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ZEAL EDUCATION SOCIETY'S
**ZEAL COLLEGE OF ENGINEERING
AND RESEARCH**

Sr.No - 39, Narhe Dhayari Road, Narhe, Pune - 411 041 (MS) India.
- 020-6720 6000/106 ✉ principal.zcoer@zealeducation.com 🌐 www.zcoer.in
AISHE Code : C-41988 | DTE Code : EN-6298 | SPPU Pun Code : PU/PN/NGG/285/2007
Accredited by NAAC with 'A' Grade

Date: 22nd January 2022

A Report on

“Training on Basics of MS Word and MS Excel for Non-teaching staff”

Name of the Programme: Training on Basics of MS Word and MS Excel for Non-teaching staff.

Category: Certificate Programme

Duration of Programme: 2 Hours

Name of Coordinator: Mr. Jadhav Ashok Vishnu

Total Participants: 49

Expert: Ms. Anupama Deshmukh

Details:

One Day training program was organized for Non-Teaching faculty members on Basics of MS Word and MS Excel for Non-Teaching staff. Ms. Anupama Deshmukh explained MS Word is a processing software which is used for writing letters, essay, notes, etc. Whereas, MS Excel is a spreadsheet software where a large amount of data or information can be saved in a systematic tabular manner in numerical and alphabetical values. Non-teaching faculty from various Department were present during training program. Identified staff members were informed through office communication to attend the training as per schedule.

Report submitted by-



Ashok
Principal
ZES's Zeal College of
Engineering & Research
Narhe, Pune - 411 041.



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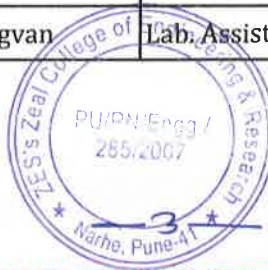
Zeal Education Society's

Zeal College of Engineering & Research

**Attendance of Training on Basics of MS Word and MS Excel
for Non-teaching staff for Non-Teaching staff**

Date : 22/01/2022

Sr. No	Name of Staff	Designation	Signature
1	Mr. Dhokte Santosh Sudhakar	Accountant	Present
2	Mr. Nimbalkar Nagesh Balasaheb	Office Superintendent	Present
3	Mr. Shinde Sachin Ramdas	Senior Clerk	Present
4	Mr. Jadhav Ashok Vishnu	Head Student Section	Present
5	Mr. Salvi Tushar Dilip	Account Assistant	Present
6	Mrs. Pradhan Sarika Santosh	Account Assistant	Present
7	Mr. Bathe Ganesh Ananda	Junior Clerk	Present
8	Mrs. Bhusare Kirti Sachin	Clerk	Present
9	Mr. Kavathe Satyakumar Aprajit	Jr Clerk	Present
10	Mr. Kadam Kunal Uttam	Sr Clerk	Present
11	Mr. Kate Amol Madhukar	Sr Clerk	Present
12	Mr. Fadtare Shankar Raghunath	Clerk	Absent
13	Mr. Dattatray Somnath Bhise	Jr Clerk	Present
14	Mr. Pawar Vikram Vinayak	Tech. Assistant	Present
15	Mr. Kinekar Amol Pandharinath	Office Assistant	Present
16	Mrs. Deshmukh Kalyani Santosh	Account Assistant	Absent
17	Ms. Shinde Arati Chandrakant	Account Assistant	Present
18	Mrs. Paigude Reshma Rahul	Assistant Librarian	Present
19	Mr. Shendkar Navnath Nathu	Lib. Assistant	Present
20	Mrs. Lendave Asawari Haridas	Assistant Librarian	Present
21	Mr. Kadam Prashant Prakash	Lab Assistant	Absent
22	Mr. Lendave Devidas Raghunath	Lab. Assistant	Present
23	Mr. Gholap Avinash Shankar	Lab. Assistant	Present
24	Mr. Pathak Pankaj Sharad	Lab. Assistant	Absent
25	Mrs. Awale Shubhangi Bhagvan	Lab. Assistant	Present



