### **Details of Code of Conduct**

Sl.No	Document required	Link to the relevant document	Details	
1	Policy document	http://newhorizon-nhengineering.s3.ap-south-		
	on Code of ethics	1.amazonaws.com/nhengineering/wp-	Page	
	& code of	content/uploads/2020/07/12102106/HR-POLICIES-	No.53 - 59	
	conduct	2019-NHCE-10-Copy.pdf		
2	Constitution of	https://newhorizonindia.edu/nhengineering/statu	tory-	
	monitoring	committee/#disciplinary-committee		
	committee			
3	Minutes of	https://newhorizon-nhengineering.s3.ap-south-		
	Meeting Link	1.amazonaws.com/nhengineering/wp-		
	<b>3</b>	content/uploads/2021/05/28102346/Disciplinary-Commit	teepdf	
4	Code of conduct	https://newhorizon-nhengineering.s3.ap-south-		
	of students	1.amazonaws.com/nhengineering/wp-	Page 45	
		content/uploads/2021/04/08055904/ACADEMIC.pdf		
5	Report on	https://newhorizon-nhengineering.s3.ap-south-		
	student	1.amazonaws.com/nhengineering/wp-		
	attributes	content/uploads/2021/03/29050256/Universal-HumanValues-		
	facilitated by institution	committee.pdf		
	mstitution	Attached below the Induction program document cond	ducted for	
		students		
6	Human Value and	https://newhorizon-nhengineering.s3.ap-sout	h-	
	Ethics	1.amazonaws.com/nhengineering/wp-		
		content/uploads/2021/03/29050256/Universal-HumanValues-		
		committee.pdf		
		Detailed course for students		
7	Program	Attached below sample program details for faculty members		
	conducted for	https://newhorizonindia.edu/quality-assessment-skill-		
	faculty members	development-center/		

### NEW HORIZON COLLEGE OF ENGINEERING

### UNIVERSAL HUMAN VALUES CELL

Sl	Name	Designation	Position
No			
1.	Dr Manjunatha	Principal	Chairman
2.	Dr. Sowmya Narayanan	HoD- Dept of Life skills	Member
		& Lifelong learning	
3.	Mr.Aravinda. K	Sr. Assistant Professor	Member
4.	Dr. Anitha S. Rai	Head- Library & Information Center	Member
5.	Ms Vijaya	Advocate	Member
6.	Dr. Anusuya Devi V S	HoD&Professor-	Member
		Chemistry	Secretary

### **Objectives of the Cell:**

- 1. To build a strong connection between faculty and students to create holistic awareness about Universal Human Values.
- 2. To create holistic awareness about Universal Human Values.
- 3. To inculcate Universal Human Value (UHV) in Technical Education.
- 4. To channelize the energy of students into several productive activities like sports, cultural programmes etc.
- 5. To help students in the right development of their world-view, mindset, perspective and values.

### **Functioning of the Cell:**

- 1. Allotment 20-25 students to each faculty member.
- 2. Conduction of 3 weeks induction programme for students at the entry level.
- 3. Engaging the students in different art forms like painting, singing, dance, drama, pottery, yoga, meditation etc.
- 4. Conducting sports and cultural programmes to channelize the energy of students.
- 5. Training of faculty members with Universal Human Value Programmes.
- 6. Conducting inspirational lectures by eminent personalities, visits to nearby historical places and discussions and screenings of motivational films.



### 2019-20 BATCH

## DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Dr. Revathi V

Dr. Anusuya V S

HoD Physics HoD Chemistry

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14.	Mera Bharath Mahan	08.08.2019	17
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16.	Academic Rules and Regulations	06.02.2020	19
17.	Local visit	08/2/2020	20
18.	Know Yourself, Know Your Country and Know Your Culture	11/2/2020- 12/02/2020	21

Total number of days	23

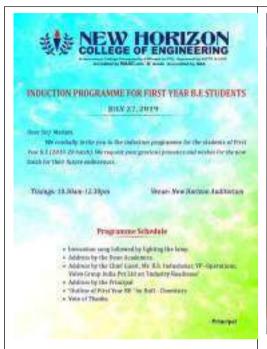
### Introduction

Engineering colleges were established to train graduates in their respective branch/ department of study, have a holistic outlook towards life, and have a desire to work for national needs and beyond. The graduating student must have excellent knowledge and skills in the area of his study. However, he must also have broad understanding of society and relationships. Character needs to be nurtured as an essential quality by which he would understand and fulfill his responsibility as an engineer, a citizen and a human being. Besides the above, several meta-skills and underlying values are needed. There is a mad rush for engineering today, without the student determining for himself his interests and his goals. This is a major factor in the current state of demotivation that exists among UG students towards studies. The success of gaining admission into a desired institution but failure in getting the desired branch, with peer pressure generating its own problems, leads to a peer environment that is de motivating and corrosive. For some, the start of hostel life without close parental supervision at the same time, further worsens it with also a poor daily routine. Extending a Helping Hand To come out of this situation, a multi-pronged approach is needed. One will have to work closely with the newly joined students in making them feel comfortable, allow them to explore their academic interests and activities, reduce competition and make them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and build character. When new students enter an institution, they also come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment, and many of them have little knowledge of a university/college. An important task, therefore, is to welcome the new students to higher education and prepare them for their new role. Transition from school to university/college life is one of the most challenging events in a student's life. Currently, precious little is done by most institutions, except for an orientation program lasting a couple of days. Student Induction is designed to help in the whole process. Therefore, it should be taken seriously, and as something more than the mere orientation program. 2 Student Induction Program - Purpose & Concept Purpose of the Student Induction Program is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other

students and faculty members, and expose them to a sense of larger purpose and self exploration. The term induction is generally used to describe the whole process whereby the incumbants adjust to or acclimatize to their new roles and environment. In other words, it 4 is a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it. Student Induction Program engages with the new students as soon as they come into the institution; regular classes start only after that. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed. Then the different activities start, including those which are daily.

As per the directions of University/ AICTE, Dept of BSH, NHCE conducted Induction program for I year Engineering students with various activities.

### Program: Induction Programme for first Year BE students Date: 27.07.19







The Dept of BSH organized Inauguration for Induction programme to I year BE students on 27<sup>th</sup> July 2019. The students and their parents were briefed about the Autonomous programme at NHCE, Rules and regulations and first year Academics.

### **Program: Motivational Talk**

Topic: Expectations from Industry

Date: 27<sup>th</sup> July 2019

Speaker: Mr. B R InduShekar, VP Operations, Volvo India





Department of BSH organized a motivational talk to their students as a part of Induction program on 27<sup>th</sup> July 2019. Mr. B R InduShekar, Vice President Operations from Volvo Industries was invited to talk to the students. He motivated the budding Engineers about the qualities that they need to develop other than academics to fit in to the industry as well as to become Entrepreneurs.

He encouraged the students to take part in programs which will enhance their leadership skills, improve their language base, life skills, soft skills, learn foreign languages, learn basic computer

knowledge, keep themselves abreast about the current developments and trends in the country, technology and industry. It was an excellent motivational session for the students.

Program: Students Club Orientation Date: 29.07.2019



On 30th of July, 2019, club orientation (GENESIS and MATH HORIZON) was conducted to the students of 2019-2020 batch. The main aim of this event was to make sure that the students get the accurate information regarding the club and also make them realize the importance of BSH clubs. They were highlighted the advantages of participating in club events. A cultural event which included instrumental performance, song, beat boxing etc were put up to the students. During this event the outgoing faculty co-coordinators of the club were thanked for their immense support and co operation throughout the year. This event was a memorable for one for all the previous club members to cherish their memories that they have shared with each other throughout the year. All the three HODs of BSH spoke about the club and shared the importance of the club activities to the first year students. A good encouragement was given to the students and those who are interested to lead the club were asked to meet the club coordinators.

The most significant part of the event was the interaction with seniors. Senior students Mr. Prajwal, Ms. Athira Ajith Kumar and Ms. Devika Krishnan interacted with the batch of 2019-20. Mr. Prajwal, shared his career success in NHCE with students. He elaborated how his experience as the founder club member of Genesis helped him nurture his abilities to lead the group paved the way for his placement in a Japanese company with 24 LPA salary package. Devika Krishnan who just passed out from first year was selected as Brand Ambassador of Lowe's India and she gave an inspirational talk for all the students out there to join BSH clubs and to explore the talent, knowledge in their interested fields. Ms. Athira spoke about the importance of overall development and also advised them how to keep a balance to shine in curricular, co-curricular and extra-curricular activities. To sum up, the event was very informative and a successful one.

Date: 30.07.2019



Program: Internshala Date: 31.07.2019

As a part of Induction program, the I year BE students were introduced to the concept of Internship through Internshala. Mr. Varun Chebbi, NHCE campus ambassador for Internshala addressed the I year BE students. He stressed the importance of getting Internships and also told them the ways to improve their co- curricular capabilities by participating in paper writing, attending conferences, seminars, participating in various technical forums. Varun also told them to register in Internshala portal to get information about the various internship opportunities lined ahead.



Program: Library Orientation Date: 01.08.2019





The students of I year BE were given information about the Library & Information Centre by Dr. Anitha, Head – Library & Information Center. The students were given orientation on how to access the Library facilities and informed about all the facilities available in the centre. The online access of the e-journals and books were explained to them

Program: Sports Orientation Date: 02.08.2019

Mr. Vinay, Physical Education Director of NHCE, had an interaction with I year BE students regarding the various facilities and opportunities available. He listed out the various possibilities and fields in which coaching is offered and also explained the students the sports policy followed by NHCE. Students were encouraged to participate in the sports actively and were also told to balance between academics and sports activities.

**Program Name: Life Skills for students** 

The program began with an introduction by Mrs. Asha, faculty BSH. She introduced all the members of the CLSLL to the students. Of course, as the name implies, the Life Skills Department is always lively with zeal and enthusiasm in training our students and preparing them for the bright future.

Date: 06.07.19 & 07.08.19

Prof Gangadhara Murthy, began the session by emphasizing the importance of life skills and took us on the road of success. He explained clearly how the students will get transformed during their stay in the campus for 4 years which will decide their future. He went on to tell about the future which will be perfect if we use the key of sharpened life skills. His thoughts were precious illustrated through a video for the students to get the right idea about the program.

It was our pleasure to have our HOD Dr. Sowmya Narayanan with us on that day. She gave us an overall view of the program and explained how significant the skills are and how they will help us in different life's situations. It was very informative and motivating. Her experience and leadership is the foundation of the CLSLL.

Prof Murthy again came up and conducted a quiz and involved many students who answered enthusiastically.

Then Prof. Ramesh pitched in and spoke about the training programme at length, mainly concentrated how one can improve his communication skills without giving up. He set an example by speaking with zeal and enthusiasm. Conducted a group activity involving many students and made them become aware of the teaching methods in the class room.

Prof. Suneetha, came up with a lot of ideas and illustrations to help the students understand the approach of education in life skills. She shared her industry experience and highlighted the campus interviews and the industry expectations. It was very useful session for the beginners to

listen to a well experienced person like her who has been the bridge for the campus and the industry.

Prof .Devranjan Chatterjee from his part, made the students understand how a typical class will be by asking many open questions to the students and encouraging them to answer. With his experience with the senior students, he brought out his points in an understandable way. His talk was very practical, precise and concise. He brought out some clear understanding of innovative ideas, creative and critical thinking and the desire to achieve something in life.

Finally there was some recorded feedback screened to let the students know what the stake holders had to say about the training in our college. They shared the impact of the life skills training in their lives and how they could develop the insight to take the responsibility of their life and career to become successful.

The programme came to an end with the vote of thanks by Mrs Asha.



**Program: Sensitizing J&K students** 

Speaker: Mrs. Ruhi, Creative Writer & Story Teller

Mrs. Ruhi, had a good interaction with J&K students of I year as well as higher semesters. The

Date: 08.08.2019

main aim was to sensitize the students belonging to Jammu Kashmir who were studying in

NHCE, as they were unable to contact their near and dear as the information lines were not

reachable. The event was organized and conducted by the department of BSH as per the

directions of Principal, in which more than 30 J&K students were present. The I year students

were introduced to the seniors. Mrs. Ruhi, who belong to J&K and settled in Bangalore and a well

known face among the students, advised students to focus on studies, sports and activities. They

were instructed to ignore rumours

and any political influence. Their safety was ensured and confidence was given to them that

they are safe in New Horizon College of Engineering. The students also exhibited the talents in

singing, dancing and other extracurricular activities. Their moral was boosted and security was

assured and ensured. They were told the measures taken to ensure their well being in the

campus. They were instructed to contact Dr. Manjunatha, Principal –NHCE or Registrar or Dr.

