

DAYANANDASAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

ShavigeMallehwara Hills, Kumaraswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell**Gamya (Placement Cell) and Prashikshan (Soft Skill Cell)****“Core Interview Skills”****Department: MCA****Date:****11/09/2019**

Sl. No.	Particulars	Event related Details			
1	Event*	Workshop			
2.	Title of the Event	“CORE INTERVIEW SKILLS”			
3.	Date	11/09/2019			
4.	Time	3.00-5.00 P.M.			
5.	Venue	Seminar Hall, MCA Department, Building No.17.			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Fahad Mistry, Director ,Global Talent Management Company (Profile Enclosed)			
7.	Topics Covered	Skills, Body Language, Reality of Industry, Salary expectations, Communication Skills			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	Facing Interviews, Commonly asked Interview questions, Mock Interview			
10.	No. Faculty Participants(Enclose a copy of names with signatures)	Internal:	NA	External:	NA
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	39	External:	NA
12.	Faculty Coordinator/s	Prof. Srivatsala.V			
13.	Student Coordinator/s	Mr. Manas Muthappa-V MCA, Mr. Lithin Raj-V MCA, Mr.Yeshwanth -VMCA			

Sl. No.	Particulars	Event related Details
14.	Total Expenditure(Rs) (Details to be enclosed)	Rs.1,100/-
15.	Sponsors and Amount (if any)	NA
16.	Agenda of the Event (Enclose a copy)	Enclosed
17.	Report uploaded on college website? If yes, give details:	NO
18.	Report sent to media? If yes, give details:	NO
19.	Report uploaded in Social Media? If yes, give details:	NO
20.	Certificates Printed? (Enclose a copy***)	NO
21.	Feedback Collected? (Enclose a copy***)	NO
22.	Summary of the Event (Minimum 100 words)	<p>To meet the demands of the industry and to equip the Final Year students of MCA to face campus placements and tough and stressful interviews the Soft Skills cell and Placement Cell in collaboration decided to conduct the session on core interview skills. The session was coordinated by Mrs.Srivatsala and Dr.Shalini of Department of Computer Applications under the guidance of Prof .Suneetha HOD, MCA. The speaker Mr.Fahad Mistry a young and dynamic speaker and trainer who has trained more than 5000 students to equip them with career building skills had agreed to impart his valuable advice to the students of MCA. He is the Director of Global Talent Management with Smoothstack and Gold Coast IT Solutions.</p> <p>Mr.Fahad Mistry also promised to recruit students if the students are interested and talented enough.</p> <p>The topics covered were</p> <ol style="list-style-type: none"> 1.Skills required 2.Body language 3.Reality of the Industry 4.Salary Expectations

Sl. No.	Particulars	Event related Details
		<p>5. Communion Skills</p> <p>The students attended the session with enthusiasm and the general feedback was good.</p> <p>The speaker was welcomed by Ms.Suman and requested Prof.Suneetha to welcome with a flower pot and asked him to commence the session. At the culmination of the event Mr.Manas thanked Mr.Fahad for the valuable tips for facing the interviews.</p>
23.	Photographs of the Event (Attached)	Yes

Notes:

* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.

** Name / Organization / Designation / Area of Expertise

*** Format Copy need to be attached and hard copy need to be filed

PS: Whichever column is not applicable, write as NA.

Photo1: Suman Narendra welcoming Mr.Fahad



Photo2: Mrs.Suneetha addressing the students and introducing Mr.Fahad



Photo3: Mr.Fahad welcomed with a Flower pot



Photo 4: Dr.Shalini Suresh,Mr.Fahad,Mrs.Suneetha.V,HOD,Mrs.Srivatsala

Attendance Sheet:

Dayananda Sagar College of Arts, Science & Commerce
Master Of Computer Applications
Soft Skill Training : Core Interview Skills

Semester : V MCA

Date : 11/09/19

Time : 3PM - 5PM

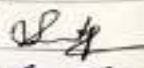
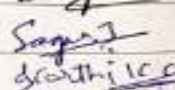


