PRESIDENCY UNIVERSITY

Private University Estd. in Karnataka State by Act No. 41 of 2013

2020 – 2021

Event No:	01	Date:	17/05/2021
Event Category:	Awareness of Trends in Technology	Event Type:	Webinar
Mode of Event & Venue:	Online mode	No. of Participants:	37
Event Organizer:	School of Commerce		
Event Conveners	Prof Monica S Assistant Professor Presidency University – Bengaluru		

Event Title:	Mastering E-mail Etiquette
Event Objective:	The objective of the virtual email etiquette session is to provide participants with the knowledge, skills, and best practices necessary to effectively communicate through email in virtual environments. By the end of the session, participants will have a solid understanding of email etiquette principles and be equipped to create professional, clear, and concise emails that foster positive communication and collaboration.

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Event Report:

The Webinar focused on various aspects of email etiquette and the best practices to enhance the quality of email communication. Some of the key topics covered in the lecture included:

1. Importance of Professional Email Communication:

   - Highlighting the significance of email as a primary communication tool in the professional world.

   - Emphasizing the impact of well-crafted emails on building a positive and credible reputation.

2. Structuring Effective Emails:

   - Teaching participants how to structure emails in a clear and organized manner.

   - Discussing the importance of subject lines, greetings, body, and closing remarks.

3. Conciseness and Clarity:

   - Encouraging participants to be concise in their emails to avoid overwhelming recipients.

   - Providing tips to maintain clarity and avoid ambiguity in the message.

4. Professional Tone and Language:

   - Educating participants about the significance of using a professional tone and language in emails.

   - Discussing the impact of courteous and respectful language on the recipient.

5. Avoiding Common Email Mistakes:

   - Identifying common email mistakes such as typos, grammatical errors, and using inappropriate language.

   - Providing strategies to proofread and edit emails effectively.

6. Responding to Emails Professionally:

   - Teaching participants how to respond promptly and professionally to emails.

   - Discussing the importance of acknowledging receipt and setting expectations for further communication.
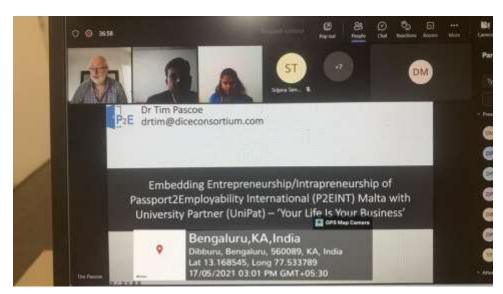
REGISTRAR

7. Email Attachments and Formatting:

   - Guiding participants on how to handle email attachments and the importance of suitable formats.

   - Discussing the best practices for sending and receiving attachments.

8. Email Security and Confidentiality:

   - Educating participants about the importance of email security and safeguarding sensitive information.

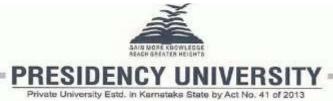   - Highlighting the risks of phishing and best practices to avoid falling victim to email scams.

Interactive Activities: Throughout the lecture, the guest speaker engaged the audience in interactive activities to reinforce the concepts discussed. Participants were given sample email scenarios and were encouraged to draft appropriate responses while applying the principles of email etiquette.

Conclusion: The webinar on "Mastering Email Etiquette" provided valuable insights into the art of effective email communication in the professional world. Participants gained a deeper understanding of the do's and don'ts of email writing, and they were equipped with practical strategies to improve their email correspondence skills. The event was well-received by the attendees, and they expressed their gratitude to the guest speaker for sharing their expertise and knowledge. The university/college/organization aims to continue organizing such informative sessions to empower students and professionals with essential communication skills to thrive in their respective fields.
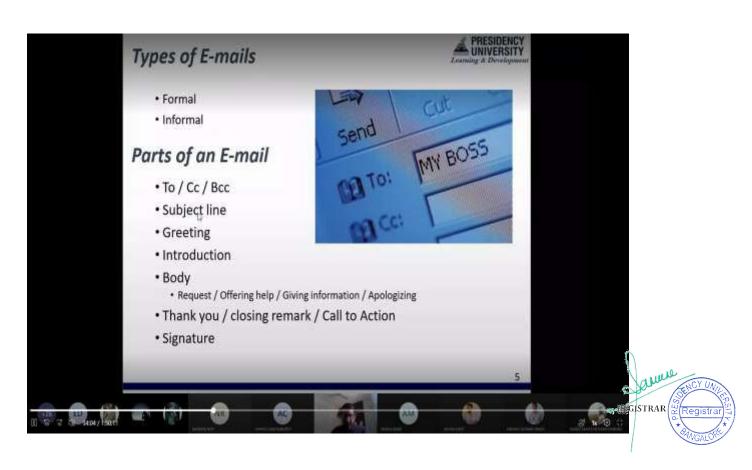
Photos:

