Self-Motivation & Enhance the Productivity”
on 31st December, 2022

Report

Training Program on “Self-Motivation & Enhance the Productivity” for non-teaching staff was organized by **Administrative Office on 31st December, 2022**. The main objective of the program was to empower participants with strategies and techniques to enhance self-motivation and productivity in both personal and professional aspects of their lives.

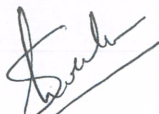
Resource Person: Ms. Bhakti Phadke, Rubicon, Goa


Program Schedule

S N	Details	Resource Person	Time
1	Welcome and Lamp Lightening Request to Guests	Mr. Sunil Jadhav	2.30 p.m. to 2.35 p.m.
2	Introduction of Guest	Mrs. Sarika D. Patil	2.35 p.m. to 2.40 p.m.
3	Training Program on “Self-Motivation to enhance the Productivity”	Ms. Bhakti Phadke	2.40 p.m. to 5.15 p.m.
4	Vote of Thanks	Mr. Kapil P. Mandavkar	5.15 p.m. to 5.20 p.m.
5	Refreshment		5.20 p.m. to 5.30 p.m.

81 administrative staff members had participated in this program. The Training program received positive feedback from participants, with many expressing gratitude for the practical tools and strategies shared. Some participants mentioned that the interactive activities and group discussions were particularly helpful in applying the concepts learned.

Prepared and submitted by -


Mr. Kapil Mandavkar
Administrative Assistant


Mr. Prakash Patil
Head, Establishment Section



Kasegaon Education Society's

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दि. २३/१२/२०२२

NOTICE

प्रशासकीय विभाग (Administrative Office) तर्फे महाविद्यालयातील शिक्षकेत्तर कर्मचा-यांसाठी "Self-Motivation to enhance the Productivity" या विषयावरील वर्कशॉप दिनांक ३१ डिसेंबर, २०२२ रोजी कॉम्प्युटर सायन्स विभागाच्या कॉन्फरन्स हॉल मध्ये दुपारी २.३० ते ५.३० या वेळेत आयोजित केले आहे.

तरी सर्वांनी सदरच्या कार्यक्रमास नियोजित वेळेत उपस्थित राहावे.

Mrs. S. D. Patil
Registrar



Dr. Mrs. S. S. Kulkarni
Director

REGISTRAR

K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)

DIRECTOR

K. E. Society's
Rajarambapu Institute of Technology
An Autonomous Institute
Rajaramnagar, Sakharale, (Islampur)



Kasegaon Education Society's

**Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)**

Post- Sakharale, Tal – Walwa, Dist – Sangli, PIN – 415414

Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

Office Note

Date- 29/12/2022

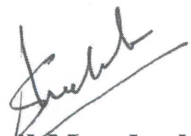
Submitted to Hon. Registrar, Mrs. S. D. Patil

Submitted by – Mr. P. L. Patil, Establishment Section Head

Sub –Approval for the Budget of Training Program.

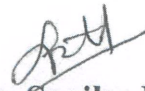
With reference to above subject, Administrative wing has organized **Training Program** on “**Self-Motivation to Enhance the Productivity**” for the Non-teaching staff on 31st December, 2022. We will be providing Certificates to participants and tea at the end of the session to all participants. The budget required for the same is approx. **Rs. 3,500/-**.

We request you to kindly approve the same.


Mrs. Kapil Mandavkar
Admin. Asst.


Mr. Prakash Patil
Section Head

Remark – permitted


Mrs. Sarika Patil
Registrar


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Rajaramnagar, Sakharale, (Islampur)

Budget Details for Training Program for Non-Teaching Staff

Approx. Participants: 120

S N	Particulars	Price	Amount
1	Certificates for Participants	12/-	1440
2	Tea	10/-	1200
3	Cadbury	10/-	100
4	Misc. Expenses		760
		Total	3,500/-



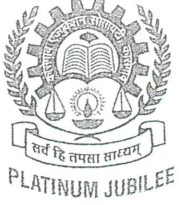
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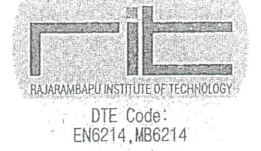
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NAAC Accredited 'A+' Grade NBA Accredited

K. E. Society's

Estd. 1983



DTE Code:
EN6214, MB6214

Ref: RIT/ ESTB/1594/2022-23

Date:

Date: 30/12/2022

To,
Ms. Bhakti Phadke,
Rubicon,
Goa

Sub: Letter of Invitation as a Resource Person for Training program.

Dear Madam,

We are delighted by having an opportunity to invite you as a resource person to enlighten our staff on Training Program "**Self-Motivation to Enhance the Productivity**". They will be grateful to listen the experiences and opinions shared by you. This Training Program will be organized on **31st December, 2022 from 2.30 p.m. to 5.30 p.m.**

We hope you will accept the invitation and help our staff to gather knowledge.

Thank you very much.

Regards,


Dr. A. B. Kakade,
I/C Director




REGISTRAR

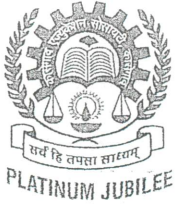
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Rajaramnagar, Islampur, Dist. Sangli, Maharashtra 415 414, India. Cell : 09970700700

Tel. : +91 2342 220329, 221001. E-mail : director@ritindia.edu

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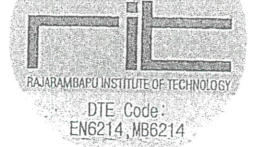
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K. E. Society's

Estd. 1983



Ref: RIT/Estb/1634/2022-23

Date:

3 JAN 2023

To,
Ms. Bhakti Phadke,
Rubicon,
Goa

Dear Madam,

Thank you for the acceptance of our invitation and conducted the workshop on **"Self-Motivation to Enhance the Productivity"** topic. You have explained the importance of self-motivation and how to enhance the productivity in a very simple way through the activities during the session.

The staff who have attended really enjoyed your session and it is reflecting through the feedback given by them. We appreciate you for the spending your time to guide our staff.

Thank You once again.

Regards,

Dr. Mrs. S. S. Kulkarni,
Director




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Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)

“Self-Motivation & Enhance the Productivity”
Organized by Administrative Office
on 31st December, 2022

Program Schedule

S N	Details	Resource Person	Time
1	Welcome and Lamp Lightening Request to Guests		2.30 p.m. to 2.35 p.m.
2	Introduction of Guest		2.35 p.m. to 2.40 p.m.
3	Training Program on “Self- Motivation to enhance the Productivity”	Ms. Bhakti Phadke	2.40 p.m. to 5.15 p.m.
4	Vote of Thanks		5.15 p.m. to 5.20 p.m.
5	Tea		5.20 p.m. to 5.30 p.m.


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Training Program "Self-Motivation to Enhance the Productivity"
for Non-Teaching Staff on 31st December, 2022

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1.	E01261	Lad Atul Vijay	Lab. Assi	CSE	
2	E00867	Sandip S. Patil	Lab Assit.	Automobile Diploma	
3	E01195	Kishor N. Patil	Peon	Computer Assistent Diploma	
4	E01073	Rushikesh K. Tate	Peon	Mechanical Diploma	
5	E00064	Ashale B. Deshmukh	Sr. Clerk	office	
6.	E01115	Atul M. Ghate	Peon	Automobile Diploma.	
7.	E01075	Aojan S Tale	Peon	Hostel	
8.	E00971	A S. Charan	Indst. supervisor	Hostel	
9.	E01246	Dudhgaonkar Rishikesh.	Coordinator	IDEA Lab	
10	E01193	Prasad V. Aswale	Peon	office	
11.	E00946	Pankaj Hajare	Asst. TPO	TSP	
12	E01163	Keeril P. Mandavkar	Admin. Asst	office	
13	E00900	Rajendra S. Dige	Peon	office	
14	E00943	Sachin Rajaram Patil	Sr. Clerk		
15	E00797	Sagar Patil	P.A. to Director	office	

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Training Program "Self-Motivation to Enhance the Productivity"
for Non-Teaching Staff on 31st December, 2022

Attendance Sheet

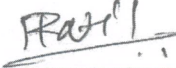
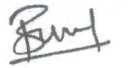
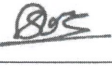