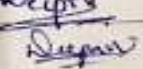
SNo	Reg no	Name	Signature
1	18CQSLC012	Moras Muthappa - I.K	
2	18CQSLC017	Paran . B	
3	18CQSLC009	Kishore.H	
4	18CQSLC036	Yashwanth K.T	
5	18CQSLC033	Veda . D . v	Veda
6	18CQSLC027	Sneha . R . v	Sneha
7	18CQSLC011	Lsthen	Lsthen
8	18CQSLC013	Musans poofitta	M. Poofitta
9	18CQSLC019	Pooja . L	Pooja
10	18CQSLC029	Suman Narindra	
11	18CQSLC032	Tejaswini . S . Maji . ji	
12	18CQSLC018	Pavitra Karabasallava	
13	18CQSLC036	Shyam vaibhav . m . s .	
14	18CQSLC006	Dhanush karraiyadu	
15	18CQSLC015	Nithya	
16	18CQSLC020	Poornima	
17	18CQSLC025	Sangeetha Sagar	

Dayananda Sagar College of Arts, Science & Commerce
 Master Of Computer Applications
 Soft Skill Training : Core Interview Skills

Semester : V MCA

Date : 11/09/19

Time : 3PM - 5PM

SNo	Reg no	Name	Signature
18	17CQSA016	Najma Khan	
19	18CQSL028	Subbamma. A.P	
20	17CQSA020	Sagar. J	
21	17CQSA012	Karthik C.V	
22	18CQSL007	Haashitka. B	
23	18CQSL023	Ranjitka. R	
24	18CQSL003	Anupama Sirasangi	
25	17CQSA022	Shalini V	
26	17CQSA018	Pallavi. D	
27	17CQSA013	Kiswore V.	
28	17CQSA023	Shreyas B.H.	
29	17CQSA004	Loknath. Rav. P.	
30	17CQSA008	Deepika. S	
31	17CQSA007	Deepav	
32	18CQSL031	Sushmitha. H.K	
33	17CQSA002	Abhishek V	
34	17CQSA010	Gowda Deepa	

Dayananda Sagar College of Arts, Science & Commerce
Master Of Computer Applications
Soft Skill Training : Core Interview Skills

Semester : V MCA

Date : 11/09/19

Time : 3PM - 5PM

SNo	Reg no	Name	Signature
35	18CQSLC004	Bharathi, H	<i>[Signature]</i>
36	18CQSLC035	Vinod Kumar Noubade	<i>[Signature]</i>
37	18CQSLC001	Akash, Bharath	<i>[Signature]</i>
38	18CQSLC021	Dnyanika, S	<i>[Signature]</i>
39	17CQSA1C011	Kamala	<i>[Signature]</i>



DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082
Internal Quality Assurance Cell (IQAC) Cell

CIL Training on High Impact Presentation Skills

Department: 5th Semester MCA

Date: 13/11/2019

Sl. No.	Particulars	Event related Details			
1	Event*	Workshop			
2.	Title of the Event	CIL Training on High Impact Presentation Skills			
3.	Date	13 th November 2019			
4.	Time	9 am to 4 pm			
5.	Venue	CIL, 4 th Floor, CD Sagar Building, DSI			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Michael Johnson Free-lance Soft skills Trainer			
7.	Topics Covered	How to make effective presentations, MS powerpoint			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	NA			
10.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	NA	External:	NA
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	50	External:	NA
12.	Faculty Coordinator/s	Prof. Srivatsala V.			

Sl. No.	Particulars	Event related Details
13.	Student Coordinator/s	Ms. Megha Parthasarthy
14.	Total Expenditure (Details to be enclosed)	NA
15.	Sponsors and Amount (if any)	NA
16.	Agenda of the Event (Enclose a copy)	NA
17.	Report uploaded on college website? If yes, give details:	No
18.	Report sent to media? If yes, give details:	No
19.	Report uploaded in Social Media? If yes, give details:	No
20.	Certificates Printed? (Enclose a copy***)	Yes
21.	Feedback Collected? (Enclose a copy***)	No
22.	Summary of the Event (Minimum 100 words)	The students attended the training programme conducted CIL at CD Sagar. The students were accompanied by the class teachers to the venue. The training started by 9 o clock and ended around 4 o clock. The trainer Mr. Michael freelance corporate trainer ensured the students understood the importance of high impact presentation skills. Various activities were conducted to enhance the skills. The students enjoyed the activities and they did do the team work.
23.	Photographs of the Event (Attached)	Yes

Notes:

* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.

