

21/5/19
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DAYANANDASAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Resume; Group Discussion; Personal Interview

Department: 3rd Sem MBA

Date: 11/01/2019

12/01/2019

16/01/2019

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Resume; Group Discussion; Personal Interview			
3.	Date	11/01/2019 12/01/2019 16/01/2019			
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. Neeraj Free-lance Communication Trainer, (Profile enclosed)			
7.	Topics Covered	Building Resumes, Participating in Group Discussions How to face Personal Interviews			
8.	Resource Person 2 Details** (Profile to be enclosed)	Ms Arpitha Soft skills Trainer, Training Consultant in Telematrix Private Limited. (Profile Enclosed)			
9.	Topics Covered	Resume; Group Discussion; Personal Interview			
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:	121	External:	NIL
12.	Faculty Coordinator/s	Ms. Asra Ahmed			
13.	Student Coordinator/s	Ms. Bhuvana			

Sl. No.	Particulars	Event related Details
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 (Copy enclosed)
21.	Feedback Collected? (Enclose a copy***)	No
22.	Summary of the Event (Minimum 100 words)	This workshop was conducted for 3 rd semester MBA students and was organised by CIL. The resume is one of the most important documents any person can prepare when seeking a job. However, understanding what is effective on a resume is somewhat difficult, especially when attempting to guess what an employer is looking for. The purpose of this session is to intentionally look through the employer's eyes, considering what organizations often look for when they hire. By viewing their own experience and skills from a different perspective, this workshop helps participants to sharpen their experience, education, and skill sets. Communication skills typically develop over time, and quick-fix options may cost a business more in lost productivity and morale than it gains in communication.
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

12.	Resume; Group	11/01/2019	Mr Neeraj	3 rd Semester MBA Students
	Discussion; Personal	12/01/2019	and Ms	
	Interview	16/01/2019	Arpitha	

Description of the Event:

Self-Assessment Questionnaires

Realistic self-assessment may allow many employees to identify those areas where breakdowns in communication occur. Questionnaires may lead staff members to discover that they do not enjoy engaging vendors, fellow employees or customers or that they do not smile or present themselves in a fashion that invites open communication. Self-assessment provides a valuable tool that allows employees to make adjustments as they see fit and requires very little intervention by a management or ownership team.

Company Testing

Problems with communication that disrupt company productivity often lead to management seeking professional tools that allow them to test the skills of their staff. These may range from assessments by corporate consultants who specialize in communication to specialized oral or written exams that provide a graded score for the employee tested. Managers also may engage in covert testing by engaging employees directly with questions provided by a consultant or exam that allow the manager to gauge communication skills from the response.

Tools for Training

Communication skills develop through use, and many small businesses may turn to professional training tools to help spur this development. The use of rubrics that enhance communication over the telephone or in written form can help employees understand the needs of the company and how to best develop their innate talents to meet business goals. Training sessions with communications experts may help staff members reach their goals of communicating more effectively or becoming more receptive to the communications of others.

Additional Information

Many companies provide paid assessment tools you can use, but not all offer the same level of quality and effectiveness. Always verify the credentials of consultants or external trainers before enlisting their aid. Communication skills typically develop over time, and quick-fix

options may cost business more in lost productivity and
communication.