26	Mrs. Potdar Archana Mahesh	Lab Assistant	Absent
27	Mrs. Ubale Priyanka Vitthal	Lab Assistant	Present
28	Mrs. Hargude Bharati Milind	Lab. Technician	Present
29	Mr. Kadu Umesh Tanaji	Lab. Assistant	Present
30	Mr. Datir Rahul Maruti	Lab. Assistant	Absent
31	Mr. Rajbhar Santosh Harilal	Lab. Assistant	Present
32	Ms. Pangare Gauri Subhash	Lab Assistant	Present
33	Mr. Wathore Ravikumar Anandrao	Lab Assistant	Absent
34	Mr. Salunke Deepak Balasaheb	Lab. Assistant	Present
35	Mrs. Tanpure Vandana Tukaram	Lab. Assistant	Present
36	Mr. Bhintade Prashant Madhukar	P.A to Principal	Present
37	Mr. Shinde Vishal Uttam	Lab. Assistant	Present
38	Mr. Vedpathak Pritam Vijay	Lab. Assistant	Present
39	Mr. Shewale Swapnil Dinesh	Lab. Assistant	Absent
40	Mr. Dhavan Shriram Pratap	Lab. Assistant	Present
41	Mr. Bhagwat Santosh Namdev	Lab Assistant	Absent
42	Mr. Kulkarni Narsinha Prakash	Lab Assistant	Present
43	Mr. Mohite Mahendra Manikrao	Lab. Assistant	Present
44	Mr. Acharya Gunananda Ramesh	Lab. Assistant	Present
45	Mr. Gore Balaji Bhimarao	Lab. Assistant	Absent
46	Mr. Gaikwad Sagar Naganath	Lab. Assistant	Present
47	Ms. Gaikwad Prajakta Rajendra	Lab. Assistant	Absent
48	Mr. Lendave Pravin Madhukar	Workshop Instuctor	Present
49	Mr. Netaji Namdeo Thite	Workshop Instuctor	Present
50	Mr. Lendave Haridas Vishnu	Welder	Present
51	Mr. Kate Anil Vilas	Competitive Exam Centre	Present
52	Mr. Gaware Joseph Shahu	Store Incharge	Absent
53	Mr. Pawar Mandar Krushana	Asst. Store Incharge	Present
54	Mrs. Deshpande Ashwini Kapil	Rector	Present
55	Mrs. Kengar Ujwala Shivaji	Rector	Present
56	Mr. Chorghe Kishor Ratan	Graphic Designar	Present
57	Mr. Ajay Vishwas Chavan	SAP Co-ordinator	Absent
58	Mr. Tupe Charandas Babaji	Electrician	Present



59	Mr. Gajdhane Bhagwan Ashok	Electrician	Present
60	Mr. Bandal Santosh Chandrakant	CNC Router Operator	Present
61	Mr. Jagdale Vishal Jotiram	Programmer	Present
62	Ms. Bidri Roshni Rashid	Jr. TPO	Present



Ashok
Principal
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Record No.: ZCOER-ADMIN/R/17

Revision: 00

Date: 01/04/2021

Training Program Report

Soft Skill Training

Audience: Non-teaching staff

Duration: 6 Hrs.

Name of the trainer: B.L. Joshi

Date : 14/05/2022

Soft skills training **helps trainees become more effective and happy at work, which can turn into higher productivity and lower absenteeism and turnover rates.** Soft skills training is as important as technical skills training. Soft skills can help professionals improve their performance in various ways.

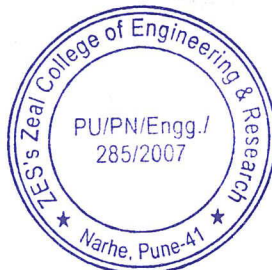
Soft skills training is important because it can help you develop your career and can create a positive work environment for you and your colleagues. Soft skills training teaches you how to achieve and maintain a positive and professional attitude. You may learn how to build relationships with coworkers and customers, which promotes cooperation and communication within the workplace and trust among colleagues, clients and customers.

Soft skills training also provide opportunities for career advancement. These courses help to improve the communication skills, such as public speaking, listening and presentation preparation. You can learn how to become more aware of your feelings and those of others. As a result, you can connect with others more easily on a personal level.