** Name / Organization / Designation / Area of Expertise

*** Format Copy need to be attached and hard copy need to be filed

PS: Whichever column is not applicable, write as NA.

1.	High Impact Presentation Skills	13 th November 2019	Mr. Michael	5 th Semester MCA students
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Description of the Event:

Presentation Planning and Preparation

- Understanding communication
- How to plan a presentation
- How to prepare for a presentation

Participants will be introduced to the principles of effective communication and communication barriers. They will learn to use those principles to understand the importance of planning and preparing for a presentation. The planning concepts and methodologies learned on this day will include the 4-Step Presentation Process, setting the presentation objective, how to use storyboarding, and creating a planning checklist. After the planning activity, participants will work on their preparation skills to include prioritizing content, sequencing the message, usage of words and pictures, anticipating audience questions, and creating a preparation checklist. Planning and preparation activities will be included.

Presentation Practice

- The importance of practice
- How to handle questions
- How to manage the presentation

On the second day participants will be provided with specific guidance on practicing a presentation and how to handle nervousness. They will learn how to effectively use voice control, attention grabbers, visual aids, and body language, as well as how to manage time and constructive feedback. Activities for this day will include two practice and presentation revising sessions.

Presentation Delivery

- Keys to delivering a presentation
- Common problems and solutions
- Class presentation and feedback

The last day will have participants deliver a presentation they developed in the first two days of the course. Constructive feedback from both instructors and fellow participants will be incorporated into lessons learned in order to identify opportunities for personal development.

