



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University || AICTE Approved

Electronic City, Bengaluru - 100

Reaccredited by NAAC with 'B++' Grade || Recognised under section 2(f) & 12(b) of the UGC Act || An ISO 9001: 2015 Certified Institution

A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Report on Skill Development Course of Communication 2022

| | |
|---|--|
| Title | Skill development course on communication |
| Date of Event(s) & Time | 16 - 21 May, 2022 |
| Department / Association / Cell / Committee | Department of Computer Applications |
| Venue | Offline Mode |
| Number of Participants | BCA |
| Target Audience | VI and IV semester BCA students |
| Event Co-Ordinator | Prof. Sailaja M Prof. Saranya C Prof. Gowthami S |

Report

Skill development course is conducted by **Computer Applications** on the topic of **"COMMUNICATION"** dated on 16th to 21st May 2022.

The basic objective of this course is to build and improve good communication skills in students, because Communication is important to **express oneself. It also satisfies one's needs.** One should have effective communication for advancement in the career. In your personal life, effective communication skills can smooth your way and your relationships with others by helping you to understand others, and to be understood.

This course was conducted for All VI and IV semester BCA Department students, in offline mode.

Electronics City P.O., Bengaluru - 560 100

Tel.: 080-27836065 / 27834611, Fax: 080-27832299, Email: principal@sfscollege.in
www.sfscollege.in



SESSION 1

Introduction to communication

The session was handled by Assistant Professor. Saranya C. The session was interactive and interesting, which made students to learn things. It contained what is communication. Definition of communication, proposed by different authors. Process of communication, how one gives information and the other receives it. Importance of communication, that one should inform, influence and express feeling while communicating. Perspectives of communication. Factors affecting perspectives in communication, some of them are language, visual perception, past experience, etc. Barriers of communication and its types. Elements of communication. Effective communication. Essentials of effective communication. Some of the Path which helps in Improving Student Communication Skills.

SESSION 2

Verbal and Non-Verbal communication

The session was handled by Head of the Department, Professor. Sailaja M. The session was interactive and interesting and we learnt new things. It contained what is verbal communication and non-verbal communication. We learnt Verbal communication is what we communicate by speaking and conveying information to others. Verbal communication includes written and oral communication. Non-verbal communication is communicating by body language, gestures etc. We learnt some of the non-verbal communications like para language, facial expression, eye contact, silence, hand shake, etc. The session had an activity on verbal communication and non-verbal communication.

The activity on verbal communication was, we some of them spoke to the group about different topics which was given to us like "about hobbies, what you have learnt in pandemic, about food", etc. and also got feedbacks. It was very interesting and interactive session. We learnt to communicate with group.

The activity on non-verbal communication was, we some of them acted non verbally in front of the group on some topic and they found what it is (like dumb charades) and got feedbacks. The session had more fun and was interactive.

