

6.5.3 Quality Initiative

Professional Communication Cell

Professional Communication Cell

7.2.2.1 OBJECTIVES OF THE PRACTICE: Professional Communication cell focuses on effective communication of students, faculty members and staff of Invertis University. It serves following objectives:

1. To equip students with Professional Language proficiency
2. To develop verbal , nonverbal and other cognitive abilities
3. To Provide students with cohesive and Integrated Personality development Program
4. Emphasis on Creative , Academic and Business Writing
5. To provide Training and Development Programs for Career Building

7.2.2.3 THE CONTEXT: In nearly every aspect of life (both professional and personal), effective communication is crucial to success and happiness. Relationships cannot thrive without open communication, and the same goes for businesses both large and small. Keeping the same in mind Professional Communication implemented few best practices in University to make sure that it would benefit both, the employer and the employee. We have also use social tools within our intranet to reap the benefits of social media within everyday activity of our University. We allow employees to share their interests with each other to create meaningful, work-related conversations. This is a great way to combine relationship-building with our Universities' goals and philosophies.

7.2.1.4 THE PRACTICE:

Professional Communication encompasses written , oral ,visual and digital Communication with in a work place context. Reading, writing, listening and speaking carefully are the four most important communication skills for students. This discipline blends together pedagogical principles of rhetoric, technology, Software, and learning theory to improve and deliver communication. Professional communication Faculty uses strategies, learning theory, and technologies to help students to communicate effectively in the Professional world. The cell ensures student's insight and favourable attitude to English Language by organising different activities in class rooms for instance Perception test, word association test , PPT presentation , debate ,group discussion , Role Play .etc.

The Cell organises various events and sessions for giving Platform to the students to enhance their communication skills and developing the moral values and Character of the students. The cell conducts motivational sessions for building positive attitude and confidence among students.

Theatre classes and audio visuals session are conducted by the cell to generate effectiveness in communication. The Cell uses latest technology like language labs for improving language proficiency of students through reading , listening , speaking and recording.

The cell comprises of English language trainers, qualified language Faculty and resource persons from Industry who enables the students to communicate effectively and pragmatically in different situations . Programs under the Professional communication cell integrate experiential learning opportunities, where students apply what they learn in the classroom within an organizational setting. The programs are designed to help students develop the creative and technical skills necessary to produce visual return and oral communication. Through the classroom learning and hand on experience PC cell promotes students to explore various communication methods and media used across a wide range of fields and industries. The cell also identify training agencies and arrange quality training programmes for aptitude and soft skills improvement of students. It monitor the effectiveness of training programmes and take remedial actions wherever needed. PC cell bridged the gap between corporate and university by equipping students with a necessary skill set to easily adapt to the corporate culture and excel in the career.

7.2.1.5 EVIDENCE OF SUCCESS:

PC cell creates awareness amongst students, faculty members and staff about the importance of communication skills and dynamic personality by providing guidance and motivation through various activities. The cell has launched remedial courses for language underprivileged students to improve their command in English language. Not only the students but also the faculty members and staff are benefitted by the workshops and training sessions conducted by the professional communication cell. The cell provides students with cohesive and integrated personality development program for inculcating soft skills, enhancing self-esteem and improving overall personality of them.

7.2.1.6 PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

The cell requires professional trainers and Qualified faculty members to enhance communication skills of students. The Challenge lies in targeting whole University as the audience . Ratio of student and teacher is need to be compatible. Online sessions and video sessions requires uninterrupted network from both student's and teacher's end. The cell works on need and

demand that comes from various departments which also requires promotional activities. At the initial stage students from different backgrounds and different cultures sometimes feel difficulty in various activities proposed by the Cell.

INVERTIS UNIVERSITY, BAREILLY **WOKSHOP**

on

"Interview Skills"

Organised By,
Department of Professional Communication

Date: 27/August/2015

Venue: Seminar Hall I

11:00 am onwards

INVERTIS
UNIVERSITY, Bareilly

"STUDENT'S PROFILING"

Categories A, B, C, D

Organised By,
Department of Professional Communication

Date: 19/September/2015

Venue: Seminar Hall I & II

Timings: 9:30 am onwards

INVERTIS UNIVERSITY, BAREILLY **Traning Session**

on

"Group Discussion & Interview Skills"

Organised By,

Department of Professional Communication

Date: 15/July/2016

01:00 pm onwards

Venue: Seminar Hall II

INVERTIS UNIVERSITY, BAREILLY

"Students to Students"

Two Weeks

Language Teaching Programme

Organised By,

Department of Professional Communication

Date: 12-25/November/2016

Venue: Acedemic Block III

(C6, C7, C8, C9)

