



DEV BHOOMI INSTITUTE OF TECHNOLOGY, DEHRADUN

Navgaon, Manduwala, Chakrata Road, Dehradun - 248007 Uttarakhand
(Approved by AICTE, New Delhi and affiliated to Uttarakhand Technical University,
Dehradun)

Department: **Management**

Name of College: **DBIT**

Name of HOD: **Mr. Iqbal Singh**

Resource Person: **Ms. Isha Sharma**, Assistant Professor, DBIT, Dehradun

Name of Event Co-ordinator: **Mr. Iqbal Singh**

EVENT DETAILS

1. Name of Event: **Expert lecture on Professional Business Communication**
2. Date of Event: **13.04.2017** Duration of Event (in days): **1 Day**
3. Number of Participants: **71**
4. Sanctioned Budget(in Rs.): **NA** Total Expenditure(in Rs.): **NA**

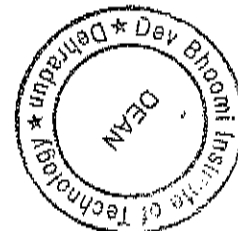
Enclosures:

S.No.	Document Details	Yes	No	Remarks
1	Minutes of the Meeting	Yes		
2	Permission Letter from Director	Yes		
3	Notice	Yes		
4	Schedule of Event	Yes		
5	Student Attendance	Yes		
6	Photographs	Yes		
7	Feedback (Audience)	Yes		

Submitted Date

15/04/2017


Checked By





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Minutes of the Meeting

- **Agenda of Meeting:** To make students understand the importance of business communication
- **Date of the Meeting:** 07.04.2017
- **Meeting Headed By:** Mr Iqbal Singh
- **Members present in Meeting-** 04

S. No.	Name	Designation	Signature
01	Mr. Iqbal Singh	HOD	
02	Ms. Jyoti Kapoor	Assistant Professor	
03	Ms. Isha Sharma	Assistant Professor	

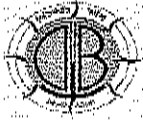
Points Discussed:

1. Time of the event: 11:00 am
2. Banner to be arranged by Mr. Sanjay Nautiyal
3. Website upload to be handled by Ms. Arti Sharma
4. Gift to the Guest to be arranged by Ms. Arti Sharma

Conclusion: To handle responsibilities as distributed.

Signature
(Head of Meeting)





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Permission Letter

To,
The Director
DBIT

Dated: 10.04.2017

Subject: Event Proposal to conduct a Guest lecture on "Professional Business Communication"

Respected Sir,

The Department of Management would like to conduct a Guest lecture on "Professional Business Communication" for students at DBIT campus. It will be open to all the interested students of our institution. In the workshop, students will understand the importance of professional communication in the corporate world. The workshop will be highly productive and useful for the students.

I hope this workshop will benefit the students of our institution and enable them to start their journey towards effective business communication. An early reply would be much appreciated.

Aim of the Event: To make students understand the importance of professional communication in the corporate

Speaker of the Event: Ms. Isha Sharma (in-house)

Department: Management

Course Name (Participants): MBA

Date, Time & Venue of Event: 13.04.2017, 11:00 am; Seminar Hall

Thanking you,

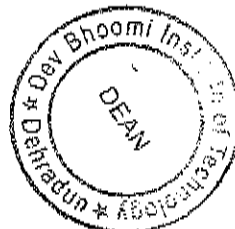
Mr. Iqbal Singh Sawhney

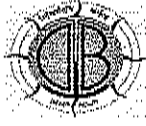
HOD MBA

Event Co-ordinator

Remarks (if any)

Director (Signature)





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Dated: 11th April 2017

NOTICE

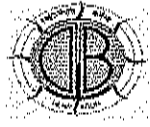
Department of Management is going to organize an **EXPERT LECTURE ON PROFESSIONAL BUSINESS COMMUNICATION** on 13th April 2017 at 11 am. Hence all the students of Department of Management are required to be present at the said time in the DBIT Seminar Hall.

For further information kindly visit the college website.

Mr. Iqbal Singh Sawhney

Event Co-ordinator





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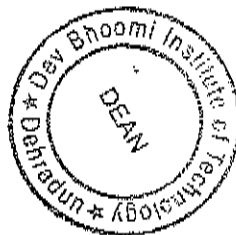
Schedule of the Event

Event Title: GUEST LECTURE ON PROFESSIONAL BUSINESS COMMUNICATION

About the Event: Today's expert lecture on Professional Business Communication by Ms. Isha Sharma started with the key note address by Mr. Iqbal Singh (HOD) followed by lamp lighting ceremony by Ms. Isha Sharma and Mr. Aman Bansal, MD, DBIT.

