

MIET

Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)

Institution office: C-116, Sector-49, Noida-201301 (U.P.)

e-mail: mms_gnoida@yahoo.co.in

Ph: 0120 2420400, 2420411

Ph: 0120 2500381, 2500344

Fax: 0120 2520546

Date: 20.11.2023

Notice

This is to inform all the students from 1st to 4th year of B.Tech that Corporate Resource Division (CRD) of Mangalmay Institute of Engineering and Technology (MIET) is going to organize a Session on '**E – Mail and Telephone Etiquette**'. It is mandatory for all the students to attend the session.

Details of the event are as follows:

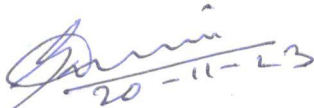
SPOC: Ms. Geeta Sharma

Resource Person: Ms. Neha Bakshi (MIMT)

Date: 21st. Nov.2023

Time: 12 PM onwards

Venue: Seminar Hall, Block – A, MIET


20-11-23

Programme Coordinator



Dr. Chetan Khemraj
(Director, MIET)

Cc to:

- 1) Director, MIET
- 2) Director, IQAC
- 3) Coordinator, MIET
- 4) All Faculty Members
- 5) Notice Board/Digital Problem
- 6) Office File



Mangalmai Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAI FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida-201310 (U.P.)
e-mail: info@mangalmai.org

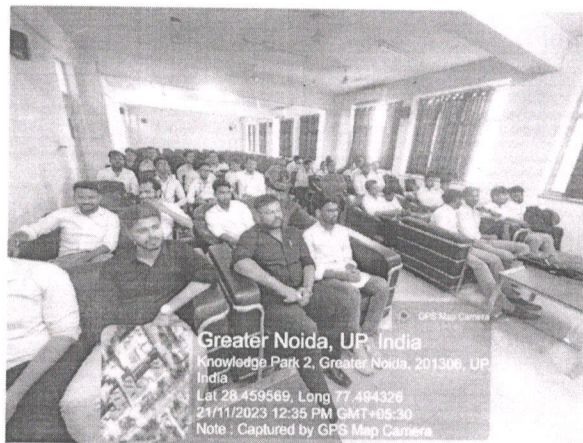
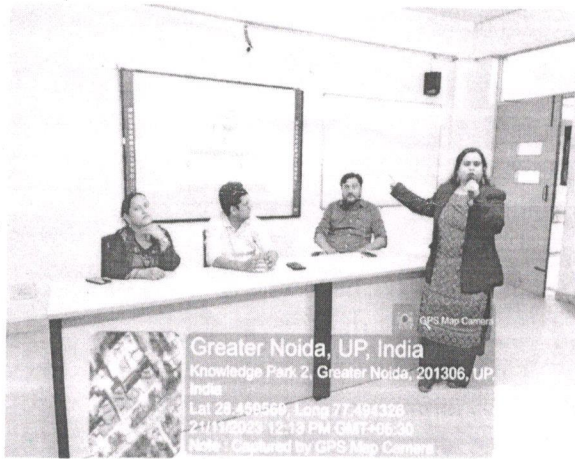
Ph: 0522-2284611, 2284612
Website: www.mangalmai.org

Report	
Academic Year	2023-2024
Name of Activity	A session on 'E-mail and Telephone Etiquette'
Date of Activity	21-11-2023
Resource Person	Ms. Neha Bakshi, Assistant Professor (Communications, Soft skills, PD) Mangalmai Institute of Management & Technology, Greater Noida
Organized by	Corporate Resource Division (CRD) of Mangalmai Institute of Engineering and Technology, Greater Noida
SPOC	Ms. Geeta Sharma
Beneficiary	The session had 60 students, some faculty members and a team from CRD as attendees.
Objective	<ul style="list-style-type: none"><input type="checkbox"/> To Enhance the communication skills of the participants.<input type="checkbox"/> To Equip students with knowledge and practices essential for professional email and telephone communication.<input type="checkbox"/> Improve clarity, professionalism, and efficiency in communication.<input type="checkbox"/> Benefit both personal and professional interactions.
Brief Report	<p>On November 21st '2023, Mangalmai Institute of Engineering and Technology hosted an enlightening session on "Email and Telephone Etiquette," attended by approximately 65 students. The keynote speaker, Ms. Neha Bakshi, captivated the audience with her expertise and engaging delivery.</p> <p>Ms. Bakshi, a renowned expert in communication skills, structured the session to ensure active participation and comprehensive learning. She began by discussing the fundamental principles of effective email and telephone communication, emphasizing the importance of clarity, brevity, and professionalism. Her insights into crafting well-structured emails and conducting telephone conversations with proper etiquette were invaluable.</p> <p>To maintain a high level of engagement, the session incorporated various interactive elements. The speaker utilized audio-visual aids to illustrate key points, making the session both informative and visually appealing. Contextual games were introduced to break the monotony and provide a hands-on approach to learning. These activities not only kept the students involved but also reinforced the concepts being taught. An activity of drafting an E-mail was also conducted.</p> <p>The session was attended by the Head of the CRD, Mr. Abhishek Sharma with his team of experts and some faculty members of the MIET's B.Tech department which also featured quiz and Q&A rounds, allowing students to test their understanding and clarify doubts in real time. Ms. Bakshi's ability to create a dynamic and inclusive learning environment was</p>

