

REPORT OF LDP (Phase 2)
CURRICULUM FOR ENGINEERING INSTITUTES

Date: 30th April - 1st May 2018, Venue: A-315

Day 01: April 30, 2018

(10.10 AM -11.00 AM)

After Principal Madam's opening remark, Mr. Sameer Joshi began the session by summarizing the activities undertaken in LDP phase 1. Those participants who have not sent their roles and responsibilities were asked to send it by 4th May 2018 (extended deadline).

Mr. Sameer asked every participant to participate in the laughter activity (Laughter Yoga). Every participant enjoyed the laughter and got rejuvenated. Mr. Sameer also explained the importance of laughter activity in day to day life. Laughter has many team building benefits such as to combat stress and conflict. Humor lightens burdens, connects team members to each other and inspires hope. Laughter is an excellent resource for surmounting problems and enhancing relationships within a team. Laughter relaxes the body, boosts the immune system, releases feel good chemicals and even keeps heart healthier. He requested everyone to practice laughter exercise at home daily at least for 10 minutes.

(11:00 AM - 1:00 PM)

Mrs. Anupama Vaidya co-ordinated following 3 Team Building Activities,

1. Draw a line: For this activity every participant made to draw a line at maximum height. All the participants tried individually to draw a line at maximum possible height. Some participants made use of stool or they jumped to achieve maximum height. But the idea behind this activity was to build a team and use all available resources to achieve maximum result. This will help participants to work in a team rather performing individually to achieve common goals in the benefit of organization.
2. Make squares from broken slices: For this activity participants were divided in separate groups. Each participant was provided with an envelope containing broken slices of square and from these slices they were expected to make a perfect square. Each envelop was containing randomly distributed slices of squares who were supposed to share with other participants in the same group and complete the square. But many participants involved in making squares from the slices which were provided to them in an envelope rather than sharing unwanted slices with other participants. Very few groups completed this task satisfactorily. The lesson from this activity is how a person works in a team and whether ready to give or share the resources that he or she possess for the successful completion of the task or responsibility.
3. Win as much as you can: This was again a great activity performed in separate groups to achieve maximum funding from world-bank. Here the participants were supposed to win maximum number of points and each point receive grant worth 10 lakh Rupees from world-

K. J. Somaiya College of Engineering, Mumbai-77

(Autonomous College Affiliated to University of Mumbai)

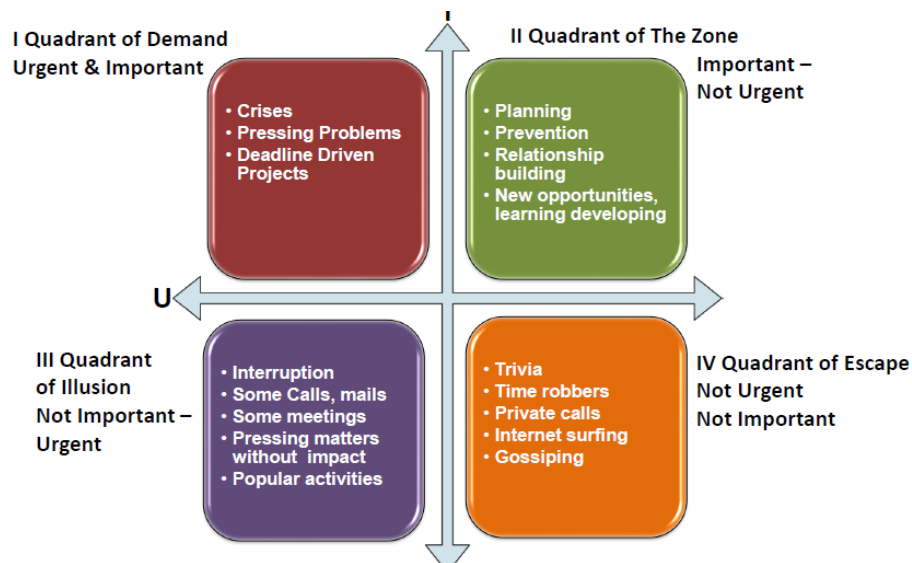
bank. Participants had to select C or D and based on this selection they either won or lose the points. But finally no group was successful to achieve funding.

The lesson from this activity was, participants rather working for benefits of their individual groups, they should possess holistic approach for their organization. Each group should follow the decisions taken in conferences and meetings held and abide with them to achieve maximum funding by believing in each other.