Revathi for any help in the campus. The session lasted for more than an hour and student's

interaction was very good.

**Program: Importance of Learning Foreign Languages** 

Speaker: Mrs. Umita Melwani, CEO& MD – IFLAC

The session which was conducted by IFLAC was interactive and informative. We were also told

Date: 09.08.2019

that IFLAC is the only exam center in India for the examinations of the European consortium of

languages (ECL) certificate of attainment in modern languages.

The students will also enlightened about the various advantages of learning an international

language. Importance of foreign languages and the advantages of learning more than one

language was stressed.

The team also explained on how learning an international languages plays an important role

when someone wants to pursue their higher education allowed or in any particular university

we also got to know a lot of interesting facts and specialties of various countries. Where in this

was done by conducting a quiz, we really enjoyed the quiz session at the same time gathered a

lot of information. They conducted a small quiz and the students who answered the questions

were given books as prizes.

The team also encouraged the crowd on learning new languages clay making an attempt to teach

the few of us various languages will Spanish, German, French and Italian.



Program Name: Sadhbhavana Day Date: 20.08.2019

As a part of our Induction Programme, on the occasion of Sadbhavana day, with the help of the students of NSS club we organized an event where students of I year BE took a pledge to treat



everyone equal without any difference.

**The Pledge:** I take this solemn pledge that I will work for the emotional oneness and harmony of all the people of India, regardless of caste, region, religion or language. I further pledge that I shall resolve all differences among us through dialogue and constitutional means without resorting to violence.

### Conducted by: Ms. Suma Brijesh

As a part of Induction programme, the students were made to do Yoga and also told the nuances of art of living through the program conducted by our professor Ms. Suma Brijesh, who is a certified Yoga trainer and a member of Art of living community. The students were taken in batches and the participation of students was overwhelming.





Program Name: Mera Bharath Mahan Date: 08.08.2019

Speaker: Sri. Nagaraj

As a part of our induction Program, a motivational talk was conducted by the department of BSH on our Indian values, ethics, heritage, culture, languages, education, our development in arithmetic, astrophysics, astronomy and other fields. Mr. Nagaraj, President Rotract- Bangalore region interacted with our students and motivated them to help India get a developed nation tag. He insisted that only the younger minds can achieve this and we Indians can achieve in all fields. It was an electrifying talk and the students had an excellent interaction with the speaker.



Program: BE GOOD and DO GOOD Conducted On: 21.01.2020

Speaker: Mr.Viva Shastri





On the occasion of Swami Vivekanada Jayanthi and as a part of Induction program, Dept of BSH along along with Samartha Bharatha organization has jointly organized a program BE GOOD AND DO GOOD for first year BE students. Mr. Viva Shastri, Manager, CISCO has addressed the students on 5 Key points. **As Vivekananda message for Millennials.** 

- 1. Strengths
- 2. Focus
- 3. Association

4. Be curious, Be your self

5. Take Risks

Program: Academic Rules and Regulations Date: 06.02.2020

Speaker: Dr. Prashanth CSR, Dean Academics, NHCE



Dr.Prashanth CSR, Dean Academics addressed first year students about the autonomous rules and regulations under VTU by focusing on following points.

- Vertical Progression
- Activity Points
- Credit Structure
- CGPA and SGPA
- Internships

Students were also instructed about the discipline in the campus





**DATE: 8/2/20** 

Students of first year BE were taken to visit VISVESVARAYA TECHNOLOGICAL MUSEUM as a part of Induction Program. Students have visited

- 1. Engine Hall
- 2. Electro technic
- 3. Fun Science
- 4. Space-Emerging Technology
- 5. Biotechnological Revolution
- 6. BEL-Hall of Electronics

Students enjoyed witnessing the past and present technologies which are helpful to the mankind.

### PROGRAM: KNOW YOURSELF, KNOW YOUR COUNTRYAND KNOW YOUR CULTURE

DATE:11/2/2020 & 12/02/2020



In collaboration with DISHA Charitable trust Department of BSH has conducted a two days activity workshop for first year students as a part of Induction programme **KNOW YOURSELF, KNOW YOUR COUNTRYAND KNOW YOUR CULTURE.** In which members of the trust have conducted the activities as follows.

Session	Methodology	Objective
Holistic Wellness	Yoga and Pranayama	Enhancing memory, IQ and concentration, Overcoming stress. Customized for student needs. Develop physical, emotional, intellectual and spiritual quotient
Reach the Sky	Self-Analysis Tests, Activities	Develop emotional and social quotient - Managing emotions, overcoming distractions, building right attitude towards achieving success
Walk with Pride	Activity based Quiz	Develop intellectual and social quotient  Inculcating patriotism - Pride in Indian culture and heritage.  Learning lessons from the past.
Values in Action	Audio/Visual Interaction	Develop the social, emotional and spiritual quotient  Impart values for self and social transformation
Group Dynamics	Desi Games (if space permits)	Stress buster and develop the physical, emotional and social quotient. Enhancing leadership, interpersonal and teambuilding skills
Values - Foundation for success	Interactive Talk	Highlight qualities of an ideal student and Unleashing the inner potential to lead a purposeful life



### 2018-19 BATCH

# DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Dr. Revathi V Dr. Anusuya V S
HoD Physics HoD Chemistry

#### Introduction

Engineering institutions are set up to generate well trained manpower in engineering with a feeling of responsibility towards oneself, one's family and society. However, often, the incoming undergraduate students are driven by their parents and society to join engineering without understanding their own interests and talents. As a result, most students fail to link up with the goals of their own institution. Students, who enter an institution, come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment, make them open up, set a healthy daily routine, create bonding with their batch as well as with the faculty and senior students, develop awareness, sensitivity and understanding of self, people around, society at large and nature's larger purpose. The graduating student must have knowledge and skills in the area of his/her study. Character needs to be nurtured as an essential quality by which he/she would understand and fulfill his/her responsibility as an engineer, a citizen and a human being. Besides the above, several meta - skills and underlying values are needed.

Therefore, a program is needed to

- Help the newly joined students feel comfortable
- Sensitize them towards exploring their academic interests and activities and train them to work for excellence,
- Build healthy bonding between teachers and students,
- Impart a broader view of life,
- Build character.
- Develop awareness and sensitivity to Human Values,
- Create feeling of equality, compassion and oneness,
- Develop attention to society and nature.

An induction program for the UG students entering the institution, right at the start, serves this purpose. Induction Program also makes them reflect on their relationship with their families and extended family in the college (with hostel staff and others). It also connects students with each other and with the teachers so that they can share any difficulty they might face and seek help. The Induction Program can also be used to rectify some critical lacunas, for example, English background, for those students who have deficiency in it. With all these objectives taking the AICTE initiative forward, NHCE has conducted Induction programme for I year B.E students through various activities like Physical Activity, Creative Arts, Universal Human Values, Visits to Local Area, Familiarization to Department/Branch and Innovations. The induction program schedule was as follows

### Induction program schedule

Day	Programme	Sections	
DAY 1	Orientation programme	A to T sections	
	Value based Education	B, C, D, E, M, O, P, R, S, K	
DAY 2	Sports	F, J, L, N, Q	
	Life skills	A, G, H, I, T	
	Value based Education	A, F, G, H, I, J, L, N, Q, T	
DAY 3	Life skills	B, D, M, P, R	
	Yoga	C, E, K, O, S	
	"FOCUS" by ISKCON	A, G, H, I, M, N, O, Q, S, T	
DAY 4	Life skills	C, E, F, J, L	
	Sports	B, D, P, R	
DAY 5	Extra Curricular clubs /Co-Curricular clubs INDUCTION	A to T sections	
DAY 6	Field trip - ISKCON, Akshaya Patra Kitchen, Villages, Govt. Schools	A to T sections	
	"FOCUS" by ISKCON	C, D, E, F, G, J, K, R	
DAY 7	Life skills	N, O, Q	
	Yoga	A, H, M, T	
	Life skills	K, S	
DAY 8	Sports	Т, Ј, М	
	Yoga	O, P, R, E	
DAY 9	Dept visit	A to T sections	

An orientation program was conducted on August 6<sup>th</sup> 2018, for I year BE students and parents. In the orientation program Principal, Dean Academics, Director of Training and Placement, Controller of Examinations, Heads of First Year Department addressed the gathering about the Institution, significance of Autonomy @NHCE, Placement opportunities and Industry readiness, Examinations and First year Academics.

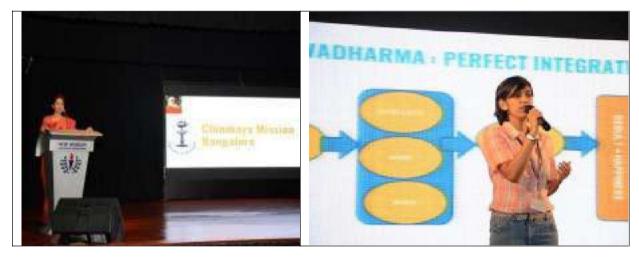


### The Induction program activities are as follows

### **ETHICS ON HUMAN VALUES BY COL. SUBRAMANYAM**



A motivational talk by Ms.Shruthi Vij from Chinmaya Mission on the topic "Win or lose: what do you choose".



**Value based Education**: Universal Human Values were imbibed through, HOPE "Humanity of Positive Energy" program by **Mr. Sundar Anantharaman** and team from Sathya Sai foundation.



> Internshala@NHCE- Importance of internships during the course of BE Program was organized by Mr. Varun Chebbi, a senior student, Mechanical

Dept.





A co-curricular club induction program was organized by senior student members of first year clubs Genesis and Math Horizon.





### "FOCUS" program:

The Focus program was conducted by Mr. Chaithanya Chandra Das from ISKCON for the first year students. In which he addressed the various distractions encountered by students of present generation and methods to overcome these distractions were demonstrated. Tips on how to improve the concentration were given to the adolescent group who are vulnerable to the distractions.





### Yoga classes for students was organized by Yoga expert Mrs. Suma Asst.Professor Mathematics





Sports as part of Induction program for first year students





Visit to ISKON: On 11.08.2018, New Horizon College of Engineering, with its treasured batch of 1st year witnessed the most anticipated field trip to the auspicious ISKCON temple. The first field trip was intended to instill the humane values among pupils. With overwhelming excitement, the newbie's boarded the bus accompanied by their teachers. En route, the students visited a few government schools and coached the pupils there. The curve in the lips of new students narrated the pride among them as they could fecundate the fundamental right to education by imparting their knowledge to the underprivileged. At ISKCON, after a revitalizing session by Mohana Chaitanya Dasa, our students were delighted to be part of the seed balls preparation, as they mixed cow dung, soil, seeds and water to prepare innovative seed balls which would help to grow more trees in barren lands. Later, with broom in hands, they were gleaming with joy at the concept of 'cleanliness as a means of joyful living'. The initiative of the college along with ISKCON provided the privilege of visiting the kitchen of Akshay Patra to the students. The kitchen visit served the pragmatic purpose to the education of our students with an addictive dose of 'service' to the community.

### ISKON TRIP



### STUDENTS MAKING SEED BALLS.



### **CLEANING THE ISKON CAMPUS**



Students visit to Govt Schools to encourage the young minds with their learning experiences.



