



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.

Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 TS INDIA

Phone: +08615 200006/07/08

Email: info@vmtw.in

DEPARTMENT OF BASIC SCIENCE & HUMANITIES

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1. **Event** : Workshop– Non Teaching
2. **Name of workshop** : Effective Communication Skills
3. **Academic Year** : 2018-2019
4. **Dates of workshop** : 16-07-2018 to 20-07-2018
5. **Coordinator** : Mr. Md. Khaleel
6. **Resource person** : Mrs. Suzan Shalini Vurum

Assistant Professor




PRINCIPAL

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (D)-501301
Telangana State

Date: 13-07-2018

To

The Principal,

Vignan's Institute of Management and Technology for Women,
Kondapur, Ghatkesar.

Sub: - Permission to conduct workshop for Non-Teaching Staff - Reg.

The Department of BSH has proposed to conduct workshop on “**Effective Communication Skills**” during 16-07-2018 to 20-07-2018 for the entire Non-Teaching faculty of VMTW. The coordinators for this program are Md. Khaleel, Assistant Professor from BSH Department. The details of program and budget are mentioned in Table1 and Table2 respectively.

Name of the Workshop	Resource Person	Date of workshop
Effective Communication Skills	Mrs. Suzan Shalini Vurum Assistant Professor, VMTW	16-07-2018 to 20-07-2018

Table2: Details of Expenditure		
S.No	Expenditure	
1	Honorarium fee for resource person	5000
2	Preparatory work allowances of program	5000
3	Others & Refreshments	5000
4	Total expenditure	15000

We request you to give permission for conducting this workshop and sanction the amount of Rs.15000/-.



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Department of Basic Science & Humanities

Date: 13-07-2018

To

The Principal,

Vignan's Institute of Management and Technology For Women,
Kondapur, Ghatkesar.

Sub: - Permission to conduct WORKSHOP for Non-Teaching Staff - Reg.

The Department of BSH has proposed to conduct workshop on "Effective Communication Skills" during 16-07-2018 to 20-07-2018 for the entire Non-Teaching faculty of VMTW. The coordinators for this program are Md. Khaleel, Assistant Professor from BSH Department. The details of program and budget are mentioned in Table1 and Table2 respectively.

Name of the Workshop	Resource Person	Date of workshop
Effective Communication Skills	Mrs.Suzan Shalini Vurum Assistant Professor, VMTW	16-07-2018 to 20-07-2018

Table2: Details of Expenditure		
S.No	Expenditure	
1	Honorarium fee for resource person	5000
2	Preparatory work allowances of program	2000
3	Others & Refreshments	3000
4	Total expenditure	10000

We request you to give permission for conducting this workshop and sanction the amount of Rs.10000/-.

Khaleel
COORDINATOR

[Signature]
HOD

[Signature]
PRINCIPAL

Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (Dt)-50
Telangana State

[Signature]
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Telangana State

Registration Form

Name:

Date of Birth & Age:

Gender (M/F):

Qualifications:

A). Institution:

B). Affiliating University:

Address for Communication:

Phone No (1):

Phone No (2):

Office:

Email:

Resource Person:

Mrs. Suzan Shalini Vurum,
Assistant Professor,
Department of BS&H.

Chief-patrons:

Dr. L. Rathaiah,
Chairman,
Vignan Group of Institutions.

Mr. B. Shravan,
Chief Executive Officer,
Vignan Group of Institutions

Patron:

Dr. P. Sudhakara Rao,
Principal, VMTW

Mrs. Indrani Vasireddy,
Associate Professor &
Head of the Department,
Department of CSE.

Co-ordinator:

Mr. M. Khaleel Akthar,
Assistant Professor,
Department of BS&H.

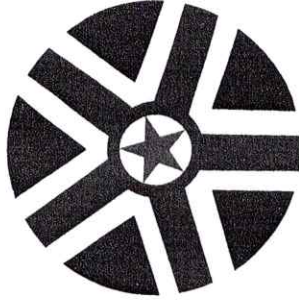
Venue:
'A'-Block Seminar Hall,
VMTW.

Principal
Vignan's Institute of Management & Technology For Women
Kondapur (V), Ghatkesar (M), Medchal-Malkajgiri (DY)-501301
Pin-501301, T.S.