Timings: 03-4:50 PM

INVERTIS UNIVERSITY, BAREILLY

"FACULTY INTERACTIVE CLASSES"

Organised By,

Department of Professional Communication

Date: 05-21/July/2017

Venue: Academic Block III
(C6, C7, C8, C9)

Timings: 03-4:50 PM

INVERTIS UNIVERSITY, BAREILLY

Workshop

on

"Business Etiquettes"

Organised By,

Department of Professional Communication

Date: 08/September/2017

03:00 pm onwards

Venue: Main Auditorium

INVERTIS UNIVERSITY, BAREILLY

Workshop

LANGUAGE LAB SOFTWARE

"ODLL"

Organised By,

Department of Professional Communication

Date: 18/December/2018

Venue: Language Lab

(Computer lab AB III & AB I)

Timings: As per the Schedule of the Classes

INVERTIS UNIVERSITY, BAREILLY

"MOCK INTERVIEWS"

For all the final year students of MBA

Organised By,

Professional Communication Department

10:00 am onwards | Date: 13/October/2018

Venue

Seminar Hall I & II

For any query contact Coordinator: Dr. Rubina Verma

INVERTIS UNIVERSITY, BAREILLY

"ENGLISH REMEDIAL CLASSES"

For weak students

"language sets you in a corridor for life"

Organised By,

Department of Professional Communication

Date: 03-13/February/2019

Venue: Seminar Hall I & II

3:00 pm - 5:00 pm

International Webinar

Through Video Conferencing
By



Dr. R.D. Sharma

Dean Business
Livingstone College, North Carolina, USA

Topic

COVID-19 and its Impact on Business & Legal Education

For

Students of Business Administration & Law Department

Organised By

Invertis University



Time: 09:00AM | Date: 05 June, 2020

International Webinar

Through Video Conferencing
By



Dr. Curtis Dean

Senior Professor in the Business Department Livingstone College NC USA
Director of Evening and Weekend College

Topic

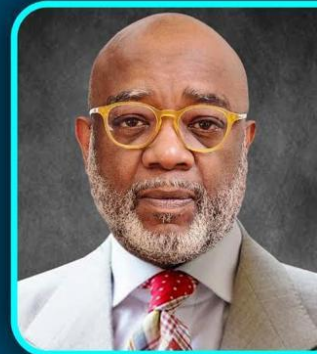
Business Communication

For

MBA

Organised By

Department of Professional Communication & Management



Time: 09:00AM | Date: 10 June, 2020

International Webinar

Through Video Conferencing
By



Dr. Sharvari Desai

Professor
English Language, Charlotte Mecklenburg School System

Topic

Best Practices For Teaching EL(English Learners) Students

For

Biotechnology & Education Department

Organised By

Department of Professional Communication



Time: 09:00AM | Date: 06 June, 2020

Online Guest Lecture
By

Ms. Sanya Handa

Learning & Development Consultant

On

Interviewing Skills

For

B.Tech. & MCA Final Year

Organizing By

Department of Professional Communication

Time: 12:00PM-01:00PM

Date: 14 May, 2020

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Online Guest Lecture
By

Mr. KN Sheshadri

*Director TAKSYS LLP, Technical consultant IEI Pvt Ltd,
Fourth Partner Solar Pvt. Ltd., IMYNDIA India Pvt. Ltd.*

On

**Technical Communication
and Leadership skills**

For

BCA & MCA Final Year Students

Organized By

Department of Professional Communication

Time: 11:00AM

Date: 20 May, 2020

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Online Guest Lecture
By
Dr. Dhanashree Katekhaye

Research Associate
Szent Istvan University Hungary

On
Self development skills and
Interview techniques

For
BBA & B.Com. Final Year Students

Organized By
Department of Professional Communication

Time: 02:00PM-03:00PM

Date: 29 May, 2020

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Online Guest Lecture
By

Ms. Ramya Mishra

Perception Director, Pr365

On
Personality Development and its
Marketing Perspective

For
MBA Students
Organized By
Department of Professional Communication

Time: 12:00 Noon

Date: 21 May, 2020

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INVERTIS UNIVERSITY BAREILLY

Online

ENGLISH REMEDIAL CLASSES

for Invertians

*Enhance your English Skills by
enrolling in 15 days of Virtual class...*

Organising by:

*Department of
Professional Communication*

Date: 15th-30th May, 2020

INVERTIS UNIVERSITY BAREILLY



PERSONALITY DEVELOPMENT	INTERVIEW SKILLS	GROUP DISCUSSION	LANGUAGE SKILLS
	COMMUNICATION SKILLS	APTITUDE	

INTERDEPARTMENTAL SESSIONS

BY
PROFESSIONAL COMMUNICATION EXPERTS



**Dr. Rubina
Verma**



**Nasreen
Javed**



**Rakhi
Gaur**



**Amritansh
Mishra**



**Appras
Vilies**



**Bushra
Khanam**



**Arpit
Shrivastava**

INVERTIS UNIVERSITY, BAREILLY

"English Spoken Classes"

Organised By,

Department of Professional Communication

Date: 05/July/2019

09:30 am onwards

Venue

Academic Block III

C₁, C₂, C₃, C₄, C₅

Note: Students are required to report as per the list issued.