Event Outcome:

➢ Students will demonstrate a higher level of professionalism in their email communications, using appropriate language, tone, and formatting to convey their messages effectively.

➢ Students will be able to craft emails that are concise, to the point, and easy to understand, ensuring that their messages are received and interpreted accurately.

➢ Students will be aware of email security best practices, such as avoiding phishing scams, using secure attachments, and protecting sensitive information, ensuring the confidentiality and integrity of their email communications.

➢ By following email etiquette guidelines, participants will foster a collaborative environment, promoting effective communication, cooperation, and teamwork within virtual teams and across organizational boundaries.

➢ Participants will develop a valuable skill set in email etiquette that can be applied not only in their professional lives but also in personal communications, contributing to their overall growth and success.

Attendance:

Sl.No	ROLL NUMBER	NAMES	ATTENDANCE
1	20191BBA0001	ABDUL MOIZ	P
2	20191BBA0003	ABHISHEK DUTTA	P
3	20191BBA0005	ADARSH M S	P
4	20191BBA0006	ANSHUMAN TIWARI	P
5	20191BBA0011	ARITAKULA LAKSHMI PRUDHVI	A
6	20191BBA0015	ARMAAN CHOUKSEY	P
7	20191BBA0017	ARPAN CHAKRABORTY	P
8	20191BBA0018	ARSHIYA SUHA	P
9	20191BBA0020	CHAKALETI KUSHWANTH KUMAR	P
10	20191BBA0028	ERPINA SAI MANI DEEPAK	P
11	20191BBA0033	G ESWAR	P

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12	20191BBA0035	G PRAGADISH	A
13	20191BBA0036	GORTHI SAI NARAYANA VISWANATH	A
14	20191BBA0040	GOURAV KUMAR SAHU	P
15	20191BBA0041	HAOBAM ERACHANDRA SINGH	P
16	20191BBA0042	JEFIN JACOB	P
17	20191BBA0046	JIANGCHANG M SANGMA	P
18	20191BBA0047	KUSHAL REDDY G	P
19	20191BBA0062	MADDIPATLA HARSHITH	P
20	20191BBA0064	MEESALA SRAVAN KUMAR ROYAL	P
21	20191BBA0070	MOHAMMAD MUSHARAF AHAMED	P
22	20191BBA0074	MOHAMMAD FARHAN MUSTAK TAILEE	P
23	20191BBA0078	NANDINI ROY	P
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28	20191BBA0092	PASUPULETI SRIKANTH	P
29	20191BBA0094	PAULOMI GHOSH	P
30	20191BBA0096	RAHUL GAGRAI	P
31	20191BBA0101	RAJITHA M	P
32	20191BBA0102	RAMEES LABEEB B C	P
33	20191BBA0104	ROHIT AJAY	P
34	20191BBA0105	ROHITH T R	P
35	20191BBA0109	ROSHAN KUMAR JAISWAL	P
36	20191BBA0110	RUDRANIL KAR	P

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37	20191BBA0111	SHAYAN BARUAH	P
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39	20191BBA0131	KURUBA SUDHARSHAN	P
40	20191BBA0148	VITTAPU DUNDI GANAPATHI RAGHUNANDAN	P
41	20191BBA0152	ADRIJA SHIVANI	A
42	20191BBA0157	ANEM CHAITANYA	A

Dr. Balu L

Assistant Dean

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2021 - 2022

Event No:	02	Date:	07/03/2022
Event Category:	Awareness 0f Trends in Technology	Event Type:	Guest Lecture
Mode of Event & Venue:	Online mode	No. of Participants:	44
Event Organizer:	School of Commerce		
Event Convenors	Dr. Mounica Vallabeneni Assistant Professor Presidency University – Bengaluru		

NAME OF THE EVENT: Cyber Stalking :Protection and legal view for women in India

EVENT DATE: 7th March ,2022

PLATFORM: Teams

Resource Person:Dr Hina Kausar, Assistant Professor, SOL

EVENT SUMMARY:

The event started at 02:00 PM on Teams with Host Dr Mounica Vallabaneni, she welcomed Audience and the resource person shared her thoughts and insights which was found very interesting by the audience.

