

# Patuck – Gala College of Commerce & Management

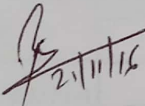
Patuck Campus, Rustomba Patuck Marg, 100, Nehru Rd., Near Vakola Bridge, Santacruz (E) Mumbai – 400 055

Date: 21<sup>st</sup> November, 2016

## NOTICE

All staff members are hereby informed that the Department of Computers of our College, in association with “On-Lyne Comtech (India) Pvt. Ltd”, Andheri (W), is conducting a training program, “**Productivity at workplace**” for our staff members. The training program will be held on 26<sup>th</sup> November, 2016 from 10 am to 5 pm in the Second Floor Computer Lab. The content of the program is attached.

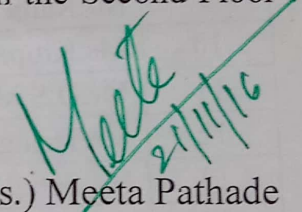
Mr. Prashant Konkane

  
21/11/16

Mr. Raj Thanga



Dr. (Mrs.) Meeta Pathade

  
21/11/16

I/C Principal

Patuck - Gala College of  
Commerce & Management,  
Santacruz (E) Mumbai - 400 055



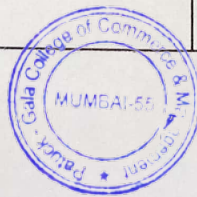
# PATUCK – GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, 100 Nehru Road Rustomba Patuck Marg., Vakola Bridge, Santacruz ( E), Mumbai: 400 055

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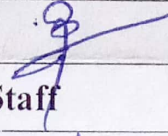
26/11/16 Productivity at workplace

SR. NO.	NAME OF THE STAFF	SIGN
1	Dr. (Mrs.) Meeta Pathade	
2	Mrs. Priti Surve	pp
3	Mrs. Netra Thakre	
4	Mrs. Byshi Panikar	h.l.
5	Ms. Megha Nair	
6	Ms. Lily Chwda	
7	Mrs. Deepti Sadvelkar	
8	Dr. Tasfiya Shaikh	Tasfiya
9	Dr. Pallav Das	Pallav Das
10	Mrs. Renita Vazirani	Ry
12	Ms. Krupa Shah	Krupa
13	Mr. D.S. Mhaske	D.S. Mhaske
14	Mr. Thanga Raj	
15	Mrs. Sonal Saki	Sonal Saki
16	Ms. Shahana Aziz Khan	Shahana
17	Ms. Monisha D'costa	
18	Ms. Shivangi Sharma	Shivangi
19	Ms. Yamini Kudal	Yamini
20	Ms. Sunita Bhuiya	Sunita
21	Mr. Sanjay Walter Burkhav	Sanjay



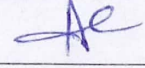
Part Time

DL4  
1 Mr. Prashant Kokane

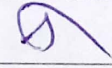


Non Teaching Staff

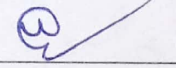
✓ 1 Mr. Ajit Anant Chawan



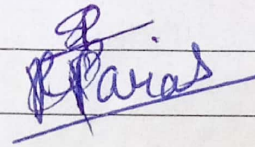
✓ 2 Mr. Sagar Awalkar



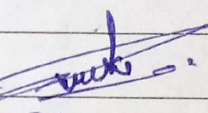
✓ 3 Ms. Yogita Ghatkar



✓ 4 Mrs. Surekha Palkar



✓ 5 Mrs. Riddhi Parab



✓ 6 Mr. Vignesh Narvankar

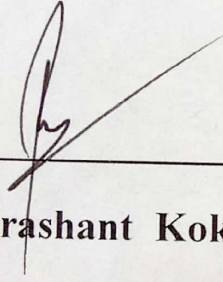


✓ 7 Mr. Bapu Varak

✓ 8 Mr. Abhijeet Narvankar

SL 9 Mr. Nilesh Awalkar

Signature

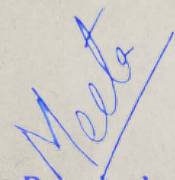
  
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Mr. Prashant Kokane

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Mr. Thanga Raj





I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santa Cruz (E), Mumbai - 400 055

# Patuck–Gala College of Commerce & Management

## REPORT OF PROFESSIONAL DEVELOPMENT PROGRAM: PRODUCTIVITY AT WORKPLACE

Academic Year: 2016-17

Name of the Department: Department of Computers

Title of the Program: Productivity at Workplace			
Date	Faculty In-charge	Other Faculty Members	External Resource Person
26th Nov 2016	Mr. Raj Thanga	Mr. Prashant Kokane	Mr. Yazdi Tantra Director, On-lyne Computer Systems
Time	Venue	Activity for Staff	Number of Participants
10:30 am to 12:30 pm	College Computer Lab	Teaching and non-teaching staff members	22

### About the Program

<b>Topic of the Program</b>	Professional Development Program on Productivity at Workplace
<b>Objective of the Program</b>	To use digital tools like evernote, google calendar, blinkist, e-mail etiquettes and many more so as to improve the productivity at workplace
<b>Methodology</b>	Notice was circulated in advance to the staff members about the program. The resource person provided hands-on experience to use the digital tools with the help of projector in the computer lab.
<b>Outcome of the Program</b>	Staff members got to know about the digital tools like google calendar, e-mail tips, etc. which they can use effectively to improve their productivity at workplace.



*Meeta*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



Patuck Polytechnic Trust's (Estd.: 1932)

# Patuck-Gala College of Commerce & Management

(Affiliated to University of Mumbai vide letter No. Aff/Recog/372/dt. 12-08-02)  
Re-accredited with B++ grade by NAAC (2.77 CGPA)

**A. J. Patuck**  
Chairman

**Mrs. Bakul Anklesaria**  
Hon. Secretary

**Dr. (Mrs.) Meeta Pathade**  
I/c Principal

REF : PGCCM / Inv. / 322(1) / 2016

Date: 20/11/ 2016

To,

Mr. Yazdi Tantra

Director,

On-Lyne Computer Systems Ltd.