Last Date for Registration: 14th July, 2018

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A FIVE-DAY WORKSHOP ON
"EFFECTIVE
COMMUNICATION SKILLS"
16TH TO 20TH JULY, 2018

Organized By:
DEPARTMENT OF
COMPUTER SCIENCE AND ENGINEERING

About the Institution:

Vignan's Institute of Management and Technology for Women (VMTW), is the brainchild of Dr. L. Rathaiah, Chairman, Vignan Group of Institutions, which was founded in August 2008, with four branches of Engineering.

VMTW is an exemplary institution of higher learning with a mission of pursuing excellence in education and research. The institution, with its diverse and dynamic community of about 2000 students offers a distinctive combination of some of the finest facilities for 7 different graduate, and undergraduate programs, accomplished faculty, world-class facilities with a hostel set on a sprawling area of 22 acres sylvan surroundings of mango groves and greenery.

While students at VMTW immerse themselves in academics, the college has a lot in store for them outside the classroom. Student life includes participation in sports, recreational & co-curricular, and cultural activities. In short, at VMTW students will find an academic and social environment where everyone from faculty members to peers helps shape their future.

VMTW is a home to aesthetically designed buildings with state-of-the-art computer and internet facilities, modern laboratories, workshops, seminar halls, auditoriums, and well-stocked libraries, sports, and games fields.

The Institution boasts of a strong alumni network with alumni events held every year serving as a platform for past students to give back to VMTW and share their experiences with its present fellow students. With so much to offer, it is only natural that students of VMTW get a unique opportunity to carve a niche for themselves in their chosen field of study that enables them to become well-rounded and discerning citizens, fully qualified for their chosen professions in the workplace. Institute also brings out the creativity in students by imparting engineering knowledge imbuing interpersonal skills to promote innovation, research, and entrepreneurship.

About the Department:

Department of CSE, VMTW has started B.Tech in Computer Science and Engineering in the year 2008 with an intake of 90. The scholarly ambiance in CSE Department is encouraging to the complete development of the students with well-equipped labs. Department has dedicated and professionally well competent faculty and the many of the faculty are pursuing Ph.D. in emerging areas like Artificial Intelligence, Machine Learning, Cyber Security, Data Science and Block Chain. The main objective is to prepare the students to be successful in Computer Science Engineer to meet the industry needs, encourage lifelong skills and strengthen research.

About the Program:

The aim of technical education is human resource development in specific professional areas of which communication is an important part. The acquisition of this facility would accelerate the process and undoubtedly enrich the language education. Grammar is to a language what management is to an organization.

In writing a composition or an oral presentation, the primary requirement is to ensure that the sentences you generate are acceptable from the grammatical and usage point of view. Grammar and usage together constitute a body of rules and practices. It is necessary to learn these rules and practices for acquiring a command over its spoken and written forms. This program illustrates the application of grammar at various levels through examples. The linguistic proficiency of the learner is bound to improve, if he goes through them carefully.

Objectives:

- To develop a clear perception on the basic concepts of grammatical accuracy.
- To prompt the learner to acquire proficiency in writing various forms of communication in flawless and acceptable English.

- Understand the basic difficulty in writing clearly, simply and correctly.
- Identify the different purposes of writing.
- Know the essential principles of effective written communication.
- Plan your written communication by paying special attention to the needs and expectations of your readers.

Expected Outcomes:

At the end, participants will be able to:

- To analyze the theoretical skills and strategies to be an effective communicator.
- To reflect with greater confidence and create positive impression in the classroom.
- To develop a learning culture to enrich knowledge where communication is both receptive and expressive.
- To improve the art of communication by precision in thought and expression.



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VMTW/BSH/CIR/2018-2019/01

Date: 14-07-2018

DEPARTMENT OF BASIC SCIENCE & HUMANITIES

CIRCULAR

All the Non-Teaching staff are here by informed that there will be a workshop on "EFFECTIVE COMMUNICATION SKILLS" for all Non-Teaching faculty from 16-07-2018 to 20-07-2018 by Mrs. Suzan Shalini Vurum, Assistant Professor, VMTW, Hyderabad. The workshop will be coordinated by Md. Khaleel, Assistant Professor, BSH Department. Hence all are requested to attend the sessions without fail.