SESSION 3

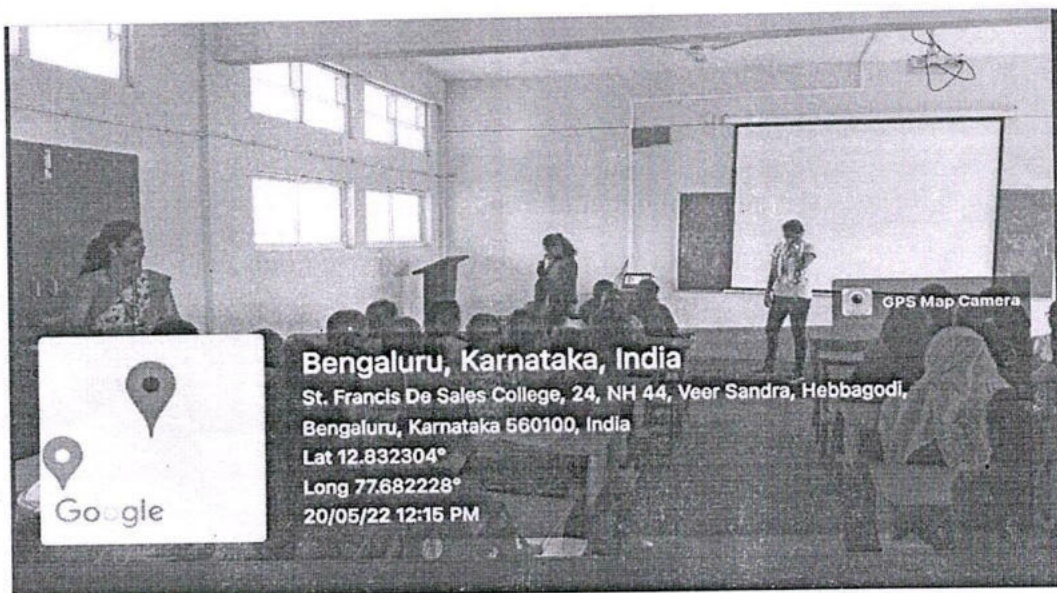
Types of communication

The session was handled by Assistant Professor Gowthami S. The session contained types of communicators, they are passive, aggressive and assertive. We learnt what is passive, aggressive and assertive communicator and its example. How does all the communicator communicate with one another. What will be their thinking while communicating? We learnt which is the good way of communication among the three types.

The session had activity on types of communicators. Some of them formed a pair and communicated with each other on given situation and the group have to find what type of communication is that. The session had more fun and very much interactive and interesting.

Outcome

Communication skills impact our ability to persuade people – to enrol people in our ideas, our visions, and our visions. This has a huge impact on how effective we are and the outcomes we experience in life. Listening is also crucial for effectiveness – particularly in leadership roles.



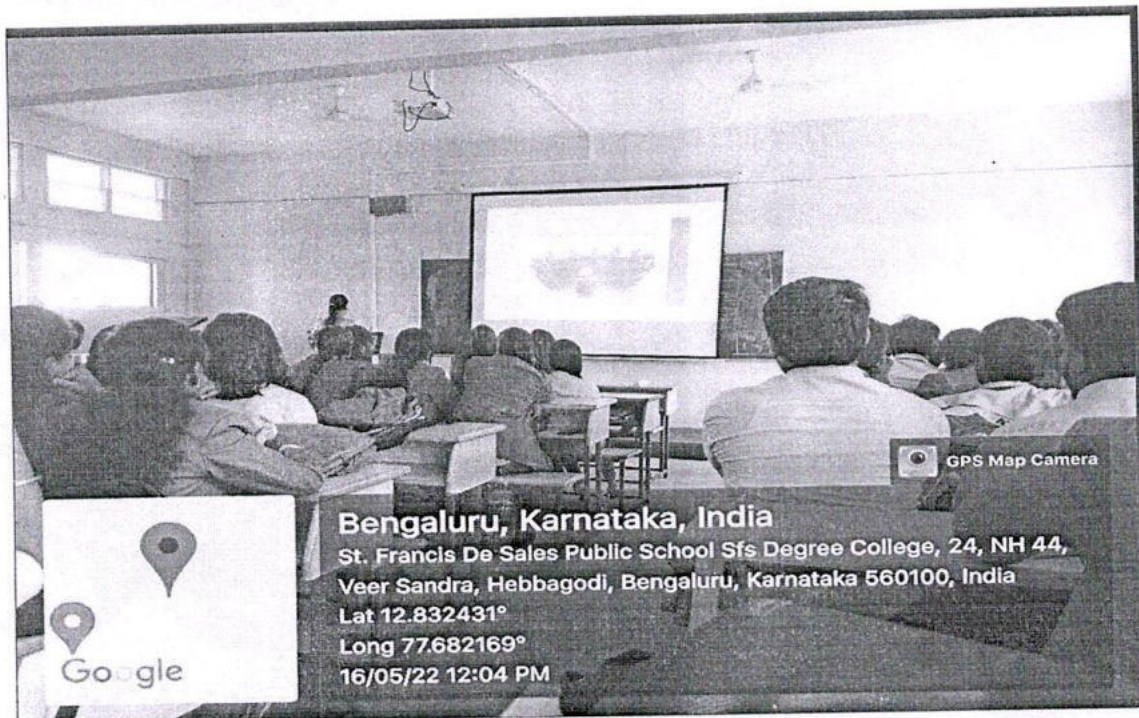
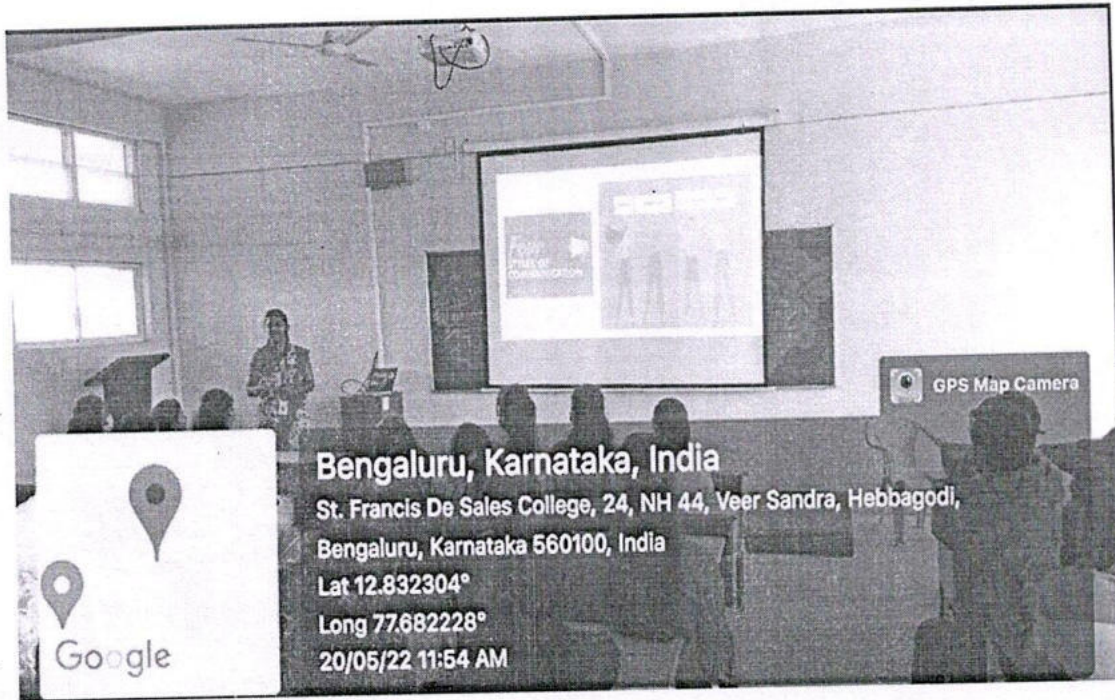
COORDINATOR