## Sub: Invitation Letter

Respected Sir,

Our College takes the pleasure in inviting you as Resource Person for conducting a workshop for our staff members at our College on the theme "**Productivity at workplace**".on 26<sup>th</sup> November 2016. The session will be scheduled in Computer Lab on 2<sup>nd</sup> floor at 10.30 a.m.

We are sure, that with your knowledge and expertise our staff will be enriched by your session.

Looking forward for your valuable presence and meaningful interaction with our staff.

Thanking you,



Recd.  
H

Yours Faithfully

Dr.(Mrs.) Meeta Pathade  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055



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**Dr. (Mrs.) Meeta Pathade**  
I/c Principal

Ref/PGCCM/THK/ 351(1)/ 2016

Date: 26/11/ 2016

To,  
Mr. Yazdi Tantra  
Director,  
On-Lyne Computer Systems Ltd.

## Sub: Thanking Letter

Respected Sir,

We would like to express our gratitude for conducting a workshop for our staff members at our College on the theme "Productivity at workplace". We are very much grateful to you for sharing your precious time and enhancing the practical knowledge of our staff in the area of using digital tools effectively in the routine work at workplace.

I am sure they will make utmost use of the knowledge that they gain through your workshop.

Looking forward for more such association with you in the future.

Warm regards

  
Dr. (Mrs.) Meeta Pathade

I/c Principal  
I/c Principal

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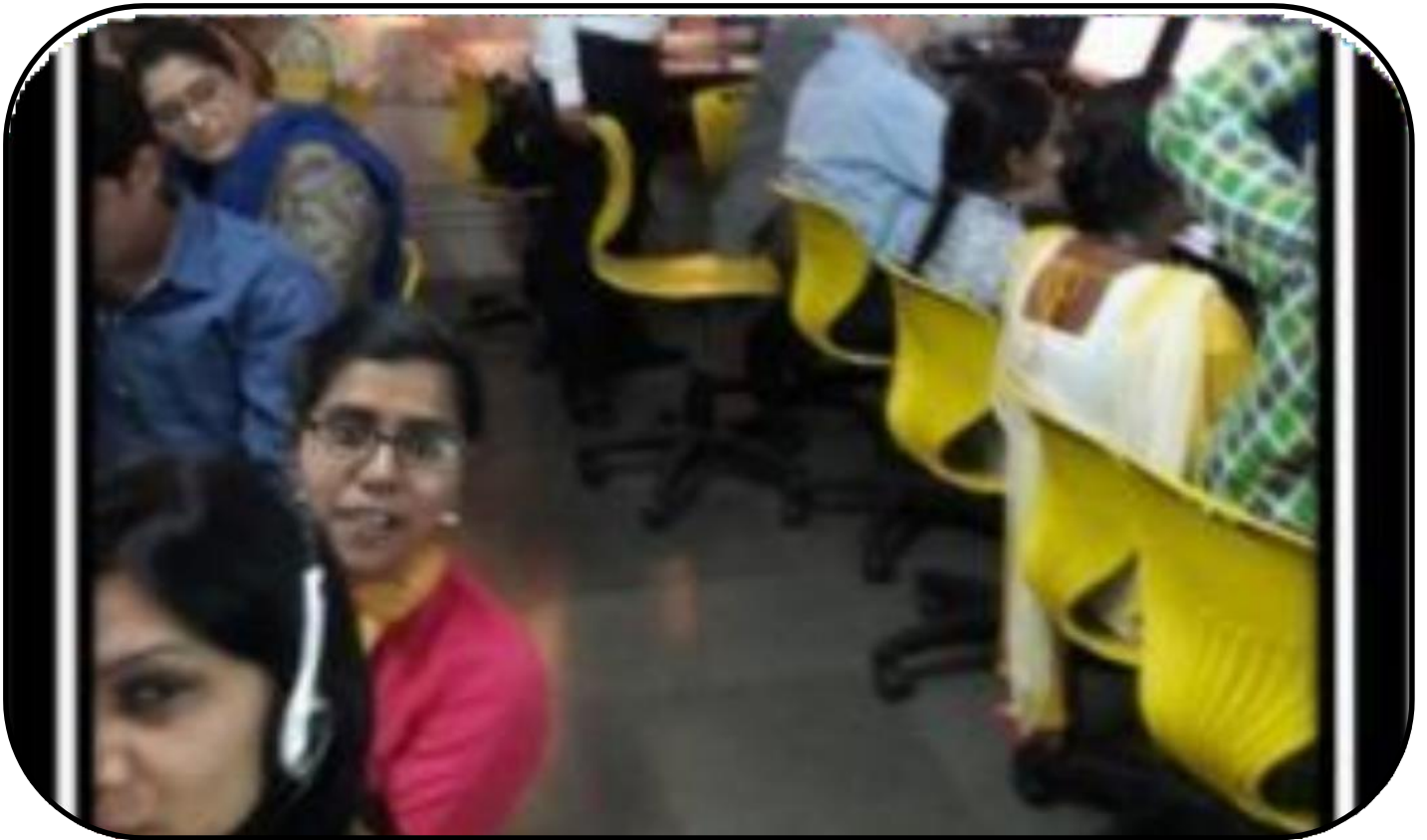
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**AY: 2016 - 17**



### Training Program - "Productivity at Workplace"



*Meeta*  
I/c Principal  
Patuck - Gala College of  
Commerce & Management  
Santacruz (E), Mumbai-400 055