### LIFE SKILLS:

## Life skills through "THEORY OF MULTIPLE INTELLIGENCES" was conducted by Centre for Life Skills and Lifelong Learning Dept, in which

### **TOPICS COVERED**

- ASPIRATIONS AND FAMILY EXPECTATIONS
- ✓ GRATITUDE
- FOUR ORDERS OF NATURE
- ✓ EXPLORING SELF

#### **METHODOLOGY ADOPTED**

- ✓ Students were mapped to their dominant intelligences identified through questionnaires on Multiple Intelligences
- ✓ They were segregated into 4 batches based on the above namely:
- ✓ Kinaesthetic, Interpersonal, Visual Spatial and Verbal –Linguistic
- ✓ Each batch was briefed on the four Topics
- ✓ They were made to showcase their learning through multiple activities

#### **ASPIRATIONS AND FAMILY EXPECTATIONS**

### Content

- Students Aspirations
- What he/she expects from family
- What the family expects from them
- How to balance

### **GRATITUDE**

#### Content

- Importance of expressing Gratitude
- Reciprocating the good deeds

### **FOUR ORDERS OF NATURE**

### Content

- Understanding the Four Orders of Nature, namely, Material Order, Plant Order, Animal Order & Human Order
- ❖ Discussing conflict between Human Order and the other Orders
- \* Responsibility towards the other Orders

### **EXPLORING SELF**

#### Content

- Understanding SWOT
- Capitalising on Strengths & Opportunities
- ❖ Addressing Weaknesses & Threats

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### **ACTIVITIES**

KINESTHETIC	INTERPERSONAL	VISUAL & SPATIAL	VERBAL & LINGUISTIC
<ul> <li>Street     Play</li> <li>Dance</li> <li>Music</li> <li>Skit</li> </ul>	<ul> <li>Press         Conference</li> <li>Group         Discussion</li> <li>Debate</li> <li>Adzap</li> <li>Story         Building</li> </ul>	<ul> <li>Poster         Making</li> <li>Model         Making</li> <li>Movie         Making</li> <li>Adzap</li> </ul>	<ul> <li>Poetry Writing</li> <li>Story Writing</li> <li>Newspaper         <ul> <li>Modelling</li> </ul> </li> <li>Personification of things and writing their         <ul> <li>Autobiography</li> </ul> </li> </ul>

Activities Conducted by Dept of Life skills



**MOVIE SHOW** As an itinerary of holistic learning, Centre for Life Skills and Life Long Learning screened a James Clavell classic "**To Sir, with Love**" to the first year students in the Auditorium.

The movie based on E R Braithwaite's autobiographical novel, stars Sidney Poitier and features pop singer Lulu. Mark Thackeray, an engineering graduate, is appointed as a teacher in the North Quay Secondary School in East London and immediately faces uncongenial circumstances in his discourse of dealing with the class. The cynosure of the plot handles how the inexperienced teacher handles the adolescent brusque attitude and evolves the teenagers into responsible citizens by treating them as adults. Education does not remain confined to the four walls of the classroom; it is plucked from every nook and corner of life. Thus the protagonist exposes his students to various excursions and encourages off track discussions in the class. He instils daunting attitude among his students as he believes, "one should fight for what one believes". The story concludes with this talented engineer's decision to be a devout academician rejecting other lucrative job offers.





### SAMPLE PROGRAMS CONDUCTED FOR FACULTY MEMBERS

### New Horizon Quality Assessment and Skill Development Center

### Induction report of new joinees of NHCE (Non-Teaching Staff)

Induction conducted for the below mentioned new joinees (Non-Teaching Staff) of NHCE on 5<sup>th</sup> April 2019 from 9:45 am to 12:45 pm at the Library discussion room.

We had 3 participants, 1)Sheepa 2)Sandeepa 3) Deepika,

I have covered below mentioned topics to them through PPT, questionnaire and videos and had lot of discussion about how they would handle such situations if they face.

### Topics covered are:

- 1) Soft skills required
- a) Empathy A video was shown and discussion followed.
- b) Motivation How self motivation is important was discussed
- c) Self Esteem How Positive attitude can be developed by working on strengths.
- d) Hovering strengths A written activity classifying various types of strengths
- 2) Team work
- a) Types of people in a team A short video was shown and participants were asked to write their understandings
- b) How to respond to the various behavioural issues faced while doing a team work
- 3) Personality Development
- a) Appearance
- b) Personal hygiene
- c) Rules to introduction
- d) Body Language
- 4) Professionalism Elements of Professionalism
- a) Perception on professionalism at organizations
- b) Characteristics of professionalism 5 C's
- Types of behaviour Assertive , Passive, Aggressive ( Planned role play but due to unavailability of room avoided).
- 6) Formal email & letter writing tips.

Management Development Programme
On

'Growth Mindset vs. Fixed Mindset' under the topic 'Decision Making with Ownership' 24<sup>th</sup> of April 2019

**Timings**: 9.30 am to 5.30 pm New Horizon Gurukul School

Introduction- 9.30am
Training sessions -9.30 am to 11am
Tea break— 11am to 11.15am
Training session- 11.15am to 1pm
Lunch: 1 pm to 2 pm
Training session from 2pm to 4pm
High tea with snacks at 4 pm
Training session continues from 4pm to 5.30pm
Valedictory & Vote of Thanks- 5.30pm to 6pm



Yogesh Agiwal

Yogesh Agiwal is an internationally accomplished professional with 18 years in IT Business and 9 years in Leadership Development. On the IT Business side he successfully delivered large programs across geographies for fortune 500 clients and the only leader so far at Wipro to be awarded two times "Best People Manager Award" by Azim Premiji.

On Learning & Development side he has successfully designed, developed and implemented multiple leadership development programs across levels combining his business experience with world class content and frameworks from Harvard Business School Publishing, Franklin Covey, Dale Carnegie, Vital Smarts and many other partners.

Built a solid in-house leadership development team on content creation, facilitation, psychometric assessments, experiential learning and interventions. Operationally managed programs ocross globe in both regular and flipped classroom format. He has personally trained 700 Project Managers, 250 Delivery Managers and 120 Program Managers ocross USA, UK and Asia.

He has been a speaker at many National and International Forums such as Chief Learning Officers Summit, Harvard Business School Publishing (HBSP) Partners Summit, Dale Carnegie 100 Year Convention in Hawaii and many more.

In his free time he teaches performance thru meditation to corporate executives using the Sahaja Yoga school of meditation which he has been practicing himself since 1994 and runs a not for profit organization to train unemployed youth using his website www.createyourfuture.in

### Buddy lut - conver learning

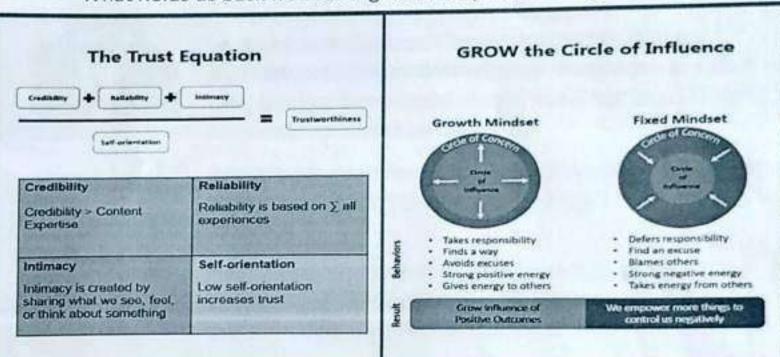
Mr. H.N. Surya Prakash Dr.Manjunatha Dr. Anitha S Rai Dr. R.J. Anandhi Dr. Shridhar Kurse Mr. Ranjan Manish Ms. Jayanthi Dr. Roopmala Dr. R. Bodhisatvan Dr. Vijaya Reddy Dr. Vijilius H Raj Dr. Sunita Hangal Dr. Anusuya Devi V Ms. Niti Mahendra Mr. Anil Kumar Hangal Dr. Prashanth C S R Ms. Usha Vasudevan Dr. K Gopalakrishnan Dr.(Col.) Kaiser Sing Dr. M S Ganesha Prasad Dr. Sanjeev Sharma Dr. Sowmya Narayai Dr. Asha V Dr. Girija.N.Srinivasalu Dr. Niranjan P S Dr. H. Ananda Vardhan Dr. Revathi V Ms. Deepa Ganesh Dr. Srinivasa. G Dr. Ramkumar Dr. Sheelan Misra Ms. Manjula.V



### Growth Mindset v/s Fixed Mindset

### **Program Objectives**

- Understanding what is Growth Mindset and What is Fixed Mindset
- Making the shift from Fixed Mindset to Growth Mindset thought process
- Understanding the concept of Circle of Concern versus Circle of Influence
- Understanding social styles and learning to flex our style
- Building Trust using the Trust equation with stakeholders
- Handling Change and understanding the resistance to change
- Use Robert Cialdini's 6 principles for individual influence
- · Handling conflicts during influencing
- What holds us back from taking ownership and making decisions



Date : 24th April, 2019

Time : 9:30 am to 5:30 pm

Venue : New Horizon Educational Institution

		Personal Developm	ent Program	Personal Development Program for House Keeping staff of NHCE 2019
Batch Details	Date	Timing	Duration	Topic
	13th May 2019	9:30 am to 12:30 pm	3 hours	Social & Telephonic Etiquette
Detect 1	14th May 2019	1:30pm to 4:30 pm	3 hours	Behavioural Aspects (with Staff and students) and positive attitude
Daten A	15th May 2019	9:30 am to 12:30 pm	3 hours	Good Health, Hygiene and Avoiding bad habits
	16th may 2019	9:30 am to 12:30 pm	3 hours	Communication Skills (Reinforcement)
	17th May 2019	1:30pm to 4:30 pm	3 hours	Social & Telephonic Etiquette
	20th May 2019	9:30 am to 12:30 pm	3 hours	Behavioural Aspects (with Staff and students) and positive attitude
Batch 2	21st May 2019	1:30pm to 4:30 pm	3 hours	Good Health, Hygiene and Avoiding bad habits
	22nd May 2019	9:30 am to 12:30 pm	3 hours	Communication Skills (Reinforcement)
	27th May 2019	9:30 am to 12:30 pm	3 hours	Social & Telephonic Etiquette
. 1	28th May 2019	1:30pm to 4:30 pm	3 hours	Behavioural Aspects (with Staff and students) and positive attitude
Batch 3	29th May 2019	9:30 am to 12:30 pm	3 hours	Good Health, Hygiene and Avoiding bad habits
	30th May 2019	9:30 am to 12:30 pm	3 hours	3 hours   Communication Skills (Reinforcement)

Schedule for Letter writing workshop SI. Signature No Name Department Timing Date Ms. Himabindhu 1 HR 30th May 2019 10:30am to 12:00pm Ms. Ramaprabha 2 HR 30th May 2019 12:00pm to 1:30 pm 3 Dean-SA Ms. Jyothi P 30th May 2019 3:00pm to 4:30 pm Mr. Ch. 4 NarasimhaRao ISE 31st May 2019 3:00pm to 4:30 pm 5 Ms. Pushpalatha M BSH 31st May 2019 10:30am to 12:00pm 6 Ms. Supriya BSH 31st May 2019 12:00pm to 1:30 pm 7 Ms. Malashree Civil 3rd June 2019 3:00 pm to 4:00pm 8 Dean-Academics Ms. Sheethal V 3rd June 2019 4:00 pm to 5:00pm 11 Ms. Roopa J M AE 4th June 2019 3:00 pm to 4:00pm 12 Ms. Asha I EEE 4th June 2019 4:00 pm to 5:00pm Ms. Rosary Josphene 6th June 2019 13 Mary Dean-ME 3:00 pm to 4:00pm 14 Ms. Shashikala MCA 6th June 2019 4:00 pm to 5:00pm 15 Ms. S Mageshwari CSE 7th June 2019 3:00 pm to 4:00pm

7th June 2019

10th June 2019

10th June 2019

11th June 2019

11th June 2019

12th June 2019

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Ms. Lepakshi

Ms. Usha Devi

Ramachandran

**JyothibalaRupa** 

Anuradha MS

Ms. Shweta

Anitha

ECE

MBA

NHC-M

NHC-M

NHC-M

Administration

Dr. Girija N Srinivasalu-Director QASDC

4:00 pm to 5:00pm

3:00 pm to 4:00pm

4:00 pm to 5:00pm

3:00 pm to 4:00pm

4:00 pm to 5:00pm

3:00 pm to 4:00pm

### Letter writting workshop conducted by QASDC for New Horizon College of Engineering

		Attendance-15/5/19	
	Office executive	S	Signature
SI. No	Name	Department	WHILS ,
1	Ms. Himabindhu	HR	1. Hiven binder
2	Ms. Ramaprabha	HR	DAM
3	Ms. Jyothi P	Dean-SA	Tyothi P
4	Mr. Ch. Narasimha Rao	ISE	
5	Ms. Pushpalatha M	BSH	1
6	Ms. Supriya	BSH	De la company de
7	Ms. Malashree	Civil	Mediatur
8	Ms. Sheethal V	Dean-Academics	Sherthal Velslig
11	Ms. Roopa J M	AE	Kong.
12	Ms. Asha J	EEE	Antaraget Is/s/ia
13	Ms. Rosary Josphene Mary	Dean-ME	Reserves light 19
14	Ms. Shashikala	MCA	Strapitale
15	Ms. S Mageshwari	CSE	Absent
16	Ms. Lepakshi	ECE	Mash
17	Ms.Usha Devi , S	MBA	8 48
18	Ms. Shweta	Administration	Absent
23	Ms. Sheepar S.	HR	Theres 5
24	Ms. Duebicas	BT	Denti Ca . P.
25	Sandish . S. U.	Administration	San Taranta

Animachendran NHC-M Author
Animachendran NHC-M Author
Tyethebala Respa NHC-M Rapa.