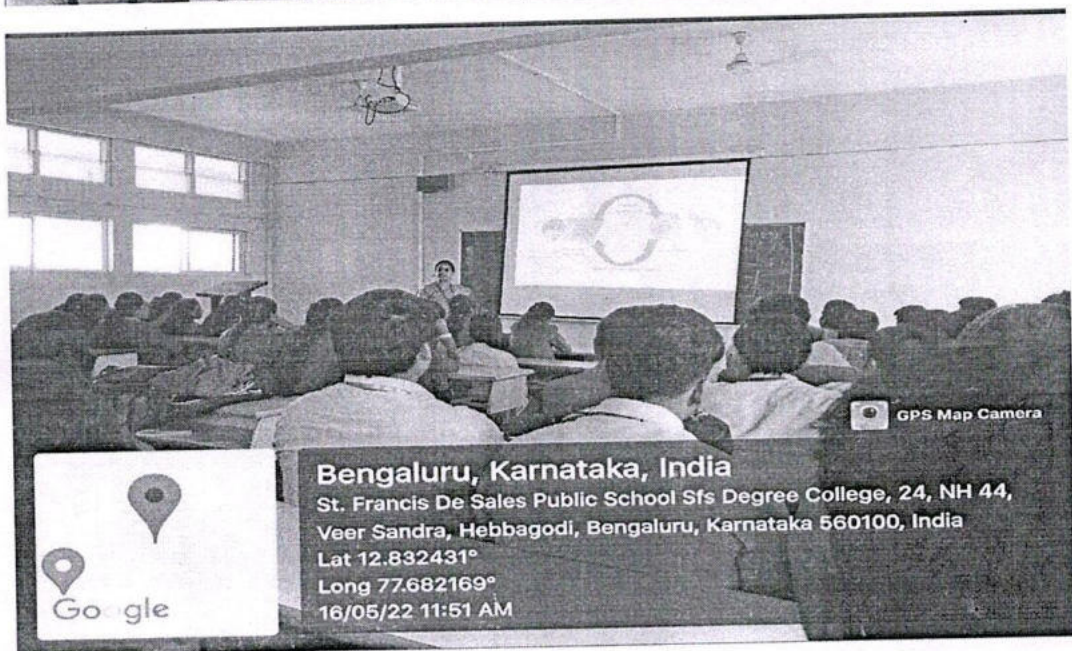
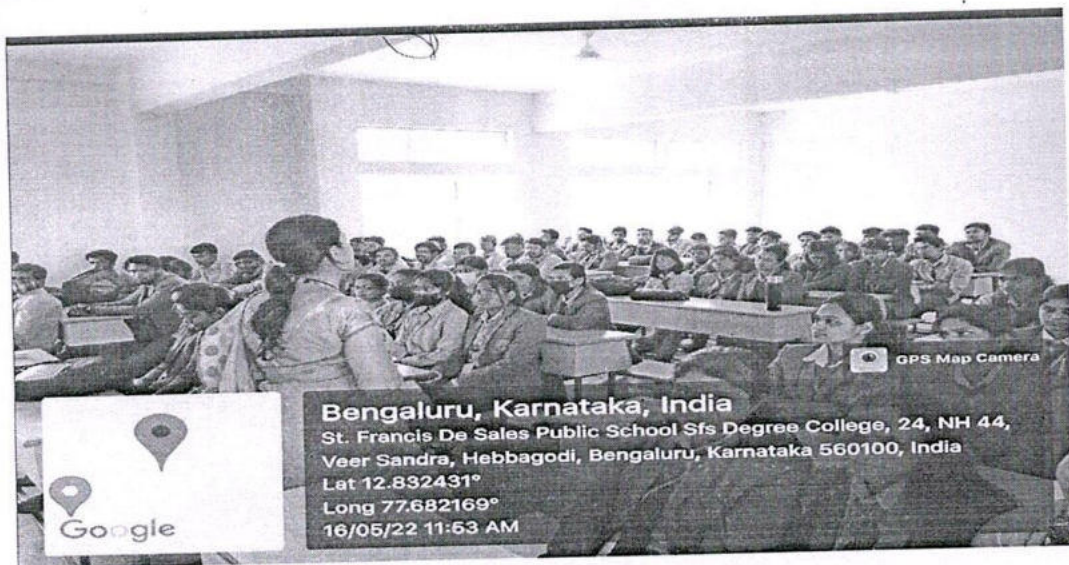
Desalite Skill Development Cell
St. Francis de Sales College
Bengaluru - 560100

