

M Com

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Communication skills

Department: 2nd Sem M.Com

Date: 21/05/2019

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Communication skills			
3.	Date	21/05/2019			
4.	Time	9am - 4pm			
5.	Venue	CIL, 4 th Floor, CD Sagar Building, DSI			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr Vivek Free-lance Communication Trainer (Profile enclosed)			
7.	Topics Covered	Presentation Skills, Time and Stress Management, Team Building.			
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:	28	External:	NA
12.	Faculty Coordinator/s	Dr. Savita Trivedi			
13.	Student Coordinator/s	Ms. Archana S			
14.	Total Expenditure (Details to be enclosed)	NA			
15.	Sponsors and Amount (if any)	NA			
16.	Agenda of the Event (Enclose a copy)	NA			

Sl. No.	Particulars	Event related Details
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 ^{***})	NA
22.	Summary of the Event (Minimum 100 words)	It is an ideal solution for those seeking an interactive interpersonal skills course. The workshop covers academic theory along with practical tools participants can use immediately following the program. By the end of the course, participants will understand how to capitalize on their communication strengths, adjust to accommodate their weaknesses, effectively use office communication tools, and better handle difficult people and challenging situations. Communication Skills for Administrative Assistants as the face of the office and the front line to departments or even whole divisions, administrative assistants need exceptional communication skills. By the end of this communication skills course for administrative assistants, program participants will understand how to be successful communicators while supporting others.
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

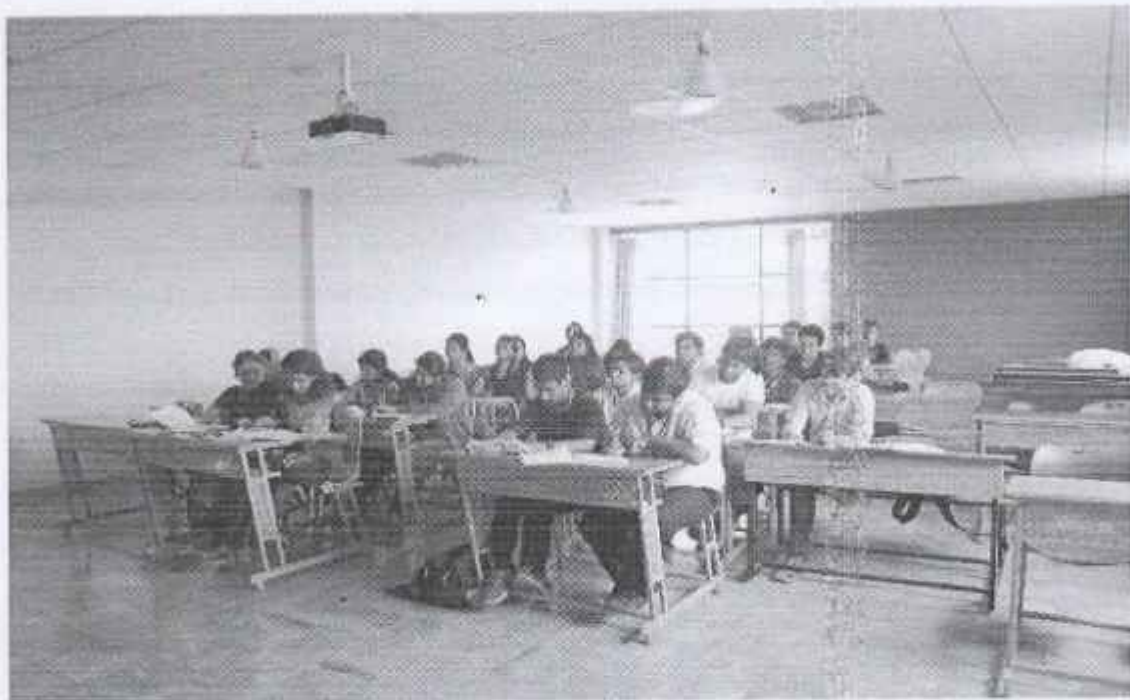
PS: Whichever column is not applicable, write as NA.


Event Coordinator


IQAC Coordinator


Principal

Photographs



Students noting down the key points given by Mr Vivek



Students brainstorming on an activity on Communication Skills

DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

CENTRE FOR INNOVATION AND LEADERSHIP

Department: Master of Commerce Unit: II

Section / Semester: II Batch: 2018 - 2020

Date: 21/05/2019

Sl. No.	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		Signature	Signature
1	Shravan S	<i>[Signature]</i>	<i>[Signature]</i>
2	Nandini N [Nandini N]	<i>[Signature]</i>	<i>[Signature]</i>
3	Eshwari M [ESHWARI M]	<i>[Signature]</i>	<i>[Signature]</i>
4	Nelal. Shashrang. Esha	<i>[Signature]</i>	<i>[Signature]</i>
5	Jyoti. K	<i>[Signature]</i>	<i>[Signature]</i>
6	Keerthy. C	<i>[Signature]</i>	<i>[Signature]</i>
7	Nandini G	<i>[Signature]</i>	<i>[Signature]</i>
8	Chaitra V	<i>[Signature]</i>	<i>[Signature]</i>
9	Chaitra. S	<i>[Signature]</i>	<i>[Signature]</i>
10	Pampa. S	<i>[Signature]</i>	<i>[Signature]</i>
11	Sowmya. S	<i>[Signature]</i>	<i>[Signature]</i>
12	Arun Kumar B	<i>[Signature]</i>	<i>[Signature]</i>
13	SAMIN MANTHA	<i>[Signature]</i>	<i>[Signature]</i>
14	PRAVEEN JOSHUA L	<i>[Signature]</i>	<i>[Signature]</i>
15	Chaitra. N	<i>[Signature]</i>	<i>[Signature]</i>
16	Shilpa. G	<i>[Signature]</i>	<i>[Signature]</i>
17	Amrita P. Murthy	<i>[Signature]</i>	<i>[Signature]</i>
18	Balamurugan V	<i>[Signature]</i>	<i>[Signature]</i>
19	Archana S	<i>[Signature]</i>	<i>[Signature]</i>
20	Aparna. S	<i>[Signature]</i>	<i>[Signature]</i>
21	Supriya. K	<i>[Signature]</i>	<i>[Signature]</i>
22	Lavanya. N	<i>[Signature]</i>	<i>[Signature]</i>
23	Sowmya. S.P.	<i>[Signature]</i>	<i>[Signature]</i>
24	Nisha. M	<i>[Signature]</i>	<i>[Signature]</i>
25	P. D. ...	<i>[Signature]</i>	<i>[Signature]</i>