The event then concluded with intriguing doubts from the audience and vote of thanks by Dr,Nethravathi N

Event Report:

The guest lecture covered a range of critical topics related to cyber stalking protection for Indian women. Some of the key areas addressed in the lecture included:

1. Understanding Cyber Stalking:

   - Defining cyber stalking and its various forms, including online harassment, monitoring, and intimidation.

   - Highlighting the prevalence of cyber stalking cases in India and its impact on victims.

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2. Recognizing the Signs of Cyber Stalking:

- Educating participants about the common signs of cyber stalking, such as persistent messages, unauthorized access to personal information, and online defamation.

- Encouraging early detection to prevent escalation of cyber stalking incidents.

3. Cyber Safety Measures:

- Providing practical tips and strategies for women to protect their online presence.

- Discussing the significance of strong passwords, two-factor authentication, and privacy settings.

4. Social Media Awareness:

- Emphasizing the need for cautious social media usage, including being selective about friend requests and avoiding oversharing personal information.

- Educating participants about the risks associated with geotagging and location sharing.

5. Legal Aspects and Reporting:

- Informing participants about the relevant laws and regulations related to cyber stalking in India.

- Guiding victims on how to report cyber stalking incidents to law enforcement and online platforms.

6. Digital Empowerment and Support:

- Encouraging women to seek support from friends, family, or support organizations if they experience cyber stalking.

- Empowering women to build resilience and confidence in handling online challenges.

Interactive Session: The guest lecture included an interactive session where participants had the opportunity to ask questions and share their experiences or concerns related to cyber stalking. The guest speaker provided insightful answers and practical advice, fostering a safe and open environment for discussion.

Conclusion: The guest lecture on "Cyber Stalking Protection for Indian Women" was a significant step towards creating awareness and promoting digital safety among participants. The event shed light on the severity of cyber stalking incidents and offered valuable strategies to mitigate the risks faced by women in the digital realm. The university/college/organization hopes to continue organizing such educational initiatives to empower individuals with the knowledge and tools necessary to navigate the online world safely and securely.

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Presidency University Guest House, PRESIDENCY UNIVERSITY, Ittagallpura, Karnataka 560089, India
Lat 13.168842°
Long 77.533692°
07/03/22 02:09 PM GMT +05:30

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42	20191BBA0157	ANEM CHAITANYA	P
43.	20191BBA0159	JAGADHESHA	P
	20191BBA0160	RUPESH MANOHARAN	P

Dr. Balu L

Assistant Dean

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2022 – 2023

Event No:	01	Date:	16/12/2022
Event Category:	Awareness of Trends in Technology	Event Type:	Report on usage of google drive and google form
Mode of Event & Venue:	Report on usage of google drive and google form, HF04	No. of Participants:	50
Event Organizer:	School of Commerce		
Event Convenors	Dr. Anouja Assistant Professor Presidency University – Bengaluru Dr. Chaitra Assistant Professor Presidency University – Bengaluru		

Report on usage of google drive and google form

The guest lecture on "Effective Usage of Google Drive and Google Forms." The event aimed to educate participants about the powerful features of these Google tools and how they can streamline their work, collaborate efficiently, and collect data seamlessly.

The guest lecture, conducted by Dr. Anouja and Dr. Chaitra, provided valuable insights into the versatile functionalities of Google Drive and Google Forms. Participants learned about the basics of Google Drive, including creating and organizing files and folders, as well as its seamless integration with other Google services like Google Docs, Google Sheets, and Google Slides. Emphasis was placed on the importance of file sharing and collaboration with teammates.

Moreover, the lecture introduced participants to Google Forms and its utility in creating surveys, quizzes, feedback forms, and more. The speaker demonstrated the process of designing customized forms with various question types and response options, as well as highlighted the automatic data collection and real-time analytics features.

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Data security and privacy were also discussed, and participants learned about the measures provided by Google to protect files and form responses. The lecture raised awareness about the importance of data privacy when using these online tools.