Rayle

PRINCIPAL

St. Francis de Sales College
Electronics City Post, Bangalore - 560 100





[Handwritten Signature]

COORDINATOR

Desalite Skill Development Cell
 St. Francis de Sales College
 Bengaluru - 560100

Attachments

Kindly **attach** the following supporting documents: (wherever applicable)

| S. NO | Document | Format | Print/Drive |
|-------|--|-------------------|------------------------------------|
| 1 | Brochure of the event | PDF | DRIVE |
| 2 | Circular of the event (Notifications) | PDF | NO |
| 3 | Geo-tagged photos/Screen Shots | | DRIVE |
| 4 | Attendance sheet with signature of the attendees (offline)/Consolidated Excel sheet of the feedback forms (Online) | PDF / Excel Sheet | DRIVE (excel generated from LT) |
| 5 | Copy of the Certificate issued | PDF | NA |
| 6 | Invitation and acceptance letter (or mail) of the Chief guest | PDF | NA |
| 7 | Proof for honorarium given to the guest (Cheque or online payment details) | PDF | NA |
| 8 | Registration details | PDF | NA |
| 9 | Profile of the Resource Person | PDF | IN HOUSE |

ST FRANCIS DE SALES COLLEGE

Electronic City Post, Bengaluru - 560100

Department: COMPUTER APPLICATION Batch: 2019 BCA A SEC Semester: S6

Subject Wise Attendance Percentage Report: 16-05-2022 to 21-05-2022, Hours:

