

## WORKSHOP COMMITTEE

### CHIEF PATRON

Prof. R. A Gupta  
Honorable Vice-Chancellor, RTU

### PATRON

Sh. Raja Ram Meel, Patron, SKIT  
Sh. Surja Ram Meel, Patron, SKIT

### ADVISORS

Sh. Jaipal Meel, Director, SKIT  
Prof. (Dr.) S.L. Surana, Director (Academics), SKIT  
Mrs. Rachna Meel, Registrar, SKIT  
Prof. (Dr.) Ramesh Kumar Pachar, Principal, SKIT

### RTU (ATU) TEQIP-III COORDINATOR

Prof. (Dr.) Dharendra Mathur

### RTU EVENT COORDINATOR

Dr. Irum Alvi

### HOST INSTITUTE COORDINATORS

Dr. Nidhi Sharma

Dr. Shikha Agarwal

### RTU (ATU) TEQIP-III COMMITTEE

Dr. Harish Sharma (Nodal Officer)

Prof. D.K. Sambariya (Nodal Officer Procurement)

Dr. S.D. Purohit (Nodal Officer Finance)

Dr. Irum Alvi

Mr. Santosh Sharma (Expert Lecture)

Mr. Anshul Bansal (GATE & Induction)

Mr. Dinesh Kumar (Workshop)

### ORGANIZING COMMITTEE

Dr. Neha Purohit

Prof. Krishna Dayal Sharma

Mr. I.B. Abrol

Dr. Anupriya Singh

Dr. Lalit Gehlot

Ms. Sheeba Anjum

Dr. Geetika Patni

### TECHNICAL SUPPORT

Dr. Sarita

Mr. Gurpreet

## ABOUT TEQIP-III

The project, third phase of Technical Education Quality Improvement Programme (referred to as TEQIP-III) is fully integrated with the twelfth five-year plan objectives for technical education as a key component for improving the quality of engineering education in existing institutions with a special consideration for low income states and special category states and support to strengthen few affiliated technical universities to improve their policy, academic and management practices.

## RAJASTHAN TECHNICAL UNIVERSITY

Rajasthan Technical University (RTU) is located in Kota in the state of Rajasthan. It was established in 2006 by the Government of Rajasthan. The university currently affiliates about 129 Engineering Colleges, 4 B.Arch., 41 MCA Colleges, 95 MBA Colleges, 44 M. Tech. Colleges and 3 Hotel Management and Catering Institutes. The University aims to provide quality technical education which may help Rajasthan in its technical development and will boost technical environment in the country.

## ABOUT SKIT

Swami Keshvanand Institute of Technology, Management & Gramothan (SKIT) inspired from the learnings of Swami Keshvanand, was established in the year 2000 by Technocrats and Managers Society for Advanced Learning. Today the institute is recognized as one of the centers of academic excellence in Northern India. The Institute is affiliated to Rajasthan Technical University, Kota for offering Postgraduate and Graduate Courses in Engineering and Management. Our sister institution Swami Keshvanand Institute of Pharmacy (SKIP) is affiliated to Rajasthan University of Health Sciences for offering Graduate Course in Pharmacy.

## DEPARTMENT OF ENGLISH

The Department of English was started in the year 2000. The Department has well qualified and experienced faculty members. The Department is actively involved in conducting conferences and workshops periodically. The department has well equipped language labs with a view to strengthen the communication skills of the students which can be considered as one of the major steps towards making the students employable.

## REGISTRATION FORM

**RTU (ATU) TEQIP-III Sponsored**

Five Day Workshop

on

**EFFECTIVE COMMUNICATION**

**& PRESENTATION SKILLS**

21<sup>st</sup> – 25<sup>th</sup> September 2020

Name: Mr./Ms./Dr.....

Designation: .....

Institute Name: .....

Institute Address: .....

Mailing Address: .....

Mobile No.: .....

E-Mail Id: .....

Signature of Participant

Head of Department

**Note:** Submit the Registration Form through Online

Process via: <https://forms.gle/cwxqwiUCUvecJbZcA>

## OBJECTIVES

This workshop will encourage participants to upgrade their communication skills and shed their inhibitions and negativity, identify, build and improve their professional image, enhance awareness towards one's role in the organization, overcome the barriers in communication.

