Samata Shikshan Sanstha Pune's **Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule**

Writing Skills Workshop Report

Date: 02/12/2021

A Skills workshop on writing skills was organized on 2nd December 2021. Prof. Dr. Raghunath Mahajan, Associate Professor, Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule was the resource person for the writing skills workshop. Dr. Raghunath Mahajan gave the following guidance in the writing skills workshop.

Writing has the power to communicate soul-searching effectively to others. 'Writing' is also a tool, and acquiring writing skills is a 'tool'. That sadhana must be done in the right way and the right direction, for that the students should accept and accept some minimum technical aspects-Your letters should not be too big or too thin. Letters should be underlined. It enhances the beauty of letters and words. Your letters should be legible, and beautifully written with proper inflection. Two letters, two words, and two lines should be properly spaced. In addition to the proper speed required in writing, it also requires consistency.

Stages of writing -

Writing skills are not acquired by everyone with a pen in hand. It is a gradually developing skill. Handwriting (legible to cursive), orthography (Rhasva, Durga, Rikar, Radar, Visarga, Punctuation), and Self-independent writing according to writing types. All these three stages are of equal importance. Because writing begins with letter writing. At that time, one should try hard to develop it from the level of 'legible' which means easy to read, to the level of 'flexible' which means beautiful letters drawn by giving strokes and turns in the right direction. It is a huge investment for a



lifetime. Later throughout your life, this beautiful handwriting of yours will bring you many benefits as an important quality of your good personality.

The second stage is spelling. The handwriting is nicely curved; then you should start paying close attention to your spelling. Kana, matra, Valenti, ukar, rikaar, rafar, visarga, and punctuation should be taken care of, which adds another dimension to your personality development.

The third stage is slightly more important in terms of language development. This third stage is the stage of effective language use. Including letter writing (family letters and office letters), application writing, paragraph writing, advertisement writing, essay writing, conceptual writing, descriptive writing, imagination, dialogue writing, narrative writing, summary writing, autobiographical or autobiographical writing, and engaging writing.

Thanks to the program coordinator Dr. Sudam Rathod expressed. A total of 29 students attended the workshop.



Prof.Dr. Raghunath Mahajan delivered lecture on Writing Skills



Prof.Dr.Raghunath Mahajan Acting Principal

Samata Shikshan Sanstha, Pune's Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule (M.S.) - 424002.

Samata Shikshan Sanstha, Pune Dr. Babasaheb Ambedkar College of Social Work, Morane (Nakane) Tal & Dist. Dhule.

F.Y.B.S.W.
Skill Work shop Attendance Sheet
Year- 2021-2022

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1	AHIRE MANGESH TUKARAM	end
2	BAGUL KIRTI JITENDRA	Houses
3	BAGUL MADHURI PANDIT	- Astrony
4	BAHIRAM SUNITA VASANTRAO	(PBage)
5	BAHIRAM UJWALA VASHYA	6
6	BAHIRAM VISHAL VIKRAM	Chius
7	BAISANE SALONI SANJAY	646
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9	BHANGARE RUPALI DILIP	AS
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20	GOYAR CHETAN GANESH	An
21	JAGTAP SHITAL BAKARAM	AV
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	36	SHELTE KRUSHNA BHAIDAS	BShelte
	37	SHIRSATH PALLAVI RAVINDRA	P.R. Shirsath
	38	THAKARE RANJANA YASHWANT	Bus
	39	THORAT KUNAL SANJAY	End.

Convener/Co. ordinator

212/48/00.

प्रा.डॉ.रघुनाथ महाजन प्रभारी प्राचार्य समता शिक्षण संस्था,पुणे डॉ.बाबासाहेब आंबेडकर समाजकार्य महाविद्यालय,मोराणे,धुळे-424002.

D/BSW & MSW Admit Student list/2021-2022

Samata Shikshan Sanstha Pune's Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule

Presentation Skills Workshop Report

Date: 02/04/2022

A Skills workshop on Presentation skills was organized on 2nd April 2022. Prof. Dr. Suvarna Barde, Assistant Professor, Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule was the resource person for the presentation skills workshop. Dr. Suvarna Barde gave the following guidance in the presentation skills workshop.

