



## MIT First Grade College, MYSORE

Affiliated to University of Mysore  
Manandavadi Road, Mysore-570008



Website: [mitfgc@gmail.com](mailto:mitfgc@gmail.com) Ph.No.08212331722

**PG DEPARTMENT OF COMMERCE**  
In association with IQAC

Cordially invites you to

**WEBINAR  
ON**

**“Effective Business Communication and Etiquettes at Workplace”**

Date: 29<sup>th</sup> August 2020, Saturday

Time: 10.00 a.m. 12.00 p.m.

Meeting Platform: Google Meet

Free Registration Link: <https://forms.gle/QNgCfZ2Sub1cpDjM9>



**Dr. INDRANI M R,**  
Assistant Professor of English and  
Associate NCC Officer  
SBRR Mahajana First Grade College, Mysuru.

Session I  
**Effective Business  
Communication- Tools  
& Techniques**

Session II  
**Basic Etiquettes at work  
place**

**Mrs Madhavi K R**  
MA in English with teaching experience 15 yrs.  
Project Trainee Manager in Language &  
Corporate skills  
TEKVOICATION, Mysore



- ❖ E-Certificates will be provided only to the students present for the webinar
- ❖ Students should confirm their registration on or before 27<sup>th</sup> August 2020 within 6.00 p.m. by filling the Google forms in the link.
- ❖ Meeting code will be sent on the previous day to the WhatsApp group created by the organizing committee

**Sunitha S P**  
P G Coordinator

**Dr. Chandrajith M**  
Vice-Principal

**Prof. K.Nage Gowda**  
Principal

Faculty Coordinators:  
**Smt. Sunitha S P - 9481820871**

**Smt. Amritha P Nayak - 9590647819**

## **Greetings to all**

We are pleased to invite the interested **UG & PG students** to participate in the webinar titled **"Effective Business Communication and Etiquettes at Workplace"** on 29th August 2020, Saturday at 10.00 a.m. organized by the **PG Department of Commerce, MIT First Grade College, Mysore.**

### **Instructions:**

- Registration is free for the participants.
- Students should confirm their registration on or before 27th August 2020 within 6.00 p.m. by filling the Google forms in the link <https://forms.gle/QNgCfZ2SUb1cpDjM9>
- The webinar is organized through Google Meet and meeting code will be sent on the previous day to the WhatsApp group created by the organizing committee.
- E-Certificates will be provided only to the students present for the webinar.

Thanks & Regards,

Prof.K.Nage Gowda  
Principal, MIT FGC, Mysore

Dr. Chandrajith M  
Vice-Principal, MIT FGC, Mysore

Smt.Sunitha. S.P  
PG Coordinator  
PG Department of Commerce  
MIT FGC, Mysore  
Contact No: 9481820871  
Email ID: [pgmitfgcpp@gmail.com](mailto:pgmitfgcpp@gmail.com)



Maharaja Education Trust ®  
**MIT First Grade College**

(Affiliated to University of Mysore)  
Industrial Suburb, Manandavadi Road, Mysuru -570008

**P G Department of Commerce**

**Report on Webinar on**

**“Effective Business Communication and Etiquettes at Workplace”**

**1. Event Details**

**Date of Event** : 29th August 2020

**a. Details of Resource Person : Dr.Lt. Indrani M R**

Assistant Professor of English and  
Associate NCC Officer  
SBRR Mahajana First Grade College, Mysore

And

**Mrs.Madhavi.K.R**

Project Trainee Manager in Language &  
Corporate Skills, TEKVOCATION, Mysore

**b. No. of participants** : 140 students participated

**c. Venue** : P G Department of Commerce.

**2. Objective:**

To create awareness on Effective Business Communication and Etiquettes at Workplace

**3. Outcome of the session**

Students would gain knowledge on formal communication to be adopted in the professional areas of business and work place.

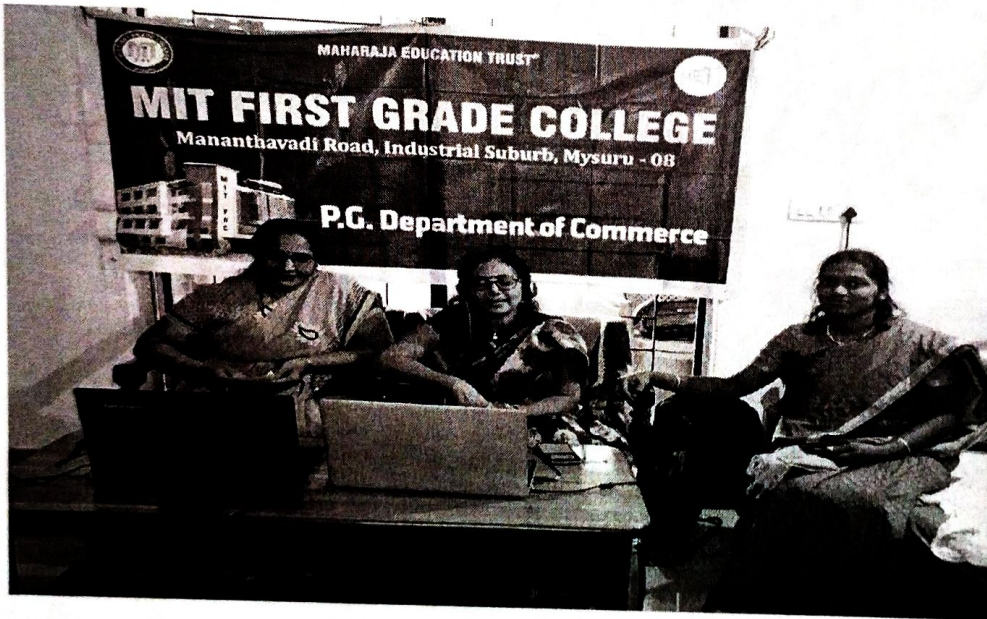
**4. Summary**

PG Department of Commerce in association with IQAC organised a Webinar on “Effective Business Communication and Etiquettes at Workplace”. The webinar was formally inducted by Principal Prof. K.Nage Gowda with his inaugural address and. The details of the sessions and resource persons of the webinar was as below:

<b>Session I</b> <b>Effective Business</b> <b>Communication -Tools and</b> <b>Techniques</b>	<b>Dr.Lt. Indrani M R</b> Assistant Professor of English and Associate NCC Officer SBRR Mahajana First Grade College, Mysuru
---	---

Session II	<b>Mrs.Madhavi.K.R</b> Project Trainee Manager in Language & Corporate Skills TEKVOCAATION Mysore
<b>Basic Etiquettes at Workplace</b>	

Around 140 members including faculties and students of various discipline actively participated in the webinar. The programme was successfully concluded with the valedictory address by Dr.M.Chandrajith, Vice Principal, MIT FGC, Mysore. The programme was hosted by Mrs. Amritha. P. Nayak, Assistant Professor, P G Department of Commerce of the college.



*S.P. Swetha*  
**Amritha P. Nayak**  
Event Coordinator

*S.P. Swetha*  
HOD

*K. Rajguru*  
Principal  
M.I.T. FIRST GRADE COLLEGE  
# F-29/1, 3rd Stage, Industrial Suburb,  
Fort Mohalla, Mysuru-570 006