Director
Mangalmai Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)

	<p>commendable. Her approachable demeanour and extensive knowledge made the session not only educational but also enjoyable.</p>
<p>Outcome</p>	<p>Students gained a thorough understanding of the essential etiquette required for professional email and telephone communication. Improved communication effectiveness, ensuring messages are clear, concise, and professional. Enhanced confidence in applying communication skills in real-world scenarios. Equipped participants with tools needed to excel in professional communication, enhancing future career prospects. The session received high praise from attendees, particularly for Ms. Neha Bakshi's exceptional delivery and scalable approach.</p>

Photographs



Handwritten signature

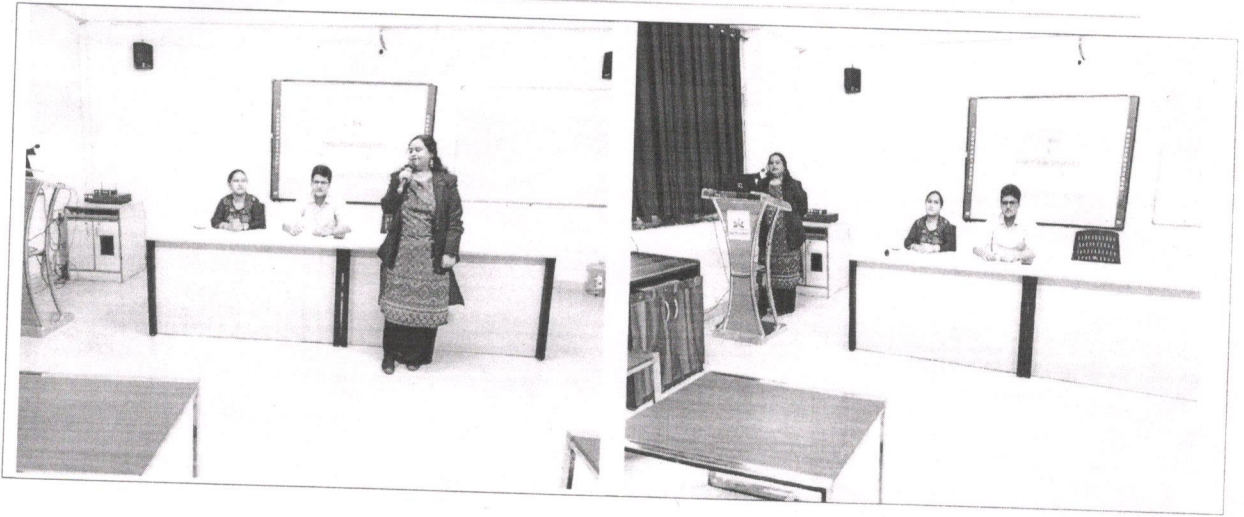


Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida-201310
e-mail: info@mangalmay.org

Ph: 0120-2328400, 2328401
Website: www.mangalmay.org



Yes

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 786

Event Name: SESSION ON 'EMAIL AND TELEPHONE ETIQUETTE.'

Event Date: 21.11.2023

Venue: SEMINAR HALL, MIET.

