

# DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumarswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

## CIL Training on Communication Skills

Department: 2<sup>nd</sup> Sem MCA

Date: 16/05/2019

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Communication Skills			
3.	Date	16/05/2019			
4.	Time	9.00 am – 4.00 pm			
5.	Venue	4 <sup>th</sup> Floor, CD Sagar			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr Ajay Rao, Free-lance Communication Trainer			
7.	Topics Covered	How to improve communication, communication tact, communication with influence etc.			
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:	Nil	External:	Nil
11.	No. Student Participants (Enclose a copy of names	Internal:	21	External:	Nil

Sl. No.	Particulars	Event related Details			
	with signatures)				
12.	Faculty Coordinator/s	Prof. Srivatsala			
13.	Student Coordinator/s	Ms. Ananya 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			
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)	Placement training plays a major role in shaping up the career goals of students. It is the dream of every student to get placed in a top organization. Keeping this key aspect into consideration, it is realized that training is important for students to enhance their skills and achieve good placement in various Industries. To build confidence in students and develop right attitude in them and to enhance their communication			

Sl. No.	Particulars	Event related Details
		skills.
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.**

4.	Communication Skills	16/05/2019	Mr Ajay Rao	2 <sup>nd</sup> Semester MCA students
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**Description of the Event:**

**Communicating with Tact, Diplomacy, Poise, and Finesse: What to Say and How to Say It**

*Communicating with Tact, Diplomacy, Poise, and Finesse: What to Say and How to Say It* is one of our oldest and most requested communication skills programs. 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.

**The People Principle:** Effective Communication for Anyone Working with Others This basic communication skills course covers the fundamentals of interpersonal communication. By the conclusion of this training workshop, participants should have a clear understanding of what good communication skills look like and what they can do to improve their abilities.

**Power Networking:** Communication Skills for Technical Professionals

During this communication course for technical professionals, participants will learn the secrets of those who make people skills seem easy: how to build personal credibility, how to deliver positive and negative feedback, how to improve listening skills, how to make small talk and rephrase for better relationships, how to deal with difficult people and handle negative situations, and more. This program is ideally suited for engineers, scientists, and others working technical fields.

**Communicating with Influence:** Message Management Skills for Managers and Supervisors Effective communication is a critical element of successful supervision and leadership. By the close of this communication skills training program for managers, participants will understand how to: capitalize on their communication strengths, adjust to accommodate their weaknesses, give constructive feedback, handle difficult people, and run a business meeting.

**The Face of the Office:** 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.

**Photographs:**



*Photo 1: Students in training*



*Photo 2 : Students monitored by the Mr.Ajay Rao*

**Ajay Rao**

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.

### Skills & Expertise

Social Media Marketing

Customer Service

Public Speaking

Advertising

Training

Management

Leadership

Coaching

Personal Development

Selling

Business Development

**DAYANANDA SAGAR INSTITUTIONS**  
**CENTRE FOR INNOVATION AND LEADERSHIP**

Department: MCA (BU)

Unit: 2

Semester / Section: 2

Batch: 2018-2021

Date: 16.5.19

Sl No.	DEPARTMENT	NAME (IN CAPITAL LETTERS)	SIGNATURE	
			09:30AM - 12:30 PM	1:30 PM - 04:30 PM
1	—	BHAVYASHREE P	Bhavya Shree	Bhavya Shree
2		SHARON THOMAS TAKRI	Sharon	Sharon
3		NIHARIKA SINHA	Niharika	Niharika
4		ANJALI GOSWAMI	Anjali G	Anjali G
5		Suhani P	Suhani P	Suhani P
6		Statu	Statu	Statu
7		Somowua	Somowua	Somowua
8		Khanoj Meekant	Khanoj	Khanoj
9		Shekhar .B	Shekhar	Shekhar
10		neelitya pote	Neelitya	Neelitya
11		Shashikant . Maniyar	Shashikant	Shashikant
12		Pramod .N	Pramod	Pramod
13		Sathya Narayanan	Sathya	Sathya
14		Sheik Shabaz	Sheik	Sheik
15		Kuralidharan . S	Kuralidharan	Kuralidharan
16		Sai Math . Chokkar	Sai Math	Sai Math
17		Sri Vidya T.K	Vidya	Vidya
18		Balla . H. Divya	Balla	Balla
19		Sushma . S	Sushma	Sushma
20		Chaitra . PS	Chaitra	Chaitra
21		Mohammed Umair Shaikh	Mohammed	Mohammed
22		<del>Statu</del>		
23				
24				
25				

# DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumarswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

## CIL Training on Pre-placement

Department: 4<sup>th</sup> Sem MCA

Date: 16/05/2019

Sl. No.	Particulars	Event related Details			
1.	Event*	Workshop			
2.	Title of the Event	CIL Training on Pre-placement			
3.	Date	16/05/2019			
4.	Time	9.00 am – 4.00 pm			
5.	Venue	4 <sup>th</sup> Floor, CD Sagar			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Deepshik Shekhar Soft Skill Trainer Seventh Sense People Development Solutions Verbal & Placement Trainer			
7.	Topics Covered	Communication Skills, General Aptitude & Analysis, Resume & CV Making			
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:	nil	External:	nil
11.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	30	External:	nil
12.	Faculty Coordinator/s	Prof Srivatsala V.			
13.	Student Coordinator/s	Ms. BhavyaShree			