## PURPOSE

To create awareness of one's current presentation skills and practice & develop effective skills for presentation, Understand the importance of communication types, Developing effective verbal communication, Importance of grooming and etiquette and cross cultural communication.

## OUTCOME

- To develop confidence through proper body language,
- Develop enhanced communication skills and
- Structure and arrange the presentation content to deliver key messages

## PROGRAMME COVERAGE

- Introduction & Orientation
- Leaderless Group Activities: Activities would be conducted for the participants to introduce themselves, break the ice and encourage participation & involvement.
- Discussion on Importance of Presentation in Today's Era
- Dynamics of Communication: The basic process of communication, means of communication – Word, gestures, pictures, body language, etc. Hindrances to communication – Dealing with assumptions, Barriers in Communication – Understanding and dealing with it.
- Self Awareness of participants in terms of difficulties faced during presentations (Group discussion, role play)
- Communication for Understanding
- Beyond the Basics: Learning how to communicate with different people.

## EXPECTED PARTICIPANTS

College students and faculty from Engineering colleges /Management colleges/ Degree colleges.



TEQIP-III SPONSORED

Five Day Workshop

on

**EFFECTIVE COMMUNICATION**

**& PRESENTATION SKILLS**



21<sup>st</sup> – 25<sup>th</sup> SEPTEMBER 2020

Organized by

Rajasthan Technical University, Kota

&

Swami Keshvanand Institute of Technology,

Management & Gramothan, Jaipur



Department of English

Swami Keshvanand Institute of Technology,

Management & Gramothan, Jaipur-302017

[www.skit.ac.in](http://www.skit.ac.in)

## TENTATIVE SCHEDULE & LIST OF EXPERTS:

Day	Time	Expert
DAY 1 21 SEPT, 20	10.30 am – 11.00 am	Inaugural Ceremony Chief Guest : Prof. R A Gupta, Vice Chancellor, RTU Kota Guest of Honor : Prof. Dheerendra Mathur, TEQIP Coordinator, RTU Kota Dr. Malati Mathur, Director, Dept. of Humanities, IGNOU, Delhi
	First Session 11.00 am – 12:15 pm	Dr. Meenakshi Raman Former Professor & Head Dept. of English, BITS GOA Campus
	Second Session 12:15 pm – 1:30 pm	Ms. Nitika Gulati, Assistant Professor, College of Technology, Udaipur
DAY 2 22 SEPT, 20	First Session 10.30 am – 11:45 am	Mr. Touseefur Rehman Head, Marketing and Growth, North Loop California, USA
	Second Session 12.00 pm - 1:15 pm	Dr. Ajay K Chaubey, Assistant Professor, NIT Uttarakhand
DAY 3 23 SEPT, 20	First Session 10.30 am – 11:45 AM	Dr. Sanjay Arora, Associate Professor, Dept. of English, Central University of Rajasthan, Kishangarh
	Second Session 12. pm – 1:15 PM pm	Dr. Preeti Bhatt, Associate Professor, Dept. of Humanities & Social Sciences MNIT, Jaipur
DAY 4 24 SEPT, 20	First Session 10.30 am – 11:45 AM	Dr. Preeti Navaneeth, Assistant Professor, NIT, Calicut, Kojikkode, Kerala
	Second Session 12. pm – 1:15 PM pm	Dr. Meenakshi Raman Former Professor & Head Dept. of English, BITS GOA Campus
DAY 5 25 SEPT, 20	First Session 10.30 am – 12.00 pm	
	12.00 pm – 12.30 pm	Valedictory Ceremony

### CONTACT PERSONS

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Associate Professor, Department of English

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Dr. Shikha Agarwal (+919610731569)

Assistant Professor Department of English

SWAMI KESHVANAND INSTITUTE OF TECHNOLOGY, MANAGEMENT & GRAMOTHAN, JAIPUR

# **A REPORT**

**TEQIP III RTU(ATU) SPONSORED**

**5-DAY NATIONAL WORKSHOP**

**ON**

**EFFECTIVE COMMUNICATION & PRESENTATION SKILLS**

**(21<sup>ST</sup> SEPT-25TH SEPT, 2020)**

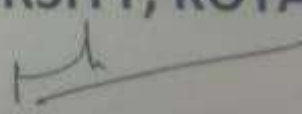
**JOINTLY ORGANISED**

**BY**

**DEPARTMENT OF ENGLISH, SKIT**

**&**

**RAJASTHAN TECHNICAL UNIVERSITY, KOTA**

  
PRINCIPAL

Swami Keshvanand Institute of  
Technology, Management & Gramothan  
Ramnagar (Jagajpur), JAIPUR-302017