Worl		AB	ent for the Lab executives at MCA
	9.30 am to 11:00 am 11:15 to 12:30 pm		1:30 pm 3 pm 3.15 to 4:30 pm
18 <sup>th</sup> July 2019	MS Office- data management procedures and Social etiquette  Ms. Hima Bindu	Lunch	Practice with sample data
19 <sup>th</sup> July 2019	Preparation of Power point presentation slides- Ms. Hima Bindu	Lur	Practice with sample data





### New Horizon Quality Assessment and Skill Development Centre

### Conducted a two days' workshop on 'Data presentation skills through MS office-Ms word and Power point' for the Lab Executives at MCA LAB

### Consolidated report on the workshop conducted on 18th & 19th July 2019.

### Day 1

The session began with the statement, 'the roles and responsibilities of lab executives'. In order to know the specific roles and responsibilities assigned to each lab executive at NHCE, the lab executives were divided into small teams. There were 12 teams formed. Each team with 5 members had a thorough discussion about the roles and responsibilities assigned to them.

The roles & responsibilities assigned to them were listed and discussed in detail. While discussing, the participants felt the need of interpersonal skills which is most required for them to deal with the students of present generation.

The key skills discussed are mentioned below:

- Education Qualification
- · Independent Thinking
- Meticulous attention to detail
- · Excellent written and oral communication skills
- · Good team working skills
- Analytical skills
- Technical Presentation skills
- · Time management

From key skills listed above the resource person highlighted the soft skills- Data presentation skills through MS office-Ms word and Power point which is most important to the students of present generation and their learning styles.

Discussed thoroughly about how data can be well presented by Power Point Presentation.

Under PPT we discussed the below mentioned points

- 1) How to choose slide layout
- 2) How to decide upon font
- 3) Importance of maintaining uniformity in every slide
- 4) Inserting Pictures and graphs
- 5) Animations to attract audience
- 6) Organizing Presentation

To assign group task of working on power point presentation, a small activity was initiated. The participants were asked to discuss in teams and list down one challenge they were encountering in their day to day lab work. Below are the challenges mentioned by the participants.

- · Lack of disciplining of students in the lab.
- Servicing of instruments and calibration of machines has to be done regularly
- · The chairs in the Computer science labs are not students' friendly
- · No assigned place for the lab executives to sit in the labs
- Faculty teaching material doesn't correlate with the experiment to be conducted in the labs
- Instead of cooperating with lab executives, the faculty plays blame game and puts the onus on instructors
- No proper planning done for continued lab session
- · Other tasks being assigned to lab executives, while the lab sessions are going on
- · Not giving them an opportunity to attend any external workshops
- Lab capacity is a major issue.

The above mentioned challenges were consolidated in the following form and given to them as different problem statements

- Academic Honesty
- Lab safety
- · Student time management during the lab
- · Performance, math or science anxiety
- Academically unprepared students
- Antipathy to lab material
- Student T. A. Relationships
- Student frustrations with group efforts
- Students requesting exceptions
- Labs that do not correlate with lecture material at the time
- Equipment failure
- Responding to criticism of the professor or other T.A.s from a student

With regard to the above statements the participants were given group task to prepare and present in PPT format specified below.

- 1) Analysis of the problem
- 2) Define the problem statement as understood by the team
- 3) Possible solution to the problem
- 4) One real time example as possible solution to the problem to be explained
- One soft skill to be identified and explained why is that so important for their career growth

### 6) The research reference

### Day 2

The session started at 9:30 am and participants were given time till 11:30 to work together and prepare the Power Point Presentation for the topics shared. In the time given the participants searched references with regard to the issues and discussed possible solution for the challenges and presented it very systematically with many visuals, animated slides and professional fonts by highlighting their efforts.

Each team took 15 minutes to present and answered questions raised by the facilitator and other participants. The participants were given thorough feedback for their further improvement. The enthusiasm with which they accepted the feedback was commendable.

Post lunch, to help and groom the participants, an insight of professional dressing style and behaviour qualities was focussed upon.

Under grooming the below mentioned points were discussed.

- 1) Dressing style
- 2) Hygienic ways to present themselves
- 3) Need to take care of body odour

The expected professional behaviour styles were shared with them.

A two day session ended with review on topics covered and the issues addressed.









### New Horizon College of Engineering

# Induction program for the New Teaching faculty - 2019 at Library Conference Room

	3:20 pm to 4:30 pm	Student related issues by Dr. Manjunatha, Principal, NHCE	Briefing of HR policies by Ms. Manjula HOD-HR				
	2.10 pm to 3.10	lls- grooming, Dr. Soumya LS	Role of MOOC online courses & certification in higher technical educational institutions by Dr. Niranjan – HOD Civil				
(	1:30 pm to 2:00 pm	Interpersonal skills- grooming, social etiquette- Dr. Soumya Narayanan-LSLLS	Students Attendance by Mr. H N. Suryaprakash Registrar & Dr. Srinivasa- HoD- Mathematics				
	12:30 pm to 1:30 pm		rnucy				
	11:15 to 12:30 pm	Introduction to Autonomous status of NHCE by Dr. Prashanth, Dean- Academics	Library Resources by Dr. Anitha Rai, Head Library & Information center				
	10:00 am to 11:00 am	Institutions vision, mission and values by Dr. Manjunatha, Principal, NHCE	Institutional accreditation process – Dr. Ganesha Prasad- Dean and HoD- ME				
	Ti Sey	18 <sup>th</sup> July 2019	19 <sup>th</sup> July 2019				

### New Horizon Educational Institution Work shop on

### "Letter writing format, E- Mail drafting methods and drafting Minutes of Meeting"

### Planned Schedule:

9:30 am -11:15am - Introduction and evolution of formal Letter writing methods

11:15 am - 11:30 am - Tea Break

11:30am to 1:00 pm - Activity based learning of drafting, official letters, business letters and Circulars.

1:00pm to 2: 30 pm - Importance of Minutes of meeting and drafting formats

### Consolidated Report on "Letter Writing"

### Date: 23" Feb 2019 for Non teaching staff of NHEI

Topics Covered: Formal Letter writing which included, Official letters, Business Letters& Circulars. Also Minutes of meeting importance and the framework in which the MOM should be maintained was addressed.

Objectives Fulfilled: Framework to be followed in specific to educational institutions while drafting formal letters. Below objectives were achieved

- 1) Salutation style
- 2) Content in the body of the letter
- 3) Addressing styles
- 4) Subject content
- 5) Complementary Closure
- 6) Importance of Minutes of meeting
- 7) How to draft Minutes of meeting

<u>Session Conduction details:</u> The session began with an understanding from participants on the take home expected from the session. Many participants claimed that they were very confused about addressing styles & closure styles while drafting letters to external offices like universities and industries requesting permissions and approvals.

Ms. Sudha Manjrekar started the session with a brief description on how the format has evolved and briefly explained the eight important points while drafting official letters which included, Address of both sender and receiver, date, greeting / salutation style to be followed, subject framing, body of the letter and conclusion. More focus was given on body of the letter as it played major role in conveying the message.

A format of formal letter was share and then rest of the session was done through activities.

Four types of letters were discussed by making the participants find mistake in the letters given to them as part of activity. Each participant was supposed to make corrections in the given sheet and after each letter type detailed discussion happened on the right way of writing.

Along with traditional letter writing techniques using electronic media that is E-mail communication styles were also discussed.

Ms. Hima Bindu has given insight to the participants about the role Minutes of Meeting play and what should be the tasks that should be fulfilled by the office executives, before, during and after meetings with respect to drafting of Minutes of Meeting.

Also most acclaimed format of MOM was shared with the participants.

<u>Usefulness of the Session</u>: The session helped participants to learn the most important points while drafting official, business, circular letters and minutes of meeting. Participants were also recommended to build vocabulary to help them draft letters.



Ring Road, Near Marathalli, Bengaluru- 560103, INDIA

## Quality Assessment and Skill Development Center

### Participation Certificate

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has participated in the "Letter writing

workshop" organized by the Quality Assessment and Skill Development Center for the Non-Teaching staff of New Horizon Educational Institution on 23rd February 2019, as part of Faculty Development Program at New Horizon College of

Engineering.

Dr. Girija. N. Srinivasalu

Director -NHQASDC

"In pursuit of excellence"

### New Horizon Quality Assessment and Skill Development Center

### Induction report of new joinees of NHCE (Non-Teaching Staff)

Induction conducted to the below mentioned new joinees (Non-Teaching Staff) of NHCE 7" March 2019 from 9:30 am to 1:00 pm at the conference room.

We had 6 participants, 1) Nanjamma, 2) Deepika, 3) Sunil, 4) Narasimha Rao, 5) Shashikala and 6)

Before conducting the induction a common questionnaire was sent on mail to the participants to be filled and submitted a day before the induction. The questionnaire was sent with an intention to analyse the entry level of each participant.

Based on the study I have covered below mentioned topics to them through PPT, questionnaire and videos and had lot of discussion about how they would handle such situations if they face.

### Topics covered are:

- 1) Soft skills required
- a) Empathy A video was shown and discussion followed.
- b) Motivation How self motivation is important was discussed
- c) Self Esteem How Positive attitude can be developed by working on strengths.
- d) Hovering strengths A written activity classifying various types of strengths.

### 2) Team work

- a) Types of people in a team A short video was shown and participants were lasked to write their understandings
- b) How to respond to the various behavioural issues faced while doing a team work
- 3) Handling Peer pressure Various examples were discussed
- 4) Personality Development
- a) Appearance
- b) Personal hygiene
- c) Rules to introduction
- d) Body Language
- Professionalism Elements of Professionalism
- a) Perception on professionalism at organizations
- b) Characteristics of professionalism 5 C's
- 6) Types of behaviour Assertive, Passive, Aggressive (Planned role play but due to unavailability of room avoided).
- 7) Formal email & letter writing tips and minutes of the meeting writing format.

All the six participants actively participated and have shown interest in learning, improving and grooming themselves as required by their respective departments.

Each participant has shared feedback to us personally through E-mail.

### NEW HORIZON QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER ORGANIZES

### MANAGEMENT DEVELOPMENT PROGRAM

### ON

### "LEADER AS A CHANGE MAKER"

### ON 12TH AND 13TH OCTOBER 2017

Resource Person: Mr. C.V Ramanan, Founder CEO of Ladder Consultancy Pvt. Ltd.

### Topics specified for the workshop:

- Developing Aspirations to Success
- Creating high performance in organization
- Embedding Leadership Skills
- Setting directions and Decision making for effective working
- Encouraging Individual and Team work
- Managing Emotions
- Conflict Resolution Problem Solving
- Business Communication
- Inter Personal Skills
- Minimizing Communication gaps

### Objectives:

- 1. To set the parameters for facilitating learning at all levels.
- 2. To develop aspirations to success at the individual and institutional level.
- 3. To create high level performance amongst leader for the benefit of stake holders
- 4. To give clarity to leadership skills and to take up challenges
- To help balance the emotions –handling changes amongst students
- 6. To design value based curriculum to improve students values

### Approaches used during workshop:

- Questioning technique
- Discussion for clarifications
- Individual building activities
- Online tools for knowing one's own personality
- Video Presentation
- Meditation and Introspection

### Execution:

The program began on 12<sup>th</sup> October 2017 T 9:30 am with a short prayer by Dr.Girija.N.Srinivasalu, director, QASDC followed by the brief introduction on the program, significance and the introduction of Mr. C.V. Ramanan who is the resource person facilitating the program for both the days along with the 2 other resource person to support him were Mr.Swami and Mr. shah Bahadur.

Mr.C.V.Raman began the session by introducing the deeper meaning of Management, which means "Meant to be a man of age". This starts from Self and then to the outer world to link this he also asked all the participants of key takeaways from the previous MDP session along with the impact.

Activity: All the participants were asked to describe themselves with an adjective that best describes them, after writing those, he had all the participants pin the A4 sheet to their back and collect the other participants views on them. The task was to describe everyone with an adjective. The session seemed to be very interactive while everyone went up to other people to identify them with an adjective.

Discussion: Post which the participants were instructed to compare their views against how others perceive them.