(2:00 PM - 3:15 PM)

In this session Mr. Gangadhar Joshi spoke upon effective time management. In his presentation he shared certain points in the context, “How good is your work and personal life?” Participants were asked to choose the points and upon certain selections participants have to decide whether they are belonging to busy, too busy, too busy and frustrated or over control category. Mr. Gangadhar appealed to avoid certain time wasters in order to achieve better outputs. He explained four quadrants ‘Time Management Matrix’ (Fig. 1) and suggested to give maximum time on the activities mentioned in quadrant II. As these activities help participants to achieve our goals faster. Deciding priorities always helps us while achieving the goals. Our to-do list must always be prioritize and assessed weakly for effective time management. There should be always proper segregation of urgent and important work.

Fig.1. Time Management Matrix



(3:30 PM - 4:30 PM)

In this session Mr. Gangadhar Joshi elaborated upon effective Time & Workload Management. Under this heading he discussed the following aspects,

- Effective time management
- Managing workload

K. J. Somaiya College of Engineering, Mumbai-77

(Autonomous College Affiliated to University of Mumbai)

- Effective meetings
- Managing work-life balance

Time management improves personal effectiveness by proper management of time and by avoiding time wasters. Mr. Gangadhar said planning, prioritization, procrastination, delegation and self-discipline always helps in using the time effectively. It is also important to manage workload, which could be effectively managed by effective use of time. Another very important aspect he discussed was effective management of meetings. Meetings should be of shorter time durations with less number of agendas but clear agenda, not too many participants and with proper planning. Participants should possess relevant knowledge of the subject; they should be aware of agenda for the meeting and have positive attitude/approach. The leader or chair for the meeting should open the meeting with brief statement or purpose of the meeting and close with a short summary. While concluding the meeting leader should conclude with actions or decisions from the interaction in the meeting. In case if another meeting is required leader should convey this to the participants at that point only. Another aspect Mr. Gangadhar touched upon was to manage work-life balance. He mentioned key points to achieve work-life balance such as,

- Be organized
- Make lists
- Priorities
- Don't procrastinate
- Know your weakness and strengths
- Be flexible
- Be forgiving to your own self
- Set boundaries and learn to say no
- Share the load

(6:00 PM - 10:00 PM) Off site followed by dinner at Golden Lawns

This was a memorable experience to every participant at hotel Golden Lawns. Few game activities were conducted by Mrs. Anupama Vaidya and every participant enthusiastically participated in all those. Every participant enjoyed dancing on beats of DJ. Everyone thoroughly enjoyed this opportunity. Birthday of Dr. Sonali Patil was celebrated with cake cutting. Dr. Sonali Patil admitted that this was really a grand and unforgettable celebration of her birthday. Finally, the program was ended with a wonderful dinner.

Day 02: May 01, 2018

10:00 AM - 11:45 AM

In this session, Mr. Sameer Joshi guided the participants about, 'How to be assertive and gently saying 'no'. As we cannot please everybody, we should learn the technique of saying 'no'. One should not be passive or aggressive while accepting or refusing and saying no. As Mr. Sameer

K. J. Somaiya College of Engineering, Mumbai-77

(Autonomous College Affiliated to University of Mumbai)

said, 'Pleasing people is an addiction that pleases no one'. He mentioned certain key points to become assertive,

- Know your goals
- Start with small 'no'
- Give yourself time
- Get rid of toxic people
- Stop apologizing unnecessarily

12: 00 - 01:45 PM

'Building house of KJSCE' was an amazing activity given to the different groups to identify and understand various processes in Institution building. After identifying certain processes they have to be categorized as foundation, pillars and top (excellence) of KJSCE. The discussion was made how to make these processes effective and takes KJSCE to the next level.

2:45 PM - 5:00 PM

Mr. Gangadhar Joshi spoke about the aspects of quality and evolution of quality management. Various steps in the evolution of quality management he discussed were inspection, quality control, quality assurance and total quality management. Mr. Gangadhar shared the ideas of quality of great quality thinkers such as William Edward Deming, Joseph Moses Juran, Philip Bayard "Phil" Crosby. Various universally accepted principles of Quality management he discussed in detail such as leadership, Involvement of people, process orientation, systems approach, continuous management and fact based decision making. He enlightens the participants about the quality in higher education. He also had thrown light upon total quality management and its fundamentals. He said that rather just detecting the problems one should follow the approach of solving these problems. In this regard he explained cause-effect diagram (Fish-bone diagram). Three different problems such as poor attendance of the students, poor placements and lift the faculty member's performances were given to the three different groups. These three groups brainstorm these problems and came up with the Fish-bone diagrams and then they presented these diagrams in front of the participants.

05:30 PM - 06:00 PM

Finally the leadership training program (Phase 2) was ended with closing remarks from Dr. Gilke, Mr. Thosar and Mr. Desai. They summarized how this leadership training helped them.

K. J. Somaiya College of Engineering, Mumbai-77
(Autonomous College Affiliated to University of Mumbai)

Few Glimpses of LDP (PHASE 2)

