



# Baldwin Methodist College

(Affiliated to Bangalore University - Recognised by Govt. of Karnataka, India.)

9<sup>th</sup> September 2017

## CIRCULAR

This is to inform that there will be a Seminar conducted on 11<sup>th</sup> September 2017 regarding "Tax Awareness". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 1 pm.

  
B.COM, HOD

  
BBA, HOD

  
BCA, HOD

  
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Baldwin Methodist College  
Bangalore-560 025





**Baldwin Methodist College**

(Affiliated to Bangalore University Recognised by Govt. of Karnataka, India.)



**Baldwin Methodist College**

#14, Hosur Rd, Richmond Town, Bengaluru, Karnataka 560025

SEMINAR ON  
**SOFT SKILLS**

**TOPIC**  
**TAX AWARENESS**

Speaker  
**MR.Mansoor Ahmed**



September 11th, 2017  
01:00 Pm - 02:30 Pm



**SEMINAR HALL**



  
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## Profile of the speaker:

**Mr. Mansoor Ahmed**, Head of Department for BBA at Baldwin Methodist College with a total working experience of 13 years in the field of Commerce and Management. He is a prominent speaker in the field of Taxation and delivered various knowledge oriented seminars on Accounting & Taxation.

## Participants:

65 students have participated in the workshop.

## Content presented:

“TAX AWARENESS programme presented by Mr. Mansoor Ahmed on September 11 2017”.

Definition of Tax:

**“Tax is an obligatory contribution (Financial charge) from the Person (individual, company, firm, and others) to the government to meet the expenses incurred in the common interest of Society.”**

“Tax is imposition financial charge which levied upon a taxpayer by Government authorities for benefit of people in the country”

## Basics of Taxation

Taxation plays a prominent role in the economic development of any country. Taxation is a system through which government raises or collect revenue from Public. Governments use these revenues for the welfare of society in various forms like paying salaries of soldiers and police, Construction of dams and roads, to operate schools and hospitals, to provide food to the poor and also medical services, and for other purposes. Without taxes, any government could not exist. Taxation can redistribute a higher class society’s wealth by imposing taxes on them in order to maintain equality in society.



  
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## Characteristics of Tax:

1. It is a contribution for the benefit of society.
2. It is a personal responsibility.
3. A tax is paid out of the total income of the taxpayer.
4. A tax requires legal sanction.

## **Taxation structure (Indian Perspective)**

There are mainly two directions of taxes

1. Direct Tax
2. Indirect Tax

**Direct Tax:** "It is the tax, which is paid directly by the public to the government"

"The tax whose burden directly falls on the taxpayers or it is paid directly by a taxpayer to the respective authority." It cannot be shifted to others. E.g. Income tax.

**Indirect Tax:** "It is the tax, which is paid indirectly by people to the government."

The burdens of tax indirectly fall on the ultimate consumer are called as Indirect Tax. E.g. Service Tax, These are the taxes that can't be seen by ultimate consumers.

Generally, Direct tax is again divided into the following types:

- a) Income tax- As the name suggests itself it is a tax on the total income of the taxpayer.
- b) Wealth Tax- It is charged on the net wealth of the assessee

Generally, Indirect tax is again divided into the following types:

- a) Central Excise Duty- Excise duty is levied on production or manufacture of goods.



  
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b) Custom Duty- Custom duty is a duty which is levied by Central Govt. on import of goods and export of goods from India.

c) Service tax- It is a tax levied on taxable services. Generally, service provider pays tax and recovers from the consumer from the recipient of taxable service.

d) Value Added Tax (VAT) VAT is a tax on the sale of goods within the states only. It is a multi-stage tax, it is paid by the manufacturer, wholesaler, retailers and finally, it is transferred on consumer.

Basic terms in taxation

## Assessee-

In simple words, assessee means a Person by whom any tax or any other sum of money is payable is called assessee. E.g. Mr. Shyam is liable to pay income tax so he is assessee. So any person who is liable to pay tax or any sum of money under the Income Tax Act is called assessee.

## Assessment year-

Assessment year means the period of twelve months starting on 1st April every year and ending on 31st March of the next year. E.g. The assessment year 2014-15 will start from 1st April 2014 then period of 12 months and it ends on 31st March 2015.


## Previous year-

It is the financial year immediately preceding the assessment year. In simple words, the year in which income is earned is known as the previous year. E.g. If any person earns income let's say 2012 this is the previous year and it is taxable in next year i.e. A.Y. 2013.

## Income-

The definition of income includes profits and gains from business, any winnings from lotteries, crossword puzzles, races and other, income received from dividends, capital gain



  
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from transfer of capital assets, any voluntary contributions received by a trust or scientific research association.

## Person-

The definition of a person is in an inclusive manner.it includes-

- An Individual. e.g. Mr. Aakash
- HUF (Hindu Undivided Family).
- Company. E.g. ABC Pvt. Ltd.
- Partnership firm. E.g. M/S A and associates.
- An association of persons (AOP) or a Body of Individuals (BOI).
- Local Authority. E.g. Municipal Corporation.
- Every Artificial Juridical person not falling within any of the above categories. Pune University.

## Gross Total Income –

Total of five heads i.e. aggregate of Income from Salaries, Income from House Property, Profits and Gains from Business or Profession, income from Capital Gains, Income from Other Sources.

## Total Income-

Gross total income less (minus) permissible deduction under section 80 to 80 U.

## Outcome of the event:

1. Students developed awareness about various types of taxes.
2. Students learnt how to be responsible citizens of the country by paying prompt taxes.
3. It helped students to become aware about various tax rates.



  
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## Certificate



  
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## List of students who participated:

### III BCOM 2015

Sl.no	Name of the student	Present/absent
1	SRUDHI AMRUTHA A	P
2	ABDUL ASIF	P
3	AISHWARYA S	P
4	AJAY RAMACHANDRA	P
5	AJITH K	P
6	AKASH D B	P
7	AKSHAY K	P
8	ALIYA BANU	P
9	ANNIE ANGELINA R	P
10	ANTHONY CHARLES I	P
11	ANUSHA S	P
12	ARSHAD SHARIEFF	P
13	ASHWIN JENITHRAJ A	P
14	BHARATH P	P
15	BOBBY K RAJPUROHIT	P
16	CHAITRA V	P
17	CHARLES WILLIAM I	P



  
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18	CLINTON A	P
19	DENNIS SAHAYAM C	P
20	DINESH KUMAR K S	P
21	DINESH S	P
22	DIWAKAR SINGH YADAV	P
23	DURGASHREE V	P
24	EZAKIEL FRANCIS R	P
25	FAHAD AHMED	P
26	FARDEEN S	P
27	FATHIMA NAAZ	P
<b><u>III BBA 2015 :</u></b>		
28	AJITH KUMAR MK	P
29	AKSHAY S	P
30	BHASKAR REDDY A	P
31	C MOHAMMED FAHAD	P
32	CHANDAN M	P
33	FAZAL UR REHMAN	P
34	GLENN K SUNNY	P
35	HESHAM HAMZA AL HUSSAIN	P



