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SHARDA
UNIVERSITY
Beyond Boundaries

EVENT

REPORT

COMPLETION

Please prepare the report signed by the program Secretariat/Program coordinator within 10 days of event completion for record. Reports should be 2-4 pages.

SECTION A: Event Detail

Event title:	Soft Skill and Communication		
Starting date of event:	8 may 2020	Duration of Event (in days)	1
Name of the event organizing School	SAHS(School Of Allied Health Sciences)		
Name of the event organizing Department	Radiology		
Sponsor of the Event (Sharda University in case of internal sponsorship)	NA		
Committee Members:	Convener	Prof (Dr)Yogesh Tripathi	
	Coordinator	Ms.Bushra Khan	
	Secretary	NA	
Chief Guest/ Guest of Honor with affiliation (If any)	Speaker	Ms.Shalini Andand	
Name of Speaker/s with affiliation (If any)	-	Email: shalini.chandra@sharda.ac.in	
		Contact No: +917800208707	



SECTION B: Event report and reflection

1. Event objectives-

to help students to grow and enhance their soft skills. It includes the interpersonal skills, personality skills, communication skills, and skills required for the interview to enhance employability. It will also benefit students in building relationships and communicating effectively with co-workers, employers, clients, and customers.

2. Event description:

Program on “**Soft Skill Communication: An Important Tool for Professionals**” was conducted by School of Allied Health Sciences (SAHS), Sharda University on 08-05-2020 at 12:00 pm to 01:30pm. Prof (Dr) Yogesh Tripathi, (Dean SAHS) was the convener and Ms Bushra Khan (Assistant Professor, Radiology department, SAHS) was the organizing secretary of this webinar. The speaker was Ms Shalini Anand - Senior corporate Trainer, Sharda Skills, Noida, Sharda University Greater Noida, Uttar Pradesh. Live webinar was attended by more than faculties (Associate Professor, Assistant Professor & Tutor) and more than students (both UG & interns) of various schools of Sharda University. She provided knowledge and importance of soft skill communication in professional and personal life. She also enlighten the importance of below mentioned heads;

- a. Communicate effectively with individual or a group.
- b. Understand the views of others
- c. Stronger decision making in general and critical scenario
- d. Strengthen Professional Relationships with peers and seniors.

Participants (compulsory for events):

S. No	Total Participants	Number of Male	Number of Female
	85	48	37

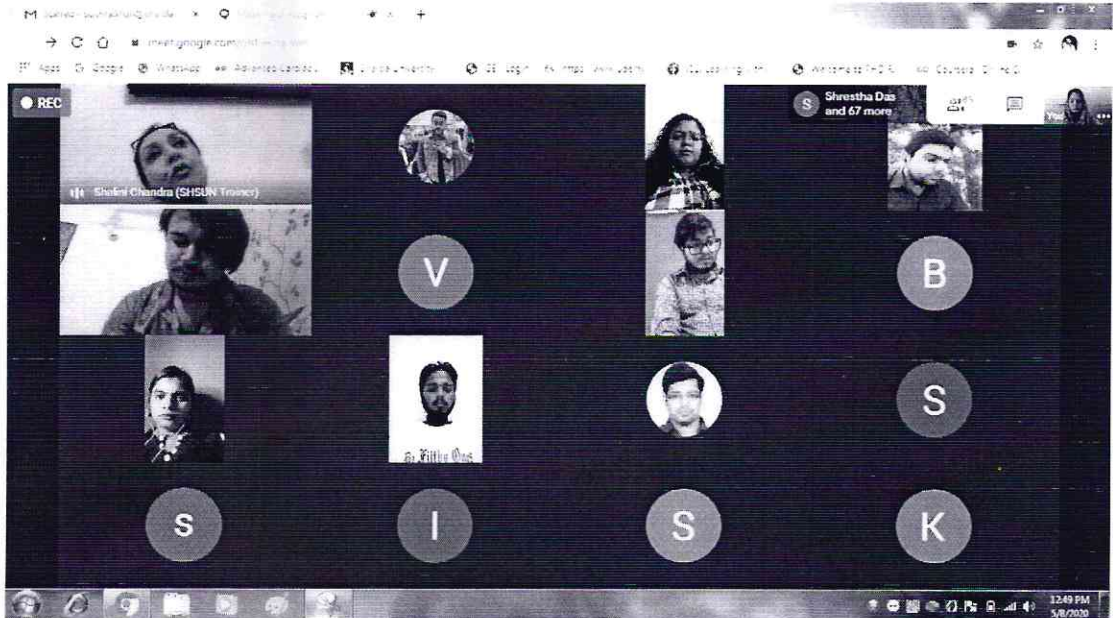
3. Budget distribution from University/any other agency: NIL

4. Appendices



Please attach the following details in the report (**DON'T SEND ANY OTHER ATTACHMENTS**)

Note that the participant contact list is a mandatory requirement .