It is said that the present age is about presentation! 'Being presentable' is an urgent matter in all fields today! Being 'presentable' is no longer limited to the living. When the media has reached the homes and the people of the villages are communicating all over the world through the online platform, there are many occasions and opportunities to open up the knowledge-experience, thoughts, and opinions that we have! At such a time, this presentation becomes very important in the sense of being able to express and convey exactly what we feel to others.

The first influence is personality. If you stand in front of the audience clumsily, they lose interest in listening to you. So proper dressing is important. Even a news reporter on TV attracts us with personality first. The second part is dialogue. Amitabh Bachchan is remembered for a long time. Hand gestures and hand-kerchief should also be avoided. It reduces the impact of the speaker.

However, a good personality, good dialogue, and good actor-like gestures do not make a good performance. The subject, its study, and arrangement are also very important. Only then does the listener, initially drawn in, remain hooked throughout the performance.



A good presentation requires a calm arrangement. It is important to make this arrangement clear. Attendance is a must and confidence in the subject is also important. Even a short presentation of 15 minutes requires hours of preparation. Preparation is very important. What needs to be done about it? This question immediately formed in my head.

Firstly, the purpose of the presentation should be clarified. What to achieve from the presentation should also be determined. The audience to whom the presentation is to be made should be known. When introducing new technology, knowing whether the target audience is engineers or skilled workers can determine the depth of information. It is necessary to be aware of the preferences and prejudices of the audience. Need to know important and high decision-making people in the audience.

The most important point to write down after this. (key message) and its benefit to the audience. Then by gathering more information about the topic. Brainstorming should be done on it. Then write down your thoughts on paper or create a PowerPoint presentation.

The language should be the language of the audience or their dialect. However, English should be used as much as possible in corporate presentations. Use very few words while creating a PowerPoint presentation. Just write down the points and elaborate on them while presenting. Often, some people end up writing entire essays in PowerPoint. Then while reading them, the attention of the speaker and the audience is divided between the slide and the speaker. Often the use of metaphor is clever and the presentation is more emotional.

Generally, while arranging, you should arrange the beginning, important points, and the end. In the beginning, the audience should be entertained by explaining the purpose of the presentation. While presenting important points, only three to five points should be presented at a time. Its effect is



good. Two slides summarizing your speech should be at the end of the presentation.

To make a good presentation, once the PowerPoint is finished, it should be edited. This makes the layout more streamlined. The color scheme should suit the subject and the audience. After all this, there should be rehearsal so that there is no confusion during the actual presentation. Time should be given for question and answer after the presentation, so that it is noticed whether the topic has been properly conveyed to the audience or not. If the listeners have any doubts, they can be resolved.

Thanks to the program coordinator Dr. Sudam Rathod expressed. A total of 2.8 students attended the workshop.



Prof. Dr. Suvarna Barde delivered lecture on Presentation skills



Prof.Dr.Raghunath Mahajan Acting Principal Samata Shikshan Sanstha,Pune's Dr.Babasaheb Ambedkar College of Social Work,Morane,Dhule (M.S.) - 424002.

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Samata Shikshan Sanstha, Pune Dr. Babasaheb Ambedkar College of Social Work, Morane (Nakane) Tal & Dist. Dhule.

F.Y.B.S.W. Skill Work shop Attendance Sheet

Sr. No	Name of the Student	
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1	AHIRE MANGESH TUKARAM	Moderay
2	BAGUL KIRTI JITENDRA	KIBOGH
3	BAGUL MADHURI PANDIT	MBUSEL
4	BAHIRAM SUNITA VASANTRAO	Chim
. 5	BAHIRAM UJWALA VASHYA	Butun
6	BAHIRAM VISHAL VIKRAM	
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38	THAKARE RANJANA YASHWANT	
39	THORAT KUNAL SANJAY	Em

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प्रा.डॉ.रघुनाथ महाजन प्रभारी प्राचार्य समता शिक्षण संस्था,पुणे डॉ.बाबासाहेव आंबेडकर समाजकार्य महाविद्यालय,मोराणे,धुळे-424002.

Samata Shikshan Sanstha Pune's

Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule

Communication Skills Workshop Report

Date: 01/12/2021

A Skills workshop on writing skills was organized on 1st December 2021. Prof. Dr. Farida Khan, Assistant Professor, Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule was the resource person in the workshop on communication skills. Dr. Farida Khan gave the following guidance in the Communication Skills Workshop.