  
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36	JASHAN VARMA	P
37	JOHN NOBLE	P
38	JONATHAN AARON	P
39	KARTHIK R	P
40	KEVIN FRANK	P
41	KHOGEN PAWE	P
42	LITESH S	P
43	MAHENDRA K	P
44	MOHAMMED DANISH HUSSAIN	P
45	MOHAMMED HIDAYATHULLA	P
46	MOHAMMED IBRAHIM	P
47	MOHAMMED MAAZ KHAN J	P
48	MOIN KHAN	P
49	NISHANT KUMAR	P
50	PARI LAISHRAM	P
<b><u>III BCA 2015:</u></b>		
51	ARUN C GEORGE	P
52	ASHA RANI	P
53	ASHWINI R	P



  
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54	BIANCA JAYARAJ	P
55	CHANDRA SHEKAR V	P
56	DANIEL S	P
57	DEEPAK XAVIER RAJ H	P
58	DURIYATHIRTHAN V	P
59	J LEO CLINTON	P
60	JAVARIYA KHATOON R	P
61	JITAN B	P
62	KEVIN ROY C	P
63	MADHU KUMAR S K	P
64	MERVYN M	P
65	MIDHULAN S	P



  
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3<sup>rd</sup> January 2018

## CIRCULAR

This is to inform that there will be a Seminar conducted at seminar hall on 4<sup>th</sup> January 2018 regarding "Personality Development". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 11 am.

B.R.  
B.COM, HOD

J.M.  
BBA, HOD

M.D.  
BCA, HOD

  
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## Baldwin Methodist College

#14, Hosur Rd, Richmond Town, Bengaluru, Karnataka 560025

### SEMINAR ON SOFT SKILLS

# PERSONALITY DEVELOPMENT

Speaker

**MR.IMROZUDDIN**



January 4th, 2018  
11:00 Am - 12:30 Pm



**SEMINAR HALL**



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## Speaker's profile:

**Dr. Mohammed Imrozudin** did his MBA from New College Institute of Management Studies, Chennai in 2001. He has 15 years of rich teaching experience and 7 years of research experience. He's doctorate from Sri Krishnadevaraya University, Annatapur, Andhra Pradesh on the topic "Marketing Practices of Leather Industry".

He has published many articles and presented many papers. He has participated in many FDP Programmes. He is the recipient of the "Environmentalist of the year 2012 award from NESAC (National Environmental Science Academy) New Delhi.

He has co-authored 2 books – business communication and other for tension management.

His hobbies are playing cricket, singing and reading.

## Participants:

143 students had participated in the workshop.

A workshop was conducted on Personality Development by Mr.Imrozuddin on January 4<sup>th</sup> 2018

## Content presented:

### Personality development:

Personality development encompasses the dynamic construction and deconstruction of integrative characteristics that distinguishes an individual in terms of interpersonal behavioral traits. Personality development is ever changing and subject to contextual factors and life altering experiences.

### **Why is Personality Important?**

A good personality will help you grab people's attention. You will be tagged interesting, giving you a competitive edge in life. Top-tier institutions value the weight of personality more than any other factor.



  
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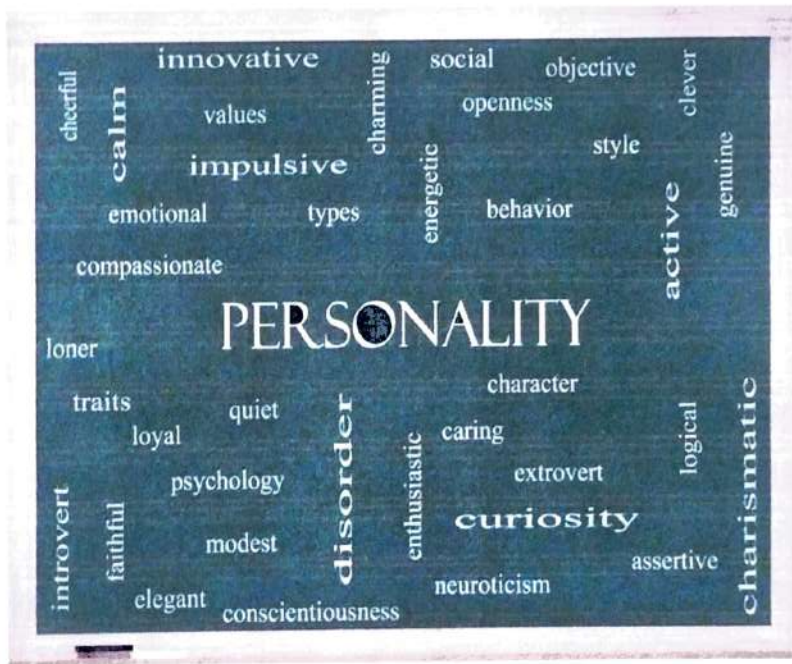
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Having a bright personality will help you progress in your professional and social life.

## Characteristics of Personality:

Before we move on to the best practices to build a good personality, here are a few things you need to know about the characteristics of a personality.

Personality varies from person to person and is highly influenced by the social interactions a person comes across in his/her life. It is built over many years and not something that can be molded without effort. A person's personality talks a lot about and displays multiple expressions, thoughts, feelings, and close relationships.




## Factors determining the personality of an individual:

Many **factors** determine an individual's personality. Some of these factors are:

- **Environmental factors:** The culture a person is raised in, his/her family values, social groups, and traditions are the major contributors to a person's character. This factor has a significant impact on how a person perceives things and people.



  
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- **Situational factors:** Extreme situations might cause a person to behave differently and add a new dimension to their personality. Every problem a person comes across provides them with an opportunity to learn and grow. These situations impact a person's way of thinking and change their working styles, which gradually affects their personality.
- **Inheritance:** Genetic studies have shown that the majority of personality traits are inherited. Don't be surprised if you find yourself or your way of thinking very similar to your parents/grandparents.
- **Identification factor:** This influences a person's personality when he/she tries to identify themselves to their role model and start behaving accordingly. This factor is prominent among Gen Z; when obsessed over a particular TV Show character or a celebrity, or any specific influencer, they carefully observe them. They are subconsciously being influenced by them and try to integrate their traits with their existing personality.



## Personality Development

Personality Development involves building capabilities, nurturing your skills and enhancing your talents. It is equally important to work on your weaknesses to transform them into strengths. Weakness is also an opportunity to grow and make yourself a better version of yourself.

Personality Development is the process undertaken by a person to create a unique personality. It is the journey of building a highly influenced character by experiences encountered by the



  
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person. Social, financial, and environmental factors play a significant role in personality development.

## **Importance of Personality Development**

You now know why and how a good personality is essential. Before we move on to developing a good personality, let us discuss the importance of personality development.

Here are a few reasons why personality development is essential.

- Personality Development allows you to discover your true potential and capabilities. With a good personality, you will understand yourself better and look at things with an open mind, helping you grow in your personal and professional life.
- It helps you in communicating precisely and put forward your views in the right way.
- Assist in building your own identity. Having a unique personality is accompanied by several pros.
- It empowers you to make well-thought and intelligent decisions.
- Personality Development helps in building confidence which is the most important that will help any person in winning.