Appendices	
1	Participant contact List
2	<i>Participants feedback on the organized program.</i> Question answer session of speaker with participants (both students & faculties) and student problem solving approach of speaker with live and current scenario related examples are the best moments of the webinar.
3	Event Agenda- To Enhance student soft skill and communication
4	<p><i>Photos of the events</i></p> 
5	Web sites link (If created): https://meet.google.com/qfd-eczg-swn?hs=122
6	<p>Other information (If Any) Event Recording as well:</p> <p>https://drive.google.com/open?id=1nJ2qaAWEOWTP419snIWv0JumRR-38Is6 https://drive.google.com/file/d/1pdaFwUfZAF2xNP6UwrXUE4n2BfO72HSm/view?usp=sharing</p>



S.No.	Name	Email
1.	Ms. Bushra Khan	bushra.khan@sharda.ac.in
2.	Anuj Kumar	2019563603.anuj@ug.sharda.ac.in
3.	Asma Quddusi	2019645478.asma@ug.sharda.ac.in
4.	Bazif Ahmad Parray	2019007500.bazif@ug.sharda.ac.in
5.	Bharti Barhela	2019002990.bharti@ug.sharda.ac.in
6.	Chandana Leju	2019566655.chandhana@ug.sharda.ac.in
7.	Crispin Titus	2019663426.crispin@ug.sharda.ac.in
8.	Gaurav Gour	2019602730.gaurav@ug.sharda.ac.in
9.	Gulshad Parween	2019573790.gulshad@ug.sharda.ac.in
10.	Harshit Bhatia	2019654206.harshit@ug.sharda.ac.in
11.	Harshit Sharma	2019550321.harshit@ug.sharda.ac.in
12.	Kashifa Chauhan	2019622096.kashifa@ug.sharda.ac.in
13.	Khalil Ahamad	2019004860.khalil@ug.sharda.ac.in
14.	Kratika Rawal	2019635002.kratika@ug.sharda.ac.in
15.	Aiman Wasil	2019004573.aiman@ug.sharda.ac.in
16.	Garima Yadav	2019003868.garima@ug.sharda.ac.in
17.	Kaneez Fatima	2019004737.kaneez@ug.sharda.ac.in
18.	Karuna Raya Chhetri	2019006903.karuna@ug.sharda.ac.in
19.	Manisha Gurung	2019006902.manisha@ug.sharda.ac.in
20.	Neha Singh	2019004010.neha@ug.sharda.ac.in
21.	Samiya Nazir	2019004738.samiya@ug.sharda.ac.in
22.	Shivani Gupta	2019002510.shivani@ug.sharda.ac.in
23.	Supriya Vats	2019586844.supriya@ug.sharda.ac.in
24.	Upasna .	2019007598.upasna@ug.sharda.ac.in
25.	Abid Hameed	2019008078.abid@ug.sharda.ac.in
26.	Aman Kumar	2019000395.aman@ug.sharda.ac.in
27.	Anmol Kumar	2019001996.anmol@ug.sharda.ac.in
28.	Ayush Kumar Mishra	2019534324.ayush@ug.sharda.ac.in
29.	Balmiki Kumar Upadhyay	2019006915.balmiki@ug.sharda.ac.in
30.	Brajesh Kumar	2019003414.brajesh@ug.sharda.ac.in
31.	Djadjiri David Bamba	2019001369.djadjiri@ug.sharda.ac.in
32.	Gaurav Sharma	2019000751.gaurav@ug.sharda.ac.in
33.	Jan Mohammad Wani	2019005165.jan@ug.sharda.ac.in
34.	Junaid Manzoor	2019008522.junaid@ug.sharda.ac.in
35.	Kainat Azhar	2019005370.kainat@ug.sharda.ac.in
36.	Kamlesh Kumar Poddar	2019003445.kamlesh@ug.sharda.ac.in
37.	Kayenpaibam Robinson	2019001744.kayenpaibam@ug.sharda.ac.in
38.	Manish Kumar	2019504818.manish@ug.sharda.ac.in
39.	Martin Stephen Lupai Wani	2019000722.martin@ug.sharda.ac.in
40.	Md Zafar Ali	2019622320.md@ug.sharda.ac.in
41.	MD Zaki Ahmad	2019005433.md@ug.sharda.ac.in
42.	Mustapha Yusuf	2019008663.mustapha@ug.sharda.ac.in
43.	Nabin Sarraf	2019008554.nabin@ug.sharda.ac.in
44.	Nikhil Tanwar	2019000900.nikhil@ug.sharda.ac.in