| Sl No. | Reg No | Roll No | Name of student | SKILL DEVELOPMENT-COMMN (SKILL DEVELOPMENT- | | | Aggregate (in percentage) |
|--------|------------|---------|----------------------|---|-----|------------|---------------------------|
| | | | | ATT | TOT | Percentage | |
| 1 | 19NCSB7001 | 19D001K | ABHISHEK J ANGELLO | 4 | 4 | 100 | 100 |
| 2 | 19NCSB7002 | 19D002K | ABHISHEK N | 0 | 4 | 0 | 0 |
| 3 | 19NCSB7006 | 19D003K | ANJALI A | 4 | 4 | 100 | 100 |
| 4 | 19NCSB7007 | 19D004K | ARPITH CHINNASWAMY R | 4 | 4 | 100 | 100 |
| 5 | 19NCSB7008 | 19D005K | ASHWINI P | 4 | 4 | 100 | 100 |
| 6 | 19NCSB7010 | 19D006K | BHAGHYA B M | 4 | 4 | 100 | 100 |
| 7 | 19NCSB7011 | 19D007K | BHAVANA R | 3 | 4 | 75 | 75 |
| 8 | 19NCSB7012 | 19D008K | DAISY D | 3 | 4 | 75 | 75 |
| 9 | 19NCSB7013 | 19D009K | DEEPAK KUMAR P | 4 | 4 | 100 | 100 |
| 10 | 19NCSB7014 | 19D010K | DILEEP R | 3 | 4 | 75 | 75 |
| 11 | 19NCSB7015 | 19D011K | DIVYA BALARANI D | 4 | 4 | 100 | 100 |
| 12 | 19NCSB7016 | 19D012K | DIVYA M | 4 | 4 | 100 | 100 |
| 13 | 19NCSB7017 | 19D013H | FEBIN CHANDY THOMAS | 2 | 4 | 50 | 50 |
| 14 | 19NCSB7018 | 19D014K | GEO SAGAI MELVIN | 3 | 4 | 75 | 75 |
| 15 | 19NCSB7019 | 19D015H | GODLY BIJU THOMAS | 2 | 4 | 50 | 50 |
| 16 | 19NCSB7022 | 19D016K | HEMASHREE G | 3 | 4 | 75 | 75 |
| 17 | 19NCSB7024 | 19D018K | HINDUSHREE R | 3 | 4 | 75 | 75 |
| 18 | 19NCSB7025 | 19D019K | JULIE EMIMAL T | 4 | 4 | 100 | 100 |
| 19 | 19NCSB7026 | 19D020K | MADHUSHREE R | 3 | 4 | 75 | 75 |
| 20 | 19NCSB7027 | 19D021K | MAMATHA V | 3 | 4 | 75 | 75 |
| 21 | 19NCSB7031 | 19D022H | NAYEEM BAIG J | 0 | 4 | 0 | 0 |
| 22 | 19NCSB7032 | 19D023K | NIKHIL GEORGE I J | 4 | 4 | 100 | 100 |
| 23 | 19NCSB7033 | 19D024E | P N VISHNU | 4 | 4 | 100 | 100 |
| 24 | 19NCSB7036 | 19D025H | PRAVEEN KUMAR V | 4 | 4 | 100 | 100 |
| 25 | 19NCSB7037 | 19D026K | PREETHA E | 4 | 4 | 100 | 100 |