## **Outcome of the event:**

- It gave a clear idea of personality development.
- Helped students in understanding the importance of personality development.
- Helped students in understanding how to overcome negativity and build confidence.



  
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Photos:



*[Handwritten Signature]*  
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## Certificate



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# CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT MR MRS \_\_\_\_\_ HAS  
PARTICIPATED IN A SEMINAR TITLED "PERSONALITY DEVELOPMENT" ON  
4TH JANUARY 2018 AT BALDWIN METHODIST COLLEGE.



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**List of the students who participated:**

**III BCOM 2016 :**

Sl no	Name of the students	Present/absent
1.	ANITHA DAS	P
2.	ANTHONY STALIN J	P
3.	ANTONY RAJ	P
4.	ANUSHA R	P
5.	AQUIB BA	P
6.	ARJUN RAO G	P
7.	ARSLAN AHMED	P
8.	ARUN S	P
9.	ARVIND A	P
10.	ASIF SHARIEFF M	P
11.	ASIMULLA KHAN M	P
12.	ASPRIN A	P
13.	AYESHA NAAZ	P
14.	BHAVESH R	P
15.	DAVID JOHNSON	P
16.	DHANUSH KUMAR S	P
17.	DILIP M	P



  
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18.	DINESH CHOUDHARY	P
19.	DIVYA S	P
20.	DIVYA S	P
21.	DIWAKAR L	P
<b>II BCOM 2017:</b>		
22.	A HARDIN ASCANIUS	P
23.	ABDUL AZHARUDDIN	P
24.	ABDUL HANNAN R	P
25.	ABDUL HASEEB	P
26.	ABISHEK P	P
27.	AFREEN KHAN	P
28.	AFRIDI KHAN S	P
29.	AJAY GURUNG	P
30.	AKASH	P
31.	AKASH S	P
32.	ALAMDAR HUSSAIN	P
33.	ALEX BERNARD D	P
34.	ANDREWS V J	P
35.	ANOOP ANTO	P
36.	ANTHONYJONATHAN S R	P



  
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37.	ANURAG KUMAR N	P
38.	ARBAZ AHMED	P
39.	ARBAZ KHAN	P
40.	ARJUN D	P
41.	BHARATH S	P
42.	C YESHWANTH	P
43.	CATHERIN SOWMYA I	P
44.	CLEMENT BERNARD	P
<b>I BCOM 2018:</b>		
45.	AJITH KUMAR P	P
46.	ALWYN CHRISTOPHER S	P
47.	AMOGHA VARSHINI P	P
48.	ANU A	P
49.	ARFATH SHARIEFF	P
50.	ARUN KUMAR R	P
51.	AUGUSTIN DAVID	P
52.	AUSTIN LEPCHA	P
53.	AZEEZ KHAN M A	P
54.	BENJAMIN ALLEN M	P
55.	CALVIN PRABHU	P



  
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56.	CATHERINE REBEKA I	P
57.	CHANDAN R	P
58.	CHRIST HARRIES E	P
59.	CHRISTY RAHUL	P
60.	CLINTON S	P
61.	CONRAD ANTONY MURIEL	P
62.	DANISH AHMED	P
63.	DHAMODHRARAN R	P
<b>II BBA 2016:</b>		
64.	AMEENA SADIYA	P
65.	AMISHA THUKRAL	P
66.	ANURAG KUMAR	P
67.	ARBAZ KHAN	P
68.	ARBAZ PASHA	P
69.	ARSHAD PASHA	P
70.	BENIL SAHAYADHAS	P
71.	BIBI RUKHAIYA	P
72.	DAWOOD YASEEN SHARIFF	P
73.	DOLLY KUMARI	P



  
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74.	FATHIMA HUSNA	P
75.	GOUHAR FATHIMA	P
<b>II BBA 2017:</b>		
76.	AARON KENT	P
77.	AKASH NOEL J	P
78.	ARCHANA S NAIR	P
79.	ASFIYA ELAHIN	P
80.	AVINASH G	P
81.	BILAL HYDER CHOUDHARY	P
82.	KENNETH DAVID	P
83.	M SHAIK AZAM E DASTAGIR	P
84.	MELISHA DSOUZA	P
85.	MOHAMMED BILAL S	P
86.	MOHAMMED HUSSAIN FARAZ	P
<b>I BBA 2018:</b>		
87.	ALI NADER AHMED ALI YOUSUF	P
88.	ARVIND KUMAR R	P
89.	AZHAR KHAN	P



  
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90.	BENEDICT ROHIT T	P
91.	BHARGAVA N	P
92.	CLINTON ANTICKRAJ	P
93.	DANIEL BEVAN S	P
94.	E JAGADEESH	P
95.	FARAAZ AHMED S	P
96.	GAURAV G DESHPANDE	P
97.	GAVIN R	P
98.	H S HRITHIK NAG	P
99.	INAYAT ALI SAYAD RIZVI	P
100.	J SUDINA	P
101.	KAMRAN HAIDER M	P
102.	KASHIF AHMED M	P
103.	LAYA NEELESH K	P
104.	MULLAS	P
<b>III BCA 2016 :</b>		
105.	MARY MAGDALENE A	P
106.	MOHAMED FAISAL S	P
107.	MOHAMMED MUSTAFA	P



  
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108.	MOHAN LAL K	P
109.	MUHAMMED JAMSHEED C	P
110.	NINGLAN CHAMROY	P
111.	P CYRIL SANJAY	P
112.	PAVITRA KIRTHI B	P
113.	RAHUL P	P
114.	RUMANA RAFIQ M	P
115.	SACHIN S	P
116.	SAMSON DAVIS A	P
117.	SUBRINA ANN CHAPMAN	P
118.	VASANTH J	P
<b>II BCA 2017:</b>		
119.	HIDAYATHULLA N	P
120.	HRANGLIANMAWII SINGSON	P
121.	ILAYARASAN R	P
122.	JAYANT JANGIR	P
123.	JEEVITH RAJ	P
124.	JOSHUA DANIEL N	P
125.	KALANDARI KHANUM S	P
126.	LALCHHAWNMAWI MANLUN	P



  
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127.	MOHAMMAD FAISAL KHAN	P
128.	MOHAMMED MASOOD AHMED	P
129.	MOHIUDDIN AHMED	P
130.	MURALIDHARAN S	P
131.	MUSKAAN S K	P
132.	NEELAVENI S	P
133.	NIRMAL KUMAR S	P
<b><u>III BCA 2018:</u></b>		
134.	ABHISHEK J	P
135.	ABRAHAM RAJ	P
136.	AJAY KUMAR A	P
137.	DARSHAN K J	P
138.	DEEPTHI A GHODKE	P
139.	FARZAN KHAN	P
140.	JAGADESHWARI S	P
141.	JOHN WILLIAM E	P
142.	JUSEL JUSTIN	P
143.	K SANTHOSH KUMAR	P



  
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22<sup>nd</sup> August 2017


## CIRCULAR

This is to inform that there will be CULTURAL FEST celebrated for the students of BCA, BBA & B.COM in the month of August. Students who are interested in participating are requested to give their names to their respective class teachers.

