

2020-21  
Non-Teaching

# 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

## A one-day workshop on Communication Skill

A one-day workshop on Communication Skills Development for the non-teaching staff of Brindavan college of engineering was organised at the Institute from 1 pm to 4.30 pm on 26 sept 2020.

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.

Dr. J. B. Bhat



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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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18/11/2020

## Notice

All the non-teaching staff members are hereby informed that the Department of mechanical Engineering organizing one day workshop A one-day workshop on Communication Skills Development on 26 September 2020. All are requested to register their name to work shop coordinator before 22 September 2020.



Co-ordinator

Prof. Manjunath



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## A one-day workshop on Communication Skill

A one-day workshop on Communication Skills Development for the non-teaching staff of Brindavan college of engineering was organised at the Institute from 1 pm to 4. 30 pm on 26 sept 2020.

Sl.No	Name	Signature
01	R. SHIVARAM	R. Shivaram
02	Dileep kumar.R	D. Dileep
03	Surendra Patil.S	S. Surendra
04	Sadath pasha	S. Sadath
05	Santhosh Kumar	S. Santhosh
06	Padmavathamma T	T. Padmavathi
07	Pooja B.T	P. Pooja
08	Pallavi V.S	P. Pallavi
09	Ashwini.T	T. Ashwini
10	Vijayakumari	V. Vijayakumari

Dr. P.B. Bhandari



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

Date on conduction -10<sup>th</sup> M ay 2021

Total no of Participants -25

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 were satisfied with hands on session conducted.

  
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

Sl.No	Name	Signature
1	Hema	
2	Swetha	
3	Ashok	Suite 14/10/2022
4	Bhanu Paiya	Ashok
5	Rathnamma	Bhenu
6	Nagarathna	Rathnamma
7	Veena	Nagarathna
8	Krishnamappa	veena
9	Radha D	Radha D.
10	Dada Peey	
11	Shivalaksha	Shivalaksha
12	Raja B	Raja B
13	Nilima Kumari	
14	Praveen C	Praveen

Dr. S. B. Baburao



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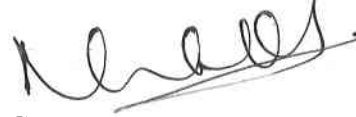
27/04/2021

## 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 10<sup>th</sup> May 2021. All they are requested to register their name to workshop coordinator before on April 30 2021.

  
Faculty - Coordinator

Prof. Padmavathi HG



Convenor

Prof. Meena Kumari K S





2020-21



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## Certificate of Participation

*This is to certify that Mr R SHIVARAM, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
Prof Manjunath A C  
Assistant Professor, ME

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

**Principal**  
Dr R Prabhakara





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## Certificate of Participation

*This is to certify that Mr Dileep Kumar M, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
Prof Manjunath A C  
Assistant Professor, ME

**Principal**  
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## Certificate of Participation

*This is to certify that Mr Surendra Raju S, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**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 for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
Prof Manjunath A C  
Assistant Professor, ME

**Principal**  
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## Certificate of Participation

*This is to certify that Mr Santhosh Kumar, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

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**Prof Manjunath A C**  
 Assistant Professor, ME

**Principal**

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*This is to certify that Mr Padmanabhan T, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
**Prof Manjunath A C**  
 Assistant Professor, ME

**Principal**  
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## Certificate of Participation

*This is to certify that Miss Pooja B T, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
**Prof Manjunath A C**  
 Assistant Professor, ME

**Principal**  
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## Certificate of Participation

*This is to certify that Miss Pallavi V S, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
Prof Manjunath A C  
Assistant Professor, ME

**Principal**  
Brindavan College of Engineering  
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## Certificate of Participation

*This is to certify that Miss Ashwini R, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**Coordinator**  
**Prof Manjunath A C**  
**Assistant Professor, ME**