Creative Writing Competition



Comcon2019 International Conference on New Media and Citizens Right to Communicate



Workshop by Asst. Prof. Amritansh Mishra (Topic Prerna)







Dr. Avadhesh Sharma <avadhesh.s@invertis.org>

Fwd: MOCK INTERVIEW and aptitude schedule

1 message

Rubina Verma <rubina.v@invertis.org>

Tue, Aug 18, 2020 at 2:25 PM

To: Amritansh Mishra <amritansh.m@invertis.org>, "Dr. Avadhesh Sharma" <avadhesh.s@invertis.org>

----- Forwarded message -----

From: **Rubina Verma** <rubina.v@invertis.org>

Date: Wed, Oct 10, 2018 at 9:57 AM

Subject: MOCK INTERVIEW and aptitude schedule

To: Varun Sharma <varun.s@invertis.org>, Dharendra Singh <dhirendra.s@invertis.org>

Dear Varun,

Good Morning!!!!As per discussion with you and Dharendra Sir , we are going to conduct Mock interview and aptitude test for B.Tech final year students on 12-10-2018 (Friday) from 9:00 am in Seminar Hall 1.

Action Plan:

1. Mr Dharendra Singh will conduct a combine session on preparing for Interview for B.Tech Civil Eng. , B.Tech Mech Eng., B.Tech EE and B.Tech EC final year students from 9am -10 am.
2. Mock Interview for BTech Mech students only by Mr Dharendra Singh from 10 am.
3. Aptitude test for B.Tech ME, B.Tech EE and B.Tech EC from 10:00 am -11:00 am

Requirement from CRC team

1. CRC team is requested to co-ordinate during the session , Mock Interview and Aptitude test
2. Please arrange 100 copies of Aptitude test
3. If possible , please ensure presence of one faculty member from Mechanical department during Mock interview for technical questions
4. Seminar hall booking
5. Mock Interview will be conducted in CRC office.
6. Print outs of Evaluation sheets.

Please forward this email to concerned HOD for availability of students.

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Thanks and Regards,

Dr. Rubina Verma

Head Of Department
Professional Communication
Invertis University,
Bareilly

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Thanks and Regards,

Dr. Rubina Verma

Head Of Department
Professional Communication
Invertis University,
Bareilly



Dr. Avadhesh Sharma <avadhesh.s@invertis.org>

Fwd: One day workshop regarding "CV building"

1 message

Rubina Verma <rubina.v@invertis.org>

Tue, Aug 18, 2020 at 2:26 PM

To: Amritansh Mishra <amritansh.m@invertis.org>, "Dr. Avadhesh Sharma" <avadhesh.s@invertis.org>

----- Forwarded message -----

From: **Rubina Verma** <rubina.v@invertis.org>

Date: Thu, Jun 11, 2020 at 11:23 AM

Subject: Fwd: One day workshop regarding "CV building"

To: Shivangi Ghildiyal <shivangi.g@invertis.org>

----- Forwarded message -----

From: **Akshita Banga** <akshita.b@invertis.org>

Date: Thu, Jan 30, 2020 at 8:59 AM

Subject: One day workshop regarding "CV building"

To: Rajesh Kumar Shukla <rkshukla@invertis.org>, Rubina Verma <rubina.v@invertis.org>

Cc: Dr. Jyoti Pandey <jyoti.p@invertis.org>, Varun Tripathi <varun.t@invertis.org>, Ashish Kumar Singh <ashish.k@invertis.org>, Mudita Verma <mudita.v@invertis.org>, Surabhi Shukla <surabhi.s@invertis.org>, Varun Sharma <varun.s@invertis.org>

Respected Sir/Mam,

A one day workshop on "CV building" for the students of B.Sc. agriculture 6 semester will be held at net lab on 1feb2020.

This workshop will be carried out by Ms.Rubina mam.

