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Brindavan College of Engineering

Dwarakanagar, Bagalur Main Road, Yelahanka, Bengaluru - 560063
Affiliated to VTU Belagavi, Approved by AICTE, New Delhi, India
Accredited 'A' level by NAAC

One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-teaching staff'

Date on conduction -27th January 2018

One Day Workshop on "Soft Skill Development Program for Capacity Enhancement of Non-teaching staff" was jointly organized by NAAC Criteria VI- Leadership, Governance and Management and Quality Improvement Programme Committee of the institute. The workshop was introduced by Dr. Muthu, Principal. In his presidential address, he informed about skilling, up skilling and reskilling aspects of skill sets especially of non-teaching staff and its role in effective governance of educational institutes. Prof. Dr. Naima Sultana was invited as a resource person for first session of the workshop. Prof. Venugopal elaborated on significance of "Effective Communication Skills at Workplace". He emphasized on communication methods, communication process, 7 C's in communication, 8 important practices in communication, 9 key steps in communication and also 10 causes of ineffective communication. For the second session on "Manners and Etiquettes at Workplace", prof. venkatesh was invited as resource person. She explained various aspects of mannerisms such as Email manners, Telephonic manners while dealing with higher authorities. She also elaborated various types of etiquettes to be practiced at workplace. She focused on along with communication, body language also plays important role in presenting effectively. Prof. Meena kumari K S proposed vote of Thanks. The workshop was successful in creating awareness and need of practicing effective communication skills, manners and etiquettes at workplace for effective governance and functioning of institutions.



Co-ordinator

Prof. Manjunath



Brindavan College of Engineering

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20/01/2018

Notice

All the non-teaching staff members are here by informed that the Department of mechanical Engineering organizing One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-teaching staff on 27th January 2018.all they are requested to register their name to work shop coordinator before 25th January 2018.

Co-ordinator

Prof. Manjunath

S.B. Butta

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One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-Teaching staff' on 27/01/2018

Sl.No	Name	Signature
01.	Mrs. Hema	Hema
02	Mrs. Swetha	Swetha
03.	Ms. Dada peor	Dada peor
04	Aswathi JIBI	Aswathi
05	SURENDRAN RAJAS	Rajas
06	SADATH PASHA	Sadath Pasha
07	Sadhosh Kumar.m	Sadhosh Kumar.m

J B Bratton



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Topic – One day work shop on Best Practices in office Administration

Date on conduction -24 February 2018

Motivation

- Knowledge of MS- EXCEL and MS-Word
- Hands on sessions

Faculty – Coordinator

Prof. Padmavathi HG

Convenor

Prof.Meena kumari K S

The Department of computer science Engineering has successfully organised one day workshop on best practice in office administrative the purpose of conducting the workshop was feminizing the non-teaching with working of MS- EXCEL and MS-Word it will beneficial for the non-teaching staff members to do any work required. this one-day workshop was successfully orientated under guidance of principal. The workshop was a grand with the cooperation of all staff of the Department of CSE

Participant Feed back

1. Participants suggested that there should be more such workshop on different Technology
2. Participant was satisfied with hands on session conducted.



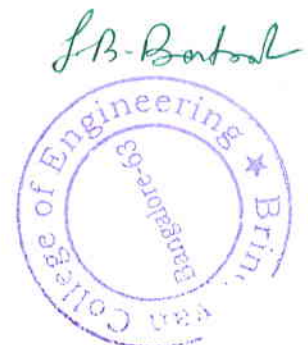
Faculty – Coordinator

Prof. Padmavathi HG



Convenor

Prof. Meena kumari K S



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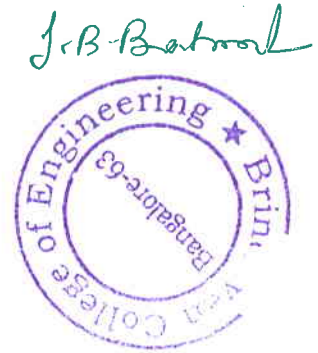
14/02/2018

Notice

All the non-teaching staff members are here by informed that the Department of computer science and Engineering organizing one day workshop on best practices in office administration on 24th February 2018.all they are requested to register their name to work shop coordinator before 22/02/2018.


Faculty - Coordinator
Prof. Padmavathi HG


Convenor
Prof. Meena kumari K S












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Topic – One day work shop on Best Practices in office Administration on
24/02/2018

Sl.No	Name	Signature
01.	Mrs. Hema	
02	Mrs. Sweetha	
03.	Mr. Dada Per	
04	Aswathi J B	
05	Surentra Raju.S	
06	SADATH PASHA	
07	Santhosh Kumar . m	

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A one-day workshop on Basic Grammar and Communication Skill for non-teaching staff.

A one-day workshop on Basic Grammar and Communication Skills Development for the non-teaching staff of Brindavan College of engineering was organized at the Institute from 10:00 pm to 4:00 pm on 11 Nov 2017.

