



**UNIVERSITY GRANTS COMMISSION  
MALAVIYA MISSION  
TEACHER TRAINING  
CENTRE**



**(formerly known as  
Human Resource Development Centre)**

**GOA UNIVERSITY**

**Short Term Course**

Communication Skills

Presentation Skills

**on**

Job Interview Skills

**Soft Skills**

Team Skills

**(Online)**

Time Management Skills

Leadership Skills

Customer Service Skills

**From 12.12.2023 to 18.12.2023**

**For the members of the faculty of  
College / University that are included under  
Section 2(f)/12 (B) of the UGC Act**

**Click on the following link to apply**

**[https://www.unigoa.ac.in/uploads/config\\_docs/20230530.112241~HRDC\\_Appl\\_Form\\_2023-24.pdf](https://www.unigoa.ac.in/uploads/config_docs/20230530.112241~HRDC_Appl_Form_2023-24.pdf)**

**Dr. Ingrid Anne P. Nazareth, Asst. Professor/Course Coordinator**

**Contact: [hrdcoffice@unigoa.ac.in](mailto:hrdcoffice@unigoa.ac.in) / 08669609017**

**UGC- MALAVIYA MISSION TEACHER TRAINING CENTRE**

**GOA UNIVERSITY**

**Short Term Course on Soft Skills (online)**

**from 12-12-2023 to 18-12-2023**

**REPORT**

1. UGC-MMTTC, Goa University conducted its Short Term Course on Soft Skills (Online). There were Twenty Eight participants registered for the course. The Participants were from Kerala, Maharashtra, Gujarat, Tamil Nadu, Haryana, Uttarakhand, Assam and Madhya Pradesh. Majority of the participants were from the State of Maharashtra. There were total 28 outstation participants. The Course was conducted under the leadership of Director-in-Charge Prof. Purva Hegde Desai, and coordinated by Dr. Ingrid Anne P. Nazareth, Assistant Professor, HRDC, Goa University.
- 2 Prof. Purva welcomed the participants for the inaugural function of the Short Term Course on Soft Skills. The Course was inaugurated by Prof. Allan Abreo, Former Principal at GVM's Dr. Dada Vaidya College of Education, Farmagudi, Ponda Goa. Former Dean, Faculty of Education, Goa University. Dr. Ingrid Anne P. Nazareth gave a brief overview of the course and the vote of thanks.
- 3 Four lecture sessions were delivered daily in an online mode between 10:00 a.m.-11.30 am, 11.45 am – 1.15 pm, 02.00 pm – 03.30 pm and 3.45 pm - 5:15 pm. with a lunch-break of 45 minutes duration at 1:15 to 02:00 pm. The Course was enriched with well experienced resource persons from across Goa and other States also. Some of the lecture topics delivered by Resource Persons during the programme were as follows: (1) Stress Management and resolving conflicts (2) Presentation Skills (3) Interview Technology (4) Written Communication (5) Social and Business Etiquettes (6) Interpersonal Skills (7) 7 Habits of Highly effective People (8) Psychological/Ego Defense Mechanisms (9) Complaint Management (10) Workplace Skills.
- 4 The valedictory function was held on 18<sup>th</sup> December 2023. Prof. Purva Hegde Desai welcomed the participants for the valedictory function of the Short Term Course. The valedictory address was delivered by the Chief Guest Mr. Nicholas D' Souza, Retired Associate Professor in Education and retired as Head of Department from Nirmala

Institute of Education, Altinho, Panaji. Finally some of the participants gave their feedback about the course. Dr. Ingrid Anne P. Nazareth read the course report and proposed the vote of thanks.