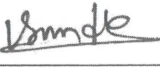
S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1.	E01129	Neelam N. Patil	Jr. clerk	office	
2	E00971	Avinash S. Chavan	maint. supervisor	Hostel	
3	E01080	Subhash. Y. Pawar	site Engineer	site civil-Infra	
4	E01033	Puram R. Salunkhe	Jr. Clerk	office	
5	E01199	Sudhakar S. Mane	Guest house supervisor	Hostel	
6	E 01059	Jitendra L. Patil	wireman	Hostel	
7	E01069	Sulita S. Patil	D.Y. Kerkar	Hostel	
8	E01031	Vasim. S. Jammade	MBA JE. Clerk	MBA	
9	E01108	Nikhil A. Patil	Instructor	mech. central wip.	
10	E01116	Ranjit S. Ingale	Sanctioner	civil mentor	
11	E01212	Padshant. R. Patil	Lib.	Library	
12	E01247	L B Dalke	Rector Hostel	Hostel	
13	E00908	Chavan sandip S	clerk	Library	
14	E00660	Atul Dandurte	plumber	Hostel	
15	E01164	sumil S. Kokerkar	peon	MBA	


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Training Program "Self-Motivation to Enhance the Productivity"
for Non-Teaching Staff on 31st December, 2022

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1	E01017	Radhesh Rajendra Patil	Technical Support Engg.	NETRABIT Found ⁿ	
2	E01121	Padip Sanjay Ghume	Pioun	Mech	
3	E01109	Lohar Sachin Sanjiv	Tech. Assestant	Mech	
4	E01245	Ashish Ramchandra Jadhav	Lab Assitant	mech	
5	E01160	Pranita R. Shinde	Administrative Deans Asst.	Office	
6	E01063	Vikas Vikas Jankar	Technical Assistant	mech	
7	E01123	Vaibhav Sanjay Londhe	Pioun	mech	


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Rajarambapu Institute of Technology, Rajaramnagar

Training Program **"Self-Motivation to Enhance the Productivity"**
for Non-Teaching Staff on 31st December, 2022

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1)	E00925	Avinash B. Khot	Peon	Library	
2	E-00777	SabHASH R. Patil	wireman	Hostel	
3)	E-01076	Premod P. Patil	wireman	electrical	Patil
4)	E01144	Sandip Jadhav	peon	mech.	
5)	E00977	Deepak A. Kholude	lab ASSIST.	ETC	
6)	E00720	Bajrang S. Jadhav	Clerk	Office	
7)	E01029	Nilesh Jagtap	Coordinator	NRIT	
8)	E01069	Harshal Patil	COO, NRIT	NRIT	
9	E01202	Naibhav Khot	Peon	Hostel	
10)	E01198	Ajit K. Ghabak	Attendant	EEL	
11)	E00913	Mr. Sachin S. Shingde	central store jr. clerk	central store	

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Rajaramnagar, Sakharele, (Islampur)

Attendance Sheet

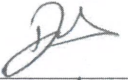
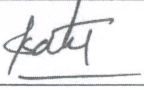
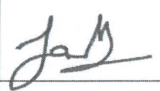

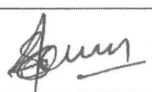
S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1	E01209	Anushka V. Bhosale	Library trainee	Library	
2	E01176	Ghogare priyanka A	Library trainee	Library	
3	E01162	Abhijit S. Mane	lab. Assistant	Mechanical	
4	E00999	Avinash B. Jadhav	Peon	Hostel	
5	E01201	Kishor S. Jadhav	Plumber	Civil-Engineer	
6	---	Abhijeet. k. Sapkal.	peon	Hostel	
7	E00917	Mahesh R. Sambhare	sr. clerk	Exam Center	
8	E00974	Sudhir mohan kate	peon	civil	

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Training Program “Self-Motivation to Enhance the Productivity”
for Non-Teaching Staff on 31st December, 2022

Attendance Sheet

S. N.	Emp ID	Name of Staff	Designation	Department	Signature
1.	E00976	Digambar D. Jadhav	Jr. Clerk	Hostel	
2)	E01145	Sandeep L. Patil	Jr. Clerk	office	
3	E01136	Sunil V. Jadhav	Jr. Clerk	office.	
4	E01256	MOLSHNATH C. OGRAE	Driver	AATO	
5	E01196	Momin M.S.	Web Developer	computer centre	



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Training Program "Self-Motivation to Enhance the Productivity"
for Non-Teaching Staff on 31st December, 2022

Feedback Form

Questions	Very Good	Good	Fair	Poor
Q.1) How is the objective of this Induction Program? (या इंडक्शन प्रोग्रामचा उद्देश कसा वाटला?)	✓			
Q.2) How are the contents of the Induction Program? (या इंडक्शन प्रोग्रामची मांडणी कशी आहे?)	✓			
Q.3) How efficient and effective is the execution of the Induction Program? (इंडक्शन प्रोग्रामची अंमलबजावणी किती कार्यक्षम व प्रभावी आहे?)	✓			
Q.4) How would you rate your overall experience with this Induction Program? (या इंडक्शन प्रोग्राममधील तुमच्या एकूण अनुभवाला तुम्ही कसे रेट कराल?)	✓			

Q.5) Write your feedback in brief about this training program.

(या प्रशिक्षण कार्यक्रमाबद्दल तुमचा अभिप्राय थोडक्यात लिहा.)

होय. खुप दठाण पध्दतीने माहिती सांगितल्यामुळे
सर्व माहिती व्यवस्थाने समजली.

REGISTRAR

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**Training Program “Self-Motivation to Enhance the Productivity”
for Non-Teaching Staff on 31st December, 2022**

Feedback Form

Questions	Very Good	Good	Fair	Poor
Q.1) How is the objective of this Induction Program? (या इंडक्शन प्रोग्रामचा उद्देश कसा वाटला?)	✓			
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Q.3) How efficient and effective is the execution of the Induction Program? (इंडक्शन प्रोग्रामची अंमलबजावणी किती कार्यक्षम व प्रभावी आहे?)		✓		
Q.4) How would you rate your overall experience with this Induction Program? (या इंडक्शन प्रोग्राममधील तुमच्या एकूण अनुभवाला तुम्ही कसे रेट कराल?)	✓			

Q.5) Write your feedback in brief about this training program.

(या प्रशिक्षण कार्यक्रमाबद्दल तुमचा अभिप्राय थोडक्यात लिहा.)

ही मला संस्थेचे सेवा नियम, तसेच सर्व प्रक्रिया समजली.

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Training Program "Self-Motivation to Enhance the Productivity"
for Non-Teaching Staff on 31st December, 2022

Feedback Form

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Q.4) How would you rate your overall experience with this Induction Program? (या इंडक्शन प्रोग्राममधील तुमच्या एकूण अनुभवाला तुम्ही कसे रेट कराल?)	✓			
Q.5) Write your feedback in brief about this training program. (या प्रशिक्षण कार्यक्रमाबद्दल तुमचा अभिप्राय थोडक्यात लिहा.)				
<p>✓ हो, खुपच छान उपक्रम होता, त्याची खरच गरज होती</p>				

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**Training Program “Self-Motivation to Enhance the Productivity”
for Non-Teaching Staff on 31st December, 2022**