Psychologists say that humans are social animals. Even if someone loves solitude, he will not be able to stay like that for twelve months twenty-four hours. His attitude may have created a family system. Every human being has an inner need to talk to someone, and share their thoughts. Even a young child is no exception. The definition of communication includes 'the exchange of information through facial expressions, gestures, signs, and spoken language'. Communication requires at least two people, one speaking and one listening. The words spoken by the speaking person, his facial expressions, and gestures are conveyed to the brain through the ears and eyes. Through the coordination of all these things and according to the comprehension of the listener, the brain of the listener interprets. The understanding of the heard word depends on the language, experience, mental condition, and emotional balance of the speaker and the listener.

A speaker needs communication skills to convey the desired information to the listener. If the speaker does not have this art, the listener hears the information expected by the speaker, but the correct meaning does not reach him. This can lead to misunderstandings and the speaker



has to apologize by saying 'I didn't mean that. Communication skills are not innate, nor are they inherited. Dr. Farida Khan did.

Thanks to the program coordinator Dr. Sudam Rathod expressed. A total of 27students attended the workshop.



Prof. Dr. Farida Khan delivered lecture on Communication Skills

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Prof.Dr.Raghunath Mahajan Acting Principal

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Samata Shikshan Sanstha, Pune's Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule (M.S.) - 424002.

Samata Shikshan Sanstha, Pune Dr. Babasaheb Ambedkar College of Social Work, Morane (Nakane) Tal & Dist. Dhule.

F.Y.B.S.W.

Skill Work shop Attendance Sheet

Communication Skill . 1.12.2021

Sr. No	Name of the Student	
1	AHIRE MANGESH TUKARAM	Adres
2	BAGUL KIRTI JITENDRA	Kosta
3	BAGUL MADHURI PANDIT	(18 Basse)
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37	SHIRSATH PALLAVI RAVINDRA	P. R. Shirsath
38	THAKARE RANJANA YASHWANT	AYS
39	THORAT KUNAL SANJAY	Frm !

Convener/Coordinator
1.12.2021

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प्रा.डॉ.रघुनाथ महाजन प्रभारी प्राचार्य समता शिक्षण संस्था,पुणे डॉ.याबासाहेब आंबेडकर समाजकार्य महाविद्यालय,मोराणे,धुळे-424002.

Samata Shikshan Sanstha, Pune

Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule

On 06-05-2022, Prof. Dr. Rahul Aher guided the students on the subject of Counseling Skill under Skill Lab for the students of SYBSW class in College.

What is a counselor.....?

"Counseling is helping a person solve problems in his life by helping him to deal with those problems in a yogic way and helping him to solve his own problems by himself. Counseling is also called Counseling in English. Counseling has been present in human society since ancient times. Counseling is supposed to be subjective.

Definition of counseling:-

The term counseling includes all those situations of contact between two persons which help a person to make a relatively effective adjustment in his own similar environment. Robins.

Counseling and guidance are two different streams of opinion. According to some experts, counseling and counseling are different. Guidance is a broad concept and counseling is a part of guidance. Counseling requires understanding the other person's mind. Also, to respect his thoughts, it is necessary to choose one of the many different thoughts and satisfy him.

Counseling Procedure: -

The details of each stage will change according to the problem of the beneficiary and his personality but the order of stages will not change

Stage 1 - Establishing a relationship with the beneficiary.

2nd stage - to diagnose and analyze the problem.

3rd stage - to make the right changes for the beneficiary

Values in counseling process:-

1 Confidentiality 2 Non-discrimination among beneficiaries

3 Abiding by moral obligation 4 Not forming a permanent opinion

5. Keeping records

Subtle Skills in Counseling -



- 1 Empathy 2 Listening 3 Informing
- 4 Asking questions 5 Suggesting 6 Taking away, speaking
- 7 Challenging 8 Supporting 9 Moving forward

30 students attended the said Skill Lab.