The facilitator also informed all the participants to chalk down their expectation out of the MDP program and have it pinned to the wall, so that it can be revisited the next day. He also stated the opportunities created for a student within the organization for their employability, if it is only engagement oriented or just employability oriented, which means if the students are able to sustain their job after getting one.

He then posed series of questions to all the participants trying to analyze if they operated from the innerworld or the external world, which of the 2 world is influencing them the most.

- Is life predictable or unpredictable at this point?
- 2. Is life clear or confusing?
- 3. Is your life filled with faith or fear?
- 4. Do you approach the problems in life objectively or subjectively?
- 5. Are you all personality oriented or purpose oriented?
- 6. Are you leading a life of probability or belongingness?
- 7. Are you all operating in the state of Intelligence or wisdom?
- 8. Are you excelling in life or existing in life?
- Are you leading a life of survival or a life of aspiration?

He also asked the participants the definition of fundamental things in life such as:

Intelligence: is the state of differentiating between things.

Wisdom: is the ability of understanding the truth.

He stated that everyone is born with wisdom and the world around it allows them to be intelligent, post which everyone starts operating from the state of intelligence and not from the state of wisdom. The result analysis was that every individual operates from a state of intelligence and not from the state of wisdom; which means the outside world rules ones behavior and livelihood and not the inner world. He stated that the day everyone starts paying attention to the inner world life becomes much more reliable and excellent than just existing; one should have aspirations from deeper inside to lead a successful life and also to lead a group of people.

He stated that for a student to enter to outer world and sustain, they need aspiration within themselves which can be sprouted only at the institutional level, hence all the heads and the staff in the institution have more responsibility towards the student than just getting them employable.

He introduced tools those were created for the purpose of enabling oneself to understand selfbetter; He introduced tools like Know yourself, in which the participants are allowed to jot down the time spent in a given time and to analyze for themselves of the productive time spent.

Next, he introduced a **tool** that maps ones needs and the priority that is given to their personal needs. He also introduced behavioral tool based on the Response, reactive and the resilient expressions.

Then, the tool the states ones habits and hobbles which indeed decides their behavior was administered. With all these he closed the first day letting everyone know that they must come back the next day by filling up all the details in the online tools.

The 2<sup>nd</sup> day session started with a recap session about the previous day and also the key takeaways from the previous day session. There was lot of debatable discussion about the need to induce hunger in students before they get out of the institution.

Post discussion, the facilitator began with the discussion about personality, which is the reflection of mind. The reflection are of 2 types that is introvert and an extrovert, while introverts are good in deep analysis and researching and the extroverts are survivors who try marketing strategy. He told everyone to analyze for themselves what kind of an individual are they towards self and survival. He explained the traits of individual as self and survivors with illustrations, which was helpful for the participants to analyze themselves better.

With all the above mentioned tools, he stated the one will be able to understand them better and also rule them according to what can give them success and also try to operate from the inner world.

In the meanwhile, there were visitors from DCB bank, one of the sponsors for the Management development program visit the venue to brief the audience about their product. The session went on for about 20 minutes with participants having all queries answered by the bank representatives.

He also discussed about the importance of having to set Vision and Mission for oneself to be able to set Vision and Mission at the Institutional level.

The next session began with designing, declaring and deciding about an individual's professional values. He spoke about 7 values under 3 quotients, Personality Quotient, Ability Quotient and Holistic Quotient.

### The 7 values were:



There was an activity which enabled everyone to write down others path to enable progress as a term professional.

Vote of Thanks: was delivered by Dr.Girija.N.Srinivasalu thanking the resource person, the sponsors, the participants and all the supporting staff.

Sponsors for the program: LOTUS UNIFORMS, ETHERGLOBAL and DCB BANK.

### Here are the feedback results:

Objectives and Content	1.000
Methods used for conducting workshop	2.94
	2.91
About the Resource Person	3.95
Duration of the workshop	3.00
Overall quality of the workshop	3.03









### New Horizon Quality Assessment and Skill Development Center Management Development Programme on 'Leader As A Change Maker' 12th and 13th October 2017

### Feedback Form

Name of the Resource Person:Mr. C.V. Ramanan

Instructions: Please indicate your level of agreement with the statements listed below

SI.No.	Feedback Parameters	Excellent	Very Good	Good	Falt	Poor
	Objectives and Content	5	4	3	2	1
1	Objectives are clearly met					
2	Content relevance to the topic					
3	Content relevance to your field of work					
	Methods used for conducting workshop	5	4	3	2	1
4	Effectiveness of the methods used		i trais			
5	Relevent examples used for concept clarity		1			
6	Appropriateness of activities conducted					
	About the Resource Person	5	4	3	2	1
7	Preparedness of resource person					
8	Knowledge and command over the subject					
9	Command over the language					
	Duration of the workshop	5	4	3	2	1
10	Adequate and comfortable.					
	Overall quality of the workshop	5	4	3	2	1
11	Exposure and experiences provided to the participants	-				
12	Any other comments/recommendations					

Overall Grading of the session: E

Thank you for your feedback!







### PARTICIPATION CERTIFICATE

This is to certify that

Prof. | Dr. | Mr. | Ms.

has

participated in Management Development Program on "Leader as a

Change Maker" organized by New Horizon Quality Assessment and

Skill Development Center, NHEI on 12th and 13th October 2017 at New Horizon Gurukul Campus.

Dr. Girija.N.Srimivasalu Director -NHQASDC

Dr. Mohan Manghnani Chairman -NHEI

"In pursuit of excellence......

### NEW HORIZON QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER

### Organizes Workshop on

"Letter writing techniques with E-Mail Etiquette & MS-Excel"

For Non-Teaching Staff of NHE1 on 22nd December 2017

### Objectives: To enable the participants to:

- concentrate in their duty with all round fitness
- · write various kinds of official letters
- apply the email etiquettes while sending the official letters
- achieve clarity and successful communication.
- learn to communicate with proper structure.
- · learn to format the messages appropriately
- learn to write professionally and brand Broadcast emails
- · learn to avoid senders regret by proof reading
- work with basic rules and regulations of MS- Excel

### Resource Persons: Mr. S L Gangadhara Murthy and Ms. Sharmila J

After the welcome address by the Education Program Analyst of QASDC, Ms. Sudha Manjrekar, the participants settled down in the auditorium of the Library Block for an invigorating session of Yoga and meditation under the guidance of Professor Aravinda Kothiyar of the Electronics and Communication Department of NHCE, who had very kindly consented to lead the group to perform a few basic yoga exercises and meditation.

After feeling refreshed and rejuvenated, the participants were exposed to a 3 hour enlightening session on 
"Letter writing techniques and Email-Etiquette by our very own Mr. S L Gangadhara Murthy Training officer 
of the Training & Placement Department of NHCE. This second session of the workshop was held in the 
conference hall of the Training and Placement Department in the Chatrapathi Shivaji Block. Here Mr. 
Gangadhara Murthy took the participants through a series of slides and PowerPoint presentations, lectures and 
discussions to share the correct and the incorrect methods of letter writing, the basic features that business 
letters should contain, vocabulary that should be used in the contents of such letters and in the greeting 
salutations and conclusions. He also threw light on the language that must be avoided in e-mail communications

and how emails should be precise, short, brief and to the point right from the subject line to the greeting and the signing off in an email.

It was a highly interactive and participative workshop where Mr. Murthy randomly distributed questions, related to communication skills to each group of four participants who discussed it amongst the group and one member of the group shared it with the rest of the members, thus benefitting from one another's inputs and experiences. Each member was also given a handout on varied aspects of emailing and letter writing.

At the end of a three hour session, Ms. Sudha Manjrekar proposed a vote of thanks and the very enlightened participants dispersed for lunch after the very enriching experience, of this session, with Mr. Gangadhara Murthy,

The afternoon session was conducted by Ms. Sharmila J. Secretary to the HOD of the Mechanical Engineering department, at MCA computer Laboratory. She began the session by focusing on the roles and responsibilities of a secretary in various departments. She highlighted the significance of MS-Excel worksheet for the secretaries. She made all the participants to have hands on experience by giving certain sample questions and introducing them to few formulas which are commonly used for data analysis.

There were 39 participants in the workshop and feedback was collected from all the participants

### Here are the feedback results (for Mr. S L Gangadhara Murthy):

Excellent	2.59
Very Good	
Good	2.96
Fair	
Poor	



### PARTICIPATION CERTIFICATE

This is to certify that

Mr / Ms

has participated in the workshop on

"E-mail Etiquette & MS-Excel" organized for the New Horizon Educational Institution Non-Teaching staff

by the Quality Assessment and Skill Development Center on 22nd December 2017.

Dr. Girija. N. Srinivasalu

Director -NHQASDC

### New Horizon Educational Institution

### "Letter Writing, Email etiquette & MS-Excel

### Workshop for Non-Teaching Employees on 10th January 2018

In non-academic Job, the letters play an important role for any kind of application. At the same time to keep in face with the fast forward pace today- the minimum knowledge of MS- Excel is of utmost importance. By analyzing the need of a robust letter writing and MS- Excel skill requirement - New Horizon Quality Assessment and Skill Development Center conducted a workshop for the non-teaching staff to brush up their skills on the same. Here are the Specific Objectives for the workshop:

### The participants will be able to:

- Understand the requirement of letter writing in today's otherwise internet efficient generation.
- Classify the Do's and Don'ts of business Letter writing.
- · Develop efficiency in Letter writing with precision.
- · Have hands on experience on MS- Excel
- Prepare quick and accurate reports using MS- Excel.

### Planning:

- Mr R L Gangadhara Murthy from Training and Placement department, Prof Aravinda from Electronics & communication Engineering Department and Ms. Sharmila J from Mechanical department were identified for their excellent training skills to facilitate the workshop in writing letters, Email etiquette and MS Excel.
- The Timetable was circulated to all the concerned Principals/Directors/Registrar/Heads
  of the departments, to disseminate the information to all the participants.
- The required stationaries were procured from the concerned team and had it ready before the training.

### Training:

Being fit physically leads to mental fitness; hence, we started the program at 9.30 am, on 10<sup>th</sup> of Jan '18.—with a Yoga session by Prof. K. Aravinda, of Electronics & Communication Engineering department. Prof. Aravinda briefed the participants about Yoga, importance Postures and Asanas. Most importantly he demonstrated some simple breathing exercises and under his abled guidance, the participants also practiced few breathing exercises along with few other easy to do Asanas.

The charged up trainees then were asked to move to MBA Seminar Hall. 3<sup>rd</sup> Floor of Netaji Subhas Chandra Bose Block.

Here the logistics were prearranged by Ms. Bindu of NHQASDC under the abled guidance of Dr. Girija N. Srinivasalu Director – NHQASDC.

Mr. Murthy, very professionally, started the session by framing an interesting interactive and introductory round for all – where some trainees introduced themselves with adjectives with the first letter of their name, and some other with verbs. He very efficiently drew a live comparative study and presented how use of words could prove efficiency, confidence and boost morals. In other words he built the WFIM "What's in it for me?" for the trainees to be gripped through the entire session. He gradually started speaking of letter writing and its importance. He then briefed on letter's individual elements and components - Adult ways of learning, were wonderfully being used by him. He briefed everyone about how with the help of machine learning a lot of grammatical error and spelling mistakes can be taken care in letter writing.

As the class was not only about theoretical knowledge, but a lot of puzzles and activities, so that everyone takes more interest and is able to take back a lot from the session. He also saw to it that everyone participated in all the activities. He not only captivated the crowd with activities and puzzles he also had interesting questions being answered by the crowd with a very well prepared PPT. The session ended with some letter writing, by some random chit selection, as he read through them and rectified and appreciated wherever, necessary.

The session closed with learning's being recapped with a quick discussion. Everyone has put in a good effort in the workshop of letter writing skill and did surely brush up their own set of letter writings and cleared doubts, at the same time enjoyed the session thoroughly. Ms. Bindu closed the session by thanking everyone for being active participants and Mr. Murthy for his valuable time and knowledge sharing.

The second session started quickly after the lunch break at 2:30 pm on the same day. Miss Sharmila efficiently started the class with some basics use of Ms Excel. She has a well-built excel file prepared with 7 different kinds of calculations and formulas. She made it a point that everyone practiced every little part of each excel program. She answered and resolved all queries from the participants. This session was closed with different assignment being assigned to each of the participant, which has to be submitted to Dr. Girija. N. Srinivasalu. Certificates are to be awarded only after the evaluation of these assignments.