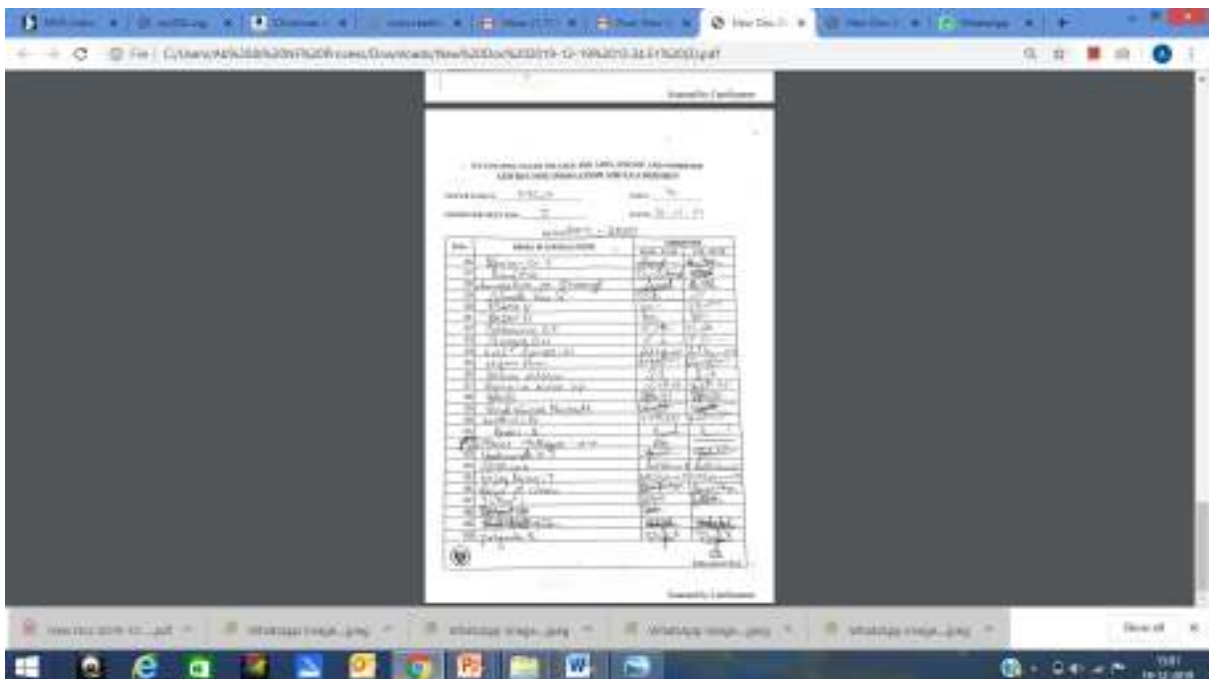
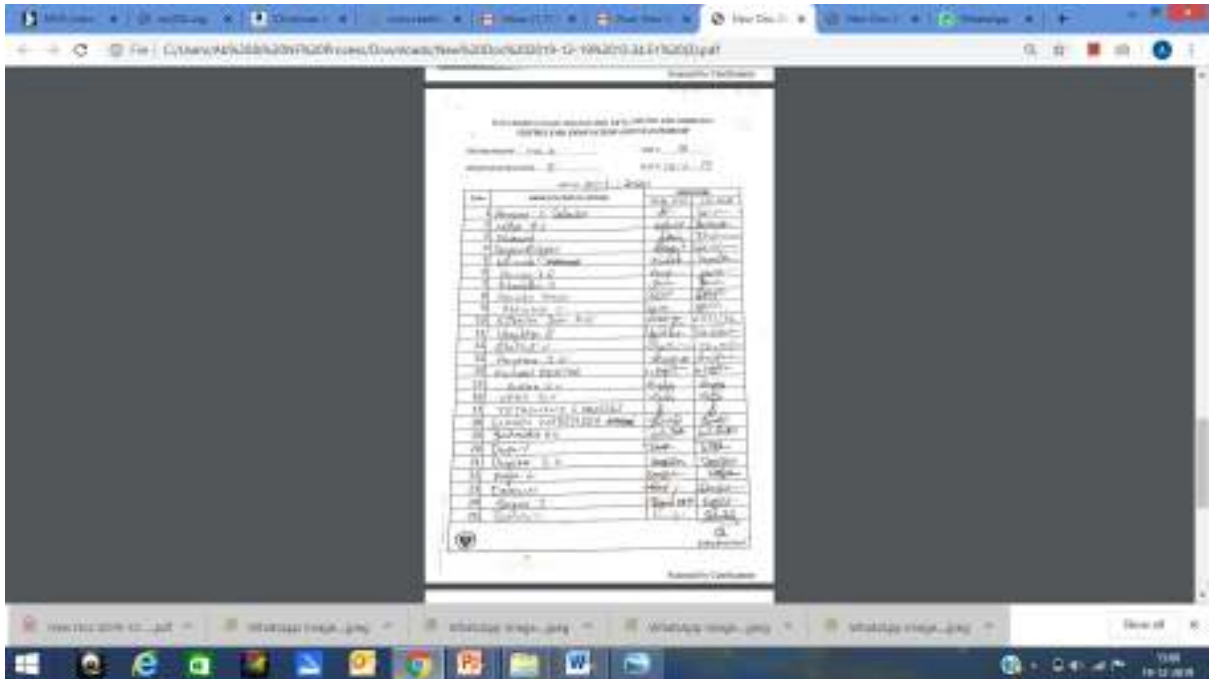
Photographs:



Students actively participating in presentation skills



Students attending the workshop



DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082
Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Leadership & Emotional Quotient

Department: 3rd Semester MCA

Date: 04/12/2019

Sl. No.	Particulars	Event related Details			
1	Event*	Workshop			
2.	Title of the Event	CIL Training on Leadership & Emotional Quotient			
3.	Date	4 th December 2019			
4.	Time	9.00 am-4.00 pm			
5.	Venue	CD Sagar 4 th Floor			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Michael Johnson Free-lance Corporate Trainer (Profile enclosed)			
7.	Topics Covered	Leadership and Emotional Quotient			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	NA			
10.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	NIL	External:	NIL
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	63	External:	NIL
12.	Faculty Coordinator/s	Prof. Srivatsala			