Feedback Form

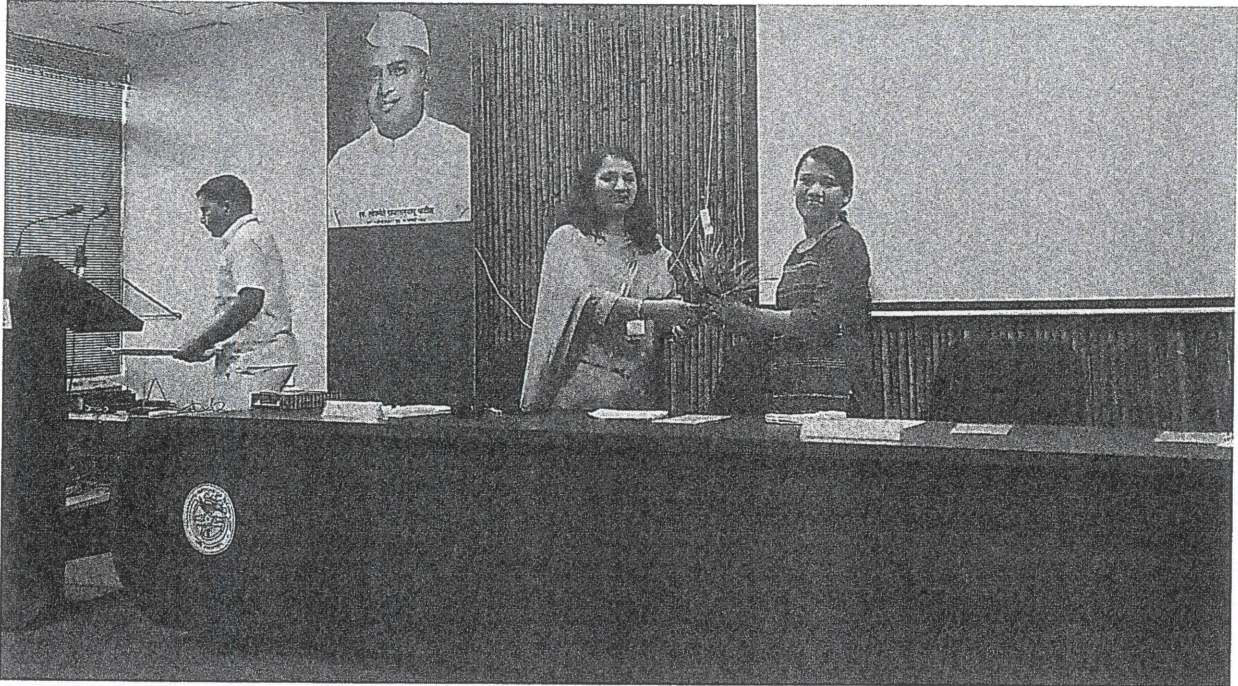
Questions	Very Good	Good	Fair	Poor
Q.1) How is the objective of this Induction Program? (या इंडक्शन प्रोग्रामचा उद्देश कसा वाटला?)	✓			
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Q.3) How efficient and effective is the execution of the Induction Program? (इंडक्शन प्रोग्रामची अंमलबजावणी किती कार्यक्षम व प्रभावी आहे?)		✓		
Q.4) How would you rate your overall experience with this Induction Program? (या इंडक्शन प्रोग्राममधील तुमच्या एकूण अनुभवाला तुम्ही कसे रेट कराल?)		✓		
Q.5) Write your feedback in brief about this training program. (या प्रशिक्षण कार्यक्रमाबद्दल तुमचा अभिप्राय थोडक्यात लिहा.)				
होय, अत्यंत उपयुक्त स्तरात होता.				

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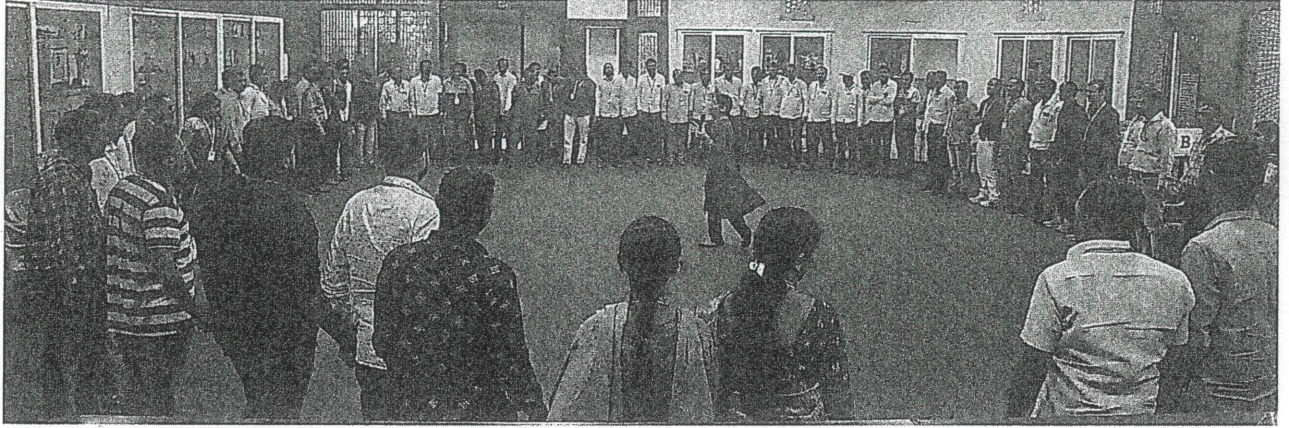


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REGISTRAR
K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)

[Handwritten Signature]

DIRECTOR
K. E. Society's
Rajarambapu Institute of Technology
An Autonomous Institute
Rajaramnagar, Sakharale, (Islampur)



REGISTRAR

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An Autonomous Institute
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7

19

Staff Induction Program

31st December, 2022

Organized by:

Administrative Office,
Rajarambapu Institute of Technology,
Rajaramnagar

Resource Person: Mrs. S. D. Patil, Registrar, RIT, Islampur

Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar

**“Staff Induction Program”
on 31st December, 2022**

Report

The Staff Induction Program was implemented to ensure a smooth transition for new employees into the Institute. This report provides an overview of the program, its objectives, activities, and feedback received.

Objectives of the Staff Induction Program:

- To familiarize new employees with the Institute's mission, vision, and values.
- To provide essential information about Institute policies, procedures, and organizational structure.
- To introduce new faculty to their teams, colleagues, and key stakeholders.
- To enhance understanding of the Institutes culture, expectations, and work environment.

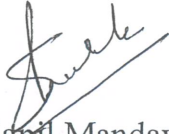
Program Schedule

S N	Details	Resource Person	Time
1	Welcome and Lamp Lightening Request to Guests	Mr. Sunil V. Jadhav	10.15 a.m. to 10.20 a.m.
2	Introduction of Guest	Mr. Prakash L. Patil	10.20 a.m. to 10.25 a.m.
3	Guest Guidance 1. Hon. R. D. Sawant, Secretary, K. E. Society 2. Hon. S. D. Patil, Member 3. Dr. A. B. Kakade, Dean R & D 4. Mrs. S. D. Patil, Registrar	Mr. Sunil V. Jadhav	10.25 a.m. to 11.00 a.m.
4	Workshop on “Administrative Practices at RIT” (Induction Program)	Mrs. S. D. Patil, Registrar	11.00 a.m. to 12.30 a.m.
5	Question – Answer Session combine with Breakfast & Tea	Mrs. Sarika D. Patil	12.30 a.m. to 12.45 p.m.
6	Activity		12.45 p.m. to 2.00 p.m.
7	Prize Distribution		2.00 p.m. to 2.15 p.m.
8	Vote of Thanks	Mr. Kapil P. Mandavkar	2.15 p.m. to 2.20 p.m.
9	Tea		2.20 p.m. to 2.30 p.m.

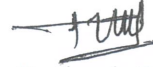
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141 administrative staff members had participated in this program. The Training program received positive feedback from participants, with many expressing gratitude for the practical tools and information shared. The Staff Induction Program has proven to be a valuable initiative in welcoming and integrating new employees into the organization.

Prepared and submitted by -



Mr. Kapil Mandavkar
Administrative Assistant



Mr. Prakash Patil
Head, Establishment Section





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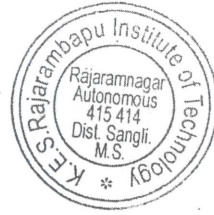
दि. २३/१२/२०२२

NOTICE

प्रशासकीय विभाग (Administrative Office) तर्फे महाविद्यालयातील सोबत जोडलेल्या यादीतील शिक्षकेतर कर्मचा-यांसाठी "Induction Program" दिनांक ३१ डिसेंबर, २०२२ रोजी कॉम्प्युटर सायन्स विभागाच्या कॉन्फरन्स हॉल मध्ये दुपारी १०.१५ ते २.०० या वेळेत आयोजित केले आहे.

तरी सर्वांनी सदरच्या कार्यक्रमास नियोजित वेळेत उपस्थित राहावे.

Mrs. S. D. Patil
Registrar



Dr. Mrs. S. S. Kulkarni
Director

सोबत - संबंधित शिक्षकेतर कर्मचा-यांची यादी

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Office Note

Date- 29/12/2022

Submitted to Hon. Registrar, Mrs. S. D. Patil

Submitted by – Mr. P. L. Patil, Establishment Section Head

Sub –Approval for the Budget of “Induction Program”

With reference to above subject, Administrative wing has organized “**Induction Program**” (**Administrative Practices at RIT**) for the Non-teaching staff on 31st December, 2022. We will be providing tea & breakfast at the end of the session to all participants. The budget required for the same is approx. **Rs. 5,500/-**.

