

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumarswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Teams and Interpersonal Skills

Department: 1st Sem M.Com

Date: 05/10/2018

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Teams and Interpersonal Skills			
3.	Date	05/10/2018			
4.	Time	9am - 4pm			
5.	Venue	CIL, 4th Floor, CD Sagar Building, DSI			
6.	Resource Person 1 Details** (Profile to be enclosed)	Ms Alzira Free-lance Soft Skill Trainer, Training on verbal reasoning. (Profile enclosed)			
7.	Topics Covered	Personality development, group discussion, language training, interview skills and communication skills.			
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:	32	External:	NA
12.	Faculty Coordinator/s	Dr. Savita Trivedi			
13.	Student Coordinator/s	Ms. Nisha N			
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.	Certificate Printed? (Attach a copy ^{***})	Yes
21.	Brochures Collected? (Attach a copy ^{***})	No
22.	Summary of the Event (Minimum 100 words)	<p>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 in departments or even whole companies, 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.</p>
23.	Photographs of the Event (Attached)	Yes

Notes:

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

** Name / Organization / Designation / Area of Expertise

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

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

Event Coordinator

KBC Coordinator

Principal

Photographs



Ms Alzira interacting with students during the session



Students enjoying communication skills activity during the session

Ms. Alzira Rodrigues

PROFILE:

Ms. Alzira is a free-lance soft skill trainer who has been consistently exceeding expectations for over 5 years. Committed to delivering quality results with my own initiatives, and by motivating team members. Excellent verbal and written communication skills. Fine people handling skills. Goal oriented approach.

QuanTech Origin

- Sri Krishna Institute of Technology College , Bangalore
- Cambridge Institute of Technology College, Bangalore
- Canara College, Mangalore
- Topics covered – Personality development, group discussion, language training, interview skills, corporate skills and communication skills.
- Achievement: training on Verbal Reasoning (Aptitude), soft skills (Campus to corporate training) and Language skills
- 8 hrs/ 3 days per week

Seven sense

- Rajeev Gandhi Memorial college of Engineering and Technology- Andhra Pradesh
- Achievement: Successfully completed training on Verbal Reasoning, Interview skills, Group discussion (Aptitude)
- 8hrs/ 5 days program

Wipro

- **Project -1**
- Voice and accent neutralization
- Topics covered: Articulation, intonation, syllable stress, word stress, and practice sessions. Grammar subject verb agreement , tense , articles , prepositions
- 8hrs/3 days
- **Project 2**
- Training: Customer service
- 8hrs/ 1 day
- **Project 3**
- Training: Presentation skills
- 8hrs/ 2 days

GloomX Finishing Academy

- Dining Etiquette
- 8hrs/ 1day

Solutions 360 degree

- Sri Siddhartha Institute of technology – (SSIT Tumkur)

Sl. No.	DEPARTMENT	NAME AND REGISTRATION NO.	Signature	Roll No.
1	M. Com	SHABNAM SHAMSUDDIN	[Signature]	[Roll No.]
2	"	JYOTHI. K.	[Signature]	[Roll No.]
3	"	DAVIYA KIRAN ATAGRAH	[Signature]	[Roll No.]
4	"	SAGAR. R.	[Signature]	[Roll No.]
5	"	PRAVEEN JOSHUYA E	[Signature]	[Roll No.]
6	"	PRABEEN B	[Signature]	[Roll No.]
7	"	SACHIN MANIHA P	[Signature]	[Roll No.]
8	"	G. NANDINI	[Signature]	[Roll No.]
9	"	CHAITRA. V	[Signature]	[Roll No.]
10	"	SHILPA. G	[Signature]	[Roll No.]
11	"	BHAGYASHREE R	[Signature]	[Roll No.]
12	"	DAKSHAMANI	[Signature]	[Roll No.]
13	"	BALAMURUGAN V	[Signature]	[Roll No.]
14	"	SOWMYA S P	[Signature]	[Roll No.]
15	"	RAMYA C S	[Signature]	[Roll No.]
16	M Com	SMRUTHI P. MURTHY	[Signature]	[Roll No.]
17	"	REKHA SHREE H	[Signature]	[Roll No.]
18	1	MANISHA SINGHA	[Signature]	[Roll No.]
19	2	SOWMYA B. R	[Signature]	[Roll No.]
20	13	NISHA. JI.	[Signature]	[Roll No.]
21	14	RINCY. D	[Signature]	[Roll No.]
22	15	WASITHA. H	[Signature]	[Roll No.]
23	16	VIDYA. C. S	[Signature]	[Roll No.]
24	17	P. CHWABET. M	[Signature]	[Roll No.]
25	18	NEELI SUBRAMANIAM	[Signature]	[Roll No.]

DAYANANDA SAGAR INSTITUTIONS
CENTRE FOR INNOVATION AND LEADERSHIP

Department: M Com

Semester / Section: I Sem Batch: 2018-2020

Page: 3
 Date: 5/10/2018

No	DEPARTMENT	NAME IN CAPITAL LETTERS	
26	M. Com	KEERTHY. C	<u>Keerthy C</u>
27	M. Com	LAVANIYA. N	<u>Lavaniya N</u>
28	M. Com	ARCHANA. S	<u>Archana S</u>
29	H. Com	Supalya. k	<u>Supalya k</u>
30	M. Com	Aparna. P. S	<u>Aparna P. S</u>
31	M. Com	Venugopal. N	<u>Venugopal N</u>
32	M. Com	ABHIRAM. K	<u>Abhiram K</u>
33	M. Com	EMAITIRA. N	<u>Emaitira N</u>
34	M. Com	Meghashree. P	<u>Meghashree P</u>
35	M. Com	Arin Kumar. B. C	<u>Arin Kumar B. C</u>
36	M. Com	MANJAPPA. E	<u>Manjappa E</u>
37	M. Com	Sowmya. R. S	<u>Sowmya R. S</u>
38	M. Com	SEHMYA. S. P	<u>Sehmya S. P</u>
39	M. Com	RADVA. C. S	<u>Radva C. S</u>