Dr.Rajendra Baisane

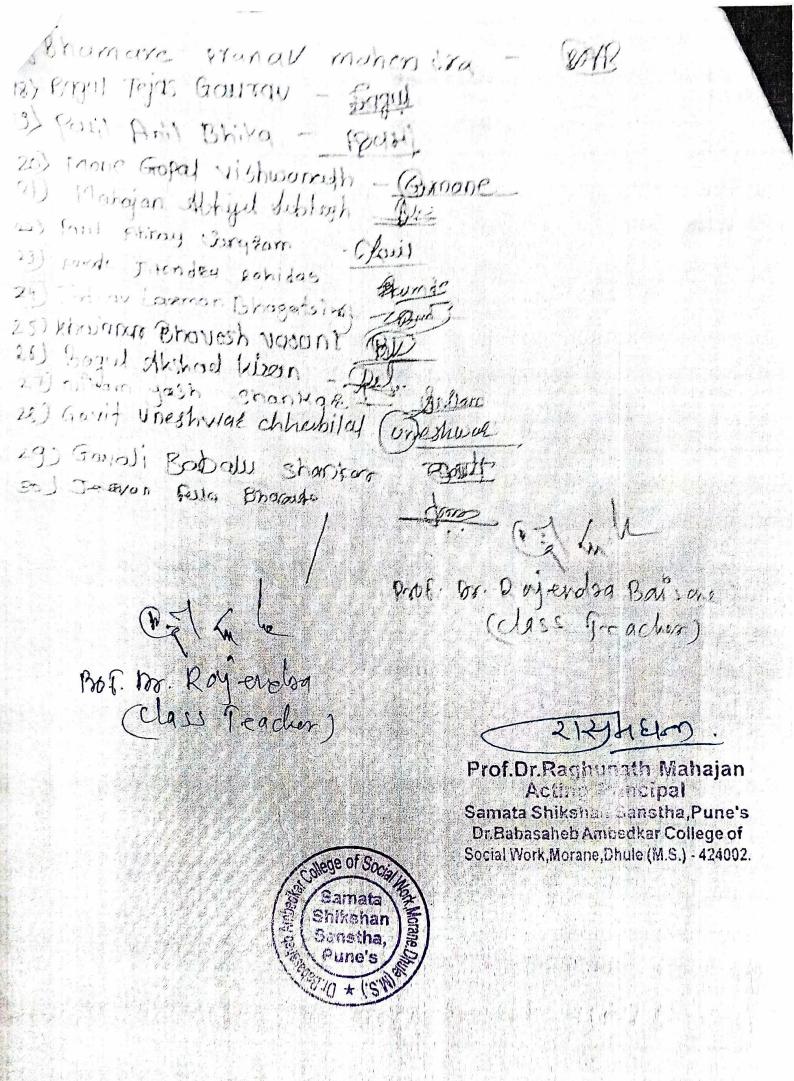
(Class Teacher)

Prof.Dr.Raghunath Mahajan Acting Principal Samata Shikshan Sanstha, Pune's Gr.Babasaheb Ambedkar College of al Work, Morane, Dhule (M.S.) - 424002.



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Samata Shikshan Sanstha, Pune

Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule

On 07-05-2022, Prof. Dr. Sanjeev Pagare guided the students on the subject of Stress Management under Skill Lab for the students of SYBSW class in College.

Many direct and indirect events are happening and changes are taking place around us. Stress is the negative physical, mental and emotional response to these events and changes. Stress is the loss of control over your body and mind. Your own; Tensions arise when a gap is created between the expectation of change and the reality of another change. Stress not only hurts us physically and mentally but it also destroys our unquenchable desires, hopes, beliefs and convictions. If such stress occurs frequently or lasts a long time, it can have adverse effects on your health.

Effects of Stress: - Anxiety and irritability are the first steps of being and becoming stressed. It should be remembered that anxiety and irritation turn into depression and sadness when the close person leaves because of your anxiety and irritation. The person becomes completely mentally exhausted and despondent. Since we are always stressed, our concentration of mind is not good in family, social and office environment and hence we are thrown away.

Symptoms of stress: - To understand that stress has come, you need to check its symptoms. Physical symptoms include increased heart rate, sweating, fatigue, tingling, trembling, darkening of the eyes, dizziness, and insomnia. Mental symptoms include rapid thinking, lack of concentration, ideological confusion, negativity, memory loss, and a runaway attitude. Emotional symptoms include fear, anxiety, anger, loneliness, isolation, sadness, frustration, irritability, sadness, and depression. At first glance, these symptoms do not appear all at once, but appear in stages.

Stress Management Methods: - Even though it is not in your hands to control your external situation, it is in your hands to control your inner things. Let's see how to control and reduce stress after that (How to release stress from body and mind.)