Below are the listed events.

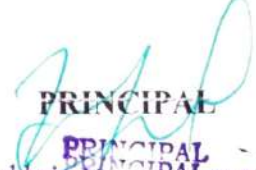
1. Food fest – 24<sup>th</sup> August 2017.
2. Rangoli -25<sup>th</sup> August 2017.
3. Painting -28<sup>th</sup> August 2017.
4. Ethnic day -30<sup>th</sup> August 2017.

  
B.COM, HOD

  
BBA, HOD

  
BCA, HOD



  
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Bangalore-560 027





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# Baldwin Methodist College

#14, Hosur Rd, Richmond Town, Bengaluru, Karnataka 560025



## SEMINAR ON INFORMATION AND COMMUNICATION TECHNOLOGY

TOPIC :

# EXCEL

Presented by  
**Mr.Sulladmath**



11:00 AM  
TO  
12:30 PM



SEMINAR HALL



**23RD**  
**AUG**  
**2017**

### Speaker Profile



*[Signature]*  
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The presentation on Microsoft EXCEL was given by Mr.SULLADMATH Managing Director, Business Fundamental Consulting Pvt Ltd. He has delivered many seminars across the state for various professional institutions to impart knowledge on various Microsoft portals.

Business fundamental was set up in 2007 by a HR Professional who has passion for human resources and career development. It provides advanced level training program for students of different streams with regard to Microsoft Excel.

## **Participants:**

100 students have participated in the seminar.

## **Content presented:**

**A seminar was conducted by MS EXCEL by Mr. Sulladmata on August 23<sup>rd</sup> 2017**

## **EXCEL**

Why a Spreadsheet?

- A spreadsheet is the computer equivalent of a paper ledger sheet. It consists of a grid made from columns and rows.

## **Introduction to Microsoft Excel**

There are numbers of spreadsheet programs but from all of them, Excel is most widely used. People have been using it for last 30 years and throughout these years, it has been upgraded with more and more features. The best part about Excel is, it can apply to many business tasks, including statistics, finance, data management, forecasting, analysis, inventory, billing, and business intelligence.



  
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Microsoft Excel


Excel V

Following are the few things which it can do for you

- Number Crunching
- Charts and Graphs
- Store and Import Data
- Manipulating Text
- Templates Dashboards
- Automation of Tasks
- And Much More

Three most important components of Excel is which you need to understand first

- Cell:
- Worksheet
- Workbook
- Active Cell
- Columns
- Rows
- Fill Handle
- Address Bar
- Formula Bar
- Title Bar:
- File Menu

  
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- Quick Access Toolbar:
- Ribbon Tab:
- Worksheet Tab:
- Status Bar:

## Functions

1. **SUM**: It returns the sum of numeric values in a cell. You can refer to the cells where you have values or simply insert the values into the function.
2. **COUNT**: It returns the count of numeric values in a cell. You can refer to the cells where you have values or simply insert the values into the function.
3. **AVERAGE**: It returns the average of numeric values in a cell. You can refer to the cells where you have values or simply insert the values into the function.
4. **TIME**: It returns a valid time serial number as per Excel's time format. You need to specify hours, minutes and seconds.
5. **DATE**: It returns a valid date serial number as per Excel's time format. You need to specify day, month and year.
6. **LEFT**: This function extracts specific characters from the cell/string starting from the left (start). You need to specify the text and number of characters to extract.
7. **RIGHT**: This function extracts specific characters from the cell/string starting from the right (last). You need to specify the text and number of characters to extract.
8. **VLOOKUP**: It looks up for a value in a column and can return that value or a value from the correspondent columns using same row number.
9. **IF**: This function returns a value when the specific condition is TRUE and returns an other values it condition is FALSE.
10. **NOW**: It returns the current date and time in the cell where you insert it using your system's settings.



  
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## Outcome of the event:

- It enhanced the students in computer skills.
- Helped students in understanding how to prepare Excel sheet for various personal and professional purposes.
- Importing and exporting data from Excel.



  
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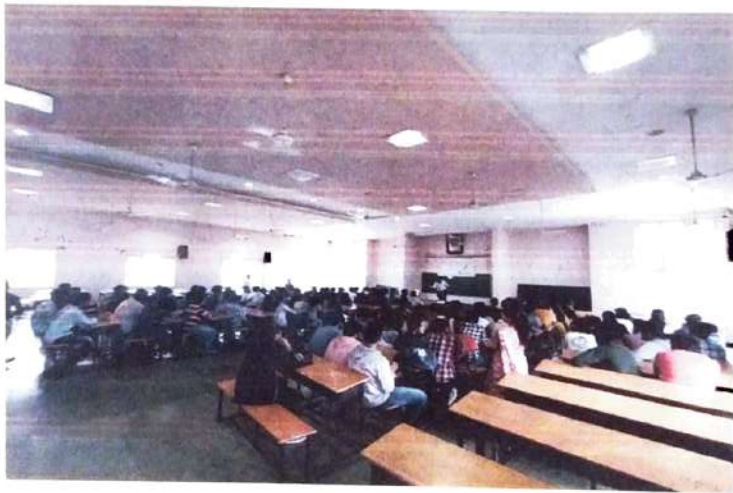




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## Photos



  
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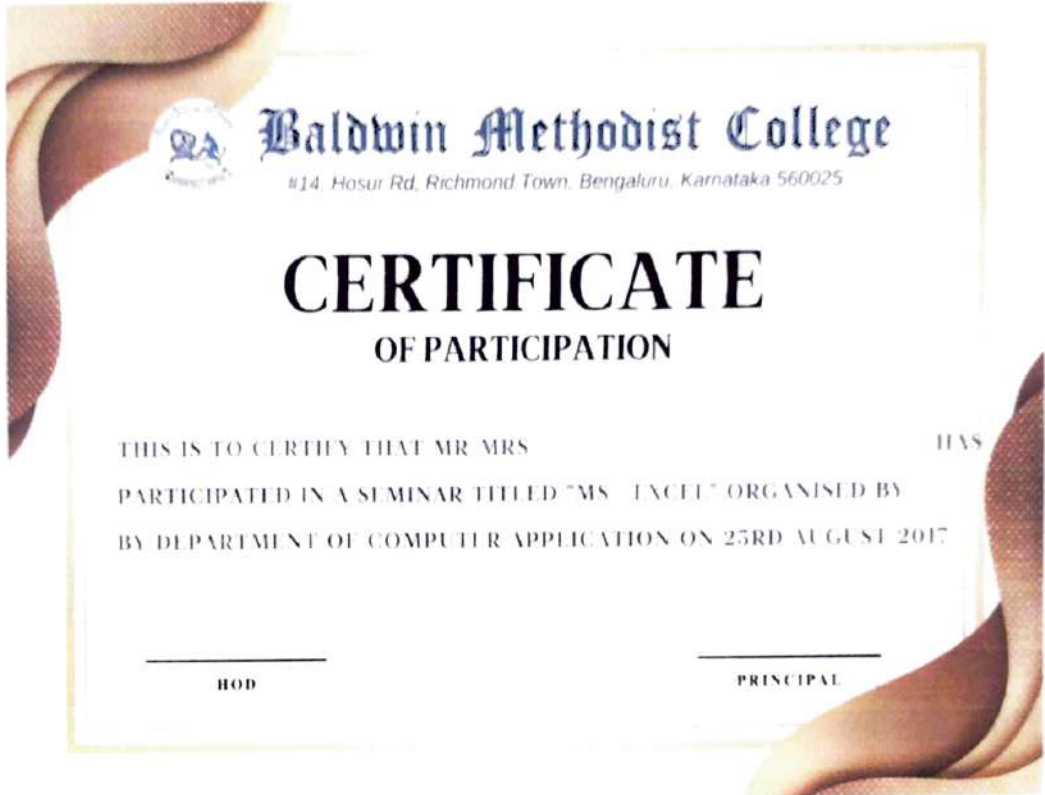