We are enclosing herewith:

- a. Time-table
- b. Name of Resource persons and topics.
- c. Name of the participants & their Area of specialization
- d. Participants details
- e. Evaluation Participants Summary

*GANazareth*

( Dr. Ingrid Anne P. Nazareth )  
Assistant Professor (UGC-MMTTC)

**DR. INGRID ANNE NAZARETH**  
**ASSISTANT PROFESSOR**  
**UGC - MMTTC**  
**GOA UNIVERSITY**

*P. Hegde*

(Prof. Ms. Purva G. Hegde Desai )  
Director-In-Charge (UGC-MMTTC)

**In-Charge DIRECTOR**  
**UGC - MMTTC**  
**GOA UNIVERSITY**  
**GOA - 403 206**



**UGC - MALAVIYA MISSION TEACHER TRAINING CENTRE****GOA UNIVERSITY****Short Term Course on Soft Skills (online)****from 12-12-2023 to 18-12-2023****List of the Participants**

| <b>Sr. No</b> | <b>Name</b>                       | <b>Email Id</b>             | <b>Mob No</b> | <b>College Name</b>  | <b>State</b> | <b>Gender</b> | <b>Category</b> |
|---------------|-----------------------------------|-----------------------------|---------------|--|--------------|---------------|-----------------|
| 1             | Mr. Abey K. Jose                  | abeyjosek23@gmail.com       | 9447824318    | T. M. J. M. Govt. College, Manimalakkunnu                                    | Kerala       | Male          | GEN             |
| 2             | Dr. Balaji Maroti Rajurkar        | bmrajurkar@gmail.com        | 9420062586    | R. S. Bidkar Arts, Commerce & Science College, Hinganghat                    | MH           | Male          | OBC             |
| 3             | Dr. Bhimrao P. Ubale              | ubale971@gmail.com          | 9921832994    | Sant Bhagwan Baba Kala Mahavidyalaya, Sindkhed                               | MH           | Male          | SC              |
| 4             | Dr. Dandiram Pegu                 | dandiram.pegu@gmail.com     | 9954368634    | Silapathar Town College, Silapathar  | Assam        | Male          | ST              |
| 5             | Dr. Dayanand Prabhu Gaikwad       | dpgaikwad738@gmail.com      | 9423381863    | K.M.C College, Khopoli   | MH           | Male          | SC              |
| 6             | Dr. Dilipkumar Babubhai Sondarava | kavyashashtri1986@gmail.com | 9512518865    | D.D. Thakar Arts & K. J. Patel Commerce College, Khedbrahma                  | Gujarat      | Male          | SC              |
| 7             | Dr. Gajanan Sheshrao Futane       | gajananfutane1967@gmail.com | 9423746254    | Shivramji Moghe College, Kelapur   | MH           | Male          | OBC             |
| 8             | Ms. Harsha S. Kambe               | harshakambe@gmail.com       | 7507446485    | Arts & Science College, Kurha  | MH           | Female        | OBC             |
| 9             | Dr. K.S. Sivakumaren              | sivamit_kumaren@yahoo.in    | 8610248393    | Anna University, Chennai   | Tamil Nadu   | Male          | ST              |
| 10            | Dr. Madhav Desai Shejul           | madhavshejul@gmail.com      | 9422876825    | Dnyanpasak Shikshan Mandal's College of Arts, Commerce and Science, Parbhani | MH           | Male          | GEN             |