STUDENT ATTENDANCE

S.No.	Student Name	Year	Department/ Branch	Signature
1	Vansh Adhikari	1 st / II nd sem	AI	<u>Dish</u>
2	Himanshu Gangwar	I st II nd sem	AI	<u>Himanshu</u>
3	ROHAN SAPRA	I st II nd sem	A I	<u>Rohan Sapra</u>
4	Varsha Sirohi	I st / II nd sem	B.Tech(AI)	<u>Varsha</u>
5	Himanshu	1 st / II nd sem	B.Tech(AI)	<u>Himanshu Pandey</u>
6	Disha	1 st / II nd sem	B.Tech(AI)	<u>Disha</u>
7	Anant Kushwaha	2 nd / III	AI	<u>Anant</u>
8	Suraj Kumar	4 th	AI	<u>Suraj</u>
9	Samarth Dixit	4 th	AI	<u>Samarth</u>
10	Nishant	4 th	AI	<u>Nishant</u>
11	Aarav Singh	4 th	AI	<u>Aarav</u>
12	Deepika	3 rd	AI	<u>Deepika</u>
13	Vikash Kumar Yadav	3 rd	AI	<u>Vikash Kumar</u>
14	Arun	3 rd	AI	<u>Arun</u>
15	Kanak	3 rd	AI	<u>Kanak</u>
16	Aditya Raza	"	"	<u>Aditya</u>
17	Dhruv Sharma	3 rd	AI	<u>Dhruv</u>
18	Dinesh Kumar	3 rd	"	<u>Dinesh</u>
19	Dishu	3 rd	"	<u>Dishu</u>
20	Ajay Singh	"	AI	<u>Ajay Singh</u>
21	Ishita Gupta	3 rd	"	<u>Ishita</u>
22	Aditya Yadav	"	"	<u>Aditya</u>
23	Kanak Sharma	3 rd	AI	<u>Kanak</u>
24	Ankit Chauhan	"	"	<u>Ankit</u>
25	Kapil Chauhan	3 rd	AI	<u>Kapil Chauhan</u>
26	Arvind Kumar	"	AI	<u>Arvind Kumar</u>
27	Krishna	3 rd	"	<u>Krishna</u>
28	Ashish Singh	"	AI	<u>Ashish</u>
29	Pankaj Garg	3 rd	"	<u>Pankaj Garg</u>
30	Deepika Sharma	"	AI	<u>Deepika</u>
31	Pavitra Pathak	3 rd	"	<u>Pavitra</u>
32	Devesh	3 rd	AI	<u>Devesh</u>


 Director

Event Date: 21.11.2023

Venue: SEMINAR HALL, MIET

STUDENT ATTENDANCE

S.No.	Student Name	Year	Department/ Branch	Signature
33	Kunal Dhiman	2 nd	B.Tech / CSE	Kunal
34	Abhijeet Chakravarti	2 nd	B.Tech / DS	Abhijeet
35	Jesica Yadav	2 nd	B.Tech / CSE	Jesica
36	Roshni Sharma	2 nd	B.Tech / CSE	Roshni
37	MD TOUSIF AKHTAR	2 nd	B.Tech / CSE	Toosif
38	Sumit	2 nd	B.Tech / A.I	Sumit
39	Buland Chaudhary	2 nd	B.Tech / A.I	Buland
40	Shinoyi Singh	2 nd	B.Tech / A.I	Shinoyi
41	CHAHAT SAINI	2 nd	B.Tech / DS	Chahat
42	Jatin Suresh	2 nd	B.Tech / CSE	Jatin
43	Khushika Chaur	1 st	B.Tech / CSE	Khushika
44	Raj	1 st	B.Tech / CSE	Raj
45	Khushi Yadav	1 st	B.Tech / CSE	Khushi
46	Sandeep	1 st	B.Tech / CSE	Sandeep
47	Richu Raj	1 st	B.Tech / CSE	Richu
48	Devang	1 st	B.Tech / CSE	Devang
49	Amit Kumar	1 st	B.Tech / CSE	Amit
50	Laraib	1 st year	B.Tech / CSE	Laraib
51	Saurabh Patel	1 st year	B.Tech / CSE	Saurabh
52	Divansh Jain	1 st year	" / "	Divansh
53	Ashutosh Singh	1 st Year	B.Tech / CSE	Ashutosh
54	Ashu Kumar	1 st Year	B.Tech / CSE	Ashu
55	Krishna Kumar	1 st Year	B.Tech / CSE	Krishna
56	Divyansh Prayapati	1 st year	" / "	Divyansh
57	Sachin Kumar	"	" "	Sachin
58	Aman Kumar Mishra	"	" "	Aman
59	Gyanendra	"	" "	Gyanendra
60	Amit Kumar	4 th	AI	Amit
61	Gaurav	4 th	DS	Gaurav
62	Nitin	4 th	DS	Nitin
63	Simran	4 th	DS	Simran
64	Rahul Kumar	4 th	DS	Rahul
65	Vikram Kumar	4 th	DS	Vikram