Sl. No.	Particulars	Event related Details
13.	Student Coordinator/s	Ms. Mithila Parekh
14.	Total Expenditure (Details to be enclosed)	NA
15.	Sponsors and Amount (if any)	NA
16.	Agenda of the Event (Enclose a copy)	NA
17.	Report uploaded on college website? If yes, give details:	No
18.	Report sent to media? If yes, give details:	No
19.	Report uploaded in Social Media? If yes, give details:	No
20.	Certificates Printed? (Enclose a copy***)	Yes
21.	Feedback Collected? (Enclose a copy***)	NO
22.	Summary of the Event (Minimum 100 words)	The students of 3 rd sem attended the training programme conducted CIL at CD Sagar. The students were accompanied by the class teachers to the venue. The training started by 9 o clock and ended around 4 o clock. The trainer Mr. Michael freelance corporate trainer ensured the students understood the importance of leadership skills and emotional quotient. Various activities were conducted to enhance the skills. The students enjoyed the activities and they did do the team work.
23.	Photographs of the Event (Attached)	Yes

Notes:

* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.

** Name / Organization / Designation / Area of Expertise

*** Format Copy need to be attached and hard copy need to be filed

PS: Whichever column is not applicable, write as NA.

1.	Leadership & Emotional Quotient	4 th December 2019	Mr. Michael Johnson	3 rd Semester MCA students
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Description of the Event:

1. Communication

As a leader, you need to be able to clearly and succinctly explain to your employees everything from organizational goals to specific tasks.

Leaders must master all forms of communication, including one-on-one, departmental, and full-staff conversations, as well as communication via the phone, email, and social media.

A large part of communication involves listening. Therefore, leaders should establish a steady flow of communication between themselves and their staff or team members, either through an open-door policy or regular conversations with workers. Leaders should make themselves regularly available to discuss issues and concerns with employees.

2. Motivation

Leaders need to inspire their workers to go the extra mile for their organization; just paying a fair salary to employees is typically not enough inspiration (although it is important too).

There are a number of ways to motivate your workers: you may build employee self-esteem through recognition and rewards, or by giving employees new responsibilities to increase their investment in the company.

You must learn what motivators work best for your employees or team members to encourage productivity and passion.

3. Delegating

Leaders who try to take on too many tasks by themselves will struggle to get anything done.

These leaders often fear that delegating tasks is a sign of weakness, when in fact it is a sign of a strong leader.

Therefore, you need to identify the skills of each of your employees, and assign duties to each employee based on his or her skill set. By delegating tasks to staff members, you can focus on other important tasks.

4. Positivity

A positive attitude can go a long way in an office. You should be able to laugh at yourself when something doesn't go quite as planned; this helps create a happy and healthy work environment, even during busy, stressful periods. Simple acts like asking employees about their vacation plans will develop a positive atmosphere in the office, and raise morale among staff members. If employees feel that they work in a positive environment, they will be more likely to want to be at work, and will therefore be more willing to put in the long hours when needed.

5. Trustworthiness

Employees need to be able to feel comfortable coming to their manager or leader with questions and concerns. It is important for you to demonstrate your integrity - employees will only trust leaders they respect. By being open and honest, you will encourage the same sort of honesty in your employees.

6. Creativity

As a leader, you have to make a number of decisions that do not have a clear answer; you therefore need to be able to think outside of the box.

Learning to try nontraditional solutions, or approaching problems in nontraditional ways, will help you to solve an otherwise unsolvable problem. Most employees will also be impressed and inspired by a leader who doesn't always choose the safe, conventional path.

7. Feedback

Leaders should constantly look for opportunities to deliver useful information to team members about their performance. However, there is a fine line between offering employees' advice and assistance, and micromanaging. By teaching employees how to improve their

work and make their own decisions, you will feel more confident delegating tasks to your staff.