- 1. Event & Change: When an event takes place, its sensations or information reach our brain in its raw form or as it is.
- 2. Define Event & Change: Once such information reaches the brain, it is interpreted by the brain based on the knowledge we have, the perceptions we have about the subject and the experiences we have.
- 3. Create Positive Thought Process After Interpretation (Positive Thought Process): The combination of the meaning of the information transmitted by the brain and the emotions of our mind creates a web of emotions in the mind. As the colors mix, so do the feelings of fear,



sadness, joy, anger, hatred, surprise, contentment, and a thought process is formed. Create the right mix of these emotions to create such a positive thinking process.

- 4. Create Positive Behavioral Changes: Once the Positive Behavioral Changes are formed, you need to develop a Positive Behavioral Changes. Most people reach for positive thinking, but it does not reduce stress as they do not develop the right attitude and behavior.
- 5. Positive reaction and action based on thought process (Positive Reaction and Action): Based on proper and positive behavior and behavior, physical response to which we act or action is done by us and stress is slowly removed from the body through action, action, and response.
- 6. Release Stress Based on Response and Action (Release Stress): It has been observed in many people that the awareness and perception of stress comes from traveling through various steps of action and response when it is necessary to remove it or it gets stuck in one step or It lingers in the mind and causes intense and chronic stress. If something gets stuck in the pipe, there is a risk of the pipe bursting. This creates internal physical, mental and emotional stress and the risk of adverse reactions and effects on the body due to not reacting or not responding. Relieve stress based on positive response and action.

Stress Relief Methods: - Now let us see how to use the formula 4-R to control, reduce and eliminate stress.

- 1. R_ Rethink (Reconsideration): We often feel stressed after an event or change has taken place. It looks at whether this phenomenon and change is so important as creating tension.
- 2. R_Relax: If it is certain that things, matters and events are causing stress, then we should calm down and examine the effects of it on our personal, family and social level.
- 3. R_Reduce: It is necessary to control this stress and reduce it gradually. For that, the gap between expectations and facts has to be reduced.
- 4. R_Release: This stress is finally removed in the form of action, action, response, which we call Release.
- 5. The five sutras of exercise, pranayama, meditation, yoga and vipassana have to be followed with proper advice and guidance. Expressing emotions reduces stress. Also, sharing feelings with each other reduces stress. It is important to keep in mind that increasing communication skills also reduces stress. Doing social work reduces stress. Getting things done on time reduces stress. Learn to forgive others. Accept what is real, give up what has happened and believe in what is or will come. Life is so precious and beautiful.

36 students attended the said Skill Lab.

