



Academic Year 2023-24

Sr. No	Name of the Activity	Resource Person	No. of Students Participated
1	Career Guidance programme on UPSC/MPSC/GRE/TOEFL	Dr.Sandeep kumar	76
2	Aptitude Training	Mr.Amit,Mr.Anil, Ms.Varsha	190
3	Career guidance session for higher Education in foreign countries	Ms.Leena Petraviciute, Mr.Mohammad Rahamtullah, Mr.Pradeep Meshram, Mrs.Manali Raut.	77
4	Guest lecture on life cycle Management of Infra projects	Mr.Prahlad V.Rao	56
5	Guest lecture on Opportunities in HVAC&R Industry	Mr.Roshan Dsouza	69
6	Guest Lecture on The Evolution of Electric Vehicle Technology: Advancements, challenges and future Prospects	Mr.Aditya Samant	21
7	Guest lecture on Exploring IT platforms and career paths	Mr.Sandeep Vishwakarma Mr.Pankaj Vishwakarma, Mr.Daniel Shivprasad, Mr.Arshad Ansari	21
8	Seminar on Tech now: Trends in Modern Technologies	Mr.Sandeep Vishwakarma Mr.Abhishek Verma	57
9	Guest lecture on Basic electronics, start up, applications and scopes of extc engineer	Mr.Rohit Pandey	47
10	Guest lecture on How to prepare for IT job opportunities	Mr.shoeb Shaikh	52
11	Seminar on Building gaps between industry and academia	Mr.Amey Raut	107
12	Guest lecture on Labour law & Industrial Relation	Mr.Umesh Pandya	33
13	Guest lecture on Corporate Etiquette Guide	Mr.Ashwin Kharwa	63







Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Technology

Approved by AICTE, New Delhi, DTE, Government of Maharashtra
and Affiliated to University of Mumbai

Shri. Hitendra V. Thakur
President

Ms. Aparna P. Thakur
Secretary

Dr. Arun Kumar
Principal

Ref. No. : VIVA/VIT/ 5571 / 2023-24

Date : 02/04/2024

To,
Mr. Umesh Pandya,
Human Resource Consultant,
Systemize,
Virar (East), Tal-Vasai, Dist-Palghar,
Maharashtra.

Subject: Letter of appreciation.

Respected Sir,

We are thankful to you for spending your valuable time and expertise on the topic "**Labor Laws & Industrial Relations**" for our third year and final year Mechanical Engineering students on **2nd April 2024**. All the students are very much delighted with your value adding session. We look forward for more such guidance and support in improving quality aspects in the subject.

Hope for similar support in future too.

Thanking You,

Received
on 02/04/24



Yours faithfully

Dr. Arun Kumar
02.4.2024
Dr. Arun Kumar
Principal





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VIVA INSTITUTE OF TECHNOLOGY

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UNIVERSITY OF MUMBAI

At: Shirgaon, Post Virar, Tal. Vasai, Dist. Palghar - 401305 Tel: 7770002544 Website: www.viva-technology.org

Department of Mechanical Engineering

Ref : VIVA/VIT/MECH/Student/27/2023-24

Date: 13/10/2023

NOTICE

All the students of Third year & Final Year Engineering are hereby informed to attend the Guest Lecture organized by Department of Mechanical Engineering on the topic of "Corporate Atticates Guide" on 16th October 2023 from 9.00 am to 11.00 pm.

Speaker:

Mr. Ashwin Kharwa

Associate Project Manager

Packt, Mumbai

Venue:- Seminar Hall

Prof. Mayur Jagtap

Guest Lecture In-Charge

Prof. Niyati Raut

HOD Mechanical





Department of Mechanical Engineering

Topic Name:	Corporate Etiquette Guide
Name of the Guest Speaker:	Mr. Ashwin Kharwa
Designation:	Associate Project Manager
Organization/Institution:	Packt Publishing Company
Date:	16/10/2023
Time:	9.00-11.00am

Programme Summary/Details:

In a highly informative and engaging guest lecture by Ashwin Kharwa, an esteemed expert in corporate etiquette and Associate Project Manager, shared valuable insights on the importance of corporate etiquette.