# RAJASTHAN TECHNICAL UNIVERSITY

Rawatbhata Road, Akelgarh, Kota-324 010

TEQIP III-RTU(ATU) OFFICE

Phone: 0744-2473060 Fax: 2473002 Email: rtu@rtu.ac.in

No. RTU/TEQIP-III/F(50)/2020/51/502

DATE: 12/3/20

## OFFICE ORDER

Hon'ble Vice-Chancellor is pleased to approve the following Workshops to be conducted in the online mode at the affiliated colleges under subhead 1.2.2.5 of P.U. (A) & II QIP-III Action plan as per the mentioned schedule

No.	Name of the Institute	Title of the workshop	Dates	RTU Coordinator
1	Swami Keshvanand Institute of Technology, Jaipur	Effective Communication and Presentation Skills	21.09.2020 23.09.2020	Dr. Inam Abi
2	Global Institute of Technology Jaipur	Advances in HRMS	21.09.2020 25.09.2020	Dr. Harish Sharma
3	Jaipur Engineering College & Research Centre	Emerging Trends in Nano Technology	21.09.2020 25.09.2020	Dr. Sanju Tanwar

The respective RTU-Event Coordinator has to conduct the mentioned workshop as per the II QIP-III norms. The RTU event coordinator will invite the experts and collect the Honorarium bills from the experts in the scanned copy as well as in original hard-copies.

Coordinator TEQIP-III, RTU (ATU)

### Copy to:

1. P.N. to Hon'ble Vice-Chancellor
2. Registrar
3. Comptroller
4. Dean I A
5. Event Coordinators
6. Principal of affiliated engineering colleges through official Email
7. TEQIP-III RTU (ATU) Office File

Coordinator TEQIP-III, RTU (ATU)

PRINCIPAL

Swami Keshvanand Institute of Technology, Management & Gram Ranagaria (Jagatpura), JAIPUR

Paragraph

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File Edit Share View Audio & Video Participant Event Info

Speaking: Dr.Nidhi Sharma

Mute Stop video Share

Type here to search

Participants (5)

 <p>Sarita Kumari (Host, me)</p>	 <p>Irum Alvi</p>	 <p>Dr. Neha Purohit</p>	 <p>Meenakshi Raman</p>
 <p>shikha agarwal</p>	 <p>N2</p> <p>nitin malav 29</p>	 <p>Dr. Nidhi Sharma</p>	 <p>krishna sharma</p>

Non-verbal communication- Prof. Ranjana Harish, Former Head, Dept. of English, Gujarat University & Director, Center for Canadian Studies

**Day 3**

**10:30am – 1:30 pm**

Writing for Online and Print media- Dr. Preeti Bhatt, Associate Professor, Dept. of Humanities, MNIT

**Day 4**

**10:30am – 1:30 pm**

Business Communication- Dr. Ajay K. Chaubey, Assistant Professor, nit Uttarakhand

**Day 5**

**10:30am – 1:30 pm**

Beyond the Basics : Prof. Sanjay Arora Professor, Central university of Rajasthan

**Day 6**

**10:30am – 1:30 pm**

Importance of Presentational Skills : Nikita Gulati, Assistant Prof., CET, Udaipur

**Day 7**

**10:30am – 1:30 pm (Valedictory)**

Communication for Understanding: Prof. Meenakshi Raman, Professor, BITS, Pilani Goa campus

## DAY-WISE REPORT OF WORKSHOP HELD FROM 21<sup>ST</sup> -25<sup>TH</sup> SEPTEMBER, 2020

Day 1 witnessed an expert talk by Prof. Malati Mathur from IGNOU, Delhi who delivered at length on how to empower our communicative skills with innovative competencies, skills and attitudes so that the learners are able to implement the concept of experiential learning as educative tools. On the same day, the speaker of the second session, Prof. Meenakshi Raman, Former Prof & Head, Dept of Humanities, BITS Goa Campus, elaborated on the presentation needs of the students mentioning the challenges and issues related to the uplift of the communication skills in higher education with specific reference to youth.

