

Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore -560082

Internal Quality Assurance Cell

Report of Non-Teaching Staff Training

Version 2021

DSCASC

Date: 25th August , 2022

Sl. No	Particulars	Event related Details			
	• Event*	Training Sessions			
	• Title of the Event	Training Programme on Communication Skills & Technical Skills for Non-Teaching Staff			
	• Date	22 nd August 2022- 24 th August 2022			
	• Time	2:30 pm – 3:30 pm			
	• Venue	Room no 212			
	• Resource Person 1 Details (Profile to be enclosed)	Name: Mukesh Soni Organization: BBA & B.Com Dept. DSCASC Designation: Assistant Professor Area of Expertise: English Language Teaching & Communication Skills trainer Personal Mobile No: 9844919833 Personal Email ID: mukeshenglish@gmail.com			
	• Topics Covered	Communication Skills			
	• Resource Person 2 Details (Profile to be enclosed)	Name: Dr. Nagaraj Shenoy Organization: DSCASC Designation: Principal Area of Expertise: Author and Speaker Personal Mobile No: Personal Email ID:			
	• Topics Covered	Technical Skills			
	• No. Faculty Participants (Enclose a copy of names with	Internal:	18	External:	NIL

	signatures)				
	<ul style="list-style-type: none"> No. Student Participants (Enclose a copy of names with signatures) 	Internal:		External:	NIL
	<ul style="list-style-type: none"> Faculty Coordinator/s 	Full Name: Prof. Gurunath Department: MCA Designation: Assistant Professor & IQAC Coordinator			
	<ul style="list-style-type: none"> Student Coordinator/s 	Full Name: NIL Register No: NIL Course, Semester & Section: NIL			
	<ul style="list-style-type: none"> Total Expenditure (Details to be enclosed) 	NA			
	<ul style="list-style-type: none"> Sponsors and Amount (if any) 	NA			
	<ul style="list-style-type: none"> Agenda of the Event (Attach a copy) 	NA			
	<ul style="list-style-type: none"> Provide the link of the report uploaded on College Website 	https://dscasc.edu.in/images/news-bba-bcomm/pdf/CTS.pdf			
	<ul style="list-style-type: none"> Provide the links of the report uploaded on Social Media 				
	<ul style="list-style-type: none"> Report sent to Newspapers? If yes, provide cuttings/images: 	NA			
	<ul style="list-style-type: none"> Certificates Printed? (Attach a copy**) 	Attached			

<ul style="list-style-type: none"> • Feedback Collected? (Attach a copy**) 	NA
<ul style="list-style-type: none"> • Attendance Sheet Attached? # 	Attached
<ul style="list-style-type: none"> • Summary of the Event (Around 100 words) 	<p>Under the guidance of IQAC, the Literary Cell-AKSHARA conducted Three Days hands on Training Sessions on “Communication Skills & Technical Skills for Non-Teaching Staff” from 22nd August 2022 to 24th August 2022. Prof. Mukesh Soni, from BBA & B.Com dept., conducted workshop oriented sessions on Communication Skills for the non-teaching staff. He highlighted the importance of verbal and non-verbal communication at work place where the non-teaching staff interact more with students as well as visitors The Day 2 focused on writing skills where participants were trained on how to draft effective E-mails and professional letters. The Day 3 training session was conducted by Dr. Nagaraj Shenoy, the Principal, DSCASC. He highlighted the various features of MS-Word and MS-Excel like how to avoid typing the same caption, how to calculate in MS-Excel etc. The training sessions ended with vote of thanks by Prof. Gurunath, IQAC Coordinator and the speakers were honoured with memento.</p>
<ul style="list-style-type: none"> • Photographs of the Event (About 5 relevant, clear, and appropriate photos with title and explanation. The jpg files need to be attached) 	Attached

Notes:

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

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

Original sheet need to be filed and scanned copy should be attached

PS:

- **Whichever column is not applicable, write as NA.**

- If the nothing is done / gained / spent, write as No/Nil.