officer



FEEDBACK FORM

Feedback Form

E-mail & Telephone Etiquette session feedback

himanshu116750@gmail.com (secret account)

Not shared

* Required Questions

Name *

Course and Year *

Section and Branch *

How effectively were telephone etiquette principles covered during the session?

- Very effectively
- Effectively
- Somewhat effectively
- Ineffectively

How confident do you feel in applying the e-mail etiquette skills learned from this session?

- Very confident
- Confident
- Somewhat confident
- Not confident

How likely are you to attend similar etiquette training sessions in the future? *

- Very Likely
- likely

How would you rate the overall effectiveness of the E-mail & Telephone Etiquette Session?

- 1
- 2
- 3
- 4
- 5

How relevant was the content of the session to your daily work tasks?

- Highly relevant
- Relevant
- Somewhat relevant
- Not relevant

How well did the session explain key e-mail etiquette practices?

- Extremely well
- Well
- Moderately well

Very confident

- Very confident
- Confident
- Somewhat confident
- Not confident

How likely are you to attend similar etiquette training sessions in the future?

- Very Likely
- likely
- Unlikely
- Unlikely

Thank You For Your Time!

Clear form

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 786

FEEDBACK OF STUDENTS

Name	Course and Year	Section and Branch	How would you rate the	How relevant was the co	How well did the session	How effectively were te	How confident do you fe	How likely are you to attend similar etquett
Shivang srivastava	B.tech 1st year	Section D CSE	5 Highly relevant	Well	Very effectively	Very confident	Very Likely	
Kasak Raina	Btech first year	Sec c ai	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Anshika jindal	Btech first year	D data science	1 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Vivek Chaudhary	Btech (1 year)	Sec-D (CSE)	1 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Siddhima Singh	B.Tech 1st year	D (Data Science)	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Tanish Chauhan	B.tech 1st year	Sec-D CSE	1 Highly relevant	Well	Effectively	Confident	likely	
Kamran Faridi	Btech-1st year	Sec-D (CSE)	4 Relevant	Well	Effectively	Confident	likely	
Rohan Sapra	Btech 1st year	C. AI	3 Relevant	Well	Effectively	Somewhat confident	Very Likely	
Harshit Tiwari	Btech	DS(D)	4 Relevant	Extremely well	Effectively	Confident	Very Likely	
Ayush Patidar	B Tech 1st year	Section D (Data science)	2 Relevant	Well	Effectively	Confident	likely	
Shreeyum Kumar	B.Tech 1st year	D (DS)	4 Relevant	Well	Effectively	Confident	likely	
prince Maurya	B tech 1 year	Cse Section D	3 Relevant	Moderately well	Effectively	Confident	likely	
Ayush Kumar Dubey	Btech 1st year	Sec-A CSE	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Varsha Sirohi	Btech AI 1st year	Sec-C AI	5 Highly relevant	Well	Effectively	Confident	likely	
Disha	Btech(1st year)	C (AI)	3 Relevant	Well	Effectively	Confident	likely	
Name	Btech and 1st year	C (AI)	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Anjali Singh	B.Tech 1st	A (cse)	3 Relevant	Well	Effectively	Confident	likely	
Khushi chauhan	B.tech:1st	B' CSE	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Isha Singh	B Tech 1st Year	Section D CSE	2 Relevant	Well	Effectively	Confident	likely	
Anushka	B.tech 1st year	Section A (cse)	3 Relevant	Well	Somewhat effectively	Somewhat confident	Unsure	
Sachin Kumar	Btech and 1st year	B and CSE	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Abhinav Singh	Btech 1st year	A(CSE)	1 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Aditya Sharma	Btech first year	C (AI)	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Ronit Bansal	Btech 1st year	Section B Branch Cse	5 Relevant	Extremely well	Effectively	Very confident	Very Likely	
Gyanender	Btech and 1st	B and cse	3 Relevant	Well	Somewhat effectively	Confident	likely	
Anshi Chaturvedi	Btech (1st year)	Sec - D (data science)	4 Relevant	Extremely well	Effectively	Somewhat confident	Very Likely	
Kishan sengar	B.tech and 2nd year	Sec B and CSE	3 Relevant	Well	Effectively	Confident	likely	