Companies who invest in developing their managers' emotional intelligence will see these behaviors demonstrated:

- They are able to listen to others without jumping to conclusions
- They are able to admit to their mistakes and take personal accountability
- They are able to remain calm under pressure and keep everyone around them calm
- They are able to receive feedback and criticism without becoming defensive
- When coaching, they connect to the emotions that drive people's behaviors
- They do not avoid difficult conversations and are able to hold people accountable in a motivating way

Photographs:



Photo 1: Students with Mr. Michael at CIL

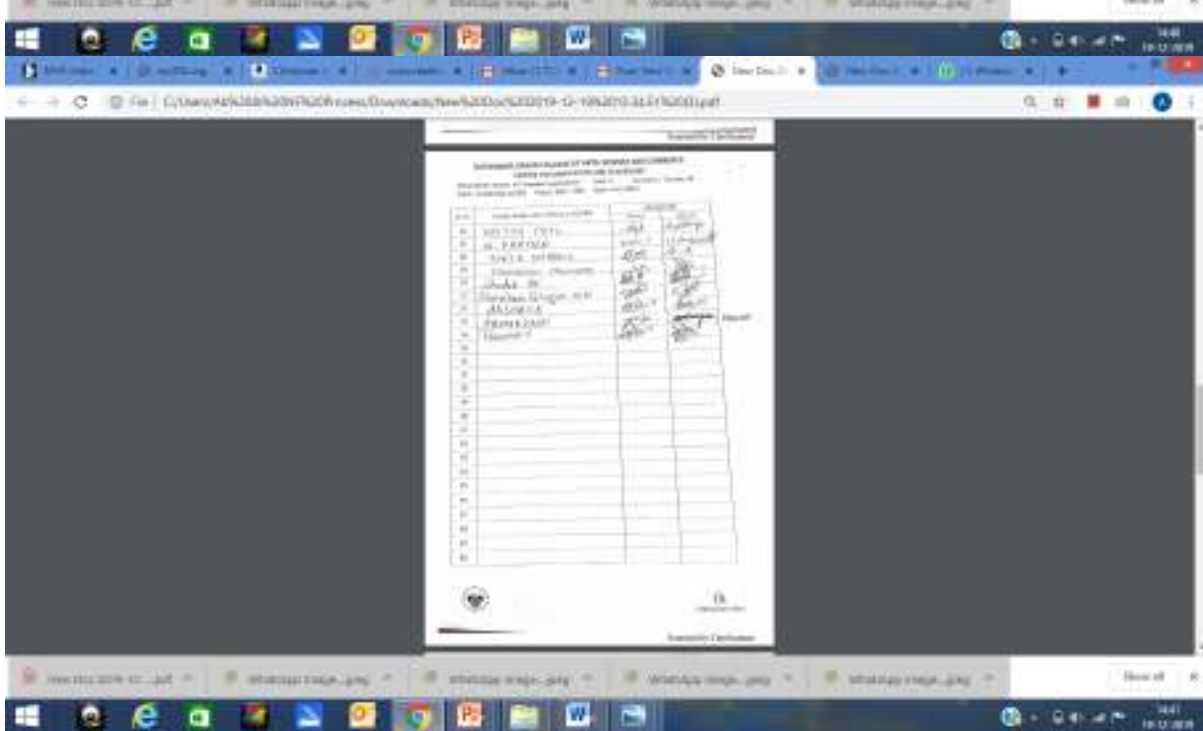


Photo 2: Students selfie with Mr.Michael with CIL as backdrop



Photo 3 : Students in activity





DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082
Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Teamwork & Interpersonal Skills

Department: 1st Semester MCA

Date: 04/12/2019

Sl. No.	Particulars	Event related Details			
1	Event*	Workshop			
2.	Title of the Event	CIL Training on Teamwork & Interpersonal Skills			
3.	Date	4 th December 2019			
4.	Time	9.00 am -4.00 pm			
5.	Venue	CD Sagar , 6 th Floor ,CIL			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Abhishith Rao Soft Skills Trainer SKILLS CO (Profile enclosed)			
7.	Topics Covered	Team Work, Listening Skills, Communication skills, Cooperation etc			
8.	Resource Person 2 Details** (Profile to be enclosed)	NA			
9.	Topics Covered	NA			
10.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	NIL	External:	NIL
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	32	External:	NIL
12.	Faculty Coordinator/s	Prof. Srivatsala			