We request you to kindly approve the same.

Mrs. Kapil Mandavkar
Admin. Asst.



Mr. Prakash Patil
Section Head

Remark – Permitted

Mrs. Sarika Patil
Registrar

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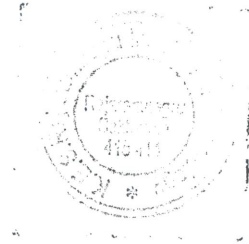
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Budget Details for Induction Program for Non-Teaching Staff

Approx. Participants: 120

S N	Particulars	Price	Amount
1	Notepad & Pen	10/-	1200
2	Tea & Breakfast	20/-	2400
3	Cadbury	10/-	100
4	Pens for Prizes (40 No's)	15/-	600
5	Material for Photo Pujan (हार, गजरा, फुले)		500
6	Misc. Expenses		700
		Total	5,500/-




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Induction Program & Training Program
Organized by Administrative Office
on 31st December, 2022

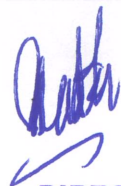
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S N	Details	Resource Person	Time
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2	Introduction of Guest		10.20a.m. to 10.25a.m.
3	Guest Guidance 1. Hon. R. D. Sawant, Secretary, K.E.S. 2. Hon. S. D. Patil, Member BOG 3. Dr. A. B. Kakade, Dean, Research & Development 4. Mrs. S. D. Patil, Registrar & Resource Person		10.25a.m. to 11.00a.m.
4	Workshop on "Administrative Practices at RIT" (Induction Program)	Mrs. S. D. Patil, Registrar	11.00 a.m. to 12.30 p.m.
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7	Prize Distribution		2.00 p.m. to 2.15 p.m.
8	Vote of Thanks		2.15 p.m. to 2.20 p.m.
9	Tea		2.20 p.m. to 2.30 p.m.


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Attendance Sheet

S. N.	Emp. ID	Name of Staff	Designation	Department	Signature
01	E01108	Patil Nikhil A.	INSTRUCTOR	Mech. centered. w/P.	<i>(Signature)</i>
02	E01031	Jamadar Vasim S.	Jr. Clerk	MBA	<i>(Signature)</i>
03	E01068	Shilo S. Patil	Deputy Rectr	Hostel	<i>(Signature)</i>
04	E01129	Neelam N. Patil	office Jr. Clerk	Office	<i>(Signature)</i>
05	E01059	Jitendra L. Patil	wireman	Hostel	<i>(Signature)</i>
06	E00977	Deepak A. Khokade	Lab Assis.	ETC	<i>(Signature)</i>
07	E01029	Nilesh N. Jaytap	Coordinator Incubation.	NETRART Foundation	<i>(Signature)</i>
8	E01247	L B Dake	Rector	Hostel	<i>(Signature)</i>
09	E01199	Sudhakar S. Mane	Guest House supervisor.	Hostel	<i>(Signature)</i>
10	E00971	A. S. Chavan	maint. supervisor	Hostel	<i>(Signature)</i>
11	E01255	Sagar Baji Rao Mane	Drivers	Automobile	<i>(Signature)</i>
12	E01116	Ranvir Subhash Ingale	Cleaner	civil menu	<i>(Signature)</i>
13	E01080	Subhadh Y. Pawar	site Engineer civil-Infra	civil-Infra	<i>(Signature)</i>
14	E0660	Atul u. Dandekar	Plumber	HOSTEL	<i>(Signature)</i>
15	E01075	Ajun Srupati Tak	Peon	Hostel	<i>(Signature)</i>
16	E00908	Sandip S. Chavan	clerk	Library	<i>(Signature)</i>
17)	E00925	Avinash B. Khat	Peon	Library	<i>(Signature)</i>
18)	E01144	Sandip B. Jadhav	Peon	mech	<i>(Signature)</i>
19	E01212	Prashant. R. Patil	Trainee	Library	<i>(Signature)</i>

(Signature)
REGISTRAR

(Signature)
DIRECTOR
K. E. Society's

Induction Program (Administrative Practices at RIT)
for Non-Teaching Staff on 31st December, 2022



Attendance Sheet

S. N.	Emp. ID	Name of Staff	Designation	Department	Signature
1.	E000986	Digambar D. Jadhav	Jr. Clerk.	Hostel	
2	E001136	Sunil V. Jadhav	Jr. clerk	Office	
3	E001162	Abhijit S. Manic	Lab Assistant	Mechanical	
4	E01176	Chogare Priyank A	Library trainee	Library	
5	E01209	Anushkha V. Bhosale	Library trainee	Library	
6	E00651	Arun. S. Pise	Driver Auto	Auto	
7	E00940	Sachin R. Patil	Sr. clerk	Office	
8	E00869	Sandip S. Patil	Lab Assist.	Automobile Diploma	
9.	—	Abhijeet. K. Sapkal.	peon	Hostel	
10	E01145	Patil Sandeep L	Jr. Clerk	office	
11	E01256	Ugale C. KISHANATH	Auto m	Auto	
12.	E01196	Momin M. S.	Web Developer	computer center	
13.	E00917	Sambhare Mahesh R.	Sr. Clerk	Exam Center	
14	E00974	Sudhis Mohan Kale	peon	Civil	
15	E01261	Atul Vijay Lad	Lab Assistant	Computer Sci-En.	
16	E00999	Avinash Bapu Jadhav	peon	Hostel	
17	E01201	Kishor Satish Jadhav	Plumber	Civil Inten.	
18	E01214	Vikas Gourar Sutar	Driver	Auto	
19	E01213	Rohit A. Sutar	Driver	Auto	

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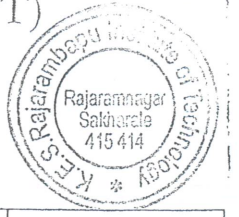
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Induction Program (Administrative Practices at RIT)
for Non-Teaching Staff on 31st December, 2022

Attendance Sheet



S. N.	Emp. ID	Name of Staff	Designation	Department	Signature
1	E01164	Sunil sadashi V Kolekar	Peon	MBA	
2	E01033	Punam R. Salunkhe	Junior clerk	Office	
3	E01100	ASHWINI Malavade.	RJ.	Radio	
4	E-00777	SubHASH R. Patil	WIREMAN	HOSTI	
5	E-01076	Premod P. Patil	wireman	electrical	
6	E00846	Rajesh. Purnesh Deyjore	Administrative Assistant.	TSP	
7	E01090	Sudhir M. Azuli	CEO, NRIT	NETRARIT Foundation	
8	E01069	Harshal Patil	COO, NRIT	NRIT	
9	E00903	Mr. Sameer D. Sadakale	Lab. Assistants	Civild Diploma	
10	E01013	Mr. Kiran A. Waghmare	Lab Asst.	Electrical (Diploma)	
11	E01026	Mr. Hemantkumar H Patil	Lab Asst.	Mechanical (Diploma)	
12	E00854	Mr. Aniruddha. A. Patil	Lab. Asst.	DIP. Mech	
13	E00858	Mr. Swapnil .S. Patil	Lab Asst	Dip Computer	
14	E00929	Mr. Sangeam. B. Shid	Tech. Asst	Dip Mech	
15	E01115	Mr. Atul M. Ghate.	Peon	Diploma. (Ato. first year)	
16	E00787	Mr. Pravin T. Savarde	DRIVER	Auto	
17	E00964	Mr. P. S. Nimbalkar	Driver	Auto	
18	E01073	Mr. R.K. Tate	Peon	Diploma (Mech)	
19	E01195	Mr. K. D. Patil	Peon	Diploma (Com-Hod)	

20 E01214

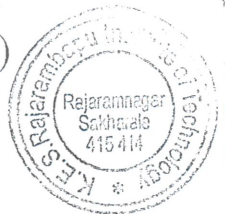
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Induction Program (Administrative Practices at RIT)
for Non-Teaching Staff on 31st December, 2022