GD

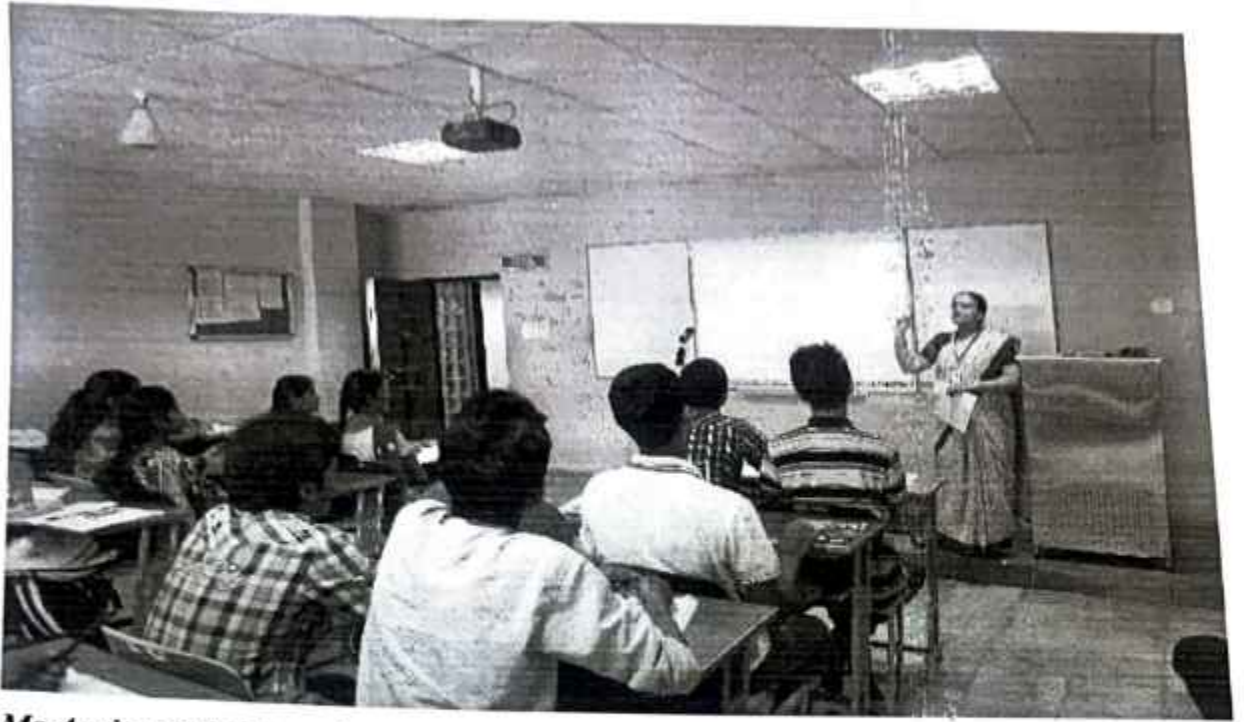
OBJECTIVE

Lets start from the basic. One needs to know what one's objective in the group is. A good definition of your objective is - to be noticed to have contributed meaningfully in an attempt to help the group reach the right **consensus**. What does this essentially mean?

1. The **first implication** is that **you should be noticed** by the panel. Merely making a meaningful contribution and helping the group arrive at a **consensus** is not enough. You have to be seen by the evaluating panel to have made the meaningful contribution. What does that mean in practice?

- You must ensure that the group hears you. If the group hears you, so will the evaluator. That does not mean that you shout at the top of your voice and be noticed for the wrong reasons.
- You have to be assertive. If you are not a very assertive person, you will have to simply learn to be assertive for those 15 minutes. Remember, assertiveness does not mean being bull-headed or being arrogant.
- And most importantly, you have to make your chances. Many group discussion participants often complain that they did not get a chance to speak. The fact is that in no group discussion will you get a chance to speak. There is nothing more unacceptable in a GD than keeping one's mouth shut or just murmuring things which are inaudible.
- Participate in as many practice GDs as possible before you attend the actual GD. There is nothing like practice to help you overcome the fear of talking in a GD.

Photographs:



Ms Arpita explaining about group discussion and personal interview to students



Students participating in an activity during the workshop

Neeraj

A free-lance Communication Trainer with more than 5 years of experience in Pre-process Coaching, New Joiner, orientation programs and Conduct Public speaking/ Presentation Skills Program.

Primary role involves in Training participants on Soft skills, Accent, Cultural sensitivity, Understanding of Telephone etiquette, Customer service concepts and selling skills. Provide coaching and support to all departments based on business needs. Develop and maintain all company training material. Provide feedback to the trainees in a timely manner.

Provide coaching and support to all departments based on business needs. Deliver Learning and Development Module - Presentation Skills, Time and Stress Management, Conflict Management and Team Building.

Skills & Expertise

Social Media Marketing
Customer Service
Public Speaking
Advertising
Training
Management
Leadership
Coaching
Personal Development
Selling
Business Development

ARPITHA R

As my forte is facilitation, I would be best utilized in facilitating learning in areas which are related to the Individuals and their Team in a Corporate House and otherwise, thus making a transition happen in performance and work relationships.

Professional Summary:

- More than eight years experience.
- Excellent presentation, interpersonal, verbal & written communication, and listening skills.
- Strong relationship building, influencing skills.
- Profound ability to connect with young adults and bring out the best out of them.
- Ability to facilitate learning through fun activities by generating high level of involvement and participation from audience
- Uncommon ability to work independently, and within a team environment.