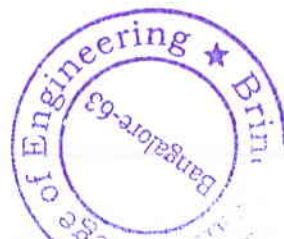
Dr. Naima Sultana, Principal Brindavan UG college, Bangalore was the resource person of the workshop.

The workshop was inaugurated by the Principal of Brindavan college of Engineering, Prof Dr Muthu in the presence of Venkatesh vice principal, urged the participants to make use of the workshop to the maximum extent possible in order to enhance their communication skills – both oral and written.

During the first session of the workshop, Dr. Naima Sultana made a presentation on Basic Writing Skills which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were given a few worksheets on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

In the second session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person.

In the last session, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as how the letters could have been made more appropriate and effective.



J. B. Babu

Brindavan College of Engineering

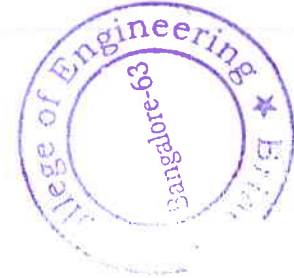
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In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the principal congratulated both the participants and the resource person for organizing the programme successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth.



Co-ordinator

Madhu Kumar



Brindavan College of Engineering

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02/11/2017

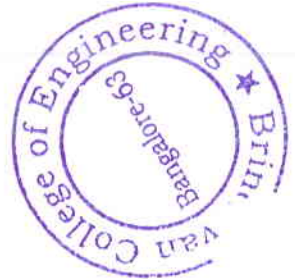
Notice

All the non-teaching staff members are hereby informed that the Department of civil Engineering organizing one day workshop a one-day workshop on Communication Skills Development on 11 November 2017. All they are requested to register their name to workshop coordinator before 09 November 2017.



Co-ordinator

Prof. Madhukumar



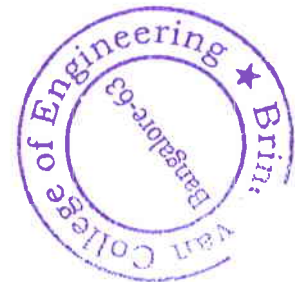
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A one-day workshop on Communication Skill for non-teaching staff on
11/11/2017

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01.	Mrs. Hema	Hema
02.	Mrs. Swetha	Swetha
03.	Mr. Dada Pees	Dada Pees
04	Aswathi JIBI	Aswathi
05	SHADAN PASHA	Shadan Pasha
06	Surendra Raju.S	Raju
07	Santhosh kurum	Santhosh

J.B. Brindavan





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Department of Mechanical Engineering

CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. Hema of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Capacity Enhancement of non-teaching staff" organized by the department of Mechanical Engineering, Brindavan College of Engineering, Bengaluru held on Jan 27th 2018..

Coordinator
Prof. Manjunath A C
Asst. Professor
Dept. of ME.

Dr. Nayeem Ahmed
HOD- ME

Principal
Dr. K U Muthu

Principal
Brindavan College of Engineering
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Coordinator
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Dept. of ME.

Dr. Nayeem Ahmed
HOD- ME

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Coordinator
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Coordinator
Prof. Manjunath A C
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Coordinator
Prof. Manjunath A C
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Department of Computer Science and Engineering

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Coordinator
Prof. Padmavathi H G
Assoc. Professor
Dept. of CSE

Dr. Sasi Kumar M
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Coordinator
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Asst. Professor
Dept. of Civil

Dr. K U Muthu
HOD - CIVIL

Principal
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Coordinator
Prof. Madhukumar C A
Asst. Professor
Dept. of Civil

Convener
Prof. Meena Kumari K S
Asst. Professor
Dept. of Civil

Principal
Dr. K U Muthu

Principal
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 Dept. of Civil

Dr. K U Muthu
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Brindavan College of Engineering

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Accredited at the 'A' Level by Department of Civil Engineering NAAC
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Department of Civil Engineering

CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Surendra Raju S of Brindavan College of Engineering has participated in one day workshop on "Communication Skills Development" organized by Department of Civil Engineering Brindavan College of Engineering, Bengaluru held on Nov 11th 2017.

Coordinator
Prof. Madhukumar C A
Asst. Professor
Dept. of Civil

Dr. K U Muthu
HOD - CIVIL

Principal
Dr. K U Muthu

Principal
Brindavan College of Engineering
Bangalore-560 063



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Department of Civil Engineering CERTIFICATE OF PARTICIPATION

This is to certify that Mr. Santhosh Kumar M of Brindavan College of Engineering has participated in one day workshop on "Communication Skills Development" organized by Department of Civil Engineering Brindavan College of Engineering, Bengaluru held on Nov 11th 2017.

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