|    |                                 |                            |            |   |             |        |     |
|----|---------------------------------|----------------------------|------------|---|-------------|--------|-----|
|    |                                 |                            |            |   |             |        |     |
| 11 | Dr. Mangala Vishwasrao Ambadkar | mangalaambadkar@gmail.com  | 7517870450 | Nagar Parishad Shivaji College, Mowad                     | MH          | Female | OBC |
| 12 | Dr. Megha Bhamare               | drbhamaremegha@gmail.com   | 9823208804 | K. V.N. Naik Arts, Commerce & Science College, Nashik-2.  | MH          | Female | GEN |
| 13 | Dr. Nisha S. Joshi              | joshinsh123@gmail.com      | 9422036931 | Arts & Science College, Kurha                             | MH          | Female | GEN |
| 14 | Dr. Pratibha Arya               | pratibha82arya@gmail.com   | 9690957926 | Govt. Degree College, Talwari                             | Uttarakhand | Female | SC  |
| 15 | Mr. Rajkumar Karmveer Telgote   | rajadibh@gmail.com         | 9673433763 | S. B. Madkholkar Mahavidyalaya, Chandgad                  | MH          | Male   | SC  |
| 16 | Dr. Rekha Deodhar               | rekhadeodhar55@gmail.com   | 9422667851 | Smt. C.B. Shah Mahila Mahavidyalaya, Sangli               | MH          | Female | GEN |
| 17 | Dr. Remya Stanley               | remyastanley@gmail.com     | 9495340269 | Mount Tabor Training College, Pathananpuram               | Kerala      | Female | OBC |
| 18 | Dr. Rewaram Manikrao Malkhede   | rewaram.malkhede@gmail.com | 9421806618 | Rani Laxmibai Mahila Mahavidyalaya, Sawargaon             | MH          | Male   | SC  |
| 19 | Dr. S. Kothainayaki             | skothai@annauniv.edu       | 9884240429 | Anna University, Chennai                                  | Tamil Nadu  | Female | SC  |
| 20 | Dr. Satish R. Jadhao            | satishjadhao58@gmail.com   | 9423419635 | Nagar Parishad Shivaji College, Mowad                     | MH          | Male   | OBC |
| 21 | Dr. Shobha Pawar                | shobhapawar69@gmail.com    | 8421565849 | Smt. C. B. Shah Mahila Mahavidyalaya, Sangli              | MH          | Female | GEN |
| 22 | Dr. Shrikrishna Bapurao Bodhe   | shreyashribhavan@gmail.com | 9423421051 | R. S. Bidkar Arts, Commerce & Science College, Hinganghat | MH          | Male   | OBC |

|    |                             |                                    |            |   |         |        |     |
|----|-----------------------------|------------------------------------|------------|---|---------|--------|-----|
| 23 | Dr. Smita M. Jadhao         | smitamohod15@gmail.com             | 9764291038 | Arts & Science College, Kurha               | MH      | Female | OBC |
| 24 | Dr. Sunita Sharma           | sunitajrgcollege@gmail.com         | 9896144899 | SNRL Jairam Girls college, Lohar Majra      | Haryana | Female | GEN |
| 25 | Dr. Suresh kumar Solanki    | dr.sureshsolankeconomics@gmail.com | 8225826117 | Govt. College, Lidhaura                     | MP      | Male   | ST  |
| 26 | Dr. Suresh Tukaram Telvekar | sureshtelvekar1970@gmail.com       | 9405102571 | Krishna Mahavidyalaya, Rethare              | MH      | Male   | GEN |
| 27 | Mrs. Surya Chandra Mohan    | sooryachandramohan55@gmail.com     | 9400921355 | Mount Tabor Training College, Pathananpuram | Kerala  | Female | GEN |
| 28 | Dr. Vibha P. Deshpande      | vibhapdeshpande@gmail.com          | 8329057502 | Arts & Science College, Kurha               | MH      | Female | GEN |