**Principal**  
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## Certificate of Participation

*This is to certify that Mrs Vijaya Kumari, of Brindavan College of Engineering has successfully participated in one day workshop on Communication skill for Non-teaching staff held in Brindavan College of Engineering on 26/09/2020.*

**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 **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE

**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE

**Principal**  
 Dr Rajashekar Patil

**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 **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE

**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE

**Principal**  
 Dr Rajashekar Patil

**Principal**

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## Certificate of Participation

*This is to certify that **Mr. Ashoka R M**, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
**Padmavati HG**  
 Associate Professor, CSE

**Convener**  
**Meena Kumari K S**  
 Assistant Professor- CSE

**Principal**  
**Dr Rajashekar Patil**

**Principal**

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## Certificate of Participation

*This is to certify that Mrs. Bhanu Priya, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE

**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE

**Principal**  
 Dr Rajashekar Patil

**Principal**  
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## Certificate of Participation

*This is to certify that Mrs. Rathnamma, of Brindavan College of Engineering has successfully participated in one day workshop on Best Practices in Office Administration for Non-teaching staff held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
**Padmavati HG**  
 Associate Professor, CSE

**Convener**  
**Meena Kumari K S**  
 Assistant Professor- CSE

**Principal**  
**Dr Rajashekar Patil**  
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## Certificate of Participation

*This is to certify that Mrs. Nagarathna, of Brindavan College of Engineering has successfully participated in one day workshop on Best Practices in Office Administration for Non-teaching staff held in Brindavan College of Engineering on 10/05/2021.*



**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
Meena Kumari K S  
Assistant Professor- CSE

**Principal**  
Dr Rajashekar Patil  
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## Certificate of Participation

*This is to certify that Mrs. Veena, of Brindavan College of Engineering has successfully participated in one day workshop on Best Practices in Office Administration for Non-teaching staff held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
Meena Kumari K S  
Assistant Professor- CSE

**Principal**  
Dr Rajashekar Patil  
Principal  
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## Certificate of Participation

*This is to certify that **Mr. Krishnappa**, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
**Padmavati HG**  
 Associate Professor, CSE

**Convener**  
**Meena Kumari K S**  
 Assistant Professor- CSE

**Principal**  
**Dr Rajashekar Patil**

**Principal**  
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## Certificate of Participation

*This is to certify that Mrs. Radha D, of Brindavan College of Engineering has successfully participated in one day workshop on Best Practices in Office Administration for Non-teaching staff held in Brindavan College of Engineering on 10/05/2021.*



**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
Meena Kumari K S  
Assistant Professor- CSE

**Principal**  
Dr Rajashekar Patil

**Principal**

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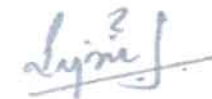
*This is to certify that **Mr. Dadapeer**, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*



**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE



**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE



**Principal**  
 Dr Rajashekar Patil  
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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 Best Practices in Office Administration for Non-teaching staff held in Brindavan College of Engineering on 10/05/2021.*



**Coordinator**  
Padmavati HG  
Associate Professor, CSE

**Convener**  
Meena Kumari K S  
Assistant Professor- CSE

**Principal**  
Dr Rajashekar Patil

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## Certificate of Participation

*This is to certify that **Ms. Roja B**, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*



**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE

**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE

**Principal**  
 Dr Rajashekar Patil

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## Certificate of Participation

*This is to certify that **Ms. Nilima Kumari**, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration** for Non-teaching staff held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE

**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE

**Principal**  
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## Certificate of Participation

*This is to certify that **Mr. Praveen**, of Brindavan College of Engineering has successfully participated in one day workshop on **Best Practices in Office Administration for Non-teaching staff** held in Brindavan College of Engineering on 10/05/2021.*

**Coordinator**  
 Padmavati HG  
 Associate Professor, CSE

**Convener**  
 Meena Kumari K S  
 Assistant Professor- CSE

**Principal**  
 Dr Rajashekar Patil

**Principal**

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