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## Certificate



  
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Students present for the seminar:

## III BCA 2015:

Sl.No	Name of the student	Present/absent
1.	DEEPAK XAVIER RAJ H	P
2.	DURIYATHIRTHAN V	P
3.	J LEO CLINTON	P
4.	JAVARIYA KHATOON R	P
5.	JITAN B	P
6.	KEVIN ROY C	P
7.	MADHU KUMAR S K	P
8.	MERVYN M	P
9.	MIDHULAN S	P
10.	NOKLANG LONGKUMER	P
11.	PAUL	P
12.	POOJA RT	P
13.	PRASHANTH V	P
14.	QAISAR IRSHAD	P
15.	RACHEAL	P
16.	ROMEO F	P
17.	SARANYA R M	P



  
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18.	SHASHANK H K	P
19.	SHYAM W MAXIMILLIAN	P
20.	SINDHU L	P
21.	STALLAN J K	P
22.	TIPU ALIAS ABISHEK	P
<b><u>II BCA 2016:</u></b>		
23.	CALVIN KELIN F	P
24.	CHAYADEVI V	P
25.	CHRISTOPHER FRANCIS	P
26.	HARSHITH R	P
27.	K ARUN KUMAR	P
28.	KATHI CHANDRA SEKHAR	P
29.	LINCOLN M	P
30.	MANISHA	P
31.	MARY MAGDALENE A	P
32.	MOHAMED FAISAL S	P
33.	MOHAMMED MUSTAFA	P
34.	MOHAN LAL K	P
35.	MUHAMMED JAMSHEED C	P



  
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36.	NINGLAN CHAMROY	P
37.	P CYRIL SANJAY	P
38.	PAVITRA KIRTHI B	P
39.	RAHUL P	P
40.	RUMANA RAFIQ M	P
41.	SACHIN S	P
42.	SAMSON DAVIS A	P
43.	SUBRINA ANN CHAPMAN	P
44.	VASANTH J	P
45.	WILFRED P	P
<b>III BCOM 2015:</b>		
46.	PURUSHOTHAMAN S	P
47.	R G RAAHUL	P
48.	RAHUL BASAVARAJ WADI	P
49.	RICHARD KM	P
50.	S YASHWANATH	P
51.	SAADULLA S	P
52.	SABASTEEN ARVIN	P
53.	SAFIRA FATIN	P



  
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54.	SANDEEP V	P
55.	SHABNAM S	P
56.	SHAJA SHARMILA MARY J	P
57.	SHAMU H	P
58.	SHASHI KUMAR K	P
59.	SHASHIGOUTHAM	P
60.	SHEIK SALMAN	P
61.	SHYAM D R	P
62.	SOMANATHAN G	P
63.	SONALI SHIKHA SINGH	P
64.	SONJIT DAS	P
65.	STEPHEN A	P
66.	STEPHEN DOUGLAS KUMAR S	P
67.	STEPHEN RAJ D	P
68.	STEVE DANIEL E	P
69.	STEVEN RAJ P	P
70.	SUREYA KUMAR S	P
71.	SYED MAAZ	P
72.	SYED MOHSIN	P
73.	SYED MUSSAVEERULLA	P



  
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74.	SYED SAQLAIN	P
75.	TASMIYA S K	P
76.	VANDANA	P
<b>II BCOM 2016:</b>		
77.	HUMER PASHA	P
78.	IRFAN K	P
79.	JACOB JACKSON D	P
80.	JAYA PRAKASH J	P
81.	JUNAID KHAN	P
82.	KARTHIK S	P
83.	KAVYA R	P
84.	KOVILAMPATI VENKATA AMRUTHA	P
85.	L WENSCEL REETHU	P
86.	MADHU V	P
87.	MAHESH KUMAR R	P
88.	MANI P	P
89.	MARIA LEO M	P
90.	MARY HAMELIN	P
91.	MARY VERONICA J	P



  
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92.	MD USMAN GHANI	P
93.	MDASGAR PASHA	P
94.	MICHEAL PAUL T	P
95.	MOHAMMAD SUHAIL	P
<b><u>III BBA 2015:</u></b>		
96	FAZAL UR REHMAN	P
97	GLENN K SUNNY	P
98	HESHAM HAMZA AL HUSSAIN	P
99	JASHAN VARMA	P
100	JOHN NOBLE	P



  
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30-July-2018

CIRCULAR

This is to inform that there will be a Seminar conducted at seminar hall on 1<sup>st</sup> August 2018 regarding "Listening, Speaking, and Reading & Writing skills". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 10.30 am.

  
BCOM, HOD

  
BBA, HOD

  
BCA, HOD



  
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## Baldwin Methodist College

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Karnataka, 560025



## LANGUAGE

&

## COMMUNICATION SKILLS

SEMINAR ON

### LISTENING, SPEAKING, READING

&

### WRITING SKILLS



### *Speaker*

Mrs. Medini V. Prabhu



- AUGUST - 1st 2018

- 10:30 Am - 12:00 Pm



  
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## SPEAKER'S PROFILE:

Medini V. Prabhu Email : mediniprabhu@gmail.com

### **Professional Synopsis**

She is a linguist with good flair for writing, creative thinking and visualisation. Worked with Advertising agencies, Feature agency, Animation firm. Apart from creative writing, have insightful experience in interaction with clients and interviewing people in different fields. Also, a part of Textbook committee for Generic English course under Bangalore University and one of the authors of the book 'Spoken English for Corporate Jobs'. Presently I am working with Surana College (Autonomous) as a Head of the Department, English and Co-ordinator for BA-humanities Program.