This program is conducted for all non-teaching staff for 6 hrs. Total 59 faculties have attended this program. During this program we have covered following point:

1. Benefits of soft skill training
2. How to increase the productivity
3. Customer service
4. Self confidence
5. Greater ability to adapt
6. Time management
7. Self-management

Mr. V. H. Barge
Training and Placement Officer



Dr. A. M. Kate
Principal



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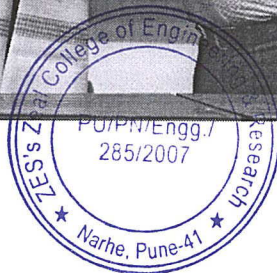


Record No.: ZCOER-ADMIN/R/17

Revision: 00

Date:01/04/2021

Session Photographs:





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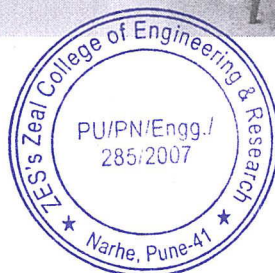
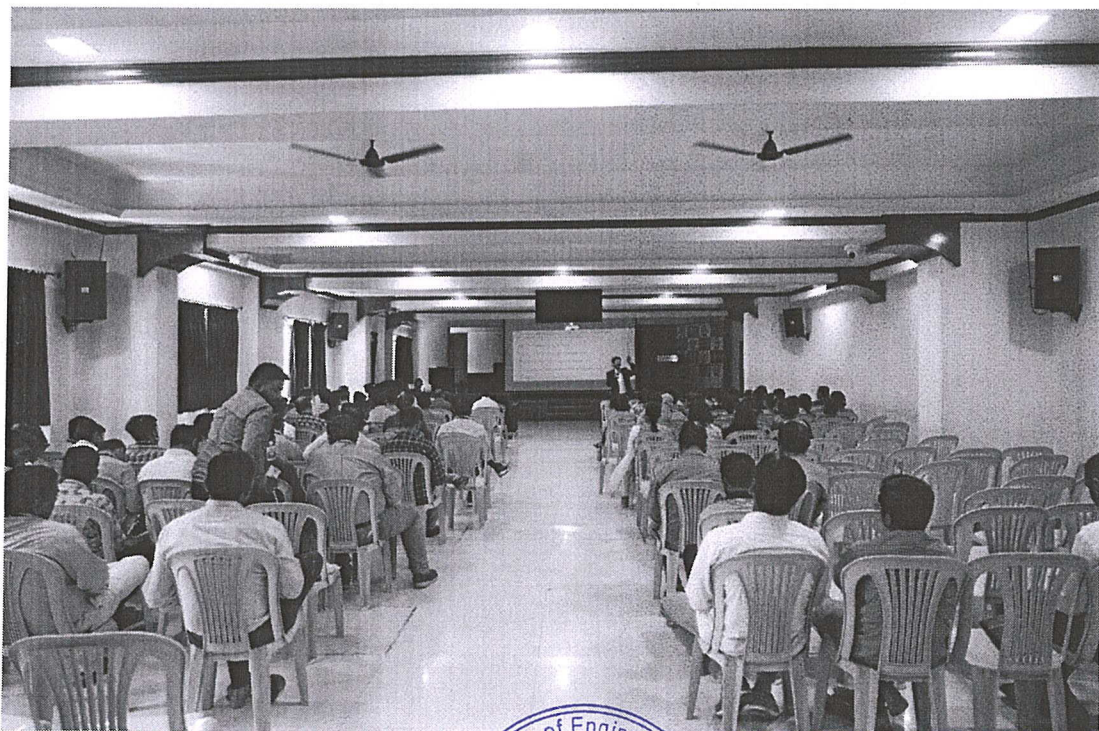
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Date:01/04/2021



Zeal Education Society
Zeal College of Engineering & Research
Attendance of Soft Skill Development Program
For Non-Teaching Staff

Date : 14/05/2022

Sr. No	Name of the Staff	Designation	Sign
1	Sanjosh S. Dhokte	Accountant	<u>S Dhokte</u>
2.	Ganesh A. Bathe	Jr. clerk	<u>Bathe</u>
3).	Umesh T. Kadu	Lab Assistant	<u>Kadu</u>
4)	Rahul M. Datt	Lab ASSIST	<u>Datt</u>
5)	Devidas R. Lendave	Lab Asst.	<u>Lendave</u>
6)	Avinash S. Gholap	Lab Asst.	<u>AGholap</u>
7)	Deepak. B. Salunke	Lab Asst.	<u>Salunke</u>
8)	Gunaranda R. Acharya	Tech. Asst.	<u>G.R. Acharya</u>
9)	Vishal D. Shinde	Lab. Asst.	<u>Shinde</u>
10)	Swapnil D. Shelwale	Lab. Asst.	<u>Shelwale</u>
11)	Shriram p. Dhawan	Lab. Asst.	<u>Dhawan</u>
12)	Balaji B. Gore	Lab Asst.	<u>Gore</u>
13)	Santosh Rajbhar	Lab. Asst.	<u>Rajbhar</u>
14)	Pritam Vedpathak	Lab. Asst.	<u>Pritam</u>
15)	Navnath Shendkar	Library Assis.	<u>Navnath</u>
16)	Amol - P. Kinekar	Admin Asst	<u>Amol</u>
17)	Pawar V.V	Admin - Exam	<u>VPawar</u>
18)	Fadtere Shankar R.	clerk	<u>Fadtere</u>
19)	Kate Amol. m.	s clerk	<u>Kate</u>
20)	Shinde Sachin R.	Sr. clerk.	<u>Shinde</u>