In addition to theoretical knowledge, the guest lecture included hands-on practice sessions. Participants were given the opportunity to create and explore Google Drive folders, upload files, collaborate on documents, and design custom Google Forms. This interactive approach allowed participants to gain confidence in utilizing the tools effectively.

The speaker also shared valuable tips and shortcuts to enhance productivity while using Google Drive and Google Forms, along with introducing add-ons and extensions that can further extend the functionalities of these tools. Real-world examples were showcased to illustrate how these tools have been successfully used in various settings, such as educational institutions, businesses, and non-profit organizations.

Overall, the guest lecture on "Effective Usage of Google Drive and Google Forms" provided participants with valuable insights into the capabilities of these versatile Google tools. By learning how to organize files, collaborate efficiently, and collect data through Google Forms, participants were equipped with essential digital productivity skills. The hands-on practice sessions were highly appreciated by attendees, as they allowed for immediate application and reinforcement of the concepts learned. The university/college/organization aims to continue organizing such technology-focused workshops to empower participants with the latest tools and skills necessary for success in the digital age.

Department- School of Commerce

Event Date- 16/12/2022

Event Timing- 2:00 Pm to 4:30 pm

Event Venue- HF04

Resource Person –

Speaker -   Dr Chaitra VH

Assistant Professor

School of Commerce

Presidency University

Organising Committee: Dr Anouja , Dr Chaitra School of Commerce.

Number of Participants- 50

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Highlight Points of Workshop:

- Overview of various google application

- Usage of optimal usage of google applications at workplace

- Preparation of questionnaire

- Scales for preparation of questionnaire

- Preparation of questionnaire through google forms

- Analysis and representation of data collected through questionnaire

The program started with the Dr. Anouja welcoming the speaker and Associate Dean Dr Vinay Joshi for the session. Introductory speech by Dr Vinay Joshi, followed by the session.

Photos:

Event Outcome: Attendees gained an insight about usage of google drive at workplace, elements of questionnaire and preparation of questionnaire through google forms.

Attendance

Sl.no	Participants	Attendance
1	ADARSH DAYAL	Present
2	ANUSHKA SHRIVASTAVA	Absent
3	ANUSHKA MAJI	Present
4	ANUSHKA PANDA	Present
5	ARPAN CHOUDHURY	Present
6	ARYAN ROUTH	Present
7	BATCHU MANAS KUMAR	Present

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8	C HARSHITHA	Present
9	GARIMA GOPAL	Present
10	I SAIVENKAT REDDY	Absent
11	K S YADUCHITH	Present
12	KAMLESH SEERVI	Present
13	KATTUBADI SOHAIL	Present
14	MITHRA TALASU	Present
15	NAVYA SANGEET	Present
16	NEHA KARIMULLAH	Present
17	PREETHAM KUMAR R	Present
18	PRITHBHI RAJ SEN	Present
19	REBBALA NARENDRA	Absent
20	REDDY GARI PRAVALLIKA	Present
21	RIYA KHATTAR	Present
22	ROHAAN JOSEPH	Present
23	SHAIK SHABREEN TAJ	Present
24	SAHIL DAS	Present
25	SAMER RAZAA	Present
26	SHIVANGI S	Present
27	SHIWANI GUPTA	Present
28	SIRIVELLA SHAMEERR	Present
29	SOUMYADEEP KARMAKAR	Absent
30	SREEHITA N	Present
31	TANGUTURI VENKATA SAI SASI PRASANTH	Present
32	VALLAPUREDDY PAVAN KUMAR REDDY	Present

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33	MANDYAM VINAY	Present
34	Abdul Raheem	Present
35	Abhishek Dhir	Present
36	Agam Wadhwa	Present
37	Ajay Vinukonda	Present
38	Amitha Fabiyan	Present
39	Ankush Kumar Phogat	Present
40	Annasamudram Maneesha	Present
41	Balaji Murugan	Present
42	Challa Sai Yaswitha	Absent
43	Chilamkuri Balajireddy	Present
44	Devanshi Pandey	Present
45	Dewansh	Present
46	Guggilla Uday Venkata Satya Kesava Sai	Present
47	Abdul Raheem	Present
48	VYSHNAV RAJ L	Present
49	YEDIRE RAKESH CHETAN	Present
50	SANNAPUREDDY KASI VISWANATH REDDY	Present

Dr. Vinay Joshi C

Associate Dean

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