



VIVEKANAND COLLEGE, KOLHAPUR
AN EMPOWERED AUTONOMOUS INSTITUTE

DEPARTMENT OF ENGLISH

REPORT

2025-26

WORKSHOP ON
LINKEDIN PROFILE CREATION

“Dissemination of Education for Knowledge, Science and Culture”

Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur

(An Empowered Autonomous Institute)

Creating a LinkedIn Account

Report

Name of Department: English

Name of Organized Activity: One-Day Workshop on “Creating a LinkedIn Account”

Resource Person: Ms. Mitalee Gathe, Lecturer in English, BSIET, Kolhapur

Date & Time: Wednesday, 8th October 2025, 9:00 a.m.

Venue: Language Lab

Aims and Objectives:

- To guide students in creating a professional LinkedIn profile
- To enhance students' online professional presence
- To make students aware of career opportunities through networking platforms
- To develop students' digital and professional communication skills

No. of Beneficiaries: 16

Expenditure & Funding Agency: Self-Funded

Brief Description:

The Department of English organized a One-Day Workshop on “Creating a LinkedIn Account” on 8th October 2025 in the Language Lab. The workshop was conducted by Ms. Mitalee Gathe, Lecturer in English at BSIET, Kolhapur. The session aimed to guide students in creating and developing a professional LinkedIn profile to enhance their career prospects and digital presence.

During the workshop, the resource person explained the importance of LinkedIn as a professional networking platform. She demonstrated step-by-step procedures for creating a LinkedIn account and building a strong profile, including adding educational qualifications, skills, certifications, and professional achievements. Students were also guided on how to upload a

professional photograph, write an effective profile summary, and connect with professionals in their respective fields.

The session was highly interactive, and students actively participated by creating their LinkedIn profiles during the workshop. The program proved to be informative and beneficial for students as it provided practical guidance on using digital platforms for career development.

Outcomes:

- Students learned how to create and manage a professional LinkedIn profile
- Participants became aware of the importance of online professional networking
- Students gained knowledge about presenting their academic and professional achievements effectively
- The workshop enhanced students' digital literacy and career readiness



Dr. Kavita Tiwade



“Dissemination of Education for Knowledge, Science and Culture”
- Shikshanmaharshi Dr. Bapuji Salunkhe

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Vivekanand College, Kolhapur
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Department of English

Date: 04/10/2025

All students of the English Department are hereby informed that a One-Day workshop on “**Creating a LinkedIn Account**” will be conducted. The details are given below,

- **Date:** October 8, 2025
- **Time:** 9:00 AM
- **Venue:** Language Lab
- **Resource Person:** Ms. Mitalee Gathe, Lecturer in English, BSIET, Kolhapur

This workshop aims to guide students in setting up a professional LinkedIn profile to enhance their online presence and career prospects. All students are strongly encouraged to attend and make the most of this valuable opportunity.

Students are requested to come prepared with the following details:

- Full Name
- Date of Birth
- 10th and 12th Marks
- Details of any extra courses, certifications, or training
- Internships or work experience (if any)
- Skills relevant to your academic/professional field
- A professional photo (in digital format)
- Gmail account credentials (email ID and password)

For further queries, please contact the English Department.


Dr. Kavita Tiwade
Head
DEPARTMENT OF ENGLISH
VIVEKANAND COLLEGE
KOLHAPUR (EMPOWERED AUTONOMOUS)


Dr. R. R. Kumbhar
Principal
Vivekanand College, Kolhapur
(Empowered Autonomous Institute)



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2130, 'E' ward, Tarabai Park, Kolhapur, Tal. Karveer, Dist. Kolhapur -416003
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Ph. : 0231-2658612 | Fax : 0231-2658840 | Resi.: 0231-2653962 | Website : www.vivekanandcollege.ac.in | E-mail : info@vivekanandcollege.org

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D.Lit.

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Hon. Chandrakant Dada Patil
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Dr. R. R. Kumbhar
M.Sc.,M.Phil.,Ph.D.

Ref. No. VCK/1566/2025-26

Date : 8/10/2025

To,
Ms. Mitalee Gathe
Lecturer in English,
BSIET, Kolhapur
& Content Writer

Subject : Invitation as a Resource Person for One-Day Workshop on
"Creating a LinkedIn Account"

Respected Madam,

It gives us immense pleasure to invite you as a resource person for a one-day workshop on "Creating a LinkedIn Account", scheduled to be held on October 8, 2025, at 9:00 AM in the Language Lab of our institution.

Your expertise in English communication and professional content writing, along with your academic experience, makes you an ideal mentor to guide our students in building a strong and impactful LinkedIn profile. This session aims to equip our students with the skills necessary to establish a credible professional online presence.

We would be honoured to have your presence and look forward to your valuable insights during the session. Kindly confirm your availability at your earliest convenience.

Thank you for considering our invitation. We look forward to welcoming you.

Dr. R. R. Kumbhar
Principal

Vivekanand College, Kolhapur
(An Empowered Autonomous Institute)

Received



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M.Sc.,M.Phil.,Ph.D.

Ref. No. VCK/ 1567/2025-26

Date : 8/10/2025

Letter of Appreciation

To,
Ms. Mitalee Gathe
Lecturer in English,
BSIET, Kolhapur
& Content Writer

Respected Madam,

It was a pleasure and a privilege to have you as the resource person for the one-day workshop on “Creating a LinkedIn Account” conducted on October 8, 2025, at the Language Lab.

Your session was both informative and inspiring, and it significantly benefited our students by enhancing their understanding of how to create and maintain a professional presence on LinkedIn. Your clear guidance, practical tips, and engaging delivery helped the students navigate the platform with confidence and clarity. We are truly grateful for the time and effort you dedicated to this session.

We look forward to more such enriching collaborations in the future. Thank you once again for your support and generosity in sharing your knowledge.

Received

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Dr. R. R. Kumbhar
Principal
Vivekanand College, Kolhapur
(An Empowered Autonomous Institute)

Attendance

Time: 9.10 am

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