### **Research & Paper Presentation**

- Paper presented & published on '**Constructing Linguistic Identity- Pidgin & Creole**' in one day National Seminar on Post-Colonial Debates-Nation, Race, Gender and Cultural Identity
- Presented paper on '**Video Games: Figment of Imagination**' in UGC sponsored national media symposium at JyothiNivas College, Autonomous.
- Attended & chaired session in National Seminar on **Contemporary Shakespeare: Culture, Language and Politics** in Kerala
- Paper presented & published on '**Visual Literacy In education**' in International seminar organised by SRM University, Chennai (ISBN 978-93-81992-74-6)
- Poster presentation on **New perspective on English Language Teaching – Verbal skills** at NAAC Sponsored National Conference on 'Quality initiatives in higher education'
- Written dissertation on 'Descriptive grammar of Kutchchi' as partial fulfilment of MA Research paper



  
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## Work Experience:

### Since June 2015 working with Surana College, Bangalore

- Teaching English Literature to Degree Students & General /Communicative English to BCA, BSC, BCOM, BBA students
- Mentor and Career Counsellor
- Coordinating the seven departments and students under the program of BA-Humanities

### Since September 2011 with Trinity Electrical Industries, As Purchase Manager

- Involved in Purchasing and administration in the company. The job focus was interaction with suppliers and managing material before deadline

### Since August 2010 with Nisarg Trust, Mumbai, Environment conservation organisation as a content Writer

- Involved in writing articles, reports, surveys for environment conservation and awareness, organising events for children and women
- Organizing/conducting workshops

### Since June 2009 with Astra advertising Agency, Mumbai, as a Copy Writer/ Visualizer

- Involved in creating writing, conceptualising and visualising for website for resorts, business portals, Business reports, Coffee table books, News Paper advertisements, Banners, Magazine designs, outdoor promotional activities, event management .

### Since June 2007 with Podar Animation Studio, as a translator/ writer

- Translated Short story in to English for the animation project
- Developed script for an animation project

### Since January 2004 with Ray Advertising agency, Pune as a copy writer

- Involved in writing for Newspaper and magazine adverts



  
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Since May 2002 with unique features, as a Trainee and reporter

- Involved in feature writing, travel writing, interviewing people .

## STUDENTS PRESENT

75 students have participated in the workshop.

## Content presented

“LANGUAGE AND COMMUNICATION SKILLS” (LSRW) by Mrs. Medini V Prabhu  
on 1<sup>st</sup> August 2018.

To learn language one must acquire 4 skills:

- Listening
- Speaking
- Reading
- Writing

## Types of listening:

- Discriminative Listening
- Comprehensive Listening
- Critical Listening
- Evaluative Listening
- Biased Listening
- Appreciative Listening

## How to improve Listening Skills:

- Listening to Audios / Audio books / Podcast / Talks etc.
- Listening / Watching Movies (with subtitle)
- Having Conversation
- Avoiding distractions and noise while listening
- Listening with concentration and focus.

## What is Speaking Skill?



  
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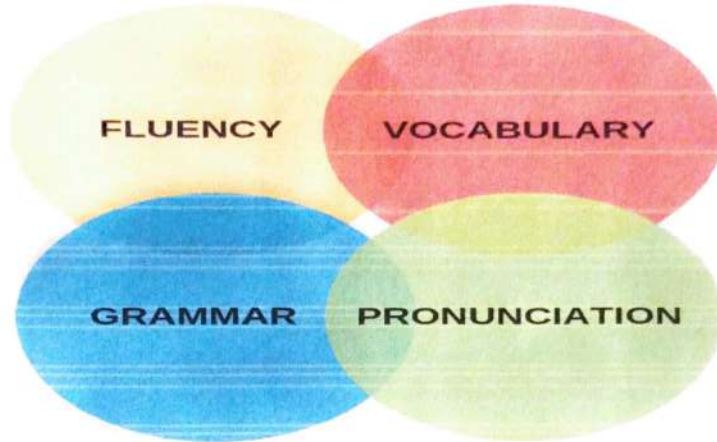
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- It is an art of communication that one should master.
- It is an act of generating words that should be understood by listeners.
- It is an ability to communicate effectively.

## ***The Four Speaking Skills.***



### **How to Improve Speaking Skills?**

- Practice whenever you can.
- Build Your confidence.
- Experiment with language.
- Respond to people and their suggestions positively.
- Try not to translate from your mother tongue.
- Don't be too fast.
- Try to relax when you speak.
- Be less hesitant and more confident to use English.
- Be polite in body language and in vocabulary.

### **Reading Skills**

- Reading is Dreaming with open eyes
- Types of Reading
- Skimming
- Scanning
- Intensive
- Extensive



  
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## Writing Skills:

Reading is like **Breathing in**

Writing is like **Breathing Out**

## What is Writing?

- It is an **Act** or an **Art** of forming letters or symbol on the readable surface:

Paper, wood, leaf, canvas, sand, stone, software etc.Or other material.

- For the purpose of recording the ideas, which symbols or any other visual sign; expresses or communicates to others.
- It is a Receptive Skill.

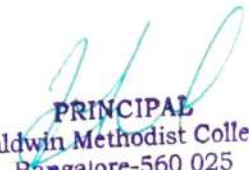
## How to Improve Writing Skills?

- Listen
- Speak
- Read (what you want to write about)
- Write everyday
- Diary or Blog
- Convey your Ideas Clearly.

## Outcome of the event:

1. It conveyed the students the importance of LSRW.
2. It helped the students how to improve their LSRW skills.
3. It emphasized on various types of LSRW skills.
4. It helped the students in preparing for interviews and how to tackle real life situations.



  
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**Photos**



*[Handwritten Signature]*  
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## Baldwin Methodist College

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# CERTIFICATE

## OF PARTICIPATION

THIS IS TO CERTIFY THAT MR MRS \_\_\_\_\_ HAS  
PARTICIPATED IN A SEMINAR TITLED "LISTENING, SPEAKING, READING  
AND WRITING SKILLS" ORGANISED BY THE DEPARTMENT OF LANGUAGE  
ON 1ST AUGUST 2018 AT AT BALDWIN METHODIST COLLEGE.

HOD

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Student attendance sheet :

III BBA 2016:

Sl.no	Name of the student	Present/absent
1.	JOHN PETER S	P
2.	KARTHIK KISHORE S	P
3.	LAKSHMI PRASAD H	P
4.	LAVANYA G	P
5.	LAVANYA S	P
6.	MADAN M	P
7.	MANISH KUMAR	P
8.	MANISH S	P
9.	MELLO CHERRY JONES A	P
10.	MIR FARHAN ABBAS	P
11.	MIR MEESAM RAZA	P
12.	MOHAMMED FAIZ	P
13.	MOHAMMED IBNAN MEHDI	P
14.	MOHAMMED MUAZ	P
15.	MOHAMMED SAQLAINULLA KHAN	P
16.	MOHAMMED TOUHEED	P



*[Signature]*  
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17.	MOHAMMED WAJAHATHULLA SHARIF	P
18.	MOHAMMED ZABIULLA	P
<b>II BBA 2017:</b>		
19.	RANJITH A	P
20.	RANJITH L	P
21.	RASHID SHARIF M H	P
22.	ROSHNI D	P
23.	SAIFUR RAHMAN SHAHI	P
24.	SARFARAZ AHMED KHAN	P
25.	SHAFI AHMED Y	P
26.	SHALOM PETER	P
27.	SHREE VIDHYA LAKSHMI	P
28.	SMITHA Y	P
29.	STEPHENNA J P	P
<b>III BCA 2016:</b>		
30.	CHAYADEVI V	P
31.	CHRISTOPHER FRANCIS	P
32.	HARSHITH R	P
33.	K ARUN KUMAR	P