Name	Course and Year	Section and Branch	How would you rate the	How relevant was the co	How well did the session	How effectively were te	How confident do you fe	How likely are you to attend similar etquett
KULJEET	Btech (first)	CSE -D	1 Highly relevant	Extremely well	Effectively	Confident	likely	
Nikhil kumar	BTECH 1st year	CSE (A)	4 Relevant	Well	Effectively	Confident	Very Likely	
Anurag Mishra	Btech 1st year	CSE 'B'	4 Highly relevant	Extremely well	Effectively	Confident	Very Likely	
Nishant Prajapat	B Tech 1st Year	Sec-D (D S)	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Sandeep	B.tech and 2023	B and cse	4 Somewhat relevant	Moderately well	Somewhat effectively	Somewhat confident	Unlikely	
Shivansh maurya	B.tech 1st year	Section D CSE	3 Relevant	Well	Effectively	Confident	likely	
Shivani sharma	Btech-1st	B-cse	1 Relevant	Extremely well	Effectively	Very confident	Very Likely	
Gaurav Mandal	Btech 2023-27	Sec-Acse-core	1 Highly relevant	Extremely well	Effectively	Confident	Very Likely	
Jyoti Dhaka	Btech 1st year	A CSE	4 Highly relevant	Extremely well	Effectively	Confident	Very Likely	
Tripti Sharma	B.tech 1st year	D CSE	4 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Ritik Tomar	Btech 1st year	B and Cse	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Vani sharma	Btech (1st year)	Section D (Data science)	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Ajay Kumar	B.Tech CSE 1st year	CSE - A	5 Relevant	Extremely well	Effectively	Confident	likely	
Shivi Rathore	Btech 1st	A CSE	1 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Kritika Ojha	Btech 1st year	A/CSE	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Abhishek Maddheshiya	B.tech 2nd	C AI	5 Highly relevant	Extremely well	Very effectively	Confident	likely	
Aman Kumar Chaurasya	B.tech 2nd year	Section c branch AI	4 Somewhat relevant	Moderately well	Somewhat effectively	Somewhat confident	likely	
MOHD TOUFIK	B TECH 1st year	Section D (Data Science)	3 Relevant	Well	Effectively	Confident	likely	
Bhavya Puri	Btech 2nd yr	D (CSE)	5 Relevant	Extremely well	Effectively	Confident	Very Likely	
Preeti Maurya	Btech 1 year	CSE A	5 Not relevant	Extremely well	Very effectively	Very confident	Very Likely	
Mohd Nadeem	Btech	AI	4 Relevant	Well	Very effectively	Very confident	likely	
Kanak	Btech	AI	5 Relevant	Well	Very effectively	Very confident	likely	
Chandan Chaudhary	Btech	DS	5 Highly relevant	Well	Effectively	Confident	Very Likely	
Raj Kumar das	Btech	AI	5 Relevant	Well	Effectively	Confident	likely	
Mohd Farhan	B.tech 2nd year	CFS - B	4 Relevant	Well	Effectively	Confident	likely	
Devang Mishra	B.Tech(1st year)	B(CSE)	5 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Unyansh Jain	B.Tech first	B, CSE	4 Relevant	Well	Effectively	Confident	likely	
Navesh nautani	Btech 1st year	Section B CSE	1 Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	



Director
 Mangalmay Institute of Engineering & Technology
 Floor-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
 College Code: 785