Event Coordinator HOD/Director IQAC Coordinator Principal

<p>words)</p> <ul style="list-style-type: none"> • Photographs of the Event (About 5 relevant, clear, and appropriate photos with title and explanation. The jpg files need to be attached) 	<p>Attached</p>
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Event Coordinator HOD/Director IQAC Coordinator Principal



Dayananda Sagar College of Arts, Science and Commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore - 560111



Literary Cell (AKSHARA)
Under the guidance of
Internal Quality Assurance Cell (IQAC)

Organizes
**Training Programme on
Communication Skills & Technical Skills**
for Non-Teaching Staff

Date: 22nd & 23rd August 2022
Time: 2:30 pm
Speaker: Prof. Mukesh Soni

Date: 24th August 2022
Time: 2:30 pm
Speaker: Dr. Nagaraj Shenoy, Principal, DSCASC

Venue: Classroom #212, 2nd Floor, Building #13



Felicitation to the Speakers



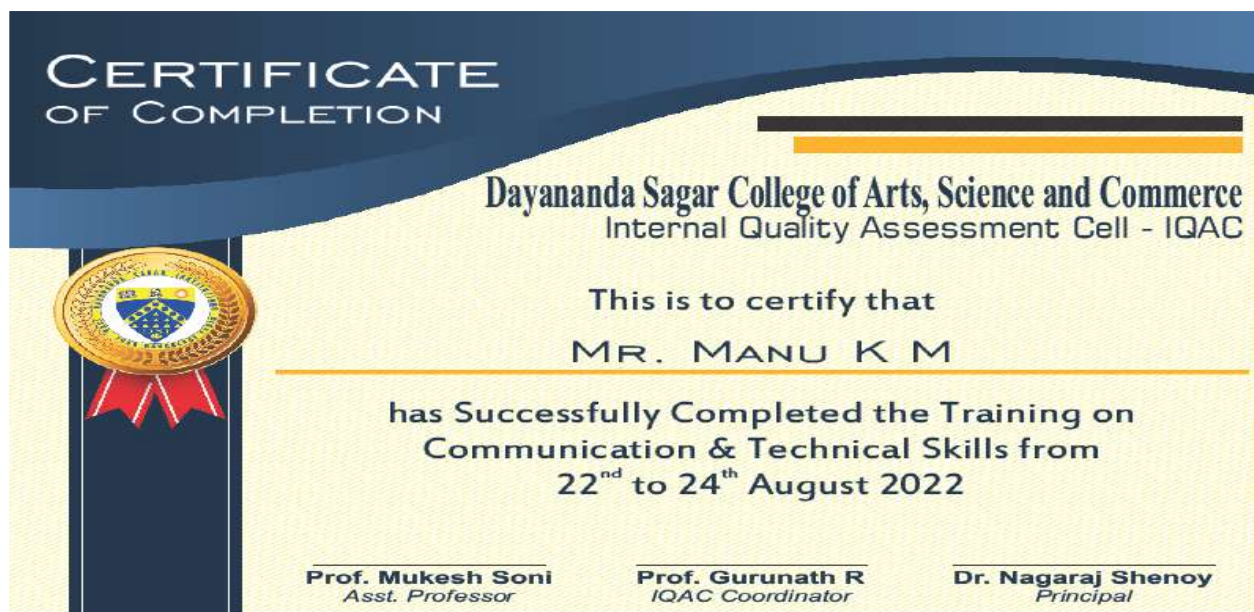
Resource Persons



Participants taking part in activity



Participants attending the Session



Copy of Certificate

Dayananda Sagar College of Arts, Science & Commerce

Kumaraswamy Layout, Bengaluru-560 111

Venue: Room No.212

Date: 22nd, 23rd and 25th August 2022

Time: 2.30 pm

Training Programme on Communication Skills & Technical Skills

Non-Teaching Staff Attendance:

Sl. No	Department	Signature			
		22.08.2022	23.08.2022	25.08.2022	
1	Mrs. Ravikala M	BBA/B.Com		-	
2	Mr. Shrinivas H. T.	BBA/B.Com			
3	Mr. Prasanna Kumar H.K.	BBA/B.Com			
4	Mrs. Elvin Premalata	BBA/B.Com			
5	Mrs. Baby Shalini M T	BBA/B.Com			
6	Mr. Varun Kumar P Burli	BCA/MCA			
7	Ms. Manasa	BCA/MCA			
8	Mr. Manu K M	BCA/MCA			
9	Mrs. Shruthi R	BCA/MCA			
10	Mrs. Veena Badarinarayan K	BCA/MCA			
11	Mr. Sunil M K	BCA/MCA			
12	Mr. Sanjeev Kumar H	MBA			
13	Mrs. Asha A S	MBA			
14	Mr. Sanjay.H.R.	Librarian			
15	Mrs. Malathi M A	Asst. Librarian			
16	Mrs.Kamala .R	Assistant Librarian			
17	Mr. Gurubasavaraja M	Asst. Librarian			
18	Mr. Nagaraju B R	M.Com			


PRINCIPAL