Sl. No.	Particulars	Event related Details
13.	Student Coordinator/s	Ms. Anita Desai
14.	Total Expenditure (Details to be enclosed)	NA
15.	Sponsors and Amount (if any)	NA
16.	Agenda of the Event (Enclose a copy)	NA
17.	Report uploaded on college website? If yes, give details:	NO
18.	Report sent to media? If yes, give details:	NO
19.	Report uploaded in Social Media? If yes, give details:	NO
20.	Certificates Printed? (Enclose a copy***)	YES
21.	Feedback Collected? (Enclose a copy***)	NO
22.	Summary of the Event (Minimum 100 words)	The students of 1st Sem attended the training programme conducted CIL at CD Sagar. The students were accompanied by the class teachers to the venue. The training started by 9 o clock and ended around 4 o clock. The trainer ensured the students understood the importance of team work by engaging them in various activities. The students enjoyed the activities and they did do the team work. Interpersonal skills also are quite important and this was communicated through open communication, fairness, respect, involvement.
23.	Photographs of the Event (Attached)	

Notes:

* Seminar / Workshop / Symposium / Conference / Cultural Fest / Quiz / Sports / Literature Fest, etc.

** Name / Organization / Designation / Area of Expertise

*** Format Copy need to be attached and hard copy need to be filed

PS: Whichever column is not applicable, write as NA.

1.	Teamwork & Interpersonal Skills	4 th December 2019	Mr. Abhishith Rao	1 st Semester MCA students
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Description of the Event:

Team Work

Listening Skills

The use of teams in the workplace is intended to foster sharing and debate about ideas and alternative solutions. Strong listening skills help an employee perform better by showing support of others when they speak, along with better understanding the ideas they share. This improves team chemistry. Good listening skills are sometimes an afterthought compared to the ability to share ideas, but are equally important.

Persuasion

While listening to the ideas of other team members, a knowledgeable team member must often use his skills of persuasion to convince others to go along with his suggestion. Teams often use different approaches to come to agreements, but in certain situations, the team member with the best experience in a given situation needs to step up and sell that experience and point of view to ultimately bring out the best solution.

Accountability

Responsibility and accountability are closely related traits that are critical to teamwork. Teams often distribute tasks to different team members. To achieve success, it is important that each team member accept accountability and complete his duties in a timely fashion. Along with being accountable for task completion, the skill of accountability means that you acknowledge and take responsibility for mistakes.

Cooperation

Cooperation is a general skill that encompasses a helpful nature and willingness to participate actively within the team. Work teams succeed only when all members are fully engaged in sharing ideas and performing tasks. These cooperative attributes make an employee much more valuable to his team. Active participation and cooperation also earns the respect of other team members, making them more willing to hear your ideas.

Interpersonal Skills

Open Communication

The glue that holds teams together is open communication. No matter what you are talking to team members about, you should employ open communication. This includes speaking directly and clearly to the person to whom you wish to communicate an idea. Open communication also relies on the communicator being concise, focused and specific. When everyone expresses their expectations and comments in this way, team cohesion is enhanced because everyone is on the same page and understands what is expected of them.

Respect

Respect for others is a key to communication. Direct comments and criticism must be tempered with courtesy and respect for the feelings and views of others. Even if you make clear, reasonable points to other team members, team cohesion will suffer if each member does not feel respected, valued and listened to.

Involvement

It is essential for each member to involve every individual in the team. Unless each team member is involved in the project and team decisions, motivation to accomplish team goals will be low. Team cohesion relies on each member soliciting feedback from her peers and listening to each person's input. It is each team member's responsibility to employ these interpersonal skills during team activities to foster cohesion.

Fairness

When leading a team or simply participating in it, fairness is key. Everyone has friends and favorites among the members of a team, but indulging your preferences toward individual

team members reduces team cohesion. When each member of the team feels like they have a fair chance of communicating their views and airing their grievances, the team works better together and problems are identified early on.

Photographs:



Students attending the workshop



Students participating in brainstorming session during the workshop

