

# 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

2018-19

6.5.3  
N-T

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

Date on conduction -16<sup>th</sup> M ay 2019

Motivation

- Knowledge of MS- EXCEL
- Hands on sessions

Faculty – Coordinator

Prof. Padmavathi HG

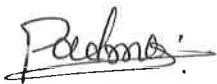
Convenor

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 it will beneficial for the non-teaching staff members to do any work required. this one-day workshop was successfully orientated under guidance 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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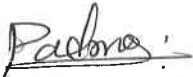
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10/05/2019

## Notice

All the non-teaching staff members are hereby informed that the Department of computer science and Engineering organizing one day workshop on best practices in office administration on 16<sup>th</sup> May 2019. All they are requested to register their name to workshop coordinator before 14/05/2019.



Faculty - Coordinator

Prof. Padmavathi HG



Convener





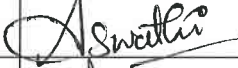

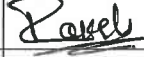










Prof. Meena Kumari K S



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

Sl.No	Name	Signature
01	Mrs. Hema	
02	Ashoka Rm	
03	Bhanu priya.k	
04	Swetha	
05	Aswathi Jibi	
06	Souilakshmi	
07	Rakshitha.D	
08.	Radha.D	
09	Roja.B	
10	Vinayaka	
11	Nilima Kumari	
12	Navaneeth.R	
13	P. Praveen	
14	Surentra Raju.S	
15	Padmanabhan T	
16	SADATH PASHA	
17.	Dilbeep Kumar	

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## A one-day workshop on Communication Skill for non-teaching staff

A one-day workshop on Communication Skills Development for the non-teaching staff of Brindavan College of engineering was organized at the Institute from 10 pm to 12. 30 pm on 28 Dec 2018.

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

The workshop was inaugurated by the Principal of Brindavan college of Engineering, Prof Dr Prabhakar 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.



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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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20/12/2018

## Notice

All the non-teaching staff members are here by informed that the Department of civil Engineering organizing one day workshop a one-day workshop on Communication Skills Development on 28 December 2018.all they are requested to register their name to work shop coordinator before 24 Dec 2018.



Co-ordinator

Prof. Madhukumar



















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## A one-day workshop on Communication Skill for non-teaching staff

Sl.No	Name	Signature
01	Rakshitha.D	
02.	Souilakeshmi	
03	BhenuPriya.K	
04	Ashoka Rm	
05	Aswathi Jibi	
06	Swetha	
07	Radha.D	
08	Surendra Raju.S	
09	Vinayaka.	
10	Raja.B	
11	Navaneeth R.	
12	C.Praveen	
13	Nilima Kumari	
14	Vijayakumary	
15	Padmanabhan.T	
16.	SADATH PASHA	

J.B-Burbood



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

**Date on conduction -12<sup>th</sup> February 2019**

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. Niranjana, 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





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06/02/2019

## Notice

All the non-teaching staff members are hereby informed that the Department of mechanical Engineering organizing One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-teaching staff on 12 February 2019. All they are requested to register their name to work shop coordinator before February 2019.



Co-ordinator

Prof. Manjunath







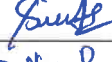





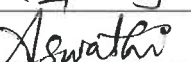



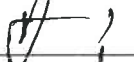

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## One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-Teaching staff'

Sl.No	Name	Signature
01.	Sridakshmi	
02	Rakshitha.D	
03	ASHOKA Rm	
04	Bhanupriya. K	
05	Swetha	
06	Radha.D	
07	Naravallth	
08	Roja.B	
09	Nilima Kumari	
10	C. Praveen	
11.	Surendra Raju.S	
12	Aswathi Jini	
13.	Vijayalaxmy	
14	Ramambhuni.T	
15	Sandeep Ratha	
16.	Dilleep Kumar	

J. B. Bratton

2018-19



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Website: [www.brindavancollege.com](http://www.brindavancollege.com)



## CERTIFICATE OF PARTICIPATION

*This is to certify that Mrs. Hema of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

**Principal**  
**Dr Prabhakara**

  
**Principal**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Ahoka R M of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mrs. Bhanu Priya of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mrs. Swetha of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mrs. Aswathi Jibi of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
Asst. Professor  
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**Principal**  
**Dr Prabhakara**

**Principal**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Srilakshmi of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Rakshitha of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Radha D of Brindavan College of Engineering has participated in one day workshop on “Best Practices in Office Administration” organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

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**Dr Prabhakara**  
**Principal**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Roja B of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

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

Principal  
Dr Prabhakara

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Vinayaka of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

**Principal**  
**Dr Prabhakara**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Nilima Kumari of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

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

Principal  
Dr Prabhakara **Principal**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Navaneeth R of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

**Principal**  
**Dr Prabhakara** **Principal**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. G Praveen of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

**Principal**  
**Dr Prabhakara** **Principal**

**Brindavan College of Engineering,**  
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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Surendra Raju S of Brindavan College of Engineering has participated in one day workshop on “Best Practices in Office Administration” organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

**Principal**  
**Dr Prabhakar**

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Padmanabha T of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

**Convener**  
**Prof. Meena Kumari K S**  
**Asst. Professor**  
**Dept. of CSE**

**Principal**  
**Dr Prabhakara**



**Principal**

**Brindavan College of Engineering,**  
**Bangalore-560 063**



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Website: [www.brindavancollege.com](http://www.brindavancollege.com)



## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Sadath Pasha of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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

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*This is to certify that Mr. Dilleep Kumar of Brindavan College of Engineering has participated in one day workshop on "Best Practices in Office Administration" organized by Brindavan College of Engineering, Bengaluru held on 16-05-2019.*

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## CERTIFICATE OF PARTICIPATION

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mrs. Aswathi Jibi of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Radha D of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## 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 Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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*This is to certify that Mr. Vinayaka of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Roja B of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Navaneeth R of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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*This is to certify that Mr. G Praveen of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Nilima Kumari of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Mr. Padmanabha T of Brindavan College of Engineering has participated in one day workshop on "Communication Skill for non-teaching staff" organized by Brindavan College of Engineering, Bengaluru held on 28-12-2018.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Roja B of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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## CERTIFICATE OF PARTICIPATION

*This is to certify that Ms. Nilima Kumari of Brindavan College of Engineering has participated in one day workshop on “Soft Skill Development Program for Enhancement of non-teaching” organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mr. G Praveen of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mr. Surendra Raju S of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mrs. Aswathi Jibi of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mr. Vinayaka of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mr. Padmanabha T of Brindavan College of Engineering has participated in one day workshop on “Soft Skill Development Program for Enhancement of non-teaching” organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mr. Sadath Pasha of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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*This is to certify that Mr. Dilleep Kumar of Brindavan College of Engineering has participated in one day workshop on "Soft Skill Development Program for Enhancement of non-teaching" organized by Brindavan College of Engineering, Bengaluru held on 12-02-2019.*

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