

BBA 05

DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore-560082
Internal Quality Assurance Cell (IQAC) Cell

CIL Training on Communication Skills

Department: 2nd Semester BBA

Date: 22/02/2019

13/03/2019

Sl. No.	Particulars	Event related Details			
1.	Event ^a	Workshop			
2.	Title of the Event	CIL Training on Communication Skills			
3.	Date	22 nd February and 13 th March 2019			
4.	Time	9.30am – 3.30pm			
5.	Venue	CIL – 4 th Floor – C D Sagar Building			
6.	Resource Person 1 Details** (Profile to be enclosed)	Mr. Sachin Raj Trainer, Personality Developer & motivational speaker Founder, Bookmyfun company (Profile enclosed)			
7.	Topics Covered	Myths and Realities of communication, Types of communication, Barriers to communication, The Seven C's of communication (Clear, Concise, complete, correct, courteous, consideration, concrete), Listening skills			
8.	Resource Person 2 Details** (Profile to be enclosed)	Mr. Abhishith Rao Soft Skills Trainer SKILLS CO. (Profile enclosed)			
9.	Topics Covered	Myths and Realities of communication, Types of communication, Barriers to communication, The Seven C's of communication (Clear, Concise, complete, correct, courteous, consideration, concrete), Listening skills			
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:	149	External:	NIL
12.	Faculty Coordinator/s	Prof. Srabasti Ghosh			

Sl. No.	Particulars	Event related Details
13.	Student Coordinator/s	Mr. Vinceth
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)	The objectives of the event were to make the students understand the basic concept of communication. They were guided on how to communicate effectively by enhancing their body language and listening skills. The program covered Myths and Realities of communication, the various types of communication, the barriers to communication, the seven C's of communication (Clear, Concise, complete, correct, courteous, consideration, concrete), and the significance of Listening skills in communication. At the end of the program the students will have a tremendous influence on communication as listener and the responder.
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

*** Formal 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

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:



Mr Sachin Raj giving presentation on Communication skills



Students participating in a Role play on Communication skills

Final / Actual attendance.
 DAYANANDA SAGAR COLLEGE OF ARTS SCIENCE AND COMMERCE
 CENTRE FOR INNOVATION AND LEADERSHIP

Department: BBA

Unit: 3

Semester / Section: 2-B

Batch: 2018-2021

Date: 13.3.19

Sl. No.	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		09:30 AM - 12:30 PM	1:30 PM - 04:30 PM
1	Harshith K. Vasudev	<i>[Signature]</i>	<i>[Signature]</i>
2	Varsha	<i>[Signature]</i>	<i>[Signature]</i>
3	Kenneth	<i>[Signature]</i>	<i>[Signature]</i>
4	Leheta	<i>[Signature]</i>	<i>[Signature]</i>
5	Tejaswini	<i>[Signature]</i>	<i>[Signature]</i>
6	Tahiya	<i>[Signature]</i>	<i>[Signature]</i>
7	Aujib Bin Asif Syed	<i>[Signature]</i>	<i>[Signature]</i>
8	NEHA KUMARI	<i>[Signature]</i>	<i>[Signature]</i>
9	Rakshitha	<i>[Signature]</i>	<i>[Signature]</i>
10	Khuzaima al Kubra	<i>[Signature]</i>	<i>[Signature]</i>
11	Faraz Uddin	<i>[Signature]</i>	<i>[Signature]</i>
12	Prasaniya Daiwik	<i>[Signature]</i>	<i>[Signature]</i>
13	Akash Adankar	<i>[Signature]</i>	<i>[Signature]</i>
14	Nagar Mazhar	<i>[Signature]</i>	<i>[Signature]</i>
15	Siubham Kumar	<i>[Signature]</i>	<i>[Signature]</i>
16	Payal Acharya	<i>[Signature]</i>	<i>[Signature]</i>
17	Marghoob Alam	<i>[Signature]</i>	<i>[Signature]</i>
18	Kulsum M	<i>[Signature]</i>	<i>[Signature]</i>
19	Mehnaz	<i>[Signature]</i>	<i>[Signature]</i>
20	Fathima	<i>[Signature]</i>	<i>[Signature]</i>
21	Fareha Rubiya	<i>[Signature]</i>	<i>[Signature]</i>
22	Shoboz A	<i>[Signature]</i>	<i>[Signature]</i>
23	Divakar	<i>[Signature]</i>	<i>[Signature]</i>
24	Uishal	<i>[Signature]</i>	<i>[Signature]</i>
25	Akash ^{Abulham} _{Abulham}	<i>[Signature]</i>	<i>[Signature]</i>



DAYANANDA SAGAR COLLEGE OF ENGINEERING
CENTRE FOR INNOVATION AND LEADERSHIP

Department: BBA
 Semester / Section: 2-C Batch: 18-21

Unit: 3
 Date: 22-2-19

Sl. No.	NAME (IN CAPITAL LETTERS)	SIGNATURE	
		09:30 AM - 12:30 PM	1:30 PM - 04:30 PM
26	NIKHIL KUMAR.R	Nikhil	Nikhil
27	Shanath Kalkunte	Shanath	Shanath
28	ANJAL E.V	Anjal	Anjal
29	DHARMARAJ C.C.	Dharmaraj	Dharmaraj
30	DHEERAJ K.C.	Dheeraj	Dheeraj
31	KSHITIJ.R.KULKARNI	Kshiti	Kshiti
32	MANOJ.M	Manoj	Manoj
33	A-SELVA KUMAR	A.Selva Kumar	A.Selva Kumar
34	MANOJ KUMAR V	Manoj	Manoj
35	POORNA CHANDRA.R	Purna	Purna
36	ABHISHEK THIPPAIAH V.S	Abhishek	Abhishek
37	VIJAY KUMAR.H	Vijay	Vijay
38	ARVIND. J. A	Arvind	Arvind
39	BHARATH RAJ K.C	Bharath	Bharath
40	AJITH.N	Ajith	Ajith
41	P.Ranjani gowda	P.Ranjani	P.Ranjani
42	Praveen Kumar.N	Praveen	Praveen
43	Heshvanth.H	Heshvanth	Heshvanth
44	A.M.ADHAVA REDDY	A.Madhava	A.Madhava
45	CHANDRAKANTH .BADANI	C.B.Badani	C.B.Badani
46	KALLE JYOTHI NAGA SRAVYA	Kalle	Kalle
47	Meghana.D	Meghana	Meghana
48	Priyanshu.D	Priyanshu	Priyanshu
49	Chaitra.K.	Chaitra	Chaitra
50	RAKSHITHA R.C	Rakshitha	Rakshitha
51	ACHALA HANUMANTH	Achala	Achala



with
 Center

CIL
 Setting Bench Mark