  
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34.	KATHI CHANDRA SEKHAR	P
35.	LINCOLN M	P
36.	MANISHA	P
37.	MARY MAGDALENE A	P
38.	MOHAMED FAISAL S	P
39.	MOHAMMED MUSTAFA	P
<b>II BCA 2017:</b>		
40.	ABDUL AHAD DHINDA	P
41.	ANISHA R	P
42.	ARIYAN PASHA	P
43.	ASHWINI V	P
44.	DEEPIKA ELANGO VAN	P
45.	ECCLESHIA LIVINGSTONE J B	P
46.	GAYATHRI D	P
<b>III BCOM 2016:</b>		
47.	NISHANTH N	P
48.	NIVEDA R	P
49.	PARTHIBAN GR	P
50.	PAVAN RAJ T	P
51.	PRABHAKAR S	P



  
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52.	PRAJWAL C	P
53.	PRASHANTH S	P
54.	PRAVEEN I	P
55.	PRIYA	P
56.	R RAHUL	P
57.	RAGHAVENDRA R	P
58.	RAKESH B	P
59.	RASHMI R	P
60.	RONALD JERRY	P
61.	ROOPA SHRI K	P
62.	SAKIR HUSSAIN	P
63.	SALMAN PASHA	P
64.	SAMUEL SUNDER	P
65.	SANJAY TG	P
66.	SANJAY WILFRED J	P
67.	SANTHOSH S	P
68.	SANTHOSHKUMAR S	P
69.	SAUD AHMED	P
70.	SHABARISH M N	P
71.	SHAHRUKH KHAN	P
72.	SHARAN RAJ G	P
73.	SHARFUDDIN	P



  
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Nazdwin Methodist College  
Winnipeg, Manitoba, Canada



Received  
Nazdwin Methodist College  
Winnipeg, MB, Canada





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11<sup>th</sup> September 2018

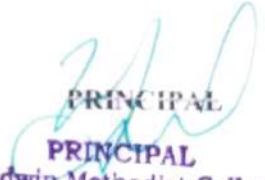
## CIRCULAR

This is to inform that there will be a Seminar conducted on 14<sup>th</sup> September 2018 regarding "Microsoft PowerPoint". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 11.30 am

B.R.  
B.COM, HOD

J. S. S.  
BBA, HOD

M. H. S.  
BCA, HOD

  
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## Baldwin Methodist College

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Karnataka, 560025

### INFORMATION & COMMUNICATION TECHNOLOGY

#### SEMINAR ON

#### MICROSOFT POWERPOINT

#### **Speaker**

Mr. MALLARADHYA



-SEPTEMBER 14th,  
2018



-11:30 Am - 12:30 Pm



  
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## **Speaker profile:**

Mr. Mallaradhya is a renowned speaker and has completed his MCA and KSET. He has got 12 years of teaching experience.

## **Participants:**

35 students have participated in the workshop.

## **Content presented:**

A workshop was conducted on Microsoft Power Point by Mr. Mallaradhya on 14<sup>th</sup> September 2018.

### Microsoft PowerPoint (PPT)

What Does Microsoft PowerPoint (PPT) Mean?

Microsoft PowerPoint is powerful presentation software developed by Microsoft. It is a standard component of the company's Microsoft Office suite software, and is bundled together with Word, Excel and other Office productivity tools.

The program uses slides to convey information rich in multimedia and is used to create complex business presentations, simple educational outlines and much more.

What Does PowerPoint Slideshow (PPT) Mean?

A PowerPoint slideshow (PPT) is a presentation created on software from Microsoft that allows users to add audio, visual and audio/visual features to a presentation. It is considered to be a multimedia technology and also acts as a tool for collaboration and content sharing. PowerPoint is included in Microsoft Office, making it one of the most well-known and widely used brands of presentation software. A PowerPoint slideshow is also known as a PowerPoint presentation.



  
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## What Exactly Is PowerPoint?



The Microsoft PowerPoint logo

PowerPoint is Microsoft's widely-used presentation or slideshow software. Millions of people use this powerful software in presentations in any setting, no matter how big or small the venue.

With PowerPoint, you can easily get your point across, and share your stories with your audience. Instead of verbally describing your product, you can simply show people an image of your product.


As the saying goes, a picture paints a thousand words. And with PowerPoint, you have the power to convey thousands of words with just a few slides in your slideshow!

In addition to being powerful presentation software, PowerPoint is also very versatile. You can use it to create many other types of files, such as posters, infographics, videos, PDF, and more.

## The Many Wonderful Uses of PowerPoint

Over the years, Microsoft has designed and tweaked PowerPoint to be more user-friendly and more intuitive. Its interface may not be as sleek and as pretty as more recent presentation software, but it does give you plenty of granular control over your presentation.



  
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Here are some popular uses of PowerPoint. Note that for best results, you'd need to follow some best presentation practices so you don't lose your audience's attention.

1. Use PowerPoint in lectures, seminars, business presentations, sales pitches, and similar activities.
2. Use PowerPoint to make tutorial slideshows and videos.
3. Use PowerPoint to make infographics, visual resumes, and other graphics.
4. Use PowerPoint to make photo slideshows.
5. Use PowerPoint in trade show booths and kiosks (self-running presentations).
6. Use PowerPoint in lectures, seminars, business presentations, sales pitches, and similar activities.

## Outcome of the event:

- It gave a clear idea of Microsoft Power Point Presentation..
- Helped students in understanding how to effectively create slides for various purposes like presentations, photo album making etc.
- Helped students in converting a boring presentation into an interesting presentation by adding slides and animation.



  
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Students present for the programme:

**III BCA 2016:**

Sl.no	Name of the student	Present/absent
1	MANISHA	P
2	MARY MAGDALENE A	P
3	MOHAMED FAISAL S	P
4	MOHAMMED MUSTAFA	P
5	MOHAN LAL K	P
6	MUHAMMED JAMSHEED C	P
7	NINGLAN CHAMROY	P
8	P CYRIL SANJAY	P
9	PAVITRA KIRTHI B	P
10	RAHUL P	P
11	RUMANA RAFIQ M	P
12	SACHIN S	P
<b><u>III BBA 2016:</u></b>		
13	AMEENA SADIYA	P
14	AMISHA THUKRAL	P
15	ANURAG KUMAR	P



  
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16	ARBAZ KHAN	P
17	ARBAZ PASHA	P
18	ARSHAD PASHA	P
19	BENIL SAHAYADHAS	P
20	BIBI RUKHAIYA	P
21	DAWOOD YASEEN SHARIFF	P
22	DOLLY KUMARI	P
<b><u>III BCOM 2016:</u></b>		
23	DIYA POLINE K	P
24	ESHWAR D	P
25	FAIZAN KHAN	P
26	GAGAN A	P
27	GANESH S	P
28	HARISH R	P
29	HARSHIYA BANU	P
30	HUMER PASHA	P
31	IRFAN K	P
32	JACOB JACKSON D	P
33	JAYA PRAKASH J	P



  
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34	JUNAHD KHAN	P
35	KARTHIK S	P



  
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## Certificate



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Karnataka, 560025

# CERTIFICATE

## OF PARTICIPATION

THIS IS TO CERTIFY THAT Mr/Ms \_\_\_\_\_ OF  
BALDWIN METHODIST COLLEGE HAS PARTICIPATED IN THE  
SEMINAR TITLED "MICROSOFT POWERPOINT" ORGANISED BY  
THE DEPARTMENT OF COMPUTERS ON SEPTEMBER 14TH 2018.



