

KJEI'S

K J College of Engineering and Management Research, Pune

S.N. 25 & 27, Near Khadi Machine Chowk, Kondhwa Annex, Pune-411048

Website: www.kjei.edu.in/kjcoemr

Date: - 20/06/2019

Notice

All the Office staff members are hereby informed that, one-day Workshop on HR skills is scheduled on 21st June 2019 in Seminar Hall (Ground Floor).

Kindly note the same.

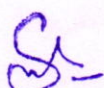
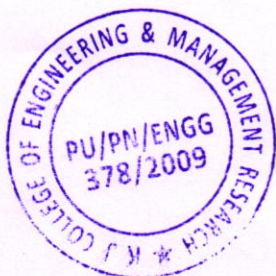


Dr. Suhas S. Khot

Principal, KJCOEMR

Cc to:

1. Admin (to inform office staff)
2. Library



Dr. Suhas S. Khot
Principal
K J College of Engineering &
Management Research
St. No. 25 & 27, Kondhwa-Saswad Road
Bundar Chhat, Pune - 48.



KJEI'S

K J College of Engineering and Management Research, Pune

S.N. 25 & 27, Near Khadi Machine Chowk, Kondhwa Annex, Pune-411048

Website: www.kjei.edu.in/kjcoemr

Workshop Report

Title of Program:	Workshop on HR Skills for office staff		
Program Expert:	Mrs. Sonali Joshi (Assistant Professor, TIMR)		
Date:	21/06/2019	Venue:	KJCOEMR, PUNE

The K. J. College of Engineering and Management Research, Organized one-day Workshop on "HR Skills" on 21st June 2019, by Mrs. Sonali Joshi (Assistant Professor, TIMR). She started the workshop with an introduction about each staff involved in the workshop. She explained Soft skills are incredibly important when it comes to working in HR. While HR professionals are expected to understand and able to implement HR practices and legislation, it is also important for them to possess the necessary soft skills to succeed in the profession.

Duration: It's a One-day workshop on "HR Skills" on 21/06/2019. In this One-day program, office staff gained valuable and informative skill of HR skills.

Number of staff attended this workshop:

Topics covered in this Workshop:

- Organisation skill
- Confidentiality
- Teamwork
- Leadership

Outcomes of attending the workshop:

- Motivate the employee
- Ensure the satisfaction of the employee.
- Increase the retention of employee



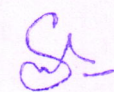

Dr. Suhas S. Khot
Principal
K J College of Engineering &
Management Research
Sr. No. 25 & 27, Kondhwa-Sarhad Road
Kondhwa Ghat, Pune - 48.

Photo of the event:



Mr. Sandip Panchabhai
Coordinator

Dr. Suhas S. Khot
Principal



Dr. Suhas S. Khot
Principal
K J College of Engineering &
Management Research
Sr. No. 25 & 27, Kondhwa-Saswad Road
Lapdev Ghat, Pune - 48.

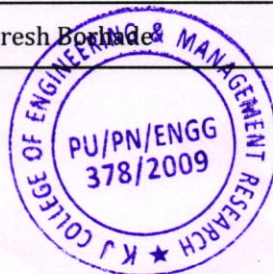
KJEI's
K.J. College of Engineering & Management Research, Pune
Academic Year : 2018-2019

Workshop on HR Skill for Non-Teaching

Attendance

Date: 14/06/2019

Sr. No.	Staff Name	Designation	Sign
1	Mr. Sandip Pralhad Panchbhai	Administrative	
2	Mr. Avinash Sandipani Kamble	Administrative	
3	Mr. Dinesh Kisanrao Chandgude	Administrative	
4	Mr. Nilesh Vilas Bhoite	Administrative	
5	Mrs. Sadhana Sagar Ghumatkar	Administrative	
6	Mr. Sunil Baliram Gabhale	Administrative	
7	Mrs. Vidhya Subhash Memane	Administrative	
8	Mr. Sachin Keshav Kashid	Account	
9	Mr. Nikhil Ravindra Shinde	Account	
10	Mrs. Vaishali H. Patil	Library	
11	Mr. Santosh Baban Bhapkar	Library	
12	Mr. Ganesh Popat Kumbhar	Civil Engineering	
13	Mr. Amol Shivaji Dere	Mechanical Engineering	
14	Mr. Vishal Amar Saste	Mechanical Engineering	
15	Mr. Tanaji Jagannath Pawar	Mechanical Engineering	
16	Ms. Dhumake Swapnali Shamrao	E & TC Engineering	
17	Mrs. Pallavi Sunil Phadatare	Electrical Engineering	
18	Mr. Shubham Umesh Gore	Electrical Engineering	
19	Mr. Shinde Vishal Tatyaba	Computer Engineering	
20	Mr. Madukar Mane	Computer Engineering	
21	Ms. Pooja Suresh Borade	FE	



Dr. Suhas S. Khot
 Principal
K J College of Engineering & Management Research
 Sr. No. 25 & 27, Kondhwa-Sawad Road,
 Bopdev Chhat, Pune - 411 004