# **Short Term Course on Soft Skills (Online)**

**12.12.2023 – 18.12.2023**

**In-charge Director: Prof. Ms. Purva Hegde Desai**

**Assistant Professor/Course Coordinator: Dr. Ingrid Anne P. Nazareth**







**Resource Person Dr. Cidalia Bodade on 12.12.2023 at 2:00pm-5:15pm  
Topic: Presentation Skills**

The image is a screenshot of a Google Meet session. At the top, the browser address bar shows the URL: <https://meet.google.com/sdc-fzdo-xwt?authuser=0>. The main interface features a large video feed on the left side, currently displaying Dr. Cidalia Bodade, who is wearing glasses and has a microphone icon next to her name. To the right of the video feed is a grid of 20 participant tiles, each with a profile picture and name. The participants listed are: Dr. Diipkumar, Shrikrishana B., Suresh Telvekar, Harsha Kambe, Madhav Shejul, Dr. Dandiram P., Dr. Smita Jadhao, Nisha Joshi, kothainayaki s..., shobha pawar, satish jadhao, Rewaram Malk..., Dayanand Gaik..., Dr. Vibha Deshp..., Rekha Deodhar, abey jose, Remya Stanley, dr.suresh solanki, and HRDC Office. At the bottom of the screen, there is a control bar with various icons for muting, video, chat, and other functions. A green notification box in the bottom left corner of the meeting area states: "Tracking Started 4 min 12s ago Click To Generate Report". The system tray at the very bottom shows the time as 10:04 AM on 14-Dec-23.

**Resource Person Dr. Cidalia Bodade on 14.12.2023 at 10:00am-1:15pm**

**Topic: Social and Business Etiquettes**

The screenshot shows a Google Meet interface. At the top, the browser address bar displays the URL: <https://meet.google.com/sdc-fzdo-xwt?authuser=0>. The meeting title is "R Nirmala (Presenting)".

The main content area is a Microsoft PowerPoint presentation titled "Teachers interpersonal skills - Microsoft PowerPoint (Product Activation...". The current slide is the title slide, which features a blue and orange geometric design and the text "INTERPERSONAL SKILLS" and "DR. R. NIRMALA, ODA BUSINESS SCHOOL, ODA UNIVERSITY".

On the right side of the screen, there is a video feed of Dr. R. Nirmala, who is speaking. Her name "R Nirmala" is visible below the video.

At the bottom of the screen, there is a control bar with several icons for muting, video, chat, and other meeting functions. The time displayed is 2:04 PM on 14-Dec-23. A notification bubble indicates "Tracking Started 4 min 6s ago Click To Generate Report".

**Resource Person Dr. R. Nirmala on 14.12.2023 at 2:00pm-5:15pm**

meet.google.com/sdc-fzdo-xwt?pli=1&authuser=0

Dr. K. Sripad Bhat

10:14 AM | STC on Soft Skills from 12/...

Tracking Started  
10 min 42s ago  
Click To Generate Report

Participants:

- Ubale Sir
- Mangala Amba...
- Remya Stanley
- Suresh Telvekar
- Harsha Kambe
- Rekha Deodhar
- Dr. Dandiram P...
- Dr.Smita Jadhao
- kothainayaki su...
- HRDC Office
- 14 others
- HRDC Office

Windows taskbar: Search, File Explorer, Edge, Teams, Chrome, Outlook, OneDrive, 10:14 15-12-2023

**Resource Person Prof. Sripad Bhat on 15.12.2023 at 10:00am-1:15pm**

**Topic: Group Discussion**



R Nirmala (Presenting)

Workplace Skills - Microsoft PowerPoint (Product Activation Failed)

File Home Insert Design Transitions Animations Slide Show Review View

From Current Slide From Beginning Broadcast Slide Show Custom Slide Show Start Slide Show

Hide Slide Set Up Slide Show Rehearse Timings Record Slide Show Set Up

Play Narrations Use Timings Show Media Controls

Monitors

WORKPLACE SKILLS

DR. R. NIRMALA  
ASSOCIATE PROFESSOR  
GOA BUSINESS SCHOOL, GOA UNIVERSITY  
NIRMALA@UNIGOA.AC.IN

Slide 1 of 23 "Angles" English (India) 37%



satish jadhao Dr.Dilipkumar ... dr.suresh sola... Dr. Dandiram ... Suresh Telvekar Sunita Sharma abey jose Pratibha Arya 8 others HRDC Office

2:04 PM | STC on Soft Skills from 12/1... Track Attendance

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**Resource Person Dr. R. Nirmala on 15.12.2023 at 2:00pm-5:15pm**

The screenshot shows a Google Meet interface. At the top, the browser address bar displays the URL: <https://meet.google.com/sdc-fzdo-xwt?authuser=0>. The meeting title is "allan abreo (Presenting)".