Thanking you
With regards
Akshita Banga

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Thanks and Regards,**Dr. Rubina Verma**Head Of Department
Professional Communication
Invertis University,
Bareilly

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Thanks and Regards,**Dr. Rubina Verma**Head Of Department
Professional Communication
Invertis University,
Bareilly



Dr. Avadhesh Sharma <avadhesh.s@invertis.org>

Fwd: Regarding Communication Classes

1 message

Rubina Verma <rubina.v@invertis.org>

Tue, Aug 18, 2020 at 2:26 PM

To: Amritansh Mishra <amritansh.m@invertis.org>, "Dr. Avadhesh Sharma" <avadhesh.s@invertis.org>

----- Forwarded message -----

From: **Rubina Verma** <rubina.v@invertis.org>

Date: Thu, Jun 11, 2020 at 11:17 AM

Subject: Fwd: Regarding Communication Classes

To: Shivangi Ghildiyal <shivangi.g@invertis.org>

----- Forwarded message -----

From: **Rubina Verma** <rubina.v@invertis.org>

Date: Mon, Sep 29, 2014 at 4:44 PM

Subject: Regarding Communication Classes

To: Saileswar Ghosh <shaileshwar.g@invertis.org>

Dear Sir,

We all are aware of the Importance of English language and good personality in business world . It helps students to find high profiled jobs . The content of subjects taught to students is in English ,so knowing English will allow them to access to an incredible amount of information to improve their knowledge.

1. 1. It is natural and psychological that once weak students start sitting in front rows , they tend to pay attention as now they are close to the teacher and improvement in their skills can be easily identified.
2. 2.We have done grading of MBA First year on the basis of communication skills and paying attention to weak students. Communication Lab lectures have been started.
3. 3. I have already started taking extra English classes during 3pm -5pm and after UT. Exams extra classes of English will be arranged for weak students on regular basis.
4. 4.During my one month classes in MBA , I have worked on physical appearance of students as good personality attracts everyone.
5. 5. Communication skills come with regular practice .So following are some activities that I have decided to conduct with MBA III semester students in the month of October.

1. Mock interviews on 9 -10-2014
2. Group discussion – 14-10-2014
3. Work shop on Business Etiquette on 16-10-2014
4. Letter writing and Business speeches on 18-10-2014

Our daily lectures in final semester are also based on improving communication skills. In addition to it we are also focusing on aptitude part.

Although learning English can be challenging and time consuming, we can see that it is also very valuable to learn and can create many opportunities.

Regards

Dr. Rubina verma

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Thanks and Regards,

Dr. Rubina Verma
Head Of Department
Professional Communication
Invertis University,
Bareilly

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Thanks and Regards,

Dr. Rubina Verma
Head Of Department
Professional Communication
Invertis University,
Bareilly



Dr. Avadhesh Sharma <avadhesh.s@invertis.org>

Fwd: WORKSHOP ON RESUME MAKING & BODY LANGUAGE

1 message

Rubina Verma <rubina.v@invertis.org>

Tue, Aug 18, 2020 at 2:26 PM

To: Amritansh Mishra <amritansh.m@invertis.org>, "Dr. Avadhesh Sharma" <avadhesh.s@invertis.org>

----- Forwarded message -----

From: **Rubina Verma** <rubina.v@invertis.org>

Date: Thu, Jun 11, 2020 at 11:24 AM

Subject: Fwd: WORKSHOP ON RESUME MAKING & BODY LANGUAGE

To: Shivangi Ghildiyal <shivangi.g@invertis.org>

----- Forwarded message -----

From: **Jayti Anand** <jayti.a@invertis.org>

Date: Wed, Jan 23, 2019 at 2:50 PM

Subject: WORKSHOP ON RESUME MAKING & BODY LANGUAGE

To: Dheeraj Gandhi <dhiraj.g@invertis.org>

Cc: Manish Gupta <manish.g@invertis.org>, Rubina Verma <rubina.v@invertis.org>, Dharendra Singh <dharendra.s@invertis.org>

Dear Sir/Ma'am

Good communication is the bridge between confusion and clarity to bridge the same **Department of Professional Communication** is organizing a workshop for the final year students of **BBA and B.COM** on **25th January from 11 to 1 in Seminar hall 1.**

We will cover the following topics in a two-hour workshop:

1. **ESSENTIALS OF INTRODUCTION & RESUME MAKING'** by Mr. Dharendra
2. **KUCH ANKAHI BAATEIN -SECRETS OF BODY LANGUAGE**
by Ms Jayti Anand

Kindly ensure the presence of every student.

Regards**Jayti Anand****Assistant Professor****Department of Professional Communication****Invertis University**

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Thanks and Regards,**Dr. Rubina Verma**

Head Of Department

Professional Communication

Invertis University,

Bareilly

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Thanks and Regards,

Dr. Rubina Verma
Head Of Department
Professional Communication
Invertis University,
Bareilly