Attendance Sheet

S. N.	Emp. ID	Name of Staff	Designation	Department	Signature
1)	E01121	Pradip Sanjay Ghume	Pioun	Mech	
2)	E01063	Vikas Vilas Jankar	Technical Assistant	Mech	
3	E01109	Sachin Sanjivao Londhe	Technical Assistant	Mech	
4	E-00679	Rohit Kalkaso Patil	wireman	Hostel	
5	E-00972	Ajit D. Patil	Pioun	Hostel	
6	E01160	Pranita R. Shinde	Administrative Deans Asst.	Office	
7	E01202	Vaibhav B. Khot	Peon	Hostel	
8.	E-00778	Suhas Suresh Kamble	Attendant	Hostel	
9.	E01245	Ashish Ramchandra Jadhav	Lab Assistant	Mechanical	
10	E01240	Suraj Ashok Patil	Skilled Asst	Mech	
11	E01123	Vaibhav Sanjay Londhe	Lab ATTENDANT	Mech	
12	E00913	Shingate Sachin Shankar S. Clerk	central store		
13	E01200	Pranod Babaso Atugade	Attendant	Mech	
14	E00992	Dattatray Haribhaa Kadam	Lab Assistant	Idea Lab	
15	E01017	Rudhesh Rajendra Patil	Engg Technical Support	NETRANT Bund	
16	E01067	Sampat Mahadev Jagtap	Driver		
17	E01198	Ajit Khandojise Babar	Attendant	EEL	
18	E01131	Ganesh Babaso Jadhav	Jr. Clerk	Admin. office	
19.	E00058	Jaywant B. Patil	Sr Clerk	Admin. office	

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Induction Program (Administrative Practices at RIT)

for Non-Teaching Staff on 31st December, 2022

Feedback Form

Questions	Very Good	Good	Fair	Poor
Q.1) How is the objective of this Induction Program? (या इंडक्शन प्रोग्रामचा उद्देश कसा वाटला?)	✓			
Q.2) How are the contents of the Induction Program? (या इंडक्शन प्रोग्रामची मांडणी कशी आहे?)	✓			
Q.3) How efficient and effective is the execution of the Induction Program? (इंडक्शन प्रोग्रामची अंमलबजावणी किती कार्यक्षम व प्रभावी आहे?)	✓			
Q.4) How would you rate your overall experience with this Induction Program? (या इंडक्शन प्रोग्राममधील तुमच्या एकूण अनुभवाला तुम्ही कसे रेट कराल?)	✓			
Q.5) Did you understand the Service rules, Attendance and Leave Management System, Billing Process of the Institute? (तुम्हाला संस्थेचे सेवा नियम, उपस्थिती आणि रजा व्यवस्थापन प्रणाली, बिलिंग प्रक्रिया इ. समजली का?)				
yes, I did it. I understand.				
I am proud of to job in rit.				
rit is my family.				

Name: - Anushkha v. Bhosale

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Signature: 
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Date: 31.12.2022

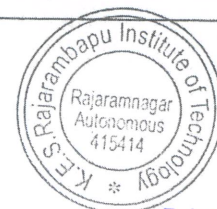
Induction Program - Administrative Practices @ RIT
Activity Evaluation Sheet

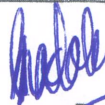
S/N	Particulars	Details	
1	Name of the Team	RIT Spartans	
2	Name of the Team Leader	Sandip Chavan	
3	Name of the Participants	Sandip Chavan	Avinash Chavan
		L.B. Dake	Ranjit Ingale
		Sudhakar Mane	Sagar Mane
		Subhash Pawar	Sandip Tadhav
		Atul Dandwate	Avinash Khot
4	Theme Selected	Code of Conduct Best Practices	
5	Scoring sheet (10 Marks for Each Parameter)		

S/N	Particulars	Description	Marks obtain
1	Presentations	# Good # Greatly done # Every scene is excellently done less person in scene	8
2	Contents	good Pasaydan Discipline Punching Birthday ID card gate pass Timing	8


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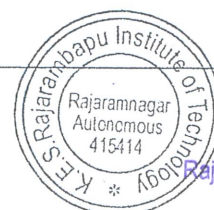


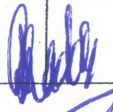

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Page 1 of 3
K. E. Society's
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S/N	Particulars	Description	Marks obtain
3	Presence of Mind	great excellently present	8
4	Leadership	great great coordination	8
5	Knowledge Gain	great	10
6	Use of Tools	OK	8
7	Creativity	great	8
8	Appearance	Using of different things	8


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 K. E. S. Page 2 of 3
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S/N	Particulars	Description	Marks obtain
9	Confidence Level	great	8
10	Teamwork	great	8
Total Marks Obtain Out of 100			82

Signature : 
Name of the Judge : Mr. Sagar Pratap Pawar

Any Special & Concluding Remarks

Not completed in time, all members initiatives
are less.


Mrs. Sarika Dushyant Patil
Registrar, RIT & Keynote Speaker


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K. E. Society's
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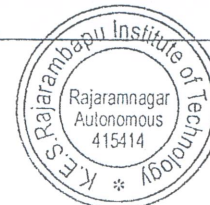
Induction Program - Administrative Practices @ RIT Activity Evaluation Sheet

S/N	Particulars	Details	
1	Name of the Team	RIT Pddayatri	
2	Name of the Team Leader	Sunil Jadhav	
3	Name of the Participants	Mahesh Patil	Bhosale madam
		Abhijit Mane	Sandip Patil
		Digambar	Sachin Patil
		Sandip Patil	Sudhir Kale
		Priyanka Mane	Ashok Jadhav
4	Theme Selected	code of conduct	
5	Scoring sheet (10 Marks for Each Parameter)		

S/N	Particulars	Description	Marks obtain
1	Presentations	Greatly done use of - Introduction	9
2	Contents	Security, Hall ticket code of conduct ID Card, light fan ethics ethics	9


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K.E.S. Rajarambapu Institute Of Technology
Rajaramnagar, Sakharale (Islampur)




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K. E. Society's

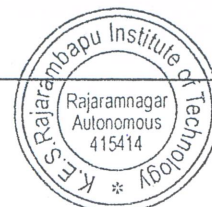
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Rajaramnagar, Sakharale, (Islampur)

S/N	Particulars	Description	Marks obtain
3	Presence of Mind	great All team members Participated	9
4	Leadership	great Coordinations of leader is great	8
5	Knowledge Gain	Great *	10
6	Use of Tools	greatly Execute an are coordinated well	9
7	Creativity	Great Excellent	9
8	Appearance	Great, best Execution is 9	9

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S/N	Particulars	Description	Marks obtain
9	Confidence Level	great confidence All members equally Participate	9
10	Teamwork	great team work	8
Total Marks Obtain Out of 100			89

Signature : 

Name of the Judge : Mr. Sagar Pratap Pawar

Any Special & Concluding Remarks

Nicely done. but less points covers



Mrs. Sarika Dushyant Patil
Registrar, RIT & Keynote Speaker




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Kasegaon Education Society's

Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute).

Post- Sakharale, Tal - Walwa, Dist - Sangli, PIN - 415414

Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

Date: 31.12.2022

Induction Program - Administrative Practices @ RIT
Activity Evaluation Sheet

S/N	Particulars	Details	
1	Name of the Team	RIT Yodhas	
2	Name of the Team Leader	Ms. Pranita Shinde	
3	Name of the Participants	Pranita Shinde	Ganesh Jadhav
		Vikas Jankar	Sachin Lohar
		Radhesh Patil	Ashish Jadhav
		Suraj Patil	Dattatray Kadam
		Poochip Ahume	Vaibhav Londhe
4	Theme Selected	Code of Conduct Leave Rules (Birthday Gift) Best Practices	
5	Scoring sheet (10 Marks for Each Parameter)		

S/N	Particulars	Description	Marks obtain
1	Presentations	Innovative, Presentation	9
2	Contents	ID Cards, leave Rules Birthday Gifts	9


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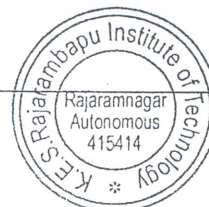



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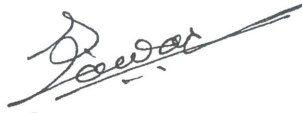
S/N	Particulars	Description	Marks obtain
3	Presence of Mind	great At the End nicely Presented	9
4	Leadership	great Responsibilities given to all team member Roles are clear to all	10
5	Knowledge Gain	great	10
6	Use of Tools	Excellent & stage also used properly	10
7	Creativity	Introduction of Every scene given by teammate	10
8	Appearance	Great use of stage for sitting and appearance	10


