Notice

Date: 02-08-2018

All students are hereby informed that Department of BCA is going to organize a seminar regarding to the topic **"Communication Skill Development".** All the students join the lecture on 04 August 2018 at 9.30 am.

Affi No.
452

Head
B.C.A.D.
Department Of
Computer Science

SHAHID VIRPATNI LAXMI MAHAVIDYALAYA, TITAVE

Tal. Radhanagari Dist. Kolhapur

Event Report

Department Of Computer Science

Seminar on "Communication Skill Development".

2018-19

Name of the Event and Guest	Communication Skill Development Mr. Santosh Powar, Assistant Professor, SGM (Mahagaon)
Organizing Dept./ Committee	DEPARTMENT OF BCA
Name of the Teacher	**Mrs. Ahilya Patil** Program Coordinator
Day and Date	4 August 2018
No. of Participants	20
Time	09.30 am onwards

Detail Report:

Shahid Virpatni Laxmi Mahavidyalaya, Titave, Department of BCA organized guest lecture 4 August 2018 related to lecture on "**Communication Skill Development**".

For this event one of the special and knowledgeable guest Mr. Santosh Powar, Assistant Professor, SGM (Mahagaon delivered lecture on "**Communication Skill Development**". Mr. Santosh Powar 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.

During the first session in the afternoon, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

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.

Mr. Omkar Lokare, Asst. Professor, Computer Science gave vote of thanks and expressed gratitude towards the guest for giving his valuable time to the students. Mr. Santosh Powar answered all the queries raised by students. The guest lecture was highly inventive, inspiring, informative and interactive for all the students. Total 20 students and faculties of our college were participated in this guest lecture.

Head
Department Of
Computer Science

Principal
Principal
Shahid Virpatni Laxmi Mahavidyal
Titave, Tal. Radhanagari, Dist. Kolhe

Photos:

Students Attends the
Lecture

Mr. Santosh Powar guide to Students.

H.O.D.
Department Of
Computer Science

Affi No.
452

Principal

Principal
Shahid Virpatni Laxmi Mahavidyalaya
Titave Tal. Radhanagari Dist. Kolhapur
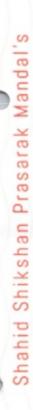
Shahid Virpatni Laxmi Mahavidyalaya,Titave
Attendance
Department of BCA

SR.No.	Student name	Sign
1	Bhopale Shivani Vitthal	Sbhesale
2	Chougale Sakshi Rajendra	Schougale
3	Chougale Swapnali Suresh	S.S Chougale
4	Davari Ankita Satappa	Ankita
5	Dongale Priyanka Satappa	Adangale
6	Dongale Radhika Dayanand	Rdangale
7	Gurav Shruti Sanjay	Sruti .
8	Gurav Vina Vasant	Vina .
9	Jadhav Shital Prakash	SP.
10	Jong Shital Babaso	Jong .
11	Kamble Ankita Dilip	Aby .
12	Kamble Nishigandha Narayan	NRatn .
13	Kamble Rinkal Sambhaji	Rinul .
14	Kamble Swati Balaso	Swati .
15	Kamble Tejashri Suresh	Kamble .
16	Kamble Priti Sanjay	Priti .
17	Kamble Priyanka Ratndeep	A.R.k.
18	Kamble Rani Tukaram	Rani .
19	Kamble Rohini Vishwas	Rohini .
20	Kamble Komal Ratndeep	Kamble .

Principal
Shahid Virpanni Laxmi Mahavidyalay
Titave, Tal.Radhanagari, Dist.Kolhapur

Shahid Shikshan Prasarak Mandal's

Shahid Virpatni Laxmi Mahavidyalya, Titave

CERTIFICATE

This Certifies that

has attended / participated / successfully completed certificate course on ...Communication Skill Development.......... .... organized by Department of BCA , S.V.L.M. Titave.

Date.................

HOD(Department of BCA)

Head
Department of
Computer Science

Principal

Shahid Virpatni Laxmi Mahavidyalaya
....e, Tal.

Affi. No.
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