Day 2 commenced with the first session of Ms. Nitika Gulati who threw light on the presentation strategies and learning pedagogies for student learning in higher education whereas the second session had Mr. Toseefur Rehman from California, highlighting on the various listening tools that the speakers have to be equipped with for effective empathic listening skills.

Day 3 began with Dr. Ajay Chaubey's relevant experience based lecture on the current methods of presentation skills for upgraded markets and Dr. Sanjay Arora, in the second session, unleashed the primary pre-requisites of oral communication skills through an array of relevant examples.

Day 4 kicked off by an interesting lecture by Dr. Preeti Bhatt where she unraveled latest online strategies to be incorporated by the learners for effective reading skills. She also highlighted on the concept of speed reading and comprehensive reading for effective reception by the

Aggregate percentage of Attendance of Workshop from 21-25 SEPTEMBER

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# Rajasthan Technical University

Rawatbhata Road, Akelgarh, Kota-324010

Honorarium bill for ONLINE Events

TEQIP-III, RTU (ATU)

- Name (In Block Letters) SANTJAY ARORA Mob. No. 9829345035
- Fathers Name Late Sh. Jawahar Lal Arora
- Date of Birth 29.09.1967
- Designation & Affiliation Head, Dept. of English, Central University of
- Address House No. 427, Street No. 3, Raja Park, Jaipur Rajasthan
- Aadhar No. 952646698737 (Enclose Copy of Aadhar Card)
- PAN No. AAVPA7952M (Enclose Copy of PAN Card)
- Bank Account No. 2246000100129308
- Name and Branch of Bank PNB, Jawahar Nagar, Jaipur
- IFSC Code PUNB0224600

1. Honorarium

S.No.	Date	Time	Topic	Honorarium
1	23.09.2020	12.15pm	Tips for Effective Oral Communication in Formal Situations	4000/-
2				
3				
4				
5				

Postal Charges (attach the original receipt) -

Total Amount claimed (11+12) ₹ 4000/- (In words) ₹ Four thousand only

I certify that the above mentioned details are correct

Santjay Arora  
Signature (Expert Signature)

## RECEIPT

I have received the amount ₹ 4000/- (In words) Four thousand only

Signature (expert signature) Santjay Arora Date 23.09.2020

Expert has to send the duly signed filled form to the host Institute Coordinator. Expert has to mention two places.

Institute/Event Coordinator Certificate

Rajasthan Technical University  
Rawatbhata Road, Akelgarh, Kota-324010  
Honarium bill for ONLINE Events  
TEQIP-III, RTU (ATU)

Name (In Block Letters): AJAY KUMAR CHAUBEY

Mob. No: 8057961930

Fathers Name: Late Madhusudan Chaubey

4. Date of Birth: 01-07-1979

5. Designation & Affiliation: Assistant Professor-I (English),

Coordinator, Dept. of Humanities & Social Sciences,

National Institute of Technology, Uttarakhand

6. Address: National Institute of Technology, Uttarakhand, Satellite Campus, MNIT, Jaipur-302017

7. Aadhar No. 949952429464.....(Copy of Aadhar Card enclosed) A-1

8. PAN No. AJZPC9716B.....(Copy of PAN Card enclosed) A-2

9. Bank Account No. 32959339525.

10. Name and Branch of Bank: SBI, Srinagar, Garhwal-Uttarakhand-246174.

11. IFSC Code: SBIN0003181.

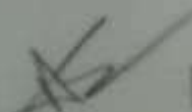
1. Honorarium

No.	Date	Time	Topic	Honorarium
1	23-09-2020	10:30 am to 12:00 noon	Nuances of Strategic Presentation	5000/-

2. Postal Charges (attach the original receipt): 50/- approx.

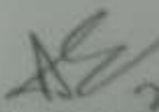
Total Amount claimed (11+12): ₹ 5050 (In words) ₹ Five thousand and Fifty only

certify that the above mentioned details are correct

  
Signature (Expert Signature)

RECEIPT

I have received the amount ₹ ₹ 5050 (In words) ₹ Five thousand and Fifty only

  
Signature (expert signature): (Dr. AK Chaubey)

Date: 23-09-20

Note: Expert has to send the duly signed filled form to the host Institute Coordinator. Expert has to sign

# Rajasthan Technical University

Rawatbhata Road, Akelgarh, Kota-324010

Honorarium bill for ONLINE Events

TEQIP-III, RTU (ATU)

Mob. No 9717734341.