Mangalmay Institute of Engineering & Technology

AN INSTITUTION OF MANGALMAY FOUNDATION TRUST

Campus: 8, Knowledge Park-II, Greater Noida (U.P.)
e-mail: info@mangalmay.org

Ph: 91-7732284200, 22784201
Website: www.mangalmay.edu

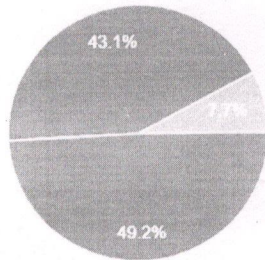
Name	Course and Year	Section and Branch	How would you rate the	How relevant was the co	How well did the sessio	How effectively were tel	How confident do you fe	How likely are you to attend simila	et quell
Devesh gauram	Blech 1st year	Section B CSE	1	Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Vikas Kumar	Blech 4th year	DS	5	Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Rahul Kumar	Blech 4th year	DS	5	Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	
Govind	Blech 4th year	DS	5	Relevant	Well	Very effectively	Very confident	Very Likely	
Sachin kumar	Blech 1st year	CSE	5	Relevant	Extremely well	Very effectively	Very confident	Very Likely	
Nitin	Blech 4th year	DS	5	Highly relevant	Well	Very effectively	Very confident	likely	
Sandeep	Blech 1st year	CSE	5	Highly relevant	Extremely well	Very effectively	Confident	Very Likely	
Ashu Kumar	Blech 1st year	Cse	4	Relevant	Extremely well	Very effectively	Very confident	Very Likely	
Rishu Raj	Blech 1st year	Cse	4	Highly relevant	Well	Very effectively	Confident	Very Likely	
Jain Santosh	Blech 2nd year	CSE	4	Highly relevant	Extremely well	Very effectively	Very confident	likely	
Saurabh Patel	Blech 1st year	Cse	4	Highly relevant	Extremely well	Very effectively	Very confident	Very Likely	

Director
Mangalmay Institute of Engineering & Technology
Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 786

How confident do you feel in applying the e-mail etiquette skills learned from this session?

 Copy

65 responses

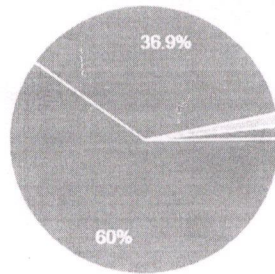


- Very confident
- Confident
- Somewhat confident
- Not confident

How likely are you to attend similar etiquette training sessions in the future?

 Copy


65 responses



- Very Likely
- Likely
- Unlikely
- Very Unlikely



Director
 Mangalmay Institute of Engineering & Technology
 Plot-8 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
 College Code: 786

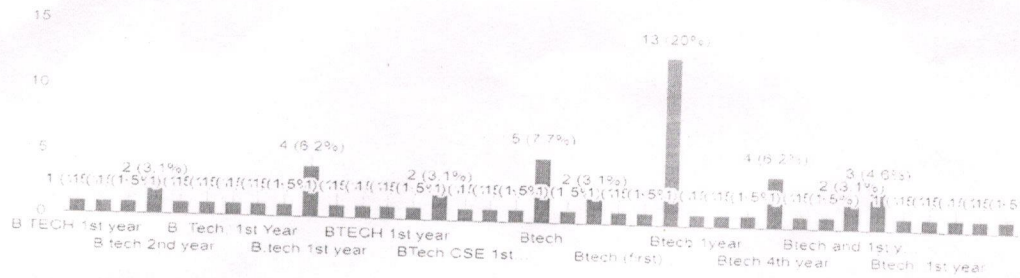


Feedback Analysis

Course and Year

65 responses

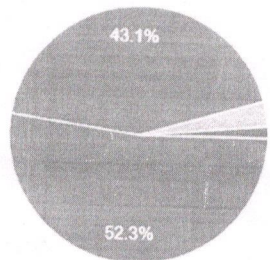
Copy



How relevant was the content of the session to your daily work tasks?

65 responses

Copy

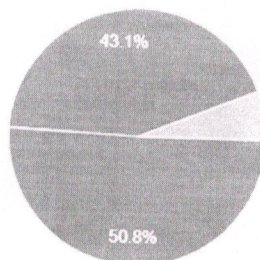


- Highly relevant
- Relevant
- Somewhat relevant
- Not relevant

How effectively were telephone etiquette principles covered during the session?

65 responses

Copy



- Very effectively
- Effective
- Somewhat effectively
- Ineffectively



Director
Mangalmay Institute of Engineering & Technology
Plot-3 & 9, Knowledge Park-II, Greater Noida-201310 (U.P.)
College Code: 786