



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