



ATHARVA EDUCATIONAL TRUST'S
ATHARVA COLLEGE OF ENGINEERING
(Approved by AICTE, Recognized by Government of Maharashtra &
Affiliated to University of Mumbai – Estd. 1999 - 2000)
ISO 2100:2018 ISO 14001: 2015 ISO 9001: 2015, NAAC Accredited
Academic Year 2023-24 (Odd Semester)

ACE/FDP-NT/FR/21/2023-24
Date: 04/07/2023

Report of FDP for Non-Teaching Staff 2023-24

Event Name:	Faculty Development Program
College/Institute Name:	Atharva College of Engineering
Date and Time:	04 th July 2023, Tuesday at 1:30 PM
Venue:	Smart Classroom 2, Fifth Floor, Phase1, ACE
Speaker Name and Designation	Dr. Narendra Bhatia, Professor at Atharva college of Hotel Management and Catering Technology.
Topic of Event:	Telephone Etiquette & Personality Development
Mode of conduction:	Offline mode
Coordinators of the Event:	Ms.Surabhi Laharia Ms. Ruchi Chauhan
Targeted Audience:	Non Teaching Staff
No. of Participants:	38
Brief Description of Event:	<p>Objective of the Event:</p> <ol style="list-style-type: none">1. To develop Telephone etiquette2. Focus on personality Development <p>Topics Covered in the Event:</p> <ol style="list-style-type: none">1. Telephone Etiquette- in depth training on how to answer the phone internal and external lines, within the campus. The verbiage to be used.2. Personality Development topics covered during the session were :<ol style="list-style-type: none">A. ResponsibilityB. First impressionC. Body languageD. SmileE. Time managementF. Change in HabitsG. ATHARVA vision and mission statementH. Our MottoI. TEAM Work <p>These all topics included personal Development on how to be a better leader. Some motivational videos were also shared.</p>

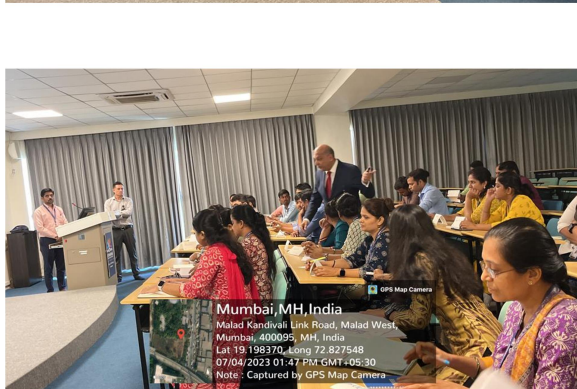


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Outcome of the Event:

1. Participants learnt how to use different verbiage for telephone conversation
2. Several topics were discussed which will help in overcoming the inhibitions of participants for developing their personality.

Photographs of the Event :



Ms. Ruchi Chauhan
FDP Coordinator

Ms. Surabhi Laharia
FDP Coordinator

Dr. Ramesh Kulkarni
Principal, ACE