Zeal Education Society
Zeal College of Engineering & Research
Attendance of Soft Skill Development Program
For Non-Teaching Staff

Date : 14/05/2022

Sr. No	Name of the Staff	Designation	Sign
21	Kaudhe Satyakumar A.	Jr. Clerk	
22	Ajay Vishwas Chavan	SAP Co-ordinator	
23	Kadam Kunal Uttam	Sr. Clerk	
24	Wathore Ravikumar A.	Lab Assit.	
25	Fisher Katan Chougale	Graphic D.	
26	Santosh C Bandal	CNC-OP.	
27	Vandana Tanpure	LAB Assit.	
28	Aachal S. Phomane	Lab Assit (ZPOLY)	
29	Pangare Gauri Subhash	Lab Assistant (ZCOER)	
30	Ujjwala Kengale	Rectory	
31)	Pradham Sanika	All Assit.	
32)	Paiquade Reshma	Asst Librarian Lib. Assit.	
33)	Lendave Asawante	Library Attendent Lib Assit.	
34)	Bhware Kirri	Office Clerk	
35)	Kivale Kaval		
36)	Mrs. Madhuri Kute	Sweeper	M.S.Kute
37)	Mrs. Phalake Kavita	Sweeper	K.R.Falke
38)	Mrs. Vandana Devare	Sweeper	V.P.D.
39)	Mrs Vaishali Vare	Sweeper	V.S.Vare
40)	Mrs. Kamal Mangal		

Zeal Education Society
Zeal College of Engineering & Research
Attendance of Soft Skill Development Program
For Non-Teaching Staff

Date : 14/05/2022

Sr. No	Name of the Staff	Designation	Sign
30)	Mr. Mangal chate	मावशी	चते
39)	Mr. Sngita jadhav	"	जाधव
40)	Mrs Manisha renure	मि.रेनुरे	मि. Renure
41)	Mr. Sngita Bhosale	"	भोसले
42)	Ms. Sunita Renure	"	रेनुरे
43	Sanika khudle		खुदले
44	Ashwini Marne		A. Marne
45	sujata Chhadage		S.P. Chhadage
46	पद्म मंगडे		पद्म
47	MAYA Bhasekar		MB
48	सुनिता रेणुरे		रेणुरे
49	सुरेशा विदगे		S.S.B.
50	Jagtap Harshada vilasrao	Lub Assitant	जगताप
51	NANATH Sacker		साकर
52	Vikas khopade		Vikas
53	Ghadage P. J.		GH
54	सुनीता रेणुरे		रेणुरे
55)	अश्विनी सिद्धेश्वर	office boy	अश्विनी
56)	Minal Bhat		
	Shubhi wadekar		शुभा



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Record No.: ZCOER-ADMIN/R/17

Revision: 00

Date: 01/04/2021

ESTABLISHMENT SECTION NOTICE

Ref: ZCOER/AD/314

Department: Administration

Academic Year: 2021-2022

Date: 13.05.2022

NOTICE

(Regarding Soft Skill Training for Non-Teaching Staff)

All the Non-Teaching staff members are hereby informed that, we have scheduled "Soft Skill Training" on 14th May 2022. The attendance is compulsory to all

Venue: Chattrapati ShivaJi Maharaj Auditorium.

Time: 11:00 a.m. to 01:00 p.m.



Dr. Ajit M. Kate

Principal

ZES's Zeal College of
Engineering & Research
Narhe, Pune - 411 041.

Copy respectfully submitted for information plz:

- 1) Director (Academics, Administrative & Admission) ZES, Pune

Copy to: For information and circulation to staff & students.

- 2) IQAC Coordinator ZCOER
- 3) All HOD ZCOER
- 4) Admin Office ZCOER