| | | | | | | | |
|----|------------|----------|---------------------|---|---|-----|-----|
| 26 | 19NCSB7041 | 19D029H | RAVIKUMAR S | 3 | 4 | 75 | 75 |
| 27 | 19NCSB7042 | 19D030K | RICKY PETER PEREIRA | 4 | 4 | 100 | 100 |
| 28 | 19NCSB7044 | 19D031H | SANGEETHA NAYAK | 4 | 4 | 100 | 100 |
| 29 | 19NCSB7045 | 19D032H | SHALINI K | 4 | 4 | 100 | 100 |
| 30 | 19NCSB7049 | 19D033K | SHOBITHA S SUKUMAR | 4 | 4 | 100 | 100 |
| 31 | 19NCSB7048 | 19D034K | SHOBITHA S SHOBHA | 4 | 4 | 100 | 100 |
| 32 | 19NCSB7050 | 19D035K | SHWETHA S | 3 | 4 | 75 | 75 |
| 33 | 19NCSB7052 | 19D036H | SMITA KUMARI | 2 | 4 | 50 | 50 |
| 34 | 19NCSB7053 | 19D037T | SOWMIYA R | 4 | 4 | 100 | 100 |
| 35 | 19NCSB7056 | 19D039H | THARUNKUMAR S | 4 | 4 | 100 | 100 |
| 36 | 19NCSB7058 | 19D041S | VISALA GUPTA T K | 4 | 4 | 100 | 100 |
| 37 | 19NCSB7040 | 19D042K | RASHMI K M | 3 | 4 | 75 | 75 |
| 38 | 19NCSB7035 | 19D043K | PRAVEEN KUMAR M | 4 | 4 | 100 | 100 |
| 39 | 19NCSB7054 | 19D044K | STELLA MARY R | 0 | 4 | 0 | 0 |
| 40 | 19NCSB7009 | 19D045TE | B S VANDANA | 3 | 4 | 75 | 75 |
| 41 | 19NCSB7039 | 19D046K | RAKSHITHA S | 4 | 4 | 100 | 100 |
| 42 | 19NCSB7047 | 19D047K | SHILPA P | 3 | 4 | 75 | 75 |
| 43 | 19NCSB7046 | 19D048K | SHALOM S BASILIEA | 4 | 4 | 100 | 100 |
| 44 | 19NCSB7021 | 19D049H | HEMANTH M | 4 | 4 | 100 | 100 |
| 45 | 19NCSB7005 | 19D051K | ANDREWS WILLIAM K | 0 | 4 | 0 | 0 |
| 46 | 19NCSB7020 | 19D052K | HARSHITHA J | 4 | 4 | 100 | 100 |
| 47 | 19NCSB7034 | 19D053H | PRADEEP N C | 4 | 4 | 100 | 100 |
| 48 | 19NCSB7051 | 19D054K | SINDHU D | 4 | 4 | 100 | 100 |
| 49 | 19NCSB7003 | 19D056K | AKSHAY KUMAR P | 2 | 4 | 50 | 50 |
| 50 | 19NCSB7043 | 19D058K | ROHITH V | 3 | 4 | 75 | 75 |
| 51 | 19NCSB7004 | 19D060H | ALTAF HUSSAIN | 3 | 4 | 75 | 75 |
| 52 | 19NCSB7030 | 19D061E | MUKESH KANNA S | 3 | 4 | 75 | 75 |
| 53 | | T19D062K | MONISHA G | 4 | 4 | 100 | 100 |

Staffname & Signature:GOWTHAMI S

Date & Time:18-07-2022 5:49 pm

ST FRANCIS DE SALES COLLEGE

Electronic City Post, Bengaluru - 560100

Department:COMPUTER APPLICATION Batch:2020 BCA A SEC Semester:S4

Subject Wise Attendance Percentage Report: 16-05-2022 to 21-05-2022, Hours:

| Sl No. | Reg No | Roll No | Name of student | SKILL DEVELOPMENT-COMMN (SKILL DEVELOPMENT- | | | Aggregate (in percentage) |
|--------|------------|----------|-----------------|---|-----|------------|---------------------------|
| | | | | ATT | TOT | Percentage | |
| 1 | 20NCSB7001 | 20D001M | ABINS K CHACKO | 2 | 5 | 40 | 40 |
| 2 | 20NCSB7002 | 20D002H | ADARSH SHIVAN | 4 | 5 | 80 | 80 |
| 3 | 20NCSB7003 | 20D003K | AKASH S K | 4 | 5 | 80 | 80 |
| 4 | 20NCSB7004 | 20D004M | ALAN M JIMMY | 0 | 5 | 0 | 0 |
| 5 | 20NCSB7005 | 20D005E | ANKUR SINGH S | 3 | 5 | 60 | 60 |
| 6 | 20NCSB7006 | 20D006K | ARUN A | 5 | 5 | 100 | 100 |
| 7 | 20NCSB7007 | 20D007H | BALASUNDER V | 4 | 5 | 80 | 80 |
| 8 | 20NCSB7009 | 20D008K | BHOOMIKA B S | 3 | 5 | 60 | 60 |
| 9 | 20NCSB7010 | 20D009H | BIBI FATHIMA S | 2 | 5 | 40 | 40 |
| 10 | 20NCSB7012 | 20D010K | CHANDANA K | 5 | 5 | 100 | 100 |
| 11 | 20NCSB7013 | 20D011H | GEBIN GEORGE | 4 | 5 | 80 | 80 |
| 12 | 20NCSB7014 | 20D012H | GEORGE BUSH | 4 | 5 | 80 | 80 |
| 13 | 20NCSB7017 | 20D014K | HARSHITHA D | 5 | 5 | 100 | 100 |
| 14 | 20NCSB7018 | 20D015K | HARSHITHA G | 5 | 5 | 100 | 100 |
| 15 | 20NCSB7020 | 20D016H | JABEENA PARVEEN | 1 | 5 | 20 | 20 |
| 16 | 20NCSB7021 | 20D017K | JAYA KUMAR S | 3 | 5 | 60 | 60 |
| 17 | 20NCSB7022 | 20D018M | JITHIN SHAJI | 2 | 5 | 40 | 40 |
| 18 | 20NCSB7023 | 20D019H | JOSEPH ARUL RAJ | 5 | 5 | 100 | 100 |
| 19 | 20NCSB7024 | 20D020H | JYOTHIKUMARI D | 5 | 5 | 100 | 100 |
| 20 | 20NCSB7026 | 20D022H | KAVYASHREE T | 3 | 5 | 60 | 60 |
| 21 | 20NCSB7027 | 20D023H | LAVANYA A | 5 | 5 | 100 | 100 |
| 22 | 20NCSB7028 | 20D024K | LIKITHA T | 5 | 5 | 100 | 100 |
| 23 | 20NCSB7029 | 20D025TA | LOKESH M | 2 | 5 | 40 | 40 |
| 24 | 20NCSB7030 | 20D026K | MAHENDRA N | 0 | 5 | 0 | 0 |