45.	Parth Gupta	2019003466.parth@ug.sharda.ac.in
46.	Pawan Kumar Shah	2019002966.pawan@ug.sharda.ac.in
47.	Pradeep Kumar	2019601710.pradeep@ug.sharda.ac.in
48.	Pravesh Khadka	2019008227.pravesh@ug.sharda.ac.in
49.	Rakesh Yadav	2019008603.rakesh@ug.sharda.ac.in
50.	Rejoice Banda	2019007471.rejoice@ug.sharda.ac.in
51.	Sahil Raza	2019004443.sahil@ug.sharda.ac.in
52.	Sanusi Yunusa	2019001837.sanusi@ug.sharda.ac.in
53.	Suthan Balaraman	2019003584.suthan@ug.sharda.ac.in
54.	Umar Ashraf	2019001303.umar@ug.sharda.ac.in
55.	Akanksha Dhungana	2019000371.akanksha@ug.sharda.ac.in
56.	Gracious Lungu	2019003886.gracious@ug.sharda.ac.in
57.	Jarjum Ngomdir	2019579576.jarjum@ug.sharda.ac.in
58.	Mohammadi Zahra	2019006916.mohammadi@ug.sharda.ac.in
59.	Nitty Yedi	2019007181.nitty@ug.sharda.ac.in
60.	Shruti Yadav	2019007798.shruti@ug.sharda.ac.in
61.	Naman Kumar Prajapati	2019002647.naman@ug.sharda.ac.in
62.	Nitin Prashar	2019612801.nitin@ug.sharda.ac.in
63.	Parveen Chaudhary	2019503087.parveen@ug.sharda.ac.in
64.	Radhika David	2019558313.radhika@ug.sharda.ac.in
65.	Sandeep Suman	2019660419.sandeep@ug.sharda.ac.in
66.	Saqlain Mushtaq Bhat	2019007707.saqlain@ug.sharda.ac.in
67.	Shruti Singh	2019595628.shruti@ug.sharda.ac.in
68.	Achintya Kumar Gorain	2018009782.achintya@ug.sharda.ac.in
69.	Adenson Benjamin Kharbuli	2018011001.adenson@ug.sharda.ac.in
70.	Adwyth K Manoj	2018006743.adwyth@ug.sharda.ac.in
71.	Amir Javeed Khan	2018007464.amir@ug.sharda.ac.in
72.	Anjali Kumari	2018016663.anjali@ug.sharda.ac.in
73.	Ankesh Prasad Gupta	2018016276.ankesh@ug.sharda.ac.in
74.	Ankur Kumar	2018012439.ankur@ug.sharda.ac.in
75.	Anup Biswas	2018001630.anup@ug.sharda.ac.in
76.	Aqib Rashid Parray	2018015123.aqib@ug.sharda.ac.in
77.	Muskan Chaudhary	2018009407.muskan@ug.sharda.ac.in
78.	Muskan Parvaiz	2018007638.muskan@ug.sharda.ac.in
79.	Priya Dhara	2018008626.priya@ug.sharda.ac.in
80.	Rabina Prajapati	2018016601.rabina@ug.sharda.ac.in
81.	Radhika Bhardwaj	2018006707.radhika@ug.sharda.ac.in
82.	Ragini Khanna	2018003255.ragini@ug.sharda.ac.in
83.	Sabeena Hassan	2018015383.sabeena@ug.sharda.ac.in
84.	Iqra Rauf	2019593831.iqra@ug.sharda.ac.in
85.	Jihan	2019006010.jihan@ug.sharda.ac.in

