

Year	Sl. No.	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2014- 2015	1	How to reach the Pinnacle of Success		2/9/2014	32	
2014- 2015	2	Management by Shivaji Maharaj		5/2/2015	32	
2014- 2015	3	Improving concentration through guided meditation		23/02/2015	32	
2014- 2015	4	Cyber Security		10/3/2015	32	
2014- 2015	5	Faculty Development Program on enhancing teaching skills		10/9/2014 to 11/9/2015	32	
2014- 2015	8		Basics of Tally	21/9/2014		9
2014- 2015	9		Telephone and E-mail Etiquettes	19/12/2014		9

Documents: Reports of the Human Resource Development Centers (UGC ASC or other relevant centers)

No. of Programs for teaching staff= 6

No. of Programs for non-teaching staff= 4

Total programs= 10



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# How to Reach the Pinnacle of Success How to Reach the Pinnacle of Success

.To chase the path of success, P.C.E.T's, S.B.Patil Institute of Management had organised a Motivational Session for the MBA students on the topic "How to reach the Pinnacle of Success" on 2nd Sept, 2014. The guest speaker for the session was Mr Pramod Jain – Head Finance Training, Arcelor Mittal.



**Mr Pramod Jain – Head Finance Training, Arcelor Mittal**



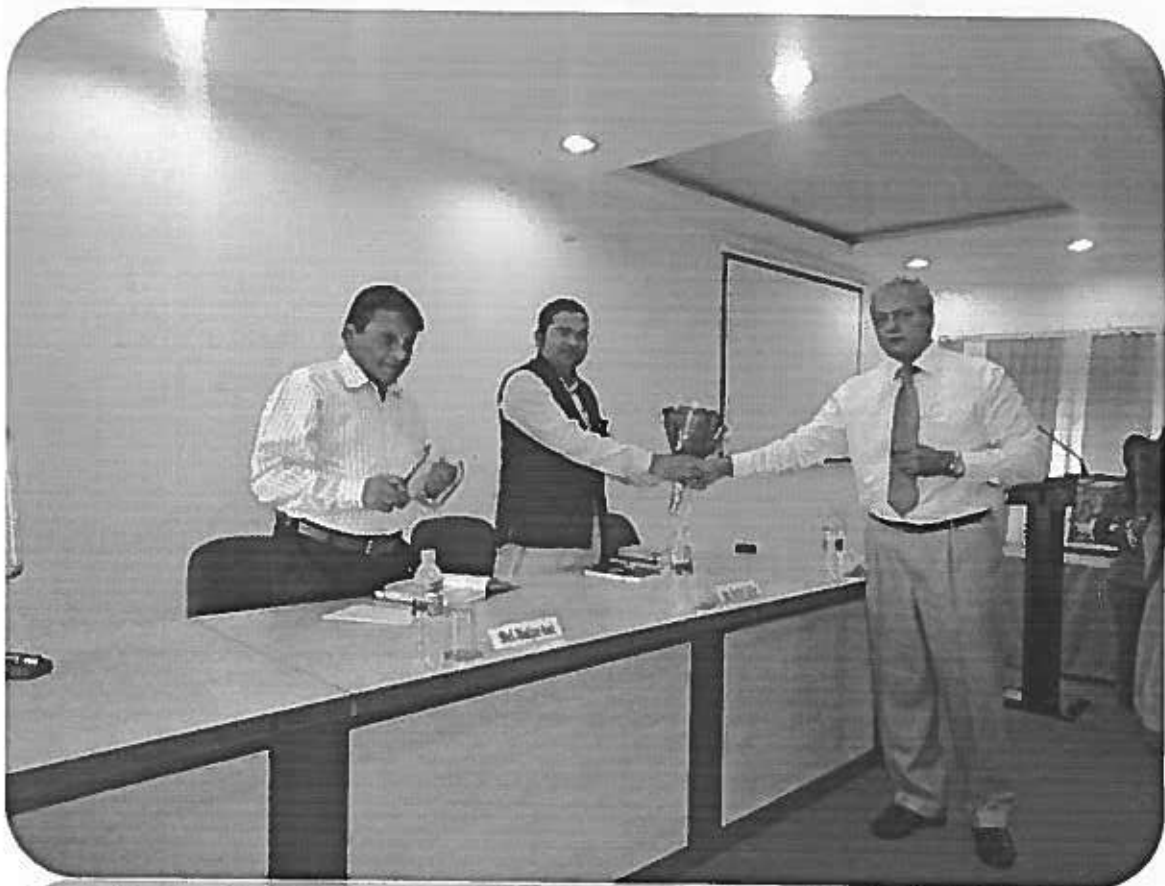
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# Management by Shivaji Maharaj