The main content area features a presentation slide with the following text: **GETTING UNDERWAY WITH THE WIND AT YOUR BACK**. Below the text is an image of a sailboat on a tropical beach. A small text overlay at the bottom of the image reads "allan abreo gymcoe ponda".

On the right side, there is a video feed of Prof. Allan Abreo, who is wearing a patterned shirt and a flat cap. His name "allan abreo" is visible below the video.

The bottom toolbar contains several icons for meeting controls: mute, video, chat, reactions, screen sharing, help, and end call. A notification box in the center of the toolbar states: "Tracking Started 20 min 20s ago Click To Generate Report".

At the bottom of the screen, the Windows taskbar is visible, showing the time as 10:21 AM on 16-Dec-23. The taskbar includes icons for the Start menu, File Explorer, Google Chrome, and other applications.

**Resource Person Prof. Allan Abreo on 16.12.2023 at 10:00am-1:15pm  
Topic: 7 Habits of Highly effective People**

The screenshot shows a Google Meet interface. At the top, the browser address bar displays the URL: <https://meet.google.com/sdc-fzdo-xwt?authuser=0>. The meeting title is "HRDC Office (Presenting)".

The main content area displays a presentation slide with the text: "Purpose : We often behave irrationally and are not always aware of it.....". The slide features a red arrow pointing to the text and a circular inset image of a molecular model with red and white spheres.

On the right side, there is a video feed of a speaker, identified as "HRDC Office", who is an older man with a white beard and glasses, wearing a dark shirt. He is gesturing with his right hand.

At the bottom of the screen, there is a toolbar with various icons for meeting controls. A notification box in the center of the toolbar reads: "Tracking Started 16 min 20s ago Click To Generate Report". The system tray at the bottom right shows the time as 2:16 PM and the date as 16-Dec-23.

**Resource Person Mr. Nicholas D'Souza on 16.12.2023 at 2:00pm-5:15pm**  
**Topic: Psychological/Ego Defense Mechanisms**



Sr. Aradhana A.C. (Presenting)



Participant list and notification:

- dr.suresh sola...
- Rajkumar T...
- Ubale Sir
- HRDC Office
- Dr.Dilipkumar ...
- Dr.Vibha Desh...
- abey jose

Notification: Rajkumar Telgote has raised a hand [Open queue](#)

10:34 AM | STC on Soft Skills from 12/...

Tracking Started  
25 min 16s ago  
[Click To Generate Report](#)

Meeting controls: 🔊 📄 😊 📺 🙋 ⋮ 📞

30 📄 🗑️ 📄 📱 🌐 🔒

Resource Person Dr. Sr. Maria Aradhana AC on 18.12.2023 at 10:00am-11:30am

Sr. Aradhana A.C. (Presenting)

# The Complaint-handling Process

Sr. Aradhana A.C.

Rajkumar Telg...

satish jadhao

Mangala Amb...

Sunita Sharma

Dr.Dilipkumar ...