### Feedback:

Feedback form has been filled by all the participants and certificates will be soon provided to all. Participants were quite pleased to take back learning's which are very useful to them on a day in day out basis. Hence, the goal of NHQASDC was beautifully served.

Here are the feedback results (for Mr. S L Gangadhara Murthy);

Excellent	2.05
Very Good	1.64
Good	0.55
Fair	
Poor	*



### PARTICIPATION CERTIFICATE

This is to certify that

has participated in the workshop Mr./Ms.

on "Letter Writing, E-mail Etiquette & MS-Excel" organized by Quality Assessment

and Skill Development Center for the Non-Teaching staff of New Horizon Educational

Institution on 10th January 2018 at New Horizon College of Engineering.

### Report on Orientation Program

### "Social Values and Social Responsibilities"

"Service to man is service to God" - By serving human beings and the society we are in turn serving God- with this philosophy New Horizon Quality Assessment and Skill Development Center had invited few eminent people from Shri Sathya Sai Seva Organization to discuss about an orientation programme on" Social Values and Social Responsibilities" for the students of NHCE.

In a meeting along with the Dean and HODs and the members of Sri Sathya Sai Seva Organization, it was decided to conduct orientation programme on 5<sup>th</sup> and 6<sup>th</sup> February 2018 for the students of BSH(Chemistry and Physics cycle), BT- II semester; ECE, CSE, ME, Auto, Civil, ISE and EEE – IV semester, respectively.

A schedule was planned between 12:50pm – 4:50pm for 2 batches on each day, and it was circulated to the Principal who in turn circulated the schedule to all the respective HODs and other faculty members.

### Objectives:

To enable the participants

- To get the social values inculcated
- To get the aesthetic and qualitative practices developed while achieving the scientific and economic growth.
- To prepare their minds to serve the society.
- To develop their Emotional and Spiritual quotient from a tender age.
- To understand the importance and value of human engineering.

### Execution:

The first session was opened by Dr.Girija, Director NHQASDC, with the welcome address to Eminent People like Dr. Amey Deshpande and Sri Sundar Anantharaman from Sri Sathya Sai Seva Organization, Principal, Deans, HOD, and Faculties and to all the students. The stage was then handed over to Dr. Amey Deshpande of Sathya Sai Seva Organization to address the students. There were a few others to help them.

Dr. Deshpande started the session with a beautiful song – "Tell me why", by Declan Galbraith. And the song set the audience to think of the value that we carry and why there is unrest in the



Name:

College:

Course/ Year:

Contact No. :

E-mail ID:

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### **Humanity Of Positive Energy [HOPE]**

by





Signature

### Sri Sathya Sai Seva Organisations Karnataka

### HOPE FORM

)	Repeat E-mail ID :     Permanent residential Address :
	What is your ambition in Life ?
	The Control of the Co
	Your strength & Weaknesses :
	What support you need to achieve your ambition ?
	What is your parents occupation ?
The second	How do you spend your free time/ hobbies ?
0.00	Are you interested in improving your EQ/SQ ? If Yes How:

### Report on "Nurturing Professionalism" Program organized for office Executives of NHCM and NHCE on 3<sup>rd</sup> &4<sup>th</sup> of May 2018

In continuation of our Previous workshop on Letter writing and Ms. Excel, QASDC has understood the requirement of the office executives and conducted a training programme for them. The topics chosen for the training program were designed by keeping the college decorum, organizational behavior and professional development in mind.

### Planning:

### The topics selected under Nurturing Professionalism were:

- · Importance of Presentability/ Appearance
- · Prioritization/ Procrastination
- Being Updated
- · Documentation and Data Maintenance
- Inter-Personal skills/ Communication skills

### Specific Objectives which were framed for the workshop were:

Participants will be able to:

- Understand the importance of appearance for success and productivity at work place
- Prioritize not only their daily work but all other activities accordingly, and hack away procrastination
- Understand the value of up skilling themselves and being updated all the time
- Understand the requirement of a well segregated easily retrievable robust documentation procedure
- Break down their perceived notions which contribute to their barriers in communication and improve their interpersonal skills

### Internal Resource Person:

The Education Programme executive Ms. Nibedita Gon, from NHQASDC was assigned to facilitate the programme

### Execution:

Based on the above mentioned topics and objectives a circular was sent to all the nonacademic departments for sending their office executives without fail to the programme, which was planned in two batches (without disturbing the regular work) on 3<sup>rd</sup> and 4<sup>th</sup> of May 2018.

As preliminary activity the trainer met all the HOD's of the respective nonacademic departments and collected their opinion about each office executive's potentials.

At the beginning of the programme, in order to boost the morale of all the participants, appreciation notes given by respective HOD's were shared by the trainer. With this, the mood of the audience was set to a positive note. For both the sessions a perception game was executed to clarify, that each one will carry a different notion and version and they are correct in their own way.

Each topic mentioned above, was first discussed and then elaborated with a PPT with some videos and then taken further with games or illustrations which were designed for the trainees to carry out. Overall all the trainees in each of the sessions gave their individual inputs in their group activities and there was a lot of take away for everyone. The feedback given by the staff encouraged QASDC to conduct more such trainings.

Here is the table for the participants from each department.

Departments	Total no. of staff	Staff Present
Administration	26	21
Branding & Marketing	4	3
Human Resources	4	1
Library	8	5
New Horizon College-Marathalli	7	5
Training & Placement	1	1
Accounts & Finance	14	100
Admission	11	100
Grand Total	75	36



Ring Road, Near Marathalli, Bengaluru- 560103, INDIA

# Quality Assessment and Skill Development Center

### Participation Certificate

This is to certify that Mr. / Mrs. / Ms.

in has participated

the "Nurturing Professionalism" program organized by The Quality Assessment and Skill Development Center on 3rd & 4th May 2018, as part of the Office Executives training program at New Horizon College of Engineering.

Dr. Girija. N. Srinivasalu Director -NHQASDC

"In Dursuit of excellence"

### REPORT ON H.O.P.E (Humanity Of Positive Energy) PHASE II ORIENTATION PROGRAM

New Horizon college of Engineering in collaboration with Sri Satya Sai Organization witnessed an energized program on 7th April 2018 from 10 am to 5 pm by 70 students of B.E. accompanied by Mrs. Padma N and Mrs. Padma Priya D.D. faculties of BSH. The program focused on Time. Ego and Anger management which motivated every individual to improvise their own persona and Interpersonal skills followed by interactive Q & A session by Mr. Sundar Anantharaman, Director- Sai Consultants. The students realized the true meaning of "Service to Human is Service to God" and gained hands on experience to be more humane after witnessing patients being given various free medical treatments.

The session was indeed very remarkable, motivational and inspirational for the future NHCE aspirants for Phase III program.

ing Professionalism - for Office Executives Facilitated by Nibedita Gon (QASDC) Venue – MBA Seminar Hall	<b>L</b>	4 <sup>th</sup> May 2018	9:30 am - 12:30 pm
Nurturing Professionalism - for Office Exec Facilitated by Nibedita Gon (QASDC) Venue – MBA Seminar Hall	Session	3 <sup>rd</sup> May 2018	9:30 am - 12:30 pm

### **New Horizon Educational Institution**

### Module based Training for the office staff of NHEI

	Energ	ize your Ex	pertise	
Group	Participants	Days	Dates	Duration
Secretary	5	2	18 June -19 June 2018	9.30 am- 4.30 pm
NHCE & NHCM	39	2	22 June - 23 June 2018	9.30 am- 4.30 pm
NHCK & NHPUC	7	2	25 June -26 June 2018	9.30 am- 4.30 pm
FOE	6	2	28 June- 29 June 2018	9.30 am- 4.30 pm

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	unrez.	Z	L	NHCK & NHPUC
	unt ss	7	- 68	WHCE & WHCM
1	nul 81	7	9	(nateries)
Ded	-	SARO	Participants	Group

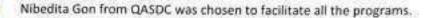
### Report on Module based training for the Office staff

Every individual has a space for improvement. NHQASDC is trying to bring in a little extra to the all the expertise to all the skilled and new joiners amongst the staffs or employees of New Horizon family.

### Planning:

With the requisition from the HR head NHQASDC designed several modules for each group of office/admin executives, front office executives, secretaries respectively. The Programme was then named as; "Energize your Expertise"- as they were all individually self-sufficient with their respective expertise it was time to provide some energizer.

The programme was conducted in 3 different batches with 2 days of training program.



### Execution:

Each program started at 9:30 am with a meditation round as guided by Dr. Girija, Director QASDC- which is to calm and compose all the participants for the two days session. The day developed with some group discussions team works, presentations, energizers, storytelling, role plays and various other activities and slowly the first day gets wrapped up.

The next day a power packed excel session is conducted with hands on experience of each individual and some problem solving from the trainers end as well as asked by the participants. This session was well appreciated as it came with many excel shortcuts and other day to day requirements of the staff members. The post lunch session on the last day is majorly doing a pre cap of what was covered and some bit of time management and stress management with some activities.

1st batch (office executive) - 20 members, were present

2<sup>rd</sup> batch (FOE executive) - 6members, were present

3rd batch (office executives and secretaries) - 28 members, were present

The session commenced by getting the participants to describe the reasons regarding how and when they came to work at New Horizon, importance of their present role, biggest challenge at work, 2 things about themselves that no one else knows, and to appreciate their coworkers. The trainer also focused on non-verbal cues like how to dress and how to greet people with lot

of illustrations like, the wardrobe of a person reflects who they are and why it is crucial to dress professionally.

The trainer stressed on how facial expressions are an integral part of body language. Open and honest communication skills are mandatory. She suggested that it is important to be receptive to criticism in a positive light and that it's okay to apologize and clear your own conscience. We have to train ourselves to listen more and look out for more tiny or untold information. It is crucial for any employee to break the ice and avoid flat responses and close ended questions as much as possible. It is important to not take things personally and to exit gracefully when required.

Decision making and being proactive were also part of this workshop in which the importance of practicing proactiveness was stressed upon. The other important topics which were included were how to increase preventive measures by eating healthy and preventing health-complications. It was suggested to decrease procrastination by not pushing work assignments till the last moment and also to learn to see things from a wider angle by observing actions from a causation viewpoint.

The second day of the workshop the session focused on e-mail etiquette. The important points told were- while writing a mail to be clear in the subject line, not to "e-mail when in anger, to use exclamation points sparingly, to be careful with confidential information, to respond in a timely fashion, to refrain from sending one-liners, to avoid using shortcuts to real words, emoticons, jargon, or slang, to keep the mails clean, send or copy others only on a need to know basis, to be careful of the attachments, and provide a logical name, to beware of the "reply all.", to evaluate the importance of your e-mail, to maintain privacy, to keep it short and get to the point, to know your audience, to include a signature at all times and to use auto responder while you are out of office, mentioning timeline and back up. Your e-mail is a reflection of you.

The participants were given few activities like- write a mail to the training director to reschedule a training Program, to write a mail seeking approval for a leave, which you can't apply on the system, to write a mail seeking approval to conduct a session for "drug awareness amongst engineering students" by an external facilitator and to write a mail reporting a misbehavior you have encountered.

The participants were also given training in excel which included 'tools in excel and word for record management and data analysis'.

### Evaluation:

After each session feedback link was shared with each participant and they duly filled it. The overall feedback was happy and excellent, as they look forward to more such engaging

sessions. Each one was keen to learn more about excel and requested more motivational and excel training sessions. Please find the pictorial representation of all the three session.

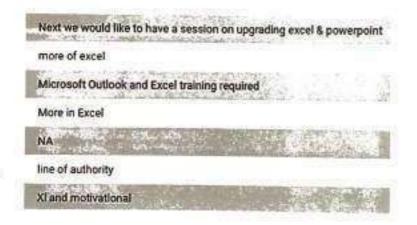
### Overall Grading of the session:

19 responses:



### Any required topics to be covered next

7 responses



### Any other comments/suggestions

5 responses

As in session about health & hygiene - we request you to kindly provide us clean water in our wash rooms as it is causing infection to staffs as well as students.

It was an excellent workshop.

NIL

NA

training session was very valuable, emphasis on SDL.



QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER

Mr./Ms. department has parti organized by NHQA. on&	Mr./Ms.  department has participated in the workshop on "Energize your Expertise" organized by NHQASDC for the Administrative staff & Office Executives on& 2018 at the New Horizon College of Engineering.	from "Energize your Expertise staff & Office Executive College of Engineering.
Dr. Manjunatha	"In pursuit of Excellence"	Dr.Girija.N.Srinivasalu Director -NHOASDC

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NEW HORIZON COLLEGE O	DP on Performance
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NEW	

	Batch 1 (AP 1 & A	AP 2- ISE, ECE	Batch 1 (AP 1 & AP 2- ISE, ECE, CSE, BSH, BT) & MBA
	VENUE	VENUE: Chanakya Seminar hall	eminar hall
	9:30 am to 12:30 pm	12:30 to 1:30 pm	1:30 pm to 4:30 pm
16th July 2018	Practices of outcome based education by Dr. Guruprasad, Professor BMSCE Bangalore		Practices of outcome based education by Dr. Guruprasad, Professor, BMSCE Bangalore
17th July 2018	Case study methodology by Ms. Hima Bindu Crossover Leadership Academy	youny	Techniques to cater to the needs of students with multiple intelligences by Mr. Eshwar Sundaresan
18th July 2018	Induction of research into teaching by Dr. Kishinchand Poornima Wasdani, research associate		'Need for Value based education at the engineering level' by Mr. Ramesh B Umarani- Ramakrishna Mission New Delhi

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Batch 2 (AP1 & AP 2- EEE, Civil, Auto, ME)	& MCA
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### VENUE: Falconry Seminar hall

	9:30 am to 12:30 pm	12:30 to 1:30 pm	1:30 pm to 4:30 pm
16th July 2018	16th Techniques to cater to the needs of July students with multiple intelligences by 2018 Mr. Eshwar Sundaresan		Case study methodology by Ms. Hima Bindu Crossover Leadership Academy
17th July 2018	Practices of outcome based education by Dr. Guruprasad, Professor, BMSCE Bangalore	rnucy	Practices of outcome based education by Dr. Guruprasad, Professor, BMSCE Bangalore
18th July 2018	'Need for Value based education at the engineering level' by Mr. Ramesh B. Umarani- Ramakrishna Mission New Delhi	Tax	Induction of research into teaching by Dr. Kishinchand Poornima Wasdani, research associate

Associate Professors &	departments) & MBA
Batch 3 (Seniors APs, A	Professors of all the c

VENUE: Library Conference hall

12:30 to 1:30 pm	Outcon design	
1:30 pm to 4:30 pm	Outcome based education - Instructional design by Dr. Rajanikanth Rtd. Principal MSRIT	Emotional Balancing by Dr.Asha Sidd- Banjara Academy

partments) & MCA
of all the depar
Professors

VENUE: VM Ware classroom

12: atio anth	
16th Outcome based education - Instructional July design by Dr. Rajanikanth Rtd. Principal 2018 MSRIT  17th Emotional Balancing by Dr. Asha Sidd-July	Banjara Academy

### Report of 16th July Batch-1 (Morning) FDP on "Practices of Outcome based Education"

### By Dr.H.S.Guruprasad

The first day of FDP on "Performance Enhancement with focus towards "Practices of Outcome based Education " was held on 16th July at Chanakya seminar hall in NHCE . The speaker for the session was Dr.H.S.Guruprasad, Professor-Department of Information science and Engineering from BMS College of Engineering, Bangalore. The objectives of the session were Introduction to practice based outcome education, Assessment pattern, Innovative practices in TLP and evaluation and activities related to the above objectives. The FDP was attended by 42 faculties from various departments of NHCE. The topic was explained with few examples on how practice based outcome education was followed and how to improvise the same. Certain factors like assessment pattern includes rubrics, bringing innovative practices in TLP and evaluation like coding skill assessment, programming assessments which are considered as basis for improving the course outcome were explained in detail. After the lunch break all the participants were divided in to groups, each group was asked to present a model with all the components explained in the morning session. During the presentations the participants of other groups gave their opinions. The session highlighted the importance of outcome based education and how to bring innovative practices in teaching methodology. This will encourage and motivate the faculties to bring some of the best practices and innovation.

Prepared by Mrs. Sujitha Harish, Assistant professor-ECE department

### Report on Faculty Development Programme held on 16th July 2018-Batch 2(morning)

Guest: Eshwar Sundaresan

Topic: Multiple Intelligence

Objective: To deal students in better and unconventional way.

Session Detail: This session helped us to know more about the types of Multiple Intelligence (alternative way):

- 1. Verbal Linguistic
- 2. Logical Mathematical
- 3. Musical
- 4. Naturalistic
- 5. Visual Spatial
- 6. Interpersonal
- 7. Bodily Kinaesthetic
- 8. Intrapersonal

Usefulness of the session: By this session we came to know the different perspective of teaching student other than the conventional way. The theory of multiple intelligences differentiates human intelligence into specific modalities, rather than seeing intelligence as dominated by a single general ability.

No. of Participants: 36

7

Prepared By Ms. Megha Shukla Assistant professor ME department

### DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

### Report on

### Case Study Methodology

### Speaker

### Ms. Hima Bindu Crossover Leadership Academy

Topic Covered: The session was on Case Study Methodology, 16th July Batch 2(afternoon)

### Objectives Fulfilled:

- To understand the requirements of students.
- Teaches are not sage rather they need a GUIDE to walk beside them and one should have passion to teach.
- Explain our students the opportunities in our courses.
- · How being interactive with our students will help.
- Discussion on minds on UG student.
- How important is orientation to students ever semester.
- · Different types of home works that can be given.
- · Need of STEM skills.

### No of Participants: 35

### Session conduction details:

- The session started after brief introduction on the speaker.
- Since it was afternoon session the speaker started with an activity, we were divided in to 5 groups and each group was given a task to write-up few points based on the question allotted to us.
- The points were discusses and debated, it was fruitful.
- The points were reiterated.
- There are lot of information available to students we be stand beside them and guide them to achieve their goals.
- Activity on case study: a video was played on IDEO, Shopping cart study.
- After this video the healthy discussion started on the same:
  - Objective of case study,
  - o Team work
  - o Brain stilling
  - o How work was done or planned with-in allotted time
  - o How each idea is valued with positive thinking
- Different case study that could be conducted in our class rooms was discussed.
- Case studies are research that focus on and gather in depth information about a specific person, group, community or event. They have numerous advantages and disadvantages examples of carvings on caves were discussed.

 The session ended with brief discussion on role play that could be conducted in class room.

### Usefulness of the session:

- Any course need not be delivered in conventional way rather one can use different tools, one such tool is case study.
- Yes the session has definitely ignited minds to rethink on different ways that course content can be delivered to students.
- A shift from pedagogy to andragogy.

Prepared by Mr. Mohan B S, Assistant professor EEE department

### Consolidated Report Changing Role of Teaching Professionals- Dr. Ammita.S

Date: 16/07/18 Batch 3 (morning)

### Topics Covered:

- 1. (i) Role of Education for Students
  - (ii) Role of Education for Management
  - (iii) Role of Education for Government
  - (iv) Role of Education for Country
- Discussion on why Engineering students getting less job opportunities.(Group activity conducted)
- 3. Solutions for above said problems using the tool
  - S- Substitute
  - C- Combine
  - A-Adapt
  - M-Modify
  - P- Put to other user
  - E- Eliminate
  - R-Rearrange / Reverse

### Objectives Fulfilled:

- (i) Need of changing teaching pedagogy
- (ii) Expectation of students from institution
- (iii) Role of management to reach global standards
- (iv) Role of Faculties as a teacher, as a mentor to build overall development of students

No of Participants: 28

Session Conduction details:

Session started exactly at 9.40 am with welcome speech. 11.15 to 11.30 am Tea break. Then session started at 11.35am to 12.30pm.

### Usefulness of the Session:

Helped in understanding the need of changing teaching methodology and finding the solutions using a tool called SCAMPER.

Prepared By Dr. Vishwanath ME department



Report: FDP on "Grooming for Leadership"

Date : 16<sup>th</sup> July 2018

Timing : 1.30 PM - 4.30 PM

Venue : VMware Lab
Presenter : Mr. Eshwar Sundaresan

Faculty Development Program on 'Grooming for Leadership" was organized by the Department of QASDC on 16th July 18 (Afternoon Session) and around 40 faculty members of NHCE attended the session.

### Profile of the Speaker:

Mr. Eshwar Sundaresan, a qualified engineer who worked as a hard core professional in Reliance, Infosys and later on moved to freelancing. He is the author of Behind the Silicon Mask, Bangalored: the Expat Story, God Save the Toddy, Age-old Tales and Wiser After. As a freelance journalist, he contributed to media agencies in India, Pakistan and Singapore. He was chosen as a Fellow of the Asia Journalism Fellowship in 2009, He conducts training programs in corporate houses, educational institutions, the army and the Air force as well as government companies. As a part of Faith Foundation, he designed and implemented programs to eradicate child sex abuse from the society. It has reached more than 55000 children in India and abroad. This is his avenue to give back to society.

### Objectives:

- The main objective of the session was to groom leadership qualities of the faculty members.
- To make the participants understand Leadership traits.

### Content:

The session started with the welcoming speech by Dr. A. P. Nirmala, Senior Assistant Professor, Department of MCA, introducing the speaker, Mr. Eshwar Sundaresan.

Mr. Eshwar took over the session and started with a group activity by dividing the participants into 5 groups and members of each group were given with a task. He picked a participant as an observer from each group and made them to present the group activities and outcomes. The speaker highlighted each individual's participation and this activity also resulted in bringing the leadership qualities of the group members.

The speaker then asked the participants to mention their role model who inspired them in personal and professional life. He discussed the different leadership styles such as Visionary, Coaching, Affiliative, Democratic, Pacesetting and Commanding.

He pointed out optional qualities of a leader like Charisma, Authoritative presence, Physical stature and Elite credentials. In view of optional quality, he mentioned that, height and voice are the physical stature, which is not mandatory to be a leader. Following which, he stated the mandatory qualities of a leader with few examples. He continued the session by discussing the differences between being a Manger and a Leader. He also demonstrated "Business Sutra" through Indian perspective, Mr. Eshwar concluded the session with Exercises wherein, the participants were actively involved.

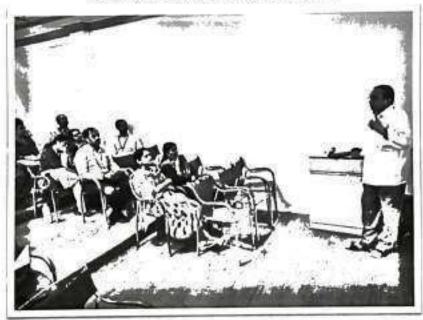
### Outcomes:

- The participants were given an insight into the relevance of being a leader in their personal and professional life.
- The participants were involved in various activities to understand the qualities of a Leader.

Prepared By Dr. A. P. Nirmala, Senior Assistant Professor, Department of MCA



Picture: 2 - Involvement of Participants



Picture 3: Question & Answer session

The event was coordinated was coordinated by Dr.Mohankumar S, Associate Professor, Department of ISE and Mr.Gangadhar Immadi, Senior Assistant Professor, Department of ISE, NHCE.

### The session was concluded with these points, (Usefulness)

- No Silver Bullets!
- · Revise, Refine, Contextualize, Innovate,...
- Use ADDIE well
- Instruction is External, Learning is Internal
   Instructor is still the key (up to certain point at least; even with ITC and all that)

Report prepared by,

Mr.Gangadhar Immadi,

Sr.A.P, Department of ISE

NHCE

### Overall feedback analysis of FDP organized for the faculty of NHCE on 'Performance enhancement'- 16th to 18th July 2018

### Batch-1 16th July, 2018- Morning & Afternoon

Topic for the session: Practices of outcome based education

Resource person: Dr. Guruprasad

### Overall Grading of the session:

35 responses





Very good FDP we really enjoyed & realised .. thank you NHQASDC team..

Resource person is knowledgeable but could not be involved so much this time.

The sessions were all good. Especially the one by Dr.Poornima and Ramesh sir deserves a special mention

Need more Session by Dr.Poornima madam for enhancing our research knowledge.

One more session required on correct method to find CO-PO attainment by Dr. Guruprasad, which was not part of current fdp session.

### Batch-II 16th July, 2018 Morning

Topic for the session: Techniques to cater to the needs of students with multiple intelligences.

Resource person: Mr. Eshwar Sundaresan

### Overall Grading of the session:

29 responses





nice session good It will help in student understanding The session is really good and will help us to teach in a better way.

### Batch-II 16th July, 2018 afternoon

Topic for the session: Case study methodology

Resource person: Ms. Hima Bindu

### Overall Grading of the session:

22 responses



The topic would be more appropriate to teach Management subjects than Engineering.