In the lecture Ms. Isha Sharma made students understand the importance of Professional Business Communication and guided them about the various do's and don'ts about it.

Date, Time & Venue of Event: 13.04.2017, 11:00 am; Seminar Hall





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Glimpse of the Event





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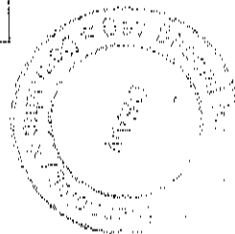
DEHRADUN, UTTARAKHAND

Department of Management

Event: Guest lecture on Professional business Communication

STUDENT ATTENDANCE

S.No	Name	Attendance
1	SANDEEP	Sandeep
2	SAUMYA JAIN	Saumya
3	HARIT PANDEY	A
4	SANTOSH KUMAR	Santosh
5	ABHAY KUMAR PANDEY	A
6	ABHINEET KUMAR	Abhinav
7	ABHISHEK KUMAR	A
8	ABID HAMID	Abid
9	AJAZ ALI BHAT	Ajaz
10	ANISARTH THAPA	A
11	ANKIT	Ankit
12	ARJUN KUMAR	Arjun
13	ARVENDRA RAWAT	Arvind
14	ASHISH PATHAK	Ashish
15	ATIKA SHARMA	Atika
16	BHAGYASHRI BORA	A
17	BILAL AHMAD BHAT	Bilal
18	DHARAM VEER	Dharam
19	DIVYANSHU SIGHAL	A
20	GAURAV SHARMA	Gaurav
21	GITESH KUMAR CHAUDHARY	A
22	HIMANSHU MAJILA	Himanshu
23	IRFAN AHAMAD GANIE	Irfan

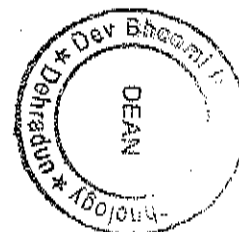




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24	JITENDRA NATH	Jitendra
25	JUHI SINGH	Juhi
26	KANCHAN SUYAL	A
27	KSHIPRA DHIMAN	Kshipra
28	LOKESH KUMAR	A
29	MANOJ KOTHARI	Manoj
30	MEGHA DABRAL	MEGHA
31	MUKESH YADAV	A
32	NATISHA CHAUDHARY	Natisha
33	NAVJOT KAUR SIDHU	A
34	NILESH CHAUHAN	Nilesh
35	NISHANT	Nishant
36	PANKAJ RAWAT	A
37	PANKAJ SINGH	Pankaj
38	PEERZADA MAHRAJ U DIN SHAH	A
39	PRATIBHA NEGI	Pratibha
40	PRAK KULYAL	A
41	PRIYA DUTT SHARMA	Priyadutta Sharma
42	PRIYA KAINTURA	A
43	PRIYA TOMAR	Priya
44	RAJ SINGH	A
45	RAJAT JOSHI	Rajat
46	RAJINDER SINGH	Rajinder
47	RISHABH GUPTA	Rishabh
48	SACHIN KUMAR DWIVEDI	Sachin
49	SAURAV RAYAL	Saurav
50	SHEIKH AADIL SAHIB	A
51	SHIVAM JOSHI	Shivam
52	SHUBHAM CHAUDHARY	Shubham





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53	SUBHASH THAPLIYAL	Subhash
54	SUPRIYA KUSHWAHA	Supriya
55	TANVEER MUZAFFAR	A
56	UJALA JOSHI	A
57	VIKASH RATURI	V. Kash
58	VIKASH SHARMA	Vikash Sharma
59	YUJVENDER JANGHU	A
60	ABHISHEK KUMAR	A
61	AJAY PAL SINGH	Ajay pal Singh
62	AJAY SINGH	A
63	AMIT KUMAR SHUKLA	A
64	ANAND VIJAY JHA	Anand
65	ANKIT MEHTA	Ankit mehta
66	ANSMUL GUPTA	A
67	ANUPRIYA SINGH	A
68	ASHWANI AGARWAL	Ashwani
69	AYUSH SINGHAL	Ayush
70	AZAD KUMAR	Azad
71	DEEPAK BISHT	A
72	GAJENDRA SINGH	Gajendra
73	GAUTAM KUMAR	A
74	HARIT PANDEY	Harit
75	HIMANSHU SINGH	A
76	IRFAN KHAN	Irfan
77	ITEE HAZARI	A
78	JAGAN SUBEDI	Jagan
79	JITENDRA DHAPOLA	A
80	JYOTI SEMWAL	Jyoti
81	KAMAL KANT JOSHI	Kamal