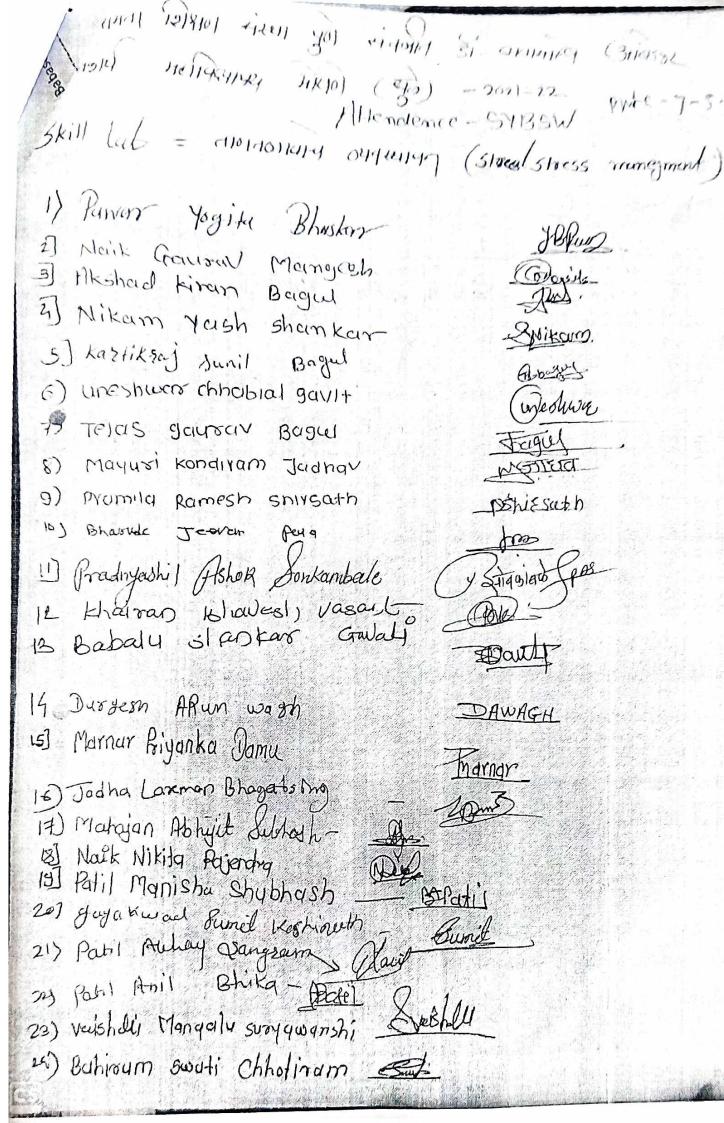
Dr.Rajendra Baisane

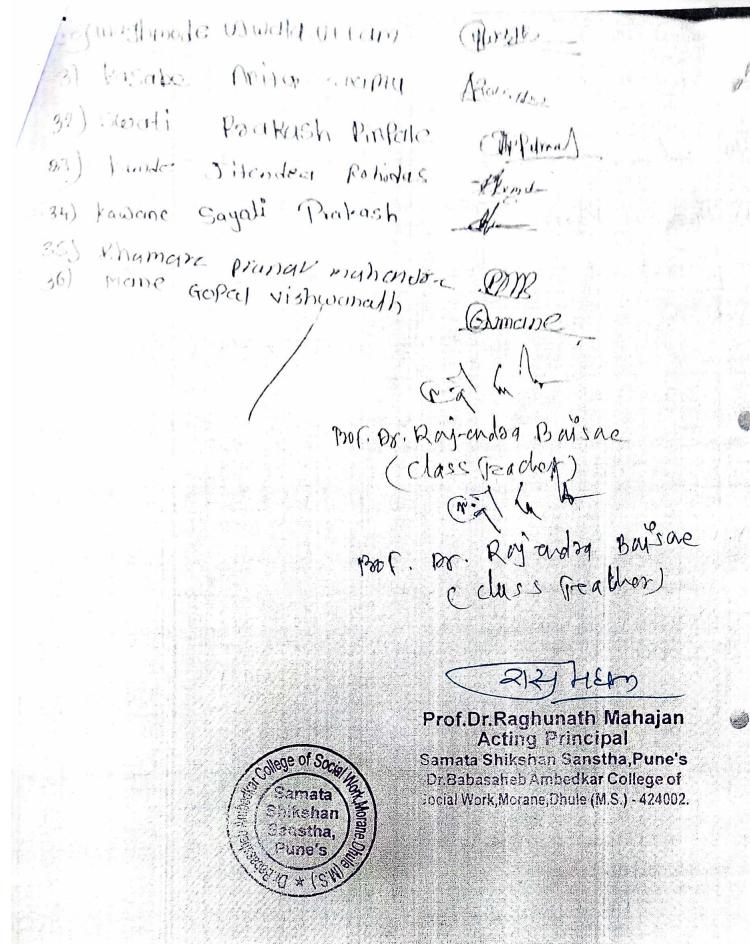
(Class Teacher)



Prof.Dr.Raghunath Mahajan Acting Principal

Samata Shiksman Sanstha, Pune's Pabasaheb Ambedkar College of Marcock, Morane, Dhule (M.S.) - 424002.





Samata Shikshan Sanstha Pune's Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule

Computer Skills Workshop

Date: 04/04/2022

A Skills workshop on Computer skills was organized on 4th April 2022. Prof. Meghavi Meshram, Assistant Professor, Dr. Babasaheb Ambedkar College of Social Work, Morane, Dhule was the resource person for the computer skills workshop. Prof. Meghavi Meshram gave the following guidance in Computer Skills Workshop.

The computer has become a very important tool in today's era. In schools, colleges, hospitals, offices, laboratories, etc. computers are used everywhere. In today's modern age every person must know computer. The computer has become an integral part of our life today. This is the gift of modern science. The computer was born a hundred and fifty years ago, But this computer was big in size and young in age. As he grew older, his size became smaller; But his scope expanded. Computers have revolutionized all sectors. Today we can book train and plane tickets from home. Regular electricity and telephone bills, insurance premiums, and bank transactions can be done from home. The computer creates reminders of all these. With the help of computers, all tasks are done easily, with discipline, and without fuss.