Sup
HOD-BSH

Copy To:

Principal Office,
All -HOD's,
Circular to Faculty/Non-Teaching Faculty,
Notice Board,
Department - BSH



Sup
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Programme Schedule of the workshop

Department of H&S, VMTW has conducted a Five day workshop on “**Effective Communication Skills**”, during 16-07-2018 to 20-07-2018 for Non – Teaching Faculty.

Workshop objective:

The objective of this program is to provide deep knowledge in Effective Communication Skills

- To analyze the theoretical skills and strategies to be an effective communicator.
- To reflect with greater confidence and create positive impression in the classroom.
- To develop a learning culture to enrich knowledge where communication is both receptive and expressive.

The following is the schedule for the workshop:

S.No	Date	FN 10:00am – 12:30pm	12:30pm – 1:30pm	AN 1:30pm – 3:00pm
1	16-07-2018	Inaugural and Introduction to the workshop	Lunch Break	Develop a clear perception on the basic concepts of grammatical accuracy
2	17-07-2018	Difficulty in writing clearly, simply and correctly		Essential principles of effective written communication
3	18-07-2018	Acquire proficiency in writing various forms of communication		Common Mistakes in Communication
4	19-07-2018	Significance of Effective Communication		Group Discussion
5	20-07-2018	Self-Assessment		Valedictory


COORDINATOR




PRINCIPAL


HOD-BSH

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Department of Basic Science & Humanities A Report on "Effective Communication Skills"

Date: 28-07-2018

Department of Basic Science & Humanities conducted workshop on – "Effective Communication Skills", during 16-07-2018 to 20-07-2018 for Non – Teaching Faculty.

Speaker: Mrs. Suzhan Shalini, as the resource person for this five day workshop session.

The main objective of this program is to provide deep knowledge in Communication Skills.

- To analyze the theoretical skills and strategies to be an effective communicator.
- To reflect with greater confidence and create positive impression in the classroom.
- To develop a learning culture to enrich knowledge where communication is both receptive and expressive

Coordinators: Md. Khaleel, Assistant Professor, from H&S Department acted as Coordinator for this workshop.

Total 30 Number of members had participated in the workshop. This workshop session had provided an excellent opportunity to learn about **Effective Communication Skills** to all the participants.

Date & Time: The workshop was conducted from 16-07-2018 to 20-07-2018 from 10:00 AM– 3:00 PM

We would like to thank our honorable Chairman Sri Dr. L Rathaiah, Sri B. Shraavan, CEO, Dr. P. Sudhakar Rao, Principal and Mr. Srinivasulu, HOD-BSH for their support for successful completion of five day workshop.

The entire non-teaching Faculty participants felt very happy for attending the program and most of them given excellent in feedback.




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Topics Covered in workshop:

She has focused on the issues like many of us communicate with people every day, whether in person or on the countless digital platforms available to us. But how much of our communication actually reaches the intended audience or person the way we hoped. Effective communication requires us to be clear and complete in what we are trying to express.

The purpose of effective communication:

Effective communication is the process of exchanging ideas, thoughts, opinions, knowledge, and data so that the message is received and understood with clarity and purpose. When we communicate effectively, both the sender and receiver feel satisfied.

She also mentioned for communication to be effective, it must be **clear, correct, complete, concise and compassionate.**

Benefits of Effective communication:

In the workplace, effective communication can help you:

- Manage employees and build teams.
- Grow your organization more rapidly and retain employees.
- Benefit from enhanced creativity and innovation.
- Build strong relationships and attract more opportunities for you or your organization.

In personal life, effective communication can lead to:

- Improved social, emotional, and mental health.
- Deeper existing connections.
- New bonds based on trust and transparency.
- Better problem-solving and conflict resolution skills.

How to improve communication skills:

- Practice active listening.
- Make your message as clear as possible
- Use the right medium or platform.

The five day workshop has covered various fields where **“to develop a clear perception on the basic concepts of grammatical accuracy”**, figure out **“Difficulty in writing clearly, simply and correctly”**, made the participants **“Essential principles of effective written communication”**, finally **“proficiency in writing various forms of communication”**.



