

2.11 Capacity Bulding of Students:



To:

The Chairman-cum-Principal
Govt. College, Una (H.P)

Subject: Permission to organize Workshop on Communication Skill for MBA/MCA Students.

Respected Sir,

With due respect we want to state that MBA/MCA Students have submitted written request for the Workshop on Communication Skill Development. We, also, consider that communication skills are essential for successful professional career. It aids in all aspects of life from professional life to personal life.

So we request you to consider the matter and provide permission to make necessary arrangements for the same.

Thanking You.

Yours Sincerely

MBA/MCA Faculty
Govt. College Una (H.P)

1. Anand
2. Anand
3. Anand
4. Anand
5. Anand
6. Anand
7. Anand

Allowed
05/02/2024
Recommended for further
approval
05.02.2024

Principal
Govt. College Una
(H.P.)
6/2/24

Workshop on communication skill development

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
	2023-2024		
	1. Language and communication skills		
Workshop on communication skill development	8.2.2024 to 3.4.2024	50	MBA and MCA Department with Lingua Franca
Workshop on communication skill	8.2.2024 to 3.4.2024		MBA Department GC Una with Lingua Franca

- > Interview Preparation with do's and don'ts
- > Mock Interviews

Fee to be charged in total (for 2 Batches for 2 months): Rs. 120000/- (One Lac Twenty Thousand)
 50% Fee will be charged before the commencement of the classes and the balance 50% on the completion.
 Feel free to revert for further clarification on the same.
 Looking forward to a symbiotic association ahead.

Manish JP Sharma
 Manish JP Sharma
 CEO/Communication Skills Trainer
 LINGUA FRANCA
 Una

Total payment = 120,000/-
50% payment in Advance = 60,000/-
Payment amount of Rs. 60,000/-
passed out of Post
MBA & MCA Dept
e.g (30000 + 30000)

Manish JP Sharma
 17.02.24

LINGUA FRANCA, "Neelkanth" Near Central Bank of India, Main Bazar, Una 174303 (H.P.)
 Mob: 985933903, 7991091191

Our area of excellence includes:
 Spoken English and effective communication skills, Personality development, IELTS, Voice & Accent training (American & British), Interview Preparation Etc.

Subject to Una Jurisdiction

Dated: 02/01/2024

Dear Sir,

This is in reference to our conversation pertaining to the Communication Skills and Personality Development classes at Govt Post Graduate Degree College Una (H.P). Please go through the proposal as discussed.

Proposal: For Communication Skills and Personality Development classes at Govt Post Graduate Degree College Una (H.P).

Class Duration: 1 Hour class per day for five days a week (Monday to Friday) for 2 months for one batch each.

Total Duration: 2 Hours

Number of Batches: 2 (MBA and MCA)

Maximum Batch Strength: 50 students.

Course Duration: 2 months.

Time: As per mutual convenience and agreement.

Operational Objective: To impart Communication Skills and Personality Development training to the students so as to develop their employable skills covering the following modules.

Training Content will include:

- > Sentences used in daily life
- > Role plays for becoming conversational in real time
- > Juggling with tenses
- > Modal Auxiliaries
- > Principles of effective communication, verbal and non verbal communication
- > Presentation skills/Teachbacks
- > Group Discussion

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