The computer is a revolution and the internet is its next step. The Internet has opened up a wealth of knowledge to people. A person in any field can get the information he wants from the Internet at a low cost and in a short time. Due to the Internet, the 'diffusion of knowledge is taking place in a very large way in the world. Today the whole world has come closer due to the internet. Millions of people who are members of the Internet can connect and exchange opinions on various topics. This dual communication



system on the Internet has made it possible to integrate the world. No subject in the world cannot be found on the internet. This is why the Internet is the greatest revolution; It is Kalpavriksha. To access this wealth of information, computer literacy is essential. Internet, 'e-mail', 'e-learning' are not difficult after becoming computer-literate. So computer literacy is needed to find and run on the 'fast track of knowledge. Computer literacy has no age limit. Only the desire to become literate is needed. Wish there is a way!

Thanks to the program coordinator Dr. Sudam Rathod expressed. A total of 27 students attended the workshop.



Prof. Meghavi Meshram along with coordinator Dr.Sudam Rathod



Prof.Dr.Raghunath Mahajan Acting Principal Samata Shikshan Sanstha, Pune's Dr.Babasaheb Ambedkar College of Social Work, Morane, Dhule (M.S.) - 424002.

Samata Shikshan Sanstha, Pune Dr. Babasaheb Ambedkar College of Social Work, Morane (Nakane) Tal & Dist. Dhule.

F.Y.B.S.W.

Skill Work shop Attendance Sheet Year-2021-2022 Cam Dutar Skill - 4.6.2022

	Computer SKIH -	9.6
Sr. No	Name of the Student	
1	AHIRE MANGESH TUKARAM	Mayers
2	BAGUL KIRTI JITENDRA	Karagut
3	BAGUL MADHURI PANDIT	PBatel
4	BAHIRAM SUNITA VASANTRAO	Than
5	BAHIRAM UJWALA VASHYA	(Sekarum)
6	BAHIRAM VISHAL VIKRAM	
7	BAISANE SALONI SANJAY	(Busone
8	BHAMARE SUSMITA BHAUSAHEB	BY
9	BHANGARE RUPALI DILIP	45
10	BHOYE BHUMITA HEMANT	AB MILLION
11	BHOYE DIPALI VIJAY	Change
12	BHUSARE AKSHAY GULAB	7
13	CHAVAN GAURAV SANJAY	Show.
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15	GAIKAWAD SANGITA KANHAIYALAL	a company
16	GANGURDE DIPALI TARACHAND	815
17	GAVALI PUSHPLATA BALAJI	(Bavali)
18	GAVIT VIJAY GAJMAL	Ogund
19	GAYAKWAD KAVITA POPAT	An
20	GOYAR CHETAN GANESH	AS
21	JAGTAP SHITAL BAKARAM	AVS
22	JAGTAP VIJAY SANJAY	
23	MASULE ADHIKAR NAVAL	Anstal
24	NIKAM SONAL SANTOSH	Somed. H

25		
25	PADAVI DAMAYANTI MOHAN	Or Porka
26	PADAVI ROHINI MURLIDHAR	
27	PAGARE NEHA SUNIL	Adopos
28	PATIL DIVYA SHANTARAM	ملك
29	PATIL GIRISH YOGESH	GR
30	PAWAR BHARATICHINTALAL	Ochanas
31	PAWAR MADHURIJAGAN	AS
32	PAWAR SEJAL DINESH	As
33	PAWAR RAMANAND ARUN	AN
34	RANDHIR DIPASHRI GANESH	Die
35	SALUNKHE MADHURI NANDU	Misaike
36	SHELTE KRUSHNA BHAIDAS	@Shelte
37	SHIRSATH PALLAVI RAVINDRA	P.R. Shirsoth
38	THAKARE RANJANA YASHWANT	AS
39	THORAT KUNAL SANJAY	Bhook

Convener/coordinater

2/2/1/8/00.

प्रा.डॉ.रघुनाथ महाजन प्रभारी प्राचार्य समता शिक्षण संस्था,पुणे डॉ.बाबासाहेब आंबेडकर समाजकार्य महाविद्यालय,मोराणे,धुळे-424002.