Balaji Rajurkar

Harsha Kambe

Suresh Telvekar

17 others

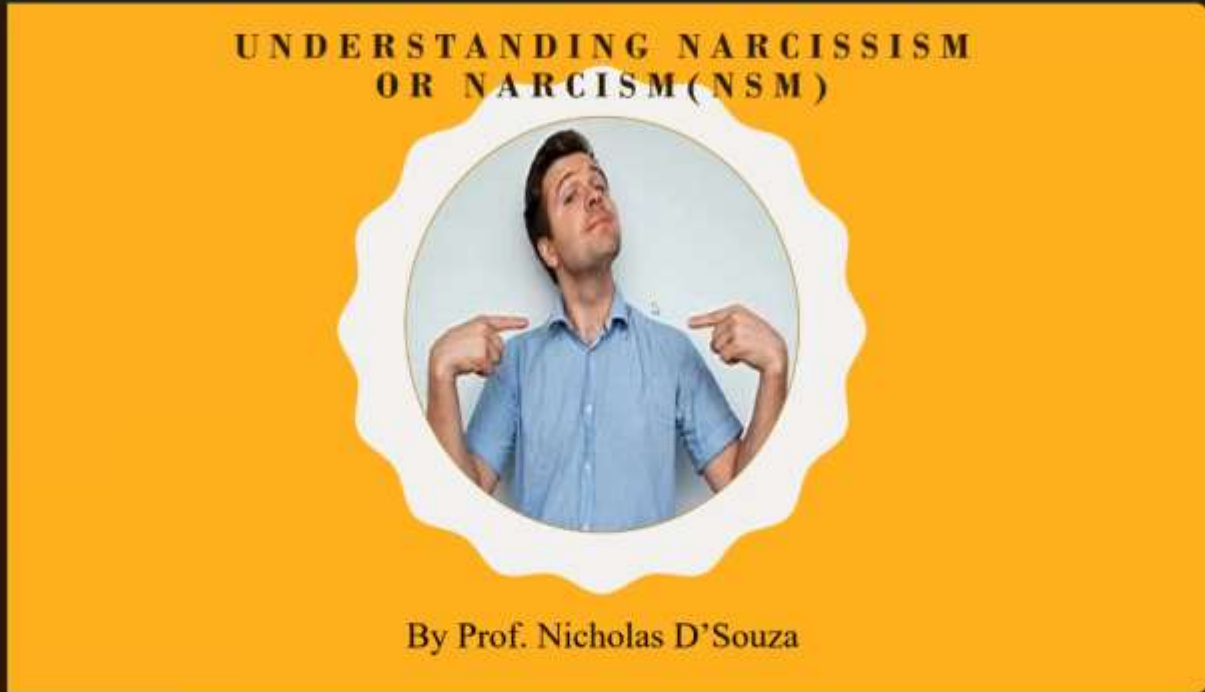
HRDC Office

11:50 AM | STC on Soft Skills from 12/...

Track Attendance

Resource Person Dr. Sr. Maria Aradhana AC on 18.12.2023 at 11:45am-1:15pm

HRDC Office (Presenting)



Participant list:

- HRDC Office
- Ubale Sir
- Gajanan Futane
- Dr.Vibha Desh...
- Nisha Joshi
- Sunita Sharma
- Dr.Smita Jadh...
- Dr.Dilipk...
- abey jose (outside Goa University.) joined

2:03 PM | STC on Soft Skills from 12/1... Track Attendance

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Resource Person Mr. Nicholas D'Souza on 18.12.2023 at 2:00pm-5:15pm



meet.google.com/sdc-fzdo-xwt?pli=1&authuser=0

HRDC Office, Madhav Shejul, abey jose, dr.suresh solanki, Sunita Sharma, Dr.Vibha Deshpande, Suresh Telvekar, Dr.Dilipkumar B. Sondar..., HRDC Office, Pratibha Arya, Dr.Smita Jadhao, Mangala Ambadkar, Nisha Joshi, Dr. Dandiram Pegu, Gajanan Futane, Shrikrishana Bodhe, kothainayaki suresh, Soorya Chandramohan, Rewaram Malkhede, Remya Stanley, Rajkumar Telgote, Dayanand Gaikwad, Balaji Rajurkar, Harsha Kambe, Ubale Sir, siva kumaren, HRDC Office

4:56 PM | STC on Soft Skills from 12/1... Tracking Started 1 hr 9 min 22s ago Click To Generate Report

16:56 18-12-2023

**Participants Screenshot of Valedictory Function on 18.12.2023**

**Thank You**