### Batch-3 16th July, 2018 Morning

Topic for the session: Changing roles of teaching professionals

Resource person: Dr. Ammita

### Overall Grading of the session:

11 responses



Perfect resource person. Thanks for the opportunity.

### Batch-III 16th July, 2018 afternoon

Topic for the session: OBE- Instructional Design

Resource person: Dr. Rajanikanth

### Overall Grading of the session:

17 responses





PPts of the sessions should be shared

Session was very good . Dr Rajnikanth explained very well

Excellent Session - Great Personality

Found it to be quite relevant and all important points related to Instructional design were covered. Needed, the session was with relevant examples.

The speaker aptly delivered the content and I learned a new method of checking concept clarity with students.

Could have been for a longer duration

### Batch-IV 16th July, 2018 Morning

Topic for the session: OBE-Instructional design

Resource person: Dr. Rajanikanth

### Overall Grading of the session:

26 responses



Excellent
Very Good
Good
Fair
Poor

It was on instruction design, if hands on training was given it would have been good.

We thank New Horizon for providing such an excellent FDP program.

OBE-Instructional design FDP is Excellent and it is very useful. It is necessary to refresh ourselves in outcome based education.

### Batch-IV 16th July, 2018 afternoon

Topic for the session: Grooming for leadership Resource person: Mr. Eshwar Sundaresan

### Overall Grading of the session:

28 responses



This session can be planned for one whole day.

I felt the topic was touched upon tangentially in places, as in the surface was skimmed, and then focus was shifted. I personally feel this was perhaps not a topic I needed training on: the term "grooming" perhaps I misunderstood. As such this is a topic I myself conduct sessions on

The activities conducted by the resource person for grooming for leadership session is very interesting. Excellent talk by the Guest.

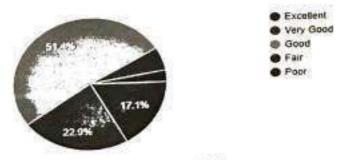
### Batch-1 17th July, 2018 Morning

Topic for the session: Case study methodology

Resource person; Ms. Hima Bindu

### Overall Grading of the session:

35 responses



Resource person had content but there was no proper flow of delivery For me, this was the best of the 4 sessions I attended.

### Batch-1 17th July, 2018 afternoon

Topic for the session: Techniques to cater to the needs of students with multiple intelligences

Resource person: Mr. Eshwar Sundaresan

### Overall Grading of the session:

37 responses





We would look for his sessions again

The session was impressive

I felt time management was not entirely efficient. Overall, I learnt a lot from this rather insightful session.

### Batch-2 17th July, 2018 Morning & afternoon -

Topic for the session: Practices of outcome based education

Resource person: Dr. Guruprasad

### Overall Grading of the session:

30 responses





good

Need Course outcome attainment training

nice session

Session on How to calculate CO, PO, PSO and PEO attainments for Autonomous

require more sessions from Mr.ramesh

Overall FDP is excellent

Batch-3 Morning- 17th July, 2018

Topic for the session: Grooming for leadership Resource person: Mr. Eshwar Sundaresan

### Overall Grading of the session:

20 responses



Excellent

Very Good

Good

Poor

Excellent resource person.

It was a good learning experience.

Totally Different approach of conveying the Information

It was informative

Role of teachers, professional advantage and scope of opportunities to develop leadership qualities among students could have been touched upon. Additional videos and more examples to instill a sense of leadership across ages could have made the FDP more useful.

### Batch-3 17th July, 2018 afternoon

Topic for the session: Emotional Balancing

Resource person. Dr. Asha Sidd

### Overall Grading of the session:

21 responses



Excellent

Very Good

@ Good

Useful session. Thank you.

The supported video for session clarity was very good.

Session is recommendable for one hour instead of 3 hours.

Very useful and much needed

It was a nice session

Since the topic was a specialized area of mind management, no reference material or text was suggested. The resource person's step by step approach, relating it to personal and human experience made it an absorbing session.

Batch-4 17th July, 2018 morning

Topic for the session: Emotional Balancing

Resource person: Dr. Asha Sidd

### Overall Grading of the session:

31 responses



Excellent

• Very Good

6 Good

e Lan

● P00

More such sessions would be of great benefit Content delivery was excellent It was very good The content is very useful and the way madam was

The content is very useful and the way madam was taught excellent Good Session in Emotional Balancing

### Batch-4 17th July, 2018 afternoon

Topic for the session: Changing roles of teaching professionals

Resource person: Dr. Ammita

### Overall Grading of the session:

30 responses



Excellent

Very Good

@ Good

● Fair

Poor

### Thanks

The session was not FDP session. It was like debate session. 90% of the time for debate among the staff. She used 10% of the time

I feel the way she handled the session is not good. Whole session went with full of debate. There are no inputs from resource person.

Awesome session by Ms. Ammita regarding Changing roles of teaching professionals

### Batch-1 18th July, 2018 morning

Topic for the session: Induction of research into teaching Resource person. Dr. K Poornima Wasdani

### Overall Grading of the session:

36 responses



Excellent Very Good ₿ Good Fair Poor

Am not happy with this session. Really I bored very much.. She explained all the things for management. Useful doing research

Resource person is very knowledgeable, but the session was a little dragging.

### Batch-1 18th July, 2018 afternoon

Topic for the session: Need for value based education at the engineering level

Resource person: Mr. Ramesh B Umarani

### Overall Grading of the session:

33 responses



Was relaxing and fun III Please conduct such workshops more. FDP was useful to teach value based education Stress Management session from him can be organized. He is a good speaker

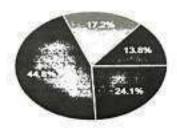
### Batch-2 18th July, 2018 morning

Topic for the session: Need for value based education at the engineering level

Resource person: Mr. Ramesh B Umarani

### Overall Grading of the session:

29 георопияв.





Session was really good. Speaker, Mr.Ramesh interacted very well. Expecting one more session from the same resource person in upcoming FDP.

no comments

The resource person's concept of values and the examples provided diluted the real concept of human values. Ordinary beliefs were equated with values. Though interaction was there, the effectiveness of the outcome of such interactions was limited due to the nature of close ended questions put forth to the participants, leading to curtailment of elaborate discussion on this vital topic.

I did not quite enjoy 100% of this session: "Value system" is not something which can be based on any particular template and there ought to have been more flexibility in receiving participant's viewpoints. The aesthetics of a training session, per se, could have been exercised in a better manner. Without taking names, I would like to highlight the aspect that there were lady members in the audience who felt uncomfortable with certain parts of the session contents.

Really it was an excellent session, Please arrange these kind of human valued, ethical programme which breaks the monotonous of routine life

The session was good and inspiring. Personality Development Program can be conducted for students once a year to imbibe values and personality traits.

Batch-2 18th July, 2018 afternoon

Topic for the session: Induction of research into teaching

Resource person: Dr. K Poornima Wasdani



QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER

### PARTICIPATION CERTIFICATE

This is to certify that

department has participated in Faculty Development Program Dr./Mr./Ms.

the"Performance Enhancement" organized by NHQASDC for

Engineering, MBA & MCA faculty from 16th to 18th July 2018.

Principal -NHCE Dr. Manjunatha

"In pursuit of Excellence...

Dr.Girija.N.Srinivasalu Director -NHOASDC

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Engineering ulty - New com	1:30 pm to 2:00 pm	Need for Research & Development Activities at an Engineering. College by Dr. Gopata Krishnan Dean-R & D	Students Attendance by Mr. H N. Suryaprakash Registrar	
lege of	12:30 pm to 1:30 pm	France		
New Horizon College of Engineering Induction program for the teaching faculty - New comers 2018	11:15 to 12:30 pm	Introduction to Autonomous status of NHCE by Dr. Prashanth, Dean- Academics	Library Resources by Dr. Anitha Rai, Head Library & Information	
Nev Induction pro	9:30 am to 11:00 am	Institutions vision, mission and values by Dr. Manjunatha, Principal, NHCE	Student related issues by Dr. M.S. Ganesha Prasad, Dean Student affairs & HOD-ME	
		18 th July 2018	19 th July 2018	



QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER

## PARTICIPATION CERTIFICATE

This is to certify that

department has participated in Induction Program organized by

NHQASDC for the Engineering, MBA & MCA faculty on 18th & 19th July

Dr. Manjunat. Principal –NE

2018.

### REPORT ON SPSS WORKSHOP FOR FACULTY MEMBERS OF MBA @ NHCE

The Department of Management Studies in association with New Horizon. Quality Assessment and Skill Development Center had organised a Faculty Development Program on 27th July, 2018 on SPSS(Statistical Package for the Social Sciences.) conducted by Dr Senthil Kumar working in the Department of Management Studies, Nitte Meenakshi Institute of Technology.

SPSS is a software which is used for analysis of any research like projects/ internships. This is a comprehensive system for analyzing data. SPSS can take data from almost any type of file and use them to generate tabulated reports, charts, and plots of distributions and trends, descriptive statistics, and complex statistical analysis

The purpose of this workshop was:

- To enable the faculty members to get the practical knowledge of the SPS5 software
- To enable faculty members to guide students for the analysis chapters of their projects / internships.

The workshop started at 9.30 am with an introduction on SPSS software usage in research area by Dr Sheelan Misra Prof & Head of Department of Management Studies, NHCE. Dr Senthil Kumar in this session taught the participants on how to enter data, different techniques of analysis and different kinds of software which is used for various kinds of calculations. He also focused on Correlation Techniques, ANOVA and non parametric tests. Chi square. His teaching methodology was illustration based with various statistical techniques. To provide hetter understanding of the software, he made all the learners to apply same kind of techniques with different examples. After getting results from the software, the resource person also made the participants to understand the importance of Interpretation which is very crucial in statistical analysis. Later the participants were asked to present the sample Interpretation prepared by them, he pointed out the mistakes and made changes accordingly. It was interesting as well as informative session. With this workshop, we can say that faculty members are well equipped to guide students in their projects/ internships, students can improve their analytical skills and thereby get their CV's enhanced which in turn will help them get better placements.

Total Number of participants were 16 mainly from Department of Management Studies and Department of Computer Science Engineering of NHCE.

The session came to an end with the vote of thanks by the faculty members Dr Srikanth (Professor) and Dr Smita Harwani (Senior Assistant Professor). Department of Management Studies of NHCE. The Department of Management Studies would like to acknowledge Dr Girija, Director, NHQASDC for all her support to conduct this programme.

Report Prepared by: Baby Niviya Feston (Senior Asst. Prof. DOMS, NHCE)

Below is the analysis of the online anonymous feedback received from the participants.

Overall Grading of the session:

To be differen

THE DOCK

Excepent
 Very Good
 Good
 Fair
 Poor

### Any other comments/suggestions

Need one more day workshop for factor analysis and other concepts

Acknowledging to Quality assessment center for arranging program.

Only, the basic was covered. Further grouping and Multivariate analysis needs adequate coverage. Coverage of AMOS would also be a welcome sign.

One more session on factor analysis and other such methods will be good.

one day is less time to cover all the topics.

More sessions on SPSS for Factor Analysis and Discriminant Analysis can be provided.



QUALITY ASSESSMENT AND SKILL DEVELOPMENT CENTER PARTICIPATION CERTIFICATE

This is to certify that

Dr./Mr./Ms.

from

department has participated in the workshop on "Statistical

Package for the Social Sciences" organized by NHQASDC for the MBA

faculty on 27th July 2018 at the New Horizon College of Engineering.

Dr. Manjunatha Principal -NHCE

"In pursuit of Excellence..."

Dr.Girija.N.Srinivasalu Director -NHQASDC



### COLLEGE OF ENGINEERING Autonomous College Permanently Affiliated to VTU. Approved by AICYE & UGC Accredited by NAAC with 'A' Grade, Accredited by NBA

Training on SPSS for MBA faculty Members

81.7.18

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2.	Sauni Ray.	Asst. Prof	MBA	Sh	88
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### Department of Basic Sciences and Humanities

Inviting for a guest talk on

### **Universal Human Values and Professional Ethics for Engineers**

Ву



### Mr. Mohan Kumar

Practice Head - Wipro, Bangalore

Date: 20.11.2019

Time: 11am

Venue: New Horizon Auditorium



### **Department of Basic Sciences and Humanities**

### Inviting for a guest talk on

Universal Human Values and Professional Ethics for Engineers



By

### Mr. Surya Prakash Mohapatra

Global Head-Talent Transformation, Wipro BPS

Date: 22.08.2018

Time: 2 pm

Venue: New Horizon Auditorium