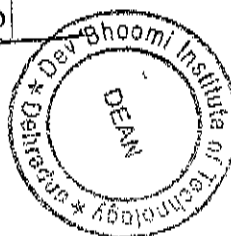




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Department of Management

82	KISHORE SHARMA	
83	KM POOJA	Pooja
84	KRISHNA PRASAD YADAV	A
85	KRITIKA AGRAWAL	Kritika
86	KUNAL	A
87	LALIT MOHAN UPADHYAY	Lalit
88	MADHU VERMA	A
89	MANEESHI HARBOLA	Manesh
90	MEGHA THAKUR	A
91	MOHAMMAD ASHRAF MALIK	A
92	NARENDER	Narender
93	NEHA THAPA	A
94	NIHARIKA KESTWAL	A
95	PRASHANT UPRETI	Prashant
96	PRAVEEN BISHT	Praveen
97	RAVI KUMAR	A
98	RISHIKESH RAJ	Rishikesh
99	ROHIT CHAUDHARY	Rohit
100	ROHIT KUMAR DHAPOLA	A
101	ROSEY AKANKSHA	A
102	ROWIN PRASAD JAISAWAL	Rowin
103	SAMEER AHMAD DAR	A
104	SANTOSH KUMAR	Santosh Kumar
105	SAROJ KUMAR	A
106	SATYAM	A
107	SAUMYA VERMA	Saumya
108	SHANKY SINGH	A
109	SMITA PANDEY	Smita
110	SOMA VERMA	Soma





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Department of Management

111	SUNIL KUMAR	Sunil
112	SUNIL PANDEY	Sunil
113	SURESH RATHORE	Suresh
114	SWATI SINGHAL	A
115	VAIBHAV THAPLIYAL	Vaibhav
116	VINAY TYAGI	Vinay
117	VIPUL KUMAR	A
118	YOGESH GANGWAR	Yogesh





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EVENT FEEDBACK FORM

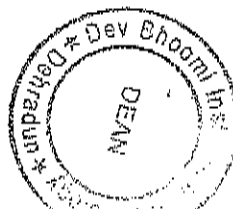
Your feedback is critical for us to ensure we are meeting your educational needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better.

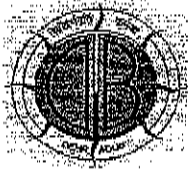
Please return this form to the instructor or organizer at the end of the workshop.

Workshop title: *Workshop on Professional Business Communication*
 Date: *17- Mar- 17*
 Instructor/s:

SNO		1	2	3	4	5
01	Has all the workshop covered all the contents announced?				✓	
02	Have you gained any interest in the topic and to practice later?				✓	
03	Are the trainers clarified all your doubts and queries?				✓	
04	Is the information presented, questions asked and quiz conducted useful to get clarity?				✓	
05	Are the trainers will organized and planned for the session?				✓	
06	Do you feel confident in what you have learned and to apply it where needed?				✓	
07	Are the trainers delivered the content with great passion and expertise?				✓	
08	Are you interested in any future knowledge sharing sessions from the team?				✓	
09	Given the topic, was this workshop: <input checked="" type="checkbox"/> a. Too short <input checked="" type="checkbox"/> b. Right length <input type="checkbox"/> c. Too long					
10	In your opinion, was this workshop: <input checked="" type="checkbox"/> a. Introductory <input checked="" type="checkbox"/> b. Intermediate <input type="checkbox"/> c. Advanced					
11	Please rate the following: a. Visuals b. Acoustics c. Meeting space d. Handouts e. The program overall					✓
12	What did you most appreciate/enjoy/think was best about the course? Any suggestions for improvement?					
Total						

Comment (If Any)





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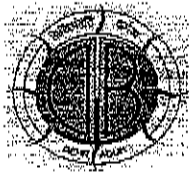
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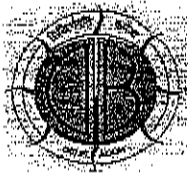
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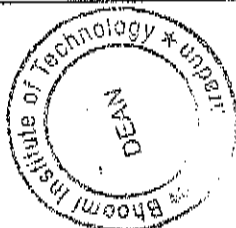
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06	Do you feel confident in what you have learned and to apply it where needed?			✓		
07	Are the trainers delivered the content with great passion and expertise?			✓		
08	Are you interested in any future knowledge sharing sessions from the team?			✓		
09	Given the topic, was this workshop: <input checked="" type="checkbox"/> a. Too short <input checked="" type="checkbox"/> b. Right length <input type="checkbox"/> c. Too long					
10	In your opinion, was this workshop: <input checked="" type="checkbox"/> a. Introductory <input checked="" type="checkbox"/> b. Intermediate <input type="checkbox"/> c. Advanced					
11	Please rate the following: a. Visuals b. Acoustics c. Meeting space d. Handouts e. The program overall			///	///	///
12	What did you most appreciate/enjoy/think was best about the course? Any suggestions for improvement?					
Total						

Comment (If Any)