1. Name (In Block Letters) MALATI MATHUR
2. Fathers Name N/A.
3. Date of Birth N/A
4. Designation & Affiliation Professor of English, Director, School of Humanities, IGNOU, N Delhi.
5. Address B 46, Freedom Fighters Enclave, IGNOU Road, N Delhi 110068
6. Aadhar No 725578467394 (Enclose Copy of Aadhar Card)
7. PAN No. AAZPM7607C (Enclose Copy of PAN Card)
8. Bank Account No 2257000400072687
9. Name and Branch of Bank PNB, IGNOU Branch N.Delhi
10. IFSC Code PUNB0225700
11. Honorarium

S.No.	Date	Time	Topic	Honorarium
1	21/09/2020	11 AM	Listening for Effective Communication	4000/-
2.				41/-
3.				
4.				
5.				

12. Postal Charges (attach the original receipt) 41

Total Amount claimed (11+12) ₹ 4041

Certify that the above mentioned details are correct

(In words) ₹ Four Thousand Fourty one

*Malati Mathur*  
*Malati Mathur*

Signature (Expert Signature)

## RECEIPT

I have received the amount ₹ 4041 (In words) Rupees Four Thousand Fourty one

*Malati Mathur*  
*Malati Mathur*

Signature (expert signature)

Date 21/09/2020

Note: Expert has to send the duly signed filled form to the host Institute Coordinator. Expert has to sign above mentioned two places.

## Institute/Event Coordinator Certificate

The expert lecture details are verified and payment may be made as per the TEQIP-III Norms.

Signature of RTU Event Coordinator

# Rajasthan Technical University

Rawatbhata Road, Akelgarh, Kota-324010

Honorarium bill for ONLINE Events

TEQIP-III, RTU (ATU)

Mob. No 9717734341.

1. Name (In Block Letters) MALATI MATHUR
2. Fathers Name N/A.
3. Date of Birth N/A
4. Designation & Affiliation Professor of English, Director, School of Humanities, IGNOU, N Delhi.
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Date 21/09/2020

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Signature of RTU Event Coordinator

# Rajasthan Technical University

Rawatbhata Road, Akelgarh, Kota-324010

Honorarium bill for ONLINE Events

TEQIP-III, RTU (ATU)

1. Name (In Block Letters): TOUSEEF UR REHMAN ALVI

Mob. No- +919569055034

2. Father's Name: ZIA UR REHMAN ALVI

3. Date of Birth: 18 SEPTEMBER, 1993

4. Designation & Affiliation: HEAD, MARKETING AND GROWTH, NORTH LOOP, CALIFORNIA, USA.

5. Address (Permanent): Asian House, Gopal Vihar, Main Baran Road, Kota 324001

6. Aadhar No.: 411889016807 (Copy of Aadhar Card Enclosed)

7. PAN No.: BCRPA2157E (Copy of PAN Card Enclosed)

8. Bank Account No. 33022597552

9. Name and Branch of Bank: State Bank of India, Main Baran Road, Kota

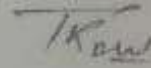
10. IFSC Code: SBIN0015994

11. Honorarium: Five thousand Rupees Only

S.No.	Date	Time	Topic	Honorarium
1	22.09.2020	12:00 pm-1:15 pm Second Session	EMPATHETIC LISTENING SKILLS	5,000/-
2.				
3.				

12. Postal Charges (attach the original receipt) = ₹

Total Amount claimed (11+12) = ₹5000/- (In words) ₹ Five thousand only

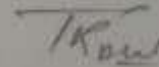


Certify that the above mentioned details are correct

Signature (Expert Signature) Date: 30 Sep, 2020

## RECEIPT

I have received the amount ₹5000/- (In words) ₹ Five thousand only



Signature (expert signature)

Date: 30 Sep, 2020

Note: Expert has to send the duly signed filled form to the host Institute Coordinator. Expert has to sign at abovementioned two places.

## Institute/Event Coordinator Certificate

The expert lecture details are verified and payment may be made as per the TEQIP-III Norms.