

Dayananda Sagar College of Arts, Science & Commerce

Internal Quality Assurance Cell (IQAC)

Literary Cell- AKSHARA

Training Sessions on “Communication Skills & Technical Skills” for Non-Teaching Staff

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 participants played various roles like a candidate seeking information for the admission. The Day 2 focused on writing skills where participants were trained on how to draft effective E-mails and professional letters. It was a practical sessions where participants were given various tasks to draft emails and office letters. The Day 3 training session was conducted by Dr. Nagaraj Shenoy, the Principal, DSCASC. He highlighted various features of MS-Word and MS-Excel like how to avoid typing the same caption, how to calculate in MS-Excel etc. The session was more informative as the non-teaching staff needs to employ these skills everyday. The training sessions ended with vote of thanks by Prof. Gurunath, IQAC Coordinator and the speakers were honoured with memento.



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: 22 nd & 23 rd August 2022	Date: 24 th August 2022
Time: 2:30 pm	Time: 2:30 pm
Speaker: Prof. Mukesh Soni	Speaker: Dr. Nagaraj Shenoy, Principal, DSCASC

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

1. Event Poster



2. Participants attending the session



3. Felicitation to the speakers



4. Speakers of the session