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S/N	Particulars	Description	Marks obtain
9	Confidence Level	Great confidence level	10
10	Teamwork	Great teamwork	10
Total Marks Obtain Out of 100			97

Signature : 
Name of the Judge : Mr. Sagar Pratap Pawar

Any Special & Concluding Remarks

Many parts covers, short but sweet,
Everyone is participated


Mrs. Sarika Dushyant Patil
Registrar, RIT & Keynote Speaker




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(An Autonomous Institute)

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Website: <https://www.ritindia.edu> E-mail : director@ritindia.edu

Date: 31.12.2022

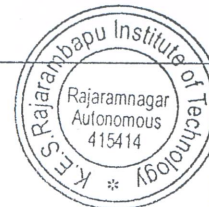
Induction Program - Administrative Practices @ RIT
Activity Evaluation Sheet

S/N	Particulars	Details	
1	Name of the Team	RITTIANS	
2	Name of the Team Leader	Mr Anisudha Patil	
3	Name of the Participants	Mr. Harshal Patil	Mr. Atul Ghate
		Mr. Pooth Hajare	Mr. Hemantkumar Patil
		Mr. Sameer Satalake	Ms. Punam Salunkhe
		Ms. Swapnil Patil	Mr. Sangram Sid
		Mr. Kisan Waghmare	
4	Theme Selected	All themes	
5	Scoring sheet (10 Marks for Each Parameter)		

S/N	Particulars	Description	Marks obtain
1	Presentations	Innovative presentations outcomes given	10
2	Contents	10 Case, Personal life angle, Best Practices, Pasaydan	10


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S/N	Particulars	Description	Marks obtain
3	Presence of Mind	Excellent	10
4	Leadership	Great Explanations is great	10
5	Knowledge Gain	Excellent	10
6	Use of Tools	great Nicely done	07
7	Creativity	Great Excellent Last scene should be before time	07
8	Appearance	Introduction of all character coordinations is good	10

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S/N	Particulars	Description	Marks obtain
9	Confidence Level	Great Excellent	10
10	Teamwork	Great Work.	10
Total Marks Obtain Out of 100			98

Signature :

Name of the Judge : Mr. Sagar Pratap Pawar

Any Special & Concluding Remarks

Not Completed in time, but overall presentation is good.

Patil
Mrs. Sarika Dushyant Patil
 Registrar, RIT & Keynote Speaker



Patil
DIRECTOR

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**Induction Program & Training Program
Organized by Administrative Office
on 31st December, 2022**



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आरआयटीत शिक्षकेत्तर कर्मचाऱ्यांसाठी कार्यशाळा



इस्लामपूर : आरआयटी महाविद्यालयात शिक्षकेत्तर कर्मचाऱ्यांसाठी आयोजित कार्यशाळेत बोलताना मान्यवर.

इस्लामपूर : पुढारी वृत्तसेवा

राजारामबापू इन्स्टिट्यूट ऑफ टेक्नॉलॉजीमध्ये शिक्षकेत्तर कर्मचाऱ्यांसाठी 'प्रशासकीय कामांच्या परिणामकारक पद्धती व उत्पादकता वाढवण्यासाठी स्वतःची प्रेरणा' या विषयावर कार्यशाळेचे आयोजन करण्यात आले.

यावेळी प्रा. शामराव पाटील, कासेगाव एज्युकेशन सोसायटीचे सचिव प्रा. आर. डी. सावंत, इन्स्टिट्यूटचे प्रभारी डायरेक्टर डॉ. ए. बी. काकडे, सारिका पाटील उपस्थित होते.

द्वितीय सत्रामध्ये भक्ती फडके यांनी उत्पादकता वाढवण्यासाठी स्वयंप्रेरणामध्ये स्वयंप्रेरणेची संकल्पना, कामाच्या ठिकाणातील प्रेरणा, वैयक्तिक व संस्थेचे ध्येय, उत्पादकता वाढवण्यासाठी धोरणे याविषयी मार्गदर्शन केले.

कार्यशाळेसाठी इन्स्टिट्यूटच्या डायरेक्टर डॉ. एस. एस. कुलकर्णी यांचे मार्गदर्शन लाभले. सागर पाटील यांनी सूत्रसंचालन केले. सुनील जाधव यांनी आभार मानले.


Sangli Edition
Jan 5, 2023 Page No. 9
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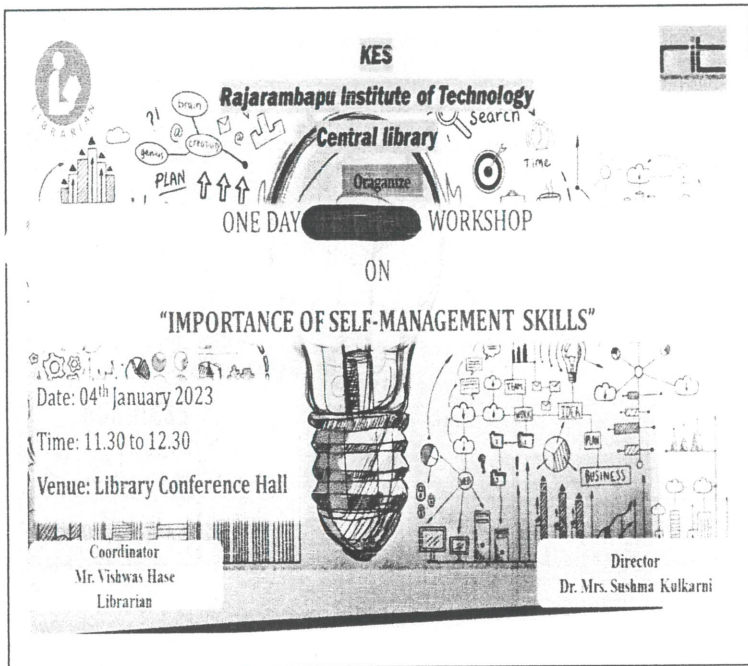
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	<p>Kasegaon Education Society's, Rajarambapu Institute of Technology, Rajaramnagar. Central Library</p>
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KES
Rajarambapu Institute of Technology
Central library
ONE DAY WORKSHOP
ON
"IMPORTANCE OF SELF-MANAGEMENT SKILLS"

Date: 04th January 2023
Time: 11.30 to 12.30
Venue: Library Conference Hall

Coordinator
Mr. Viswas Hase
Librarian

Director
Dr. Mrs. Sushma Kulkarni

**ONE DAY
WORKSHOP
ON
"IMPORTANCE OF
SELF-MANAGEMENT
SKILLS"
PART I and PART II**

Organized by
RIT CENTRAL LIBRARY

Report

Date: 4th January 2023 and
Location: RIT, Central Library
No. of Beneficiary: 15 no's
Beneficiary to: Library Staff
Co Ordinator: Mr. V. L. Hase.


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Introduction

Self-management is your ability to regulate your behaviors, thoughts, and emotions in a productive way. This means excelling in both personal and professional responsibilities for the benefit of yourself and your team.

Self-management skills help workers stay productive and autonomous, reducing workplace friction and the need for micromanagement. With the rise of the modern hybrid working landscape, improving employees' self-management skills can be vital for business success.

Why is self-management important in the workplace?

Employees with good self-management skills put less pressure on managers and leaders. Individuals with good self-management skills are also reliable. When given a deadline for a task, they will meet it. Without these skills, workers can be unpredictable.

It goes without saying that having employees who can organise work and manage thoughts and emotions is good for business.

Soft skills and behavioural skills are also important. Soft Skills are also seen as transferable skills related to the job performance, whereas behavioral skills are more person centered. Behavioral skills on the other hand is just another term for learning soft skills for redemption and modification of existing behavior from a place of desired performance and action.

About Activity

Taking into consideration importance of the subject RIT Central Library organised One Day Workshop On Importance of Self-Management Skills in to two parts on 04th January 2023 and 17th January 2023 respectively.

Practising self-management is essential for all, no matter who you are in an organisation.

Knowing how to practise self-management means you can also share your knowledge with others in your team.

Objective of Activity

- To enhance self-management skills into our staff.
- Increase efficiency of staff.
- To help them to create work life balance.


