

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 – 24 February 2020

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.Niranjan , 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.Vijayalakshmi 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.

L.B. Babbar



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18/02/2020

Notice

All the non-teaching staff members are here by informed that the Department of Civil Engineering organizing One Day Workshop on 'Soft Skill Development Program for Capacity Enhancement of Non-teaching staff on 24 February 2020. All they are requested to register their name to work shop coordinator before 20 February 2020.



Co-ordinator

Prof. Madhukumar.



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

Sl.No	Name	Signature
1	Santhoshkumar.M	[Signature]
2	Sarojini Raja	[Signature]
03	Vinodhara	[Signature]
4	SHRATHI PASNA	[Signature]
5	Syed Nageer Ahmad	[Signature]
6	Shindeeela	[Signature]
7	C. Praveen	[Signature]
8	Thampya	[Signature]
9	Sneha	[Signature]
10	Ushika Rm	[Signature]
11	Mrs. Hema	[Signature]
12	Aswathi Jini	[Signature]

L.B. Bhatnagar


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A one-day workshop on Communication Skill and time management

A one-day workshop on Communication Skills Development for the non-teaching staff of Brindavan College of engineering was organized at the Institute from 2 pm to 4. 30 pm on 24 Dec 2019. Dr. Naima, 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. Nirajan 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 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

Prof. Manjunath



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18/12/2019

Notice

All the non-teaching staff members are here by informed that the Department of mechanical Engineering organizing one day workshop a one-day workshop on Communication Skills Development on 24 Dec 2019.all they are requested to register their name to work shop coordinator before 20 Dec 2019.



Co-ordinator

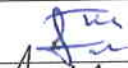
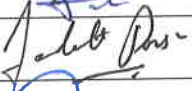

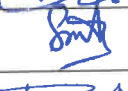
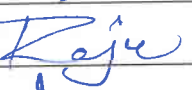






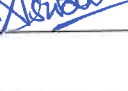
Prof. Manjunath



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A one-day workshop on Communication Skill and time management

Sl.No	Name	Signature
01	Santhosh Kumar M	
02	SADATH DASHA	
03	Vishwalekha	
04	Syed Najeeb Ahmad	
05	Surenatra Raju	
06	Abhinavada. S	
07	C. Praveen	
08	Bhanupriya	
09	Swetha	
10	ASHOKA Rm	
11	Mrs. Hema	
12	Aswathi Jibi	

J.B. Babbar





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Certificate of Participation

This is to certify that Mr Santhosh Kumar M, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
Brindavan College of Engineering
Bangalore-560 063

Principal
Dr B R Niranjan



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Certificate of Participation

This is to certify that Mr Surendra Raju, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
Brindavan College of Engineering
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Principal
Dr B R Niranjana



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Certificate of Participation

This is to certify that Mr Vinayaka, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
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Certificate of Participation

This is to certify that Mr Sadath Pasha, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
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Principal
Dr B R Niranjana



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Certificate of Participation

This is to certify that Mr Syed Nazeer Ahmed, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
 Prof Manjunath A C
 Assistant Professor, ME

Principal
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Principal
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Certificate of Participation

This is to certify that Mrs Shivaleela S, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
 Prof Manjunath A C
 Assistant Professor, ME

Principal
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Certificate of Participation

*This is to certify that **Mr G Praveen**, of Brindavan College of Engineering has successfully participated in one day workshop on **Communication Skill and Time Management** for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.*

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
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Certificate of Participation

This is to certify that Mrs Bhanupriya, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
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Certificate of Participation

This is to certify that Mrs Swetha, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
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Certificate of Participation

This is to certify that Mr Ashoka RM, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
 Prof Manjunath A C
 Assistant Professor, ME

Principal
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Certificate of Participation

This is to certify that Mrs Hema, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.


Coordinator
Prof Manjunath A C
Assistant Professor, ME


Principal
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Certificate of Participation

This is to certify that Mrs Ashwathi Jibi, of Brindavan College of Engineering has successfully participated in one day workshop on Communication Skill and Time Management for Non-teaching staff held in Brindavan College of Engineering on 24/12/2019.

Coordinator
Prof Manjunath A C
Assistant Professor, ME

Principal
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Certificate of Participation

*This is to certify that Mr Santhos Kumar A, of Brindavan College of Engineering has successfully participated in one day workshop on **Soft skill Development Program for Capacity Enhancement for Non-teaching staff** held in Brindavan College of Engineering on 24/02/2020.*

Coordinator
Prof Madhukumar
Assistant Professor, Civil Engg

Principal
Brindavan College of Engineering
Bangalore-560 063

Principal
Dr B R Nirajan



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 Assistant Professor, Civil Engg

Principal
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Principal
 Dr B R Niranjana



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 Assistant Professor, Civil Engg

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Coordinator
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Assistant Professor, Civil Engg

Principal

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Principal
Dr B R Niranjan



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Certificate of Participation

*This is to certify that Mrs. Hema, of Brindavan College of Engineering has successfully participated in one day workshop on **Soft skill Development Program for Capacity Enhancement for Non-teaching staff** held in Brindavan College of Engineering on 24/02/2020.*

Coordinator
Prof Madhukumar
Assistant Professor, Civil Engg

Principal
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Principal
Dr B R Niranjana



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Certificate of Participation

*This is to certify that Mrs. Aswathi Jibi, of Brindavan College of Engineering has successfully participated in one day workshop on **Soft skill Development Program for Capacity Enhancement for Non-teaching staff** held in Brindavan College of Engineering on 24/02/2020.*

Coordinator
 Prof Madhukumar
 Assistant Professor, Civil Engg

Principal
 Brindavan College of Engineering
 Bangalore-560 063

Principal
 Dr B R Niranjana