Key Takeaways:

- Professional Communication Skills:** Mr. Kharwa emphasized the significance of effective communication in the corporate realm. He provided practical tips on how to articulate ideas clearly and professionally, emphasizing the importance of active listening and concise expression.
- Workplace Decorum:** The lecture delved into the essential aspects of workplace behavior, including punctuality, dressing appropriately, and respecting hierarchies. Mr. Kharwa stressed the impact of these seemingly small details on professional reputation and career growth.
- Networking and Building Relationships:** Building professional networks is crucial for career advancement. Mr. Kharwa shared strategies on how to establish meaningful connections within the industry, highlighting the importance of genuine interactions and mutual respect.
- Handling Challenging Situations:** Addressing the realities of the workplace, Mr. Kharwa provided insights on handling conflicts and challenges diplomatically. He shared real-world examples and practical techniques for resolving disputes and managing stressful situations professionally.





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Department of Mechanical Engineering

**GUEST LECTURE
ATTENDANCE SHEET**

Academic Year 2023-24

Topic Name: ~~Corporate~~ **etiquettes Guide** Speaker Name: **Mr. Ashish Khosla**

Class: **BE**

Date: **11/11/23**

Sr. No.	Name of the Student	Sign
1	Swaraj Anam malvi	
2	Ashish Ashok kudu	
3	KANDE PRATIK KUNDAN	
4	Devang Manish chaudhari	
5	ATHARVA BHUSIAN KALE	
6	Dheeraj Ramdas Gharat	
7	Manish Manoj kendre	
8	Bhavesh Dhnanjay Gavay	
9	Shiva Lelbahadur Binal	
10	Yash Zunjar Bhat	
11	Kunal Prakash mandavkar	
12	Bunty Das	
13	Ratul Das	
14	Jay Shantaram keni	
15	Ashutosh Krishna sud	
16	Sahil Bharat Manjarekar	
17	Himanshu Ravindra Kamble	
18	Pradyumn. S. Anwarkar	
19	Prachi Ganesh Prajapati	
20	Anil Pamasam Nauma	
21	Omkar Vijay Kevale	
22	Pankaj Amit Patel	

23
24
Speaker Sign

Mohit Kumar Ram rutan Pat
Tejas L. Sawant

Faculty



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Department of Mechanical Engineering

GUEST LECTURE

ATTENDANCE SHEET

Academic Year 2023-24

Topic Name:- Corporate etiquettes Guide Speaker Name:- Mr. Ashish Khosla

Class:- BE

Date:- 10/10/23

Sr. No.	Name of the Student	Sign
1)	Neeraj S. pal	Neeraj
2)	Aamir Shaikh	Aamir
3)	Fahim Ansari	Fahim
4)	Hetik Pawar	Hetik
5)	Sagar Pawar	Sagar
6)	Avinash Murudkar	Avinash
7)	Sandesh Patil	Sandesh
8)	Nikhil S. Salpal	Nikhil
9)	Trunaj T. Kumbha	Trunaj
10)	DIGASKAR JATIN	Jatin
11)	Shreyas Shivaji Sawant	Shreyas
12)	Kamal Chauhan	Kamal
13)	Tambre Koilas V	Tambre
14)	Tejas Sonar	Tejas
15)	Sahil Yare	Sahil
16)	Utkarsh Tiwari	Utkarsh
17)	Sunny More	Sunny
18)	SHREY PAWAR	Shrey
19)	Vedant D. Bijarkar	Vedant
20)	Malhar R. Gaurkumar	Malhar
21)	Deep S. Hegde	Deep
22)	Anand Malviya	Anand

Speaker Sign

Faculty





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President

Ms. Aparna P. Thakur
Secretary

Dr. Arun Kumar
Principal

Ref. No. : VIVA/VIT/ 4980/2023-24

Date: 16/10/2023

To,

Mr. Ashwin Kharwa,
Associate Project Manager,
Packt Publishing Company,
103, Arena House, 3rd Floor,
Road no. 12, Marol MIDC,
Andheri (East), Mumbai- 400093.

Subject: Letter of Appreciation

Respected Sir,

We are grateful to you for your valuable time and efforts in conducting a Guest Lecture on "Corporate Etiquette Guide" for Third year and Final year students of the Department of Mechanical Engineering on 16/10/2023. Your Lecture was very much informative, knowledgeable, and motivating. Our students will cherish your value-adding words in their hearts.

Hope for similar support in future too.

Thanking you.



Yours faithfully,

16.10.2023
Dr. Arun Kumar
Principal

