

**Ref: SCE/STUTI/Permission Letter**

From,

Convener  
STUTI(Career Guidance and Placement Cell)  
Sapthagiri College of Engineering  
Bangalore - 560057.

Through

IQAC COORDINATOR  
Sapthagiri College of Engineering  
Bangalore - 560057.

To,

The PRINCIPAL  
Sapthagiri College of Engineering  
Bangalore - 560057.

Respected Sir,

Subject: Requisition to conduct training on Aptitude & personality training for 5<sup>th</sup> sem from 08<sup>th</sup> February 2021 to 10<sup>th</sup> February 2021.

In the benefit of student welfare STUTI is Conducting training on Aptitude & personality training for 5<sup>th</sup> sem from 08<sup>th</sup> February 2021 to 10<sup>th</sup> February 2021. So we request you to kindly approve for the above.

Sl.No.	Particular/Head	Amount in Rupees
1	Honorarium	3,20,059/-
2	Breakfast, Tea, Lunch, High Tea	2000/-
3	Certificates	10,000/-
4	Miscellaneous	1000/-
	<b>Total Amount Allocated in rupees</b>	<b>3,33,059/-</b>

Thanking you



Principal  
Sapthagiri College of Engineering  
Chikkasandra, Hesaraghatta Road,  
Bangalore-560 057



Convener

**SUMA VISHWANATH**  
Group Head HRD  
Sapthagiri College of Engineering  
Sapthagiri Institute of Medical  
Sciences & Research Centre

## CIRCULAR

This is to inform that all STUTI team members to attend the meeting held on 05/02/2021 at 11:30AM in placement department.

### Agenda of the meeting:

1. To Discuss about resource person for training, and to finalize Conduction dates.
2. To Discuss and finalize about Course content.

Sl. No.	Name	Designation		Department
1.	Mrs. Suma V Hiremath	H R Manager	Convener	PLACEMENT
2.	Mrs.Madhushree	Asst. Professor	Co-Convener	CSE
3.	Mr.Murali Krishna.K	Asst.Professor	Member	EEE
4.	Mr.Rajiv.T	Asst. Professor	Member	CV
5.	Kavya M.V	Asst.Professor	Member	BT
6.	Praneetha G.N	Asst. Professor	Member	ISE
7.	Mr.Madhukumar .Y.C	Asst.Professor	Member	ME
8.	Shobha H	Asst.Professor	Member	ECE
9.	Pooja K R	Student Representative (1SG17CS058)	Member	CSE
10.	Sharan S	Student Representative (1SG17CS078)	Member	CSE

Convener

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Group Head HRD  
Sapthagiri College of Engineering  
Sapthagiri Institute of Medical  
Sciences & Research Centre

PRINCIPAL  
Principal

Sapthagiri College of Engineering  
Chikkasandra, Hesaraghatta Road  
Bangalore- 560 057



**Ref: SCE/STUTI/MOM**

**Date: 05/02/2021**

## MINUTES OF MEETING

The meeting was held by Convener STUTI team on 05/02/2021 at 11:30AM in placement department.

### Agenda of the meeting:

To Conduct Aptitude & personality training for 5<sup>th</sup> sem from 08<sup>th</sup> February 2021 to 10<sup>th</sup> February 2021.

1. Discussed about resource person, conduction date from 08<sup>th</sup> February 2021 to 10<sup>th</sup> February 2021 also decided Resource person from Skill factory.
2. Discussed about Course content and finalized.
3. Informed STUTI team to coordinate with Skill factory to conduct Placement training smoothly.

DATES	SESSION 1 (8:30AM TO 12:30AM)	SESSION 2 (1:30 TO 4:30PM)
08/02/2021	Introduction to Communication Soft Skill • Verbal Communication	Communication Skill • Non-Verbal Communication
09/02/2021	• Visual Communication • Written Communication • Networking	• Active Listening • Clarity • Public Speaking • Patience
10/02/2021	• Positive Reinforcement • Group discussion	• Sensitivity & Tolerance • Group discussion

*Suma Vishwanath*  
Convener

**SUMA VISHWANATH**

Group Head HRD  
Sapthagiri College of Engineering  
Sapthagiri Institute of Medical  
Sciences & Research Centre

*[Signature]*  
PRINCIPAL  
Principal

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# Sapthagiri College of Engineering

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)  
(Accredited by NAAC with 'A' Grade)  
(ISO 9001-2015 & 14001-2015 Certified)

#14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru - 560057

Phone: 080-28372800/1/2

www.sapthagiri.edu.in


Fax: 080-28372797

**Ref:** SCE/STUTI/Notice

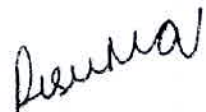
**Date:** 05/02/2021

## NOTICE

It is hereby informed to all 5<sup>th</sup> sem students, that the STUTI team of Sapthagiri College of engineering is organizing training on Aptitude & personality training from 08<sup>th</sup> February 2021 to 10<sup>th</sup> February 2021. So all the students are requested to register their names to department coordinator of STUTI team.



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Sapthagiri College of Engineering  
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## NOTICE

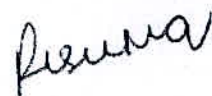
This to inform 5<sup>th</sup> sem students the Schedule of Aptitude and personality development training is as follows.

The Schedule of the course is as follows,

DATES	SESSION 1 (8:30AM TO 12:30AM)	SESSION 2 (1:30 TO 4:30PM)
08/02/2021	Introduction to Communication Soft Skill <ul style="list-style-type: none"> <li>• Verbal Communication</li> </ul>	Communication Skill <ul style="list-style-type: none"> <li>• Non Verbal Communication</li> </ul>
09/02/2021	<ul style="list-style-type: none"> <li>• Visual Communication</li> <li>• Written Communication</li> <li>• Networking</li> </ul>	<ul style="list-style-type: none"> <li>• Active Listening</li> <li>• Clarity</li> <li>• Public Speaking</li> <li>• Patience</li> </ul>
10/02/2021	<ul style="list-style-type: none"> <li>• Positive Reinforcement</li> <li>• Group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Sensitivity &amp; Tolerance</li> <li>• Group discussion</li> </ul>



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## NOTICE

STUTI team hereby informing to all 5<sup>th</sup> sem students, to attend Scheduled test on Aptitude & personality training on 10/02/2021. So all the students are requested to attend the training test without fail.

Principal

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