CENTRE FOR INNOVATION AND LEADERSHIP

Department: Master of Business Administration

Unit: III

Semester / Section: 3 / A

Batch: 2017 - 2019

Date: 16/1/2019

Rec 100/1/19

Sl No	NAME IN CAPITAL LETTERS	Signature	Signature
1	SHRADHA INGIN	[Signature]	[Signature]
2	N. MAHARANA	[Signature]	[Signature]
3	CUMA.P	[Signature]	[Signature]
4	TEJA NS	[Signature]	[Signature]
5	PALLAVI SHETTY	[Signature]	[Signature]
6	[Signature]	[Signature]	[Signature]
7	[Signature]	[Signature]	[Signature]
8	[Signature]	[Signature]	[Signature]
9	VEENITA GOWLI	[Signature]	[Signature]
10	SHANMUGANANDA.V	[Signature]	[Signature]
11	RAKESH S.D	[Signature]	[Signature]
12	CHETHAN.B.S	[Signature]	[Signature]
13	RAJHVENDRA	[Signature]	[Signature]
14	BHUVAN KUMAR.K	[Signature]	[Signature]
15	VINAY.N	[Signature]	[Signature]
16	AKSHAY SIMHA.K	[Signature]	[Signature]
17	MAOHUSUDHAN.V	[Signature]	[Signature]
18	RAJAVENDRA SOMANATH	[Signature]	[Signature]
19	MONISH CS	[Signature]	[Signature]
20	KAVYA S	[Signature]	[Signature]
21	Navya Shree K	[Signature]	[Signature]
22	PRAFUL G. KALGHATGI	[Signature]	[Signature]
23	KARTHIK. BAGALKOT	[Signature]	[Signature]
24	SHREYA SHET	[Signature]	[Signature]
25	NIKITA	[Signature]	[Signature]



DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE

CENTRE FOR INNOVATION AND LEADERSHIP

Department: Master of Business Administration Unit: III Semester / Section: 3 'A'

Batch: 2017 - 2019

Date: 16/1/2019

Sl. No.	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		09:30 AM - 12:30 PM	1:30 PM - 04:30 PM
26	AKSHAY - M. LADDA	<i>Akshay</i>	<i>Akshay</i>
27	Ajay. G Vernekar	<i>Ajay</i>	<i>Ajay</i>
28	SWATHI SUVARNA	<i>Swathi</i>	<i>Swathi</i>
29	NEHA CHANCHAL	<i>Neha</i>	<i>Neha</i>
30	ASHWINI VERNEKAR	<i>Ashwini</i>	<i>Ashwini</i>
31	Mohamed Teahagne	<i>M Teahagne</i>	<i>M Teahagne</i>
32	Arshiya Khanum A	<i>Arshiya</i>	<i>Arshiya</i>
33	RABI KUMAR	<i>Rabi Kumar</i>	<i>Rabi Kumar</i>
34	Mohammed Aftab	<i>Mohammed Aftab</i>	<i>Mohammed Aftab</i>
35	Rashitha R. Gowda	<i>Rashitha R. Gowda</i>	<i>Rashitha R. Gowda</i>
36	MOHAMMED SHABAAZ	<i>Mohammed Shabaz</i>	<i>Mohammed Shabaz</i>
37	ABHISHEK KUMAR. B.K	<i>Abhishek</i>	<i>Abhishek</i>
38	KAVYA H. Sharath Inani	<i>Kavya</i>	<i>Kavya</i>
39	Satwik M	<i>Satwik</i>	<i>Satwik</i>
40			
41			
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45			
46			
47			
48			
49	HARSHITA G (sec 'd')	<i>Harshita</i>	<i>Harshita</i>
50	NAYANA HY (sec 'B')	<i>Nayana</i>	<i>Nayana</i>



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Sl. No.	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		09:30 AM - 12:30 PM	1:30 PM - 04:30 PM
26	Bhathi Inani		
27	Shweta Kumbekar		
28	S. Induja		
29	Pallavi S Shetty		
30	Navya Shree K		
31	_____	_____	_____
32	AJAY. G. VERNEKAR		
33	Ashay. M. Laddha		
34	ANISH R HATTA		
35	Karthik. Bagalkot		
36	PRAFUL G KALGHATGI		
37	Mohammed Shabaaz		
38	Mohammed Afkar		
39	Mohamed. Teabaque.		
40	Asathi. H		
41	Nayana. H.Y (B' section)		
42	Neha Chanchal		
43	RABI KUMAR		
44	Bhathi Inani		
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