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Summary

Taking into consideration importance of the subject RIT Central Library organised One Day Workshop on Importance of Self-Management Skills in to two parts on 04th January 2023 and 17th January 2023 respectively.

Mr. S. S. Chavan, Mrs. P. V. Hase, Mrs. A. V. Bhosale and Mr. A. B. Khot was the resource person for part I sessions.

Mrs. A. V. Bhosale explained about Discipline. She explained in detail about Discipline. What is discipline and how we follow discipline in workplace.

Mrs. P. V. Hase explained important part of working place that is Teamwork. She explained what is team work and importance of team work.

Mr. S. S. Chavan explained about best practices of library and how we use self-management skills in doing best practices in central library. Mr. P. R. Patil, and Mr. A. B. Khot also talked about some self-management points.

Overall all the speakers explained examples of self-management skills ie. Stress Management, Time Management, Organisational Skills, Self-Motivation, Accountability, Adaptability, by ppt and taking management games, which is very useful in day to day life for personally and for work place also.

Programme was ended with the vote of thanks by Mr. M. B. Dange.

In Part II on 17th January 2023 Mrs. S. S. Chavan., Mrs. U. A. Pawar, Mr. R. R. Belwalkar and Mr. V. B. Gondil was the resource person. They enlightened about Soft skills and behavioural skills at work place.

Mrs. U. A. Pawar explained Deep Breating, Know Yourself, Goal Setting, SWOT analysis, Professionalism and Proper Workplace Etiquetts.

Mrs. S. S. Chavan explained about Communication Skill, Time Management and Goal Setting Skills deeply.

All The speakers explained very well by using ppt. about the importance of soft skills in our daily working and in personal life also, and how can develop it personally.

Programme was ended by vote of thanks by Mrs. S. N. Kekhalekar.

Mr. Hase V. L. appreciated all the speakers.

Librarian Mr. V. L. Hase guided all Library Staff for the success of this activity.



Co-ordinator

Mr. V. L. Hase



Director

Prof. Dr. Mrs. S. S. Kulkarni



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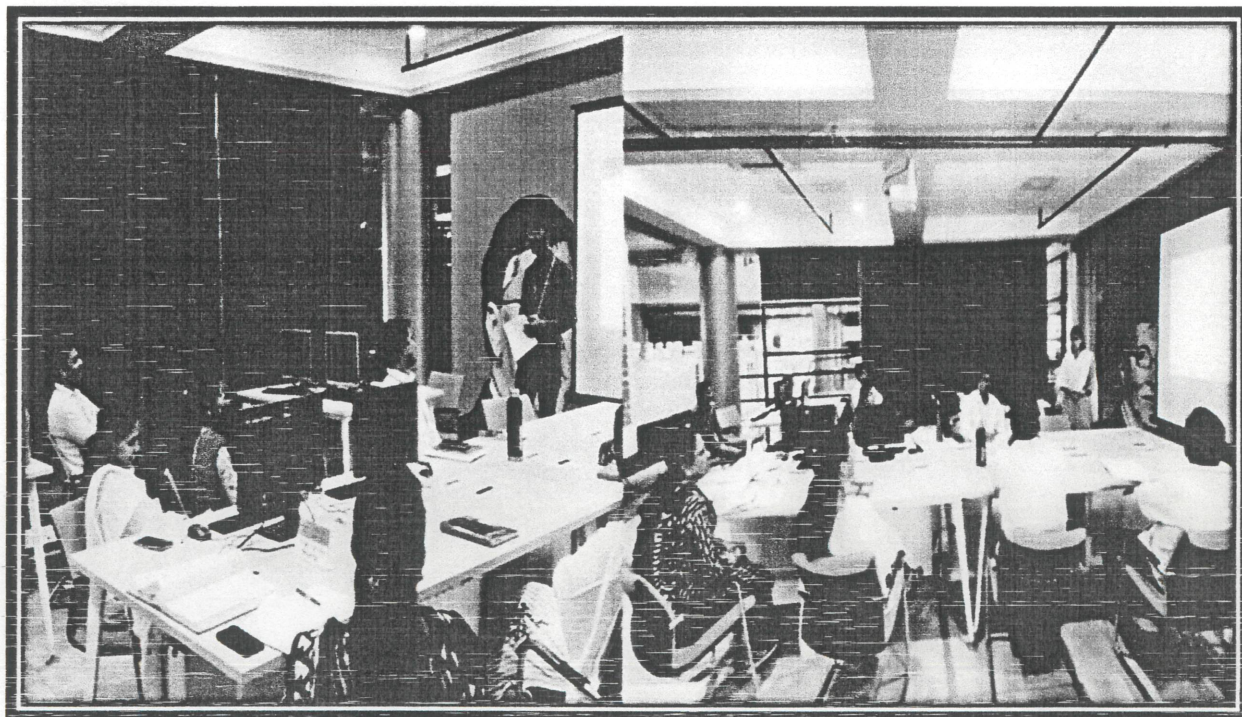
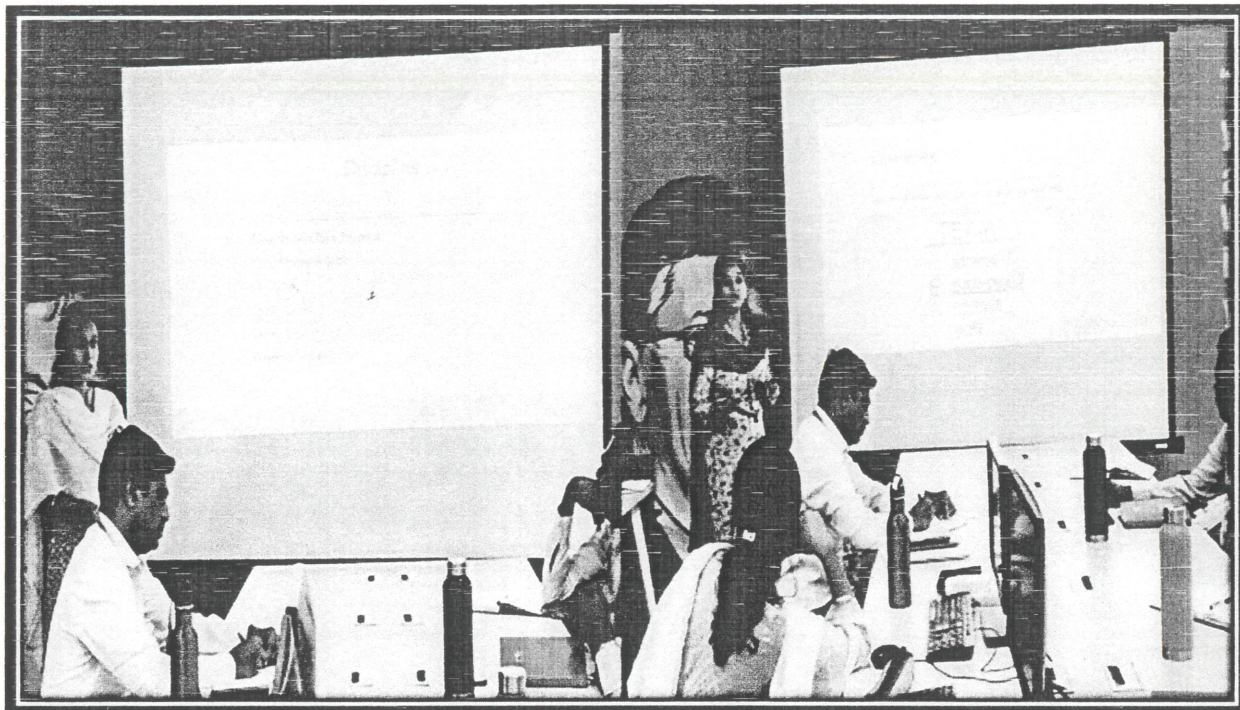
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ACTIVITY GLIMPSES