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Attendance Sheet on workshop: EFFECTIVE COMMUNICATION SKILLS

S. No	Name of the Non-Teaching Faculty	Department	16-07-2018	17-07-2018	18-07-2018	19-07-2018	20-07-2018
1	R Srilatha	CSE	Srilatha	Srilatha	Srilatha	Srilatha	Srilatha
2	Mrs.V.Srilatha	CSE	Srilatha	Srilatha	Srilatha	Srilatha	Srilatha
3	Mrs.A.Shalini	CSE	Shalini	Shalini	Shalini	Shalini	Shalini
4	Mrs.S.Minisha	CSE	S	S	S	S	S
5	K.Janardhan	CSE	R	R	R	R	R
6	R.Mounika	CSE	Mounika	Mounika	Mounika	Mounika	Mounika
7	P. Srinivasa Murthy	ECE	P.S. Murthy	P.S. Murthy	P.S. Murthy	P.S. Murthy	P.S. Murthy
8	Mr. G. Rajkumar	ECE	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar
9	Mr. T. Chethan Reddy	ECE	T	T	T	T	T
10	Mrs.P.Chandana	ECE	P	P	P	P	P
11	Mrs.K.Anitha	BSH	K	K	K	K	K
12	Mrs.K.Swaroopaa	BSH	Swaroopaa	Swaroopaa	Swaroopaa	Swaroopaa	Swaroopaa
13	Mr.T.Kala Chary	BSH	T	T	T	T	T
14	A Chandra Sekhar	Admin	A	A	A	A	A
15	D LaxmiPrasanna	Admin	L	L	L	L	L
16	D Ramani	Admin	Ramani	Ramani	Ramani	Ramani	Ramani
17	K Sudhakar Reddy	Admin	M	M	M	M	M
18	K. Yadagiri Reddy	Admin	K	K	K	K	K




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19	Mrs.K.Swaroop	Swaroop	Swaroop	Swaroop	Swaroop	Swaroop	Swaroop
20	Mrs.T.DivyaJyothi	Divya	Divya	Divya	Divya	Divya	Divya
21	Mr.T.Kala Chary	ABSH	ABSH	ABSH	ABSH	ABSH	ABSH
22	Mr. G. Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar	Rajkumar
23	Mr. R. Venkateswarlu	ECE					
24	Mr. T. Chethan Reddy	ECE	Chethan	Chethan	Chethan	Chethan	Chethan
25	Mrs. L. Jogeswari	ECE	Jogeswari	Jogeswari	Jogeswari	Jogeswari	Jogeswari
26	Mrs.P.Chandana	ECE	Chandana	Chandana	Chandana	Chandana	Chandana
27	Mrs.R.Mounika	ECE	Mounika	Mounika	Mounika	Mounika	Mounika
28	P. Srinivasa Murthy	ECE	P.S. Murthy	P.S. Murthy	P.S. Murthy	P.S. Murthy	P.S. Murthy
29	B Raju	BSH	B Raju	B Raju	B Raju	B Raju	B Raju
30	Ms.N.SaiPriya	CSE	SaiPriya	SaiPriya	SaiPriya	SaiPriya	SaiPriya
31	Mr.M.Swaroop Reddy	CSE	Swaroop Reddy	Swaroop Reddy	Swaroop Reddy	Swaroop Reddy	Swaroop Reddy
32	Mrs.K.Varshitha	CSE	Varshitha	Varshitha	Varshitha	Varshitha	Varshitha
33	Ms.Swetha Reddy	CSE	Swetha	Swetha	Swetha	Swetha	Swetha
34	Ms.K.Shirisha	CSE	Shirisha	Shirisha	Shirisha	Shirisha	Shirisha
35	ChVenkanna	CSE	Ch Venkanna	Ch Venkanna	Ch Venkanna	Ch Venkanna	Ch Venkanna
36	CH. Anjaiah	CSE	Ch Anjaiah	Ch Anjaiah	Ch Anjaiah	Ch Anjaiah	Ch Anjaiah

Chandana
COORDINATOR

Chandana
HOD-CSE



Chandana
PRINCIPAL

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