| | | | | | | | |
|----|------------|----------|--------------------|---|---|-----|-----|
| 25 | 20NCSB7031 | 20D027K | MAHESH C | 3 | 5 | 60 | 60 |
| 26 | 20NCSB7033 | 20D028H | MOHAMMED IRFAN S | 1 | 5 | 20 | 20 |
| 27 | 20NCSB7034 | 20D029K | MOHAMMED MUBARAK A | 5 | 5 | 100 | 100 |
| 28 | 20NCSB7037 | 20D031K | MONIKA R | 4 | 5 | 80 | 80 |
| 29 | 20NCSB7038 | 20D032K | PRASHANTH D | 4 | 5 | 80 | 80 |
| 30 | 20NCSB7039 | 20D033K | RAJESH S | 5 | 5 | 100 | 100 |
| 31 | 20NCSB7040 | 20D035K | SANTHOSH K | 5 | 5 | 100 | 100 |
| 32 | 20NCSB7043 | 20D036K | SHREYA BANDEKAR | 4 | 5 | 80 | 80 |
| 33 | 20NCSB7044 | 20D037H | SIMRAN R H | 5 | 5 | 100 | 100 |
| 34 | 20NCSB7045 | 20D038K | SOUNDARYA G | 5 | 5 | 100 | 100 |
| 35 | 20NCSB7049 | 20D040E | SURENDAR K | 4 | 5 | 80 | 80 |
| 36 | 20NCSB7050 | 20D041K | VAISHNAVI S | 5 | 5 | 100 | 100 |
| 37 | 20NCSB7051 | 20D042TA | VIGNESH M | 5 | 5 | 100 | 100 |
| 38 | 20NCSB7052 | 20D043K | YASHASWINI T | 5 | 5 | 100 | 100 |
| 39 | 20NCSB7053 | 20D044E | YAZHINI A P | 3 | 5 | 60 | 60 |
| 40 | 20NCSB7016 | 20D045K | HARISH S | 5 | 5 | 100 | 100 |
| 41 | 20NCSB7035 | 20D046K | MONISHA S | 5 | 5 | 100 | 100 |
| 42 | 20NCSB7042 | 20D047K | SHRAVANI P | 5 | 5 | 100 | 100 |
| 43 | 20NCSB7046 | 20D048K | SRINIDHI M | 3 | 5 | 60 | 60 |
| 44 | 20NCSB7011 | 20D049K | CHAITHRA S | 4 | 5 | 80 | 80 |
| 45 | 20NCSB7041 | 20D050TA | SANTHOSH KUMAR B | 2 | 5 | 40 | 40 |
| 46 | 20NCSB7019 | 20D051K | HARSHITHA J | 5 | 5 | 100 | 100 |
| 47 | 20NCSB7025 | 20D052H | THAMARAI KANNAN K | 4 | 5 | 80 | 80 |
| 48 | 20NCSB7048 | 20D053H | SURAJ SINGH | 3 | 5 | 60 | 60 |
| 49 | 20NCSB7054 | 20D054TA | YESHWANTH J | 5 | 5 | 100 | 100 |
| 50 | 20NCSB7008 | 20D055TA | BHASKARAN R | 3 | 5 | 60 | 60 |
| 51 | 20NCSB7032 | 20D056E | MARIO C MANUEL | 0 | 5 | 0 | 0 |

Staffname & Signature:GOWTHAMI S

Date & Time:18-07-2022 5:55 pm