

MCA
01

DAYANANDASAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Leadership and Emotional Quotient

Department: 3rdSem MCA

Date: 25/10/2018

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Leadership and Emotional Quotient			
3.	Date	25/10/2018			
4.	Time	9.00 am – 4.00 pm			
5.	Venue	4 th Floor, CD Sagar			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr Irfan Co - Founder of Skill Drives Professional Trainer & Anchor			
7.	Topics Covered	Building Informal and Formal leaders, Strong leadership qualities, Self-Awareness, EQ dimensions			
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:	30	External:	NA
12.	Faculty Coordinator/s	Prof. Srivatsala V.			
13.	Student Coordinator/s	Ms. Priya Shetty			
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:	NA
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. Irfan 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.

V. Kanchide
Event Coordinator


IQAC Coordinator


Principal

2.	Leadership and Emotional Quotient	25/10/2018	Mr Irfan	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.

Photographs



Students listening to Mr Irfan

Mohammed Irfan.R

Co - Founder of Skill Drives Professional Trainer & Anchor

irfan_hunt@yahoo.in

A 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.

Experience:

Co-Founder of Skill Drives at Freelance Trainer/ Emcee

October 2015 - Present (1 year 5 months)

Design and Deliver Need based Training Support ! Presentation Skills Program and Conduct All day Team Building Programs. Create a learning experience that trainees and participants would cherish as they learn.

Voice and Accent coach/trainer at Accenture

October 2009 - October 2015 (6 years 1 month)

Train participants on Language skills.

Presentation Skills Program.

Public Speaking Skills.

Cultural sensitivity (USA and UK).

Telephone and Email Etiquette.

Learning and Development Program (Module Based).

Customer service concepts.

Deliver need based Training based on RCA.

Design and develop Training modules to suit the requirements of the company.

Prepare and administer tests to evaluate trainee learning.

Monitor progress and Design an performance improvement plan.

Provide feedback to the trainees.

Develop and administer appropriate action plan.
Meet expected target dates for delivery of training.
Assist HR personnel and Operations in Recruitment Process and Talent Acquisition.
Ensuring Self Development by building capability through TTT and ongoing Certification.
Design Rewards and Recognition Programs.

Accenture services at Accenture

October 2009 - October 2015 (6 years 1 month)

- * Emceeing/Compereing
- * A host for Accenture's Award Ceremonies, Parties, Dayouts, Annual bash and with a reach of more than 10,000 + people.
- * Recognized for hosting events by the Accenture Leadership team
- * A lifelong student of Fitness and healthy lifestyle

Certifications

Discover Certification (Certified Facilitator/Trainer)

Accenture January 2012

Accenture Top Talent Program

Accenture BPO September 2012

NLP Practioner

ANLP July 2015

Honors and Awards

Numero Uno

Accenture June 2010

Three time Numero Uno winner for consistently achieving Business metrics and always ensuring that the project issues are resolved within the stipulated timelines

Certification of Recognition

Consistently recognized by the Accenture Leadership team for hosting shows at Accenture whilst performing Core duties.

Privileged to have hosted Asia Largest Fitness Expo (Bodypower India)

Bodypower March 2014

Played the role of Main Stage Emcee twice (2014 and 2015) All set to host the Main Stage Scheduled in January 2016

DAYANANDA SAGAR INSTITUTIONS
CENTRE FOR INNOVATION AND LEADERSHIP

Department: MCA (V SEM) Year: 2019-20
 Semester / Section: 3 Batch: 2019-2020 Date: 23.03.20

Sl. No.	NAME IN CAPITAL LETTERS	Signature	Signature
1	SNEHA R.V	[Signature]	[Signature]
2	Harshitha B	[Signature]	[Signature]
3	VEDA B.V	[Signature]	[Signature]
4	DEEPI V	[Signature]	[Signature]
5	JAMALI	[Signature]	[Signature]
6	Deepika S.k	[Signature]	[Signature]
7	Divya D Aranya	[Signature]	[Signature]
8	POOJA I	[Signature]	[Signature]
9	MUSANI ROSEENA	[Signature]	[Signature]
10	Samara Neerandara	[Signature]	[Signature]
11	Najma Khan Cp	[Signature]	[Signature]
12	Pallavi I	[Signature]	[Signature]
13	Tripurani S. Mujjig	[Signature]	[Signature]
14	PAVITRA VASUDHARAVAN	[Signature]	[Signature]
15	ANJANA M. Srinivas	[Signature]	[Signature]
16	Poornima Shankarappa Gokulwar	[Signature]	[Signature]
17	Ranjitha R	[Signature]	[Signature]
18	PAVANI B.	[Signature]	[Signature]
19	Shyam Varthar MS	[Signature]	[Signature]
20	Koushik Kumar KP	[Signature]	[Signature]
21	Lethini D	[Signature]	[Signature]
22	Sudhakar	[Signature]	[Signature]
23	Aneel Bharath	[Signature]	[Signature]
24	Vinod Kumar Newbade	[Signature]	[Signature]
25	Anil Kumar	[Signature]	[Signature]



CIL

DAYANANDA SAGAR INSTITUTIONS
CENTRE FOR INNOVATION AND LEADERSHIP

Department: MCA (BU)

Unit:

Semester: Section: 3

Batch:

Date: 25.10.18

S. No.	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		WEIGHT	GRADE
26	Vishal K.T.R.		
27	VISHAL KUMAR T		
28	YASHWANTH K T		
29	Pooja Pathana		
30	Kavya Chavan A		
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