—————  
HEAD OF DEPARTMENT



—————  
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27<sup>th</sup> July 2022

## CIRCULAR


### An IQAC Initiative

This is to inform that there will be a Seminar conducted at seminar hall on 29<sup>th</sup> July 2022 regarding "Effective Communication for Corporate World". All the BCA, BBA, BCOM students are requested to assemble in the seminar hall at 11 am.

  
B.COM, HOD

  
BBA, HOD

  
BCA, HOD

  
IQAC CO-ORDINATOR  
IQAC Co-ordinator  
Baldwin Methodist College  
14, Hosur Road, Bengaluru-560025

  
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**Baldwin Methodist College**

#14, Hosur Rd, Richmond Town, Bengaluru, Karnataka 560025

An IQAC Initiative  
SEMINAR ON  
**LANGUAGE &  
COMMUNICATION SKILLS**

**TOPIC :**  
**EFFECTIVE COMMUNICATION  
FOR CORPORATE WORLD**

SPEAKER : ARCHANA . R

ON : 29TH JULY 2022

TIME - 11:00 AM - 12:30 PM

VENUE : SEMINAR HALL

**Dr. Joshua Samuel**  
Principal  
Baldwin Methodist College



  
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## **SPEAKER PROFILE:**

**Name: Archana R**

**Designation: Assistant Professor in English**

**College: St Francis de Sales College, Electronics City**

**Experience: 15 years**

- Written many research papers and published in ISBN and ISSN.
- Specialized in Indian English Writings
- Pursuing PhD from University of Mysore
- Worked as NAAC Coordinator and currently working as IQAC Coordinator.
- Avid reader and have co-authored a book titled 'Communication for Corporate Jobs' – a textbook for Open Elective students of Functional English for BU students.
- Have been working on the BU Generic English workbook under NEP – 2020.
- Interest in training students and preparing for interviews and corporate jobs.

## **Participants:**

75 students have participated in the seminar.

## **Content presented:**

**Seminar on “EFFECTIVE COMMUNICATION FOR CORPORATE WORLD” was conducted by Assistant Professor in English Mrs.Archana.R on 29<sup>th</sup> July 2022.**



  
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## COMMUNICATION:

- Transfer of information/ opinion/ ideas or thoughts.
- Exchange process.
- Medium - Spoken/ Written/ Signs - Verbal or Non-Verbal.
- Involves some message to be conveyed.
- Forums of Communication - Media or People
- Encoder - Decoder (Sender - Receiver)

## EFFECTIVE COMMUNICATION:

### Definition

“An **Effective Communication** is a process where **communication** takes place **between two or more people** and the intended **message** from the **sender** has reached the **receiver** effectively”.

## IMPORTANCE OF EFFECTIVE COMMUNICATION

- Efficiency in Management
- Coordination & Teamwork
- Decision making & Problem solving
- Strong Relationships - Good rapport
- Creativity and Innovation
- Productivity
- Leadership
- Success
- Builds Confidence



  
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## 7 C's of Effective Communication:



  
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## Photos



  
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## Certificate



  
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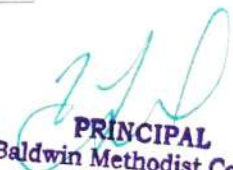
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Student Attendance sheet :

**III BCOM 2020:**

Sl.no	Name of the student	Present/absent
1.	ABRAHAM M	P
2.	AJAY NATARAJ	P
3.	AKSHAY M R	P
4.	ALAMDAR ALI	P
5.	ANDREW MARSHAL	P
6.	ANKIT DEV M	P
7.	ARCHANA K	P
8.	AVINASH LAWRENCE L	P
9.	AYUSH GIRI	P
10.	BABU P	P
11.	BALAJI J V	P
12.	BHARATH N	P
13.	DARSHAN T G	P
14.	DEEPAK K	P
15.	DHANUSH K	P



  
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16.	DILIP R	P
17.	FARAZ AHMED KHAN N	P
18.	GARREY SANFORD G	P
19.	HANFA KHANUM	P
<b><u>II BCOM 2021:</u></b>		
20.	KARTHIK P	P
21.	DHANUSH L	P
22.	SHIVARAJ M	P
23.	DEEPIKA S	P
24.	JANET J	P
25.	ASHWITHA S	P
26.	S SHREYA	P
27.	B S TEJAS	P
28.	DEENA DAYALAN U	P
29.	MOHAMMED ROUNAQ ALI	P
30.	VIGNESH VARMA K	P
31.	MANOJ BABU M S	P
32.	SHAAZAN BASHA	P



  
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33.	UDAY V	P
34.	SATISH K	P
35.	RECHAL T	P
36.	SEENU SATISH	P
37.	VARSHA S	P
38.	LAVANYA A	P
39.	LAKSHMI V	P
40.	SELCIYA K	P
<b><u>III BCA 2020:</u></b>		
41.	G CHIRANJEEVI	P
42.	GRACY VERONICA R	P
43.	JOHN S	P
44.	LUQMAN KHAN USMAN	P
45.	MOHAMMED FAHAD K	P
46.	ROBIN NELSON V	P
47.	SHASHANK V	P
48.	SHWETHA R	P
49.	SYED MOHAMMED ABBAS HUSSAIN	P



  
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50.	SYED MUJTABA PASHA	P
51.	V MD ADNAN	P
52.	VAMSHIKRISHNA YADAVALLI	P
53.	VISHWANATH S	P
<b><u>III BBA 2020:</u></b>		
54.	MD FUZAIL AHMED SURATHI	P
55.	MIR ABBAS HUSSAIN	P
56.	MIR FIDA HUSSAIN	P
57.	MIR MOHAMMED MEHDI RAZA	P
58.	MIRZA NAZEER HUSSAIN	P
59.	MOHAMMED FATEH BAAQRI	P
60.	MOHAMMED IBRAHIM	P
61.	MOHAMMED IDRIS	P
62.	MOHAMMED OMER ABDUL JALEEL	P
63.	MOHAMMED RAYYAN	P
64.	MOHAMMED RISWAN P	P
65.	MOHAMMED RIYAN	P
66.	NISHANTH MILLAN G	P



  
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67.	PAUL JOEL G	P
68.	PRAVEEN V	P
69.	RAHUL M	P
70.	S SATISH KUMAR	P
71.	SAIMA FIRDOUS	P
72.	SAJJAN M	P
73.	SAMAD ABBAS	P
74.	SAMIER SHARIF JAN	P
75.	SHASHANK K	P



  
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