## Management by Shivaji Maharaj

To learn management from great leaders', S.B. Patil Institute of Management, Pune had organized a guest lecture on "Management by Shivaji Maharaj" for MBA I & II year students on 5th February. The guest speaker for the session was Mr. Laxman Jadhav.



**Management by Shivaji Maharaj by Mr. Laxman Jadhav**

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# Improving Concentration through Guided Meditation



Dr. Shirish Limaye,  
Delivering a Lecture

To improve the concentration of students, S.B. Patil Institute of Management, Pune had organized a guest lecture on "Improving Concentration through Guided Meditation " for MBA I & II year students on 23rd February 2015. The guest speaker for the session was Dr. Shirish Limaye.



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*Wavle*  
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## **Cyber Security**



**Cyber Security by  
"Dr. R.G. Pawar"**

To create an awareness about the world of Information Technology , S.B. Patil Institute of Management, Pune had organized a guest lecture on 10th March 2015 for MBA I and II year students on "Cyber Security". The guest speaker for the session was Dr. R.G. Pawar.



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*[Signature]*  
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# **FACULTY DEVELOPMENT PROGRAM**

A two days Faculty Development Program on Enhancing Teaching Skills was conducted by Mr. Pramod Jain- Head Finance Training, Arcelor Mittal on 10 & 11 September 2014 conducted at S. B. Patil Institute of Management, Nigdi, Pune.



**Mr. Pramod Jain- Head Finance Training, Arcelor**



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**Mr. Pramod Jain- Head Finance Training, Arcelor**



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*[Signature]*  
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Pradhikaran, Pune-411 044.

**PCETs**  
**S. B. Patil Institute of Management**  
**Academic Year 2014- 15**  
**21<sup>st</sup> September 2014**

## **TRAINING PROGRAM REPORT**

### **BASICS OF TALLY**

'Basics of Tally' Training program was held at SBPIM on 21st September 2014 which was conducted by Mr. Bhushan Pardeshi, Assistant Professor, SBPIM for the Office Admin-staff. This one day In-house Training program was conducted with an objective of learning and using Tally for office work.



  
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**The content of this training program was as under:**

1. Introduction to Tally ERP 9
2. Salient features of Tally ERP 9

This training program was attended by 9 Admin staff-members and the program objective was accomplished successfully.

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**Director**

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PCETs  
S. B. Patil Institute of Management  
Academic Year 2014- 15  
19<sup>th</sup> December 2014

**TRAINING PROGRAM REPORT**

**TELEPHONE AND E-MAIL ETIQUETTES**

'Telephone and E-Mail Etiquettes' Training program was held at SBPIM on 19<sup>th</sup> December 2014 which was conducted by Ms. Pranita Burbure, Assistant Professor, SBPIM for the Office Admin-staff. This one day In-house Training program was conducted with an objective of learning and practicing professional etiquettes.



  
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Sector No. 26, Nigdi,  
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**The content of this training program was as under:**

1. Introduction to Professional communication
2. Telephone Etiquettes : How to greet and start conversation on telephone, pauses and assertiveness in voice, voice modulation
3. E-Mail Etiquettes : How to write official e-mail, format and use of appropriate language

This training program was attended by 9 Admin staff-members and the program objective was accomplished successfully.

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