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
21.	Feedback Collected? (Enclose a copy***)	No
22.	Summary of the Event (Minimum 100 words)	A Pre-placement activity was organized by CIL for 4 <sup>th</sup> Sem MCA students. The trainer gave the students insights on Academic Skills, Outlook Skills, and Aptitude Skills & General. The sessions were really good and benefitted the students in their placement activities. The trainer was very friendly and handled the students' queries very well.
23.	Photographs of the Event (At least 10 relevant, clear, and appropriate photos with title and explanation. The jpg files need to be attached)	Enclosed

**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.**

5.	Pre-placement Training	16/05/2019	Mr. Deepshik Shekhar	4 <sup>th</sup> Semester MCA students
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**Description of the Event:**

- Academic Skills
- Outlook Skills
- Aptitude Skills
- General aptitude & Analysis:
  - Basic Mathematics
  - Problems on Ages
  - Time and work
  - Time and Distance
  - Permutation and Combinations
  - Number Series
  - Ratio and Proportion
  - Analytical Reasoning
  - Compound Interest
  - Percentage
  - Office Management Skills
  - Communication Skills
  - Managerial Skills
  - GD , PI , Seminar & Presentation Skills
  - Resume & CV Making Skills
  - Goal Setting
  - Live Soft Skills
  - Other Soft Skills

**Photographs:**



*Students practising aptitude tests in pre-placement training program*



*Photo 2: Students with the trainer*

## **DEEPSHIK SHEKAR: Bachelors of Engineering**

**Associated with Currently : Seventh Sense People Development Solutions**

- Builds training sessions with uniqueness and creativity
- Very friendly and approachable
- Carries immense energy to the class which is transferred to the students throughout the training

**Work Experience:**

- Working as a Communication and Soft skills Trainer with **Seventh Sense People Development Solutions Pvt Ltd**

**Focus as a Trainer:**

- **Soft Skills:**
  - o Personality development
  - o Public Speaking
  - o Dressing and Grooming
  - o Corporate Etiquettes
  - o Leadership Skills
  - o Group Discussion
  - o Creative Thinking
  - o Presentation Skills
  - o Goal Setting
  - o Team Building and Interpersonal Skills
  - o Interview Skills & Interview Questions
- **Verbal Ability**
  - o Tenses
  - o Subject Verb Agreement
  - o Synonyms and Antonyms
  - o Reading Comprehension
  - o Closet Test
  - o Communication Enhancement and all the other Verbal Ability Modules

**Training experience spans organizations:**

- RNSIT, Bangalore
- RVCE, Bangalore

- VVIT, Bangalore
- Alpha College, Bangalore
- Adithya College, Bangalore
- Oxford College of Engineering, Bangalore.
- Reva College, Bangalore
- Vignan University, Guntur

**Area of Training Expertise: Verbal & Placement Trainer**

**Years of Experience: 3 years**

**DAYANANDA SAGAR INSTITUTIONS**  
**CENTRE FOR INNOVATION AND LEADERSHIP**

Department: MCA (BU)

Unit: 2

Semester / Section: 2

Batch: 2018 - 2021

Date: 16.5.19

Sl. No.	DEPARTMENT	NAME (IN CAPITAL LETTERS)	SIGNATURE	
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4		ANJALI GOSWAMI	Anjali G	Anjali G
5		Suhas.P	Suhas	Suhas
6		Statu.A	Statu	Statu
7		Somanna	Somanna	Somanna
8		Pranoj Nekkanti	Pranoj	Pranoj
9		Shekhar .B	S.B	S.B
10		aditya pote	Aditya	Aditya
11		Shreekrishna . Maniyar	Shreekrishna	Shreekrishna
12		Pramod.N	Pramod	Pramod
13		Sathya Narayanan	Sathya	Sathya
14		Shikha Shetty	Shikha	Shikha
15		Huralidharan. S	Huralidharan	Huralidharan
16		Varunath. C. Anikar	Varunath	Varunath
17		Sri Vidya T.K	Vidya	Sri Vidya
18		Balla. H. Divya	Balla H Divya	Balla H Divya
19		Sushma. S	Sushma	Sushma
20		Chaitra. PS	Chaitra	P Chaitra
21		Mohammed Umair Shariff	Mohammed	Mohammed
22		<del>_____</del>		
23				
24				
25				

# DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumarswamy Layout, Bangalore-560082

Internal Quality Assurance Cell (IQAC) Cell

## CIL Training on Art of Speaking

Department: 6<sup>th</sup> Sem MCA

Date: 18/05/2019

Sl. No.	Particulars	Event related Details			
24.	Event*	Workshop			
25.	Title of the Event	CIL Training on Art of Speaking			
26.	Date	18/05/2019			
27.	Time	9.00 a.m – 4.00 pm			
28.	Venue	4 <sup>th</sup> Floor, CD Sagar			
29.	Resource Person 1 Details** (Profile to be enclosed)	Mr Chirag Aneja, Free-lance Communication Trainer			
30.	Topics Covered	Effectively Communication, Public Speaking etc.			
31.	Resource Person 2 Details** (Profile to be enclosed)	NA			
32.	Topics Covered	NA			
33.	No. Faculty Participants (Enclose a copy of names with signatures)	Internal:	NIL	External:	NIL
34.	No. Student Participants (Enclose a copy of names with signatures)	Internal:	28	External:	NIL
35.	Faculty Coordinator/s	Prof.Srivatsala V.			
36.	Student Coordinator/s	Ms.Jayalakshmi			
37.	Total Expenditure (Details to be enclosed)	NA			
38.	Sponsors and Amount (if any)	NA			

Sl. No.	Particulars	Event related Details
39.	Agenda of the Event (Enclose a copy)	NA
40.	Report uploaded on college website? If yes, give details:	No
41.	Report sent to media? If yes, give details:	No
42.	Report uploaded in Social Media? If yes, give details:	No
43.	Certificates Printed? (Enclose a copy***)	Yes
44.	Feedback Collected? (Enclose a copy***)	No
45.	Summary of the Event (Minimum 100 words)	The students of 6 <sup>th</sup> sem MCA were accompanied by the faculty coordinator to the venue. The trainer Mr.Chirag spoke on art of speaking at length. The students were taught the effectiveness of communication through various activities. The art of public speaking and gauging the audience before speaking were taught to the students. Overall the students enjoyed the sessions. They promised to practice what they learnt.
46.	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.**



6.	Art of Speaking	18/05/2019	Mr Chirag Aneja	6 <sup>th</sup> Semester MCA students
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Public speaking is an audience-centered process (pp. 2-6).

A. The Public Speaking Effectiveness Process Model (Exhibit 1.1) depicts the central role of the audience in speech planning and speech making.

B. Elements of the Model include:

1. Audience: the specific group of people to whom a speech is directed.

a. Before giving the speech, audience analysis involves the study of the diverse characteristics of audience members, and then, based on those characteristics, the making of predictions about how audience members are apt to listen to, understand, and be motivated to act in response to a speech.

b. During the presentation of a speech, audience feedback occurs when audience members provide nonverbal and verbal cues that indicate their reactions to what the speaker is saying.

2. Context: physical, cultural, historical, and psychological factors in the setting in which a speech is presented.

a. Physical setting includes location, size of room, seating arrangement, distance between and audience and speaker, time of day, room temperature, and lighting.

b. Cultural setting includes values, beliefs, meanings, and social mores of specific groups of people in the audience. Audience expectations and feedback behaviors may vary by culture.

c. Historical setting includes events that have occurred prior to the speech that are related to the speech topic, the speaker, and the audience.

d. Psychological setting includes the moods, feelings, attitudes, and beliefs of individual audience members that affect how the speech message may be perceived.

3. Speaker: source or originator of the speech. Choices of topic, organization, and language will reflect the speaker's interests, beliefs, background, and experience, along with presentational goals for the speech.

4. Speech planning process: the system used by the speaker to prepare a speech. Includes: selecting specific speech goal, developing a strategy for audience adaptation, gathering and

evaluating information, organizing and structuring information into an outline, choosing appropriate visual aids and verbal language, and practicing the speech.

### **Photographs**



*Mr Chirag Aneja interacting with students*



*A selfie at the end of the CIL Training workshop*

### **Chirag Aneja**

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.

### Skills & Expertise

Social Media Marketing  
Customer Service  
Public Speaking  
Advertising

Training  
Management  
Leadership  
Coaching  
Personal Development  
Selling  
Business Development

CIL (PART OF SFCAP/2019)

**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE AND COMMERCE**

**CENTRE FOR INNOVATION AND LEADERSHIP**

Department: Master of Computer Applications (BCU)      Unit: II  
 Section / Semester: VI      Batch: 2016 - 2019      Date: 18/05/2019

Sl. No	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		Morning	Afternoon
1	RACHETA C.N		
2	PREETI		
3	Kavya KANYA G.R		
4	JYOTHI C		
5	VIGNESH .J .A		
6	SHASHIBHUSAN .J.N		
7	SNEHA J		
8	RAJ AKSHAY KUMAR N.B		
9	ROHIT SHINDE		
10	H.M. ARAVIND MOORTHY		
11	PRADEEP .G		
12	NISHA N		
13	<del>ANISHA</del> ANISHA		
14	BISHAL DAS		
15	TEJITHU Mithra		
16	SOUHAV Roy		
17	Sunny Susan		
18	Raja .A		
19	YASHASWINI .G		
20	ARSHIYA FATHIMA		
21	SYED F.K JAWWAD		
22	ARAVIND A		
23	YASHAS N		
24	TEJASWINI		
25	DHANRAJ		
26	PUNEET P.K		
27	Mohammed Saifuzzama		
28	JAYALAKSHMI . M		