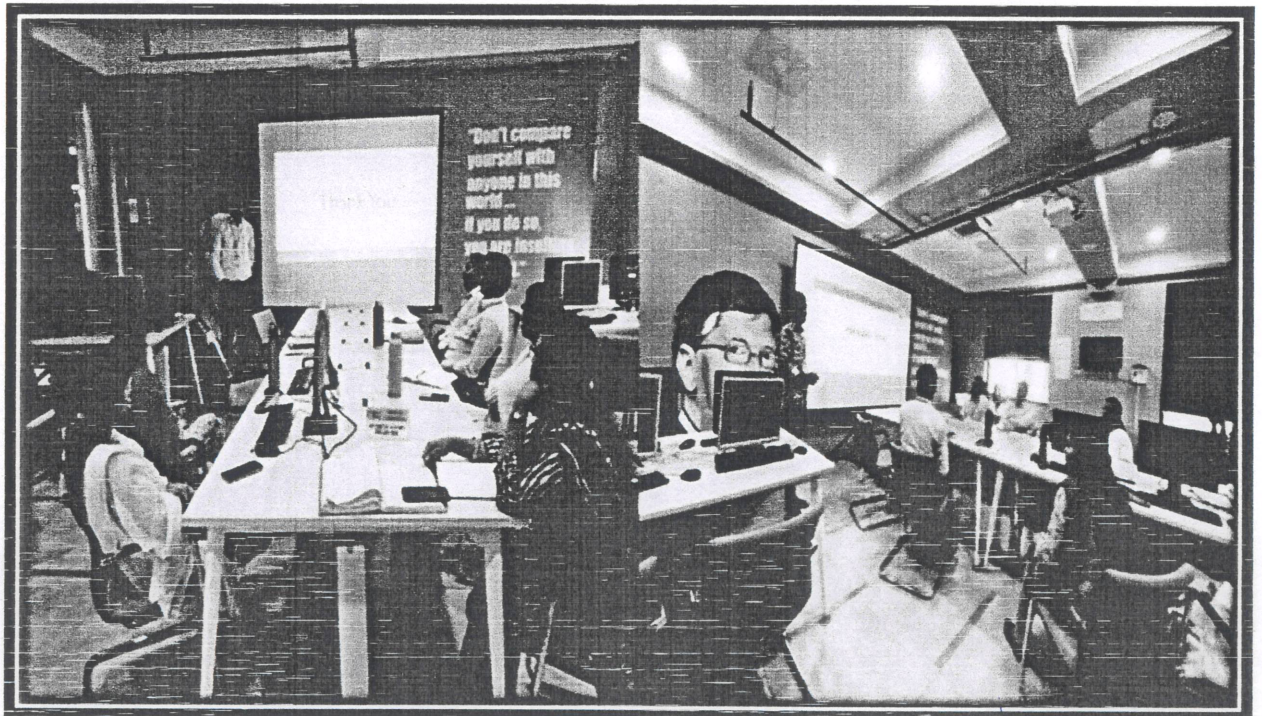
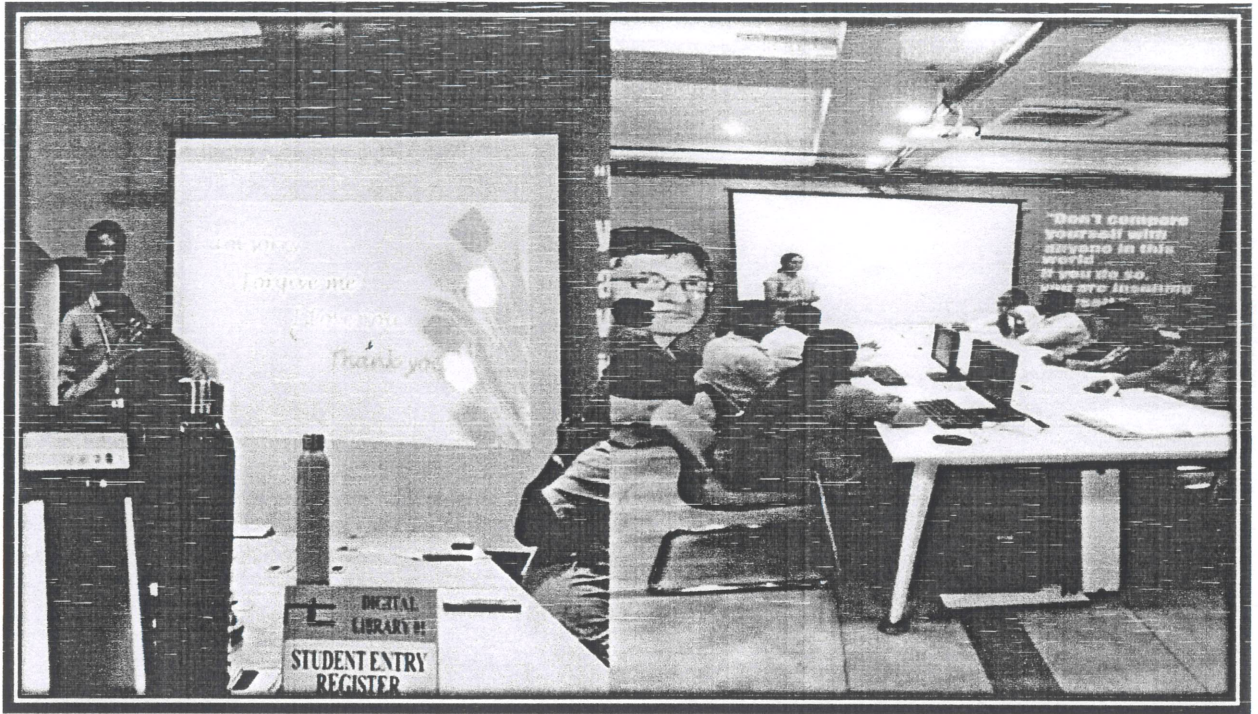


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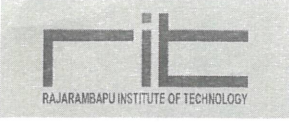
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9
kapil mandavkar <kapil.mandavkar@ritindia.edu>

LinkedIn Training meeting link on "Talent Insight Model"

1 message

sagar pawar <sagar.pawar@ritindia.edu>

Wed, Sep 21, 2022 at 6:27 PM

To: Sagar Shivajirao Patil <sagars.patil@ritindia.edu>, kapil mandavkar <kapil.mandavkar@ritindia.edu>, Pranita Rakesh Shinde <pranita.shinde@ritindia.edu>, parth.hajare@ritindia.edu, Amey Gaurvadkar <amey.gaurvadkar@ritindia.edu>
Cc: "Dr. Sachin K. Patil" <sachink.patil@ritindia.edu>, Sarika Dushyant Patil <sarika.patil@ritindia.edu>, "Dr. Lalitkumar Jugulkar" <lalitkumar.jugulkar@ritindia.edu>, abhijeet shah <abhijeet.shah@ritindia.edu>, "Dr. Mrs. sushma Kulkarni" <sushma.kulkarni@ritindia.edu>

Dear all

I am sharing herewith the link for tomorrow's LinkedIn Training meeting link on "Talent Insight Model"

Timing 10:00 am to 10:45 am

<https://linkedin.zoom.us/j/9819732521?pwd=OGV4MWRIRjgyVmw1TVNFYTBaWWJQUT09>

Please join the meeting on time and use separate node(Laptop or Desktop) for hands on training.

Thanks and Regards

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**“Training Program on LinkedIn Modules”
on 21st September, 2022**

Details of various modules of LinkedIn

S/N	Particulars
1	LinkedIn Talent Insights module
2	LinkedIn Recruiters module
3	LinkedIn Job Slots module
4	LinkedIn Learning module
5	Promotion of Institute LinkedIn page

dhdt

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Kasegaon Education Society's
Rajarambapu Institute of Technology, Rajaramnagar

**Online Training Program on “LinkedIn Portal and Modules”
on 21st September, 2022**

Report

The Online Training Program on LinkedIn Portal and Modules was conducted on 21st September 2022. This report provides an overview of the program, its objectives, activities, and feedback received.

Objectives of the Staff Induction Program:

- To provide detail information about each Modules
- To allot responsibility for each Module
- To get maximum benefits from the Modules

Resource Person: Mr. Anup Menon, Regional Director – LinkedIn India


Time: 10.00 a.m. to 10.45 p.m.

The detail information and training was given by the resource person on the following modules.

S N	LinkedIn Modules
1	Talent Insights module
2	Recruiters module
3	Job Slots module
4	Learning module

10 faculty and staff had participated in this training program. The Training program received positive feedback from participants, with many expressing gratitude for the practical tools and information shared.

Prepared and submitted by -


Mr. Kapil Mandavkar
Administrative Assistant


Mr. Prakash Patil
Head, Establishment Section