



SHARDA
UNIVERSITY
Beyond Boundaries

EVENT COMPLETION REPORT

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:	Gender Communication At Work Place		
Starting date of event:	06-03-2020	Duration of Event (in days)	01
Name of the event organizing School	IQAC		
Name of the event organizing Department	IQAC		
Sponsor of the Event (Sharda University in case of internal sponsorship)	Sharda University		
Committee Members:	Convener	Dr. Mridul Dharwal Dr. Madhu Sharma	
	Coordinator	Dr. Mojahidul Islam Dr. Pallavi Sharma	
	Secretary	Mr. Senthil Raju	
Chief Guest/ Guest of Honor with affiliation (If any)	Dr. Vijay Gupta Professor Ameritus	Email:	
		Contact No:	
Name of Speaker/s with affiliation (If any)	1. Dr. Shobhana Sinha, Convenor, ICC, DU 2. Ms. Anupam Singh, Asst. Manager, Mothersonsumi Infotech & design Limited 3. Ms. Swati Arora, Advocate Delhi High Court 4. Dr. Ekta Chaudhary, Presiding Officer, ICC,	Email:	
		Contact No:	

**Sharda
University
5. Prof. P.K.
Mitra , Prof.
School of
Business
Studies.
6. Mr. Dheeraj
Sharma,
Director, Sharda
Skill.**


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SECTION B: Event report and reflection

1. Event objectives- 1. To identify the major points & gaps which need to address & bridge

- 2. To build greater trust, respect & easygoing spirit among their co-workers as
- 3. To acquire the help that they require when the need arises.
- 4. To maintain harmony and impersonality in statements and a cautious tone of communication.

2. Event description: Gender communication is a specialization of the communication field that focuses on the ways we, as gendered beings communicate at roles for people of different genders in academia, industry, administration & other concerned areas. It is viewed that men are no longer the powerhouse of communication. Gender communications mean inclusive use of language and visuals as well as positioning of men and women so that they are equally represented, have equal access to resources and opportunities, enjoy balanced roles and have an equal share in decision-making. Visual, verbal, and written communication define the limits of thought and behavior. It's possible to change thoughts and behaviors by managing the content of these means of communication. Our choices in visual, verbal, and written communications can have a role to either reproduce stereotypes or contribute to gender equality in our society.

5. Participants (compulsory for events):

S. No	Total Participants	Number of Male	Number of Female
1.	55	28	27


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6. Budget distribution from University/any other agency:

Sharda University

Note

DATE: 07-03-2020

IQAC has organized a Symposium on the occasion of International Womens' Day, named as, "मानव मानव संवाहण-Gender Communication at Work Place".

Day-Date: Friday, 6th March, 2020
Time: 01:00 P.M.
Venue: 202, Seminar Hall, Block-07

Advance taken: Rs. 3000/-
Expenditure : Rs. 2960/-
Balance : Rs. 40 to be deposited to Accounts Dept.

Details of expenditure are as follows:

S. No.	Particulars	Amount (Rs.)	Remarks	
1	Honorarium for 03 Speakers (Rs. 3000 each)	9000	To be made by accounts office through online	Filled Form enclosed
2	Sapling	1320	Payment Done	Bills Enclosed
3	Posters & Banner	1400	Payment Done	Bills enclosed
4	Water Bottles	140	Payment done	Bills Enclosed
5	Refreshment	2800	To be made by accounts office to vendor	
6	Miscellaneous	100	Payment done	Bills Enclosed
	TOTAL	14760		

Dr. Mridul Dharwal
Member IQAC

Director (IQAC)

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7. Appendices

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

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Note that the participant contact list is a mandatory requirement .

Appendices

Participant contact list:

SHARDA UNIVERSITY - IQAC - INTERNATIONAL WOMEN'S DAY A Symposium - Gender Communication At Work Place - 6th March 2020 ATTENDANCE SHEET		
S.No	Name of Participant(s)	Signature
1	Yati Varshney	Yati
2	Ishika Jindal	Ishika
3	Asutosh Prujapati	Asutosh
4	AKASH Varshney	AKASH
5	Kartik Rathore	Kartik
6	Divyansh Singh	Divyansh Singh
7	Amyan Gaur	Amyan
8	Vidya Singh	Vidya
9	Prithvi Singh	Prithvi
10	Rishika Sharma	Rishika
11	Sonale Shishodia	Sonale
12	Neta Kumari Chauhan	Neta Chauhan
13	Arundhi Rana	Arundhi
14	Hanshi Tyagi	Hanshi
15	Anshu Sharma	Anshu
16	Kavya Tiwari	Kavya
17	Sushant Kumar	Sushant
18	Sushmita Chatterjee	Sushmita
19	Ranjan Roy	Ranjan
20	Sanyasa	Sanyasa
21	Praashant Ka. Singh	Praashant
22	Dr. Parul Barua	Dr. Parul Barua
23	Dr. Iqbal Alam	Dr. Iqbal Alam
24	Dr. Arun K.	Dr. Arun K.
25	Dr. K.R. Gola. (SBS)	Dr. K.R. Gola.
26	Dr. Ankur Agarwal	Dr. Ankur Agarwal
27	Dr. RAS KARAN GUPTA	Dr. RAS KARAN GUPTA
28	CSRakish Sharma	CSRakish Sharma
29	Dr. Anoop Pand	Dr. Anoop Pand
30	Hakifa Khumad (SOP)	Hakifa Khumad

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SHARDA UNIVERSITY - IQAC - INTERNATIONAL WOMEN'S DAY
 A Symposium - Gender Communication At Work Place - 6th March 2020
 ATTENDANCE SHEET

S.No	Name of Participant(s)	Signature
1	APARNA DATTA (SOP)	
2	OKORO EMMANUEL	
3	ANAZOR KOSISOCHUKWU	
4	Renu Verma	
5	Animesh Singh	
6	Dr. Anju Anu Jose (SOS)	
7	Dr. Susabhi Duggal (SOS)	
8	Dr. Jyoti G. Ram Kumar (SOS)	
9	Melhem Elise M-V Abu-N (SBS)	
10	Moulicomo Dsouza (B.Pharm)	
11	Divyah Kapoor (Sharda Skills)	
12	Anil Jalota (Sharda Skills)	
13	Neha Kay (Sharda Skills)	
14	Naama Rafique (AP, SBS)	
15	Chhavi Jain (AP, SBS)	
16	DEVI RATAN	
17	Dr. AARTI SHARMA	
18	Dr. Pramod Kumar	
19	Dr. Kumar Gauran	
20	Deepa Chauhan	
21	Dr. Anil Sengal	
22	Dr. Koptall Fuzzele	
23	Dr. Rajkumar SBS	
24	Mouli Agarwal	
25	Dr. Richa	
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2 Participants feedback on the organized program.

3 Event Agenda-

Photos of the events



4




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