



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

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 Women's Day, named as, "भाषा भाव संप्रेषण-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)

Internal Quality Assurance Cell (IQAC)
SHARDA UNIVERSITY
Plot No. 1234, Knowledge Park - III
Gurgaon, Haryana-201306

7. Appendices

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

✓		Appendices																																																																																													
Participant contact list:																																																																																															
<p style="text-align: center;">SHARDA UNIVERSITY - IQAC - INTERNATIONAL WOMEN'S DAY A Symposium - Gender Communication At Work Place - 6th March 2020 ATTENDANCE SHEET</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name of Participant(s)</th> <th>Signature</th> </tr> </thead> <tbody> <tr><td>1</td><td>Yati Varshney</td><td>Yati</td></tr> <tr><td>2</td><td>Ishika Jindal</td><td>Ishika</td></tr> <tr><td>3</td><td>Asutosh Prajapati</td><td>As</td></tr> <tr><td>4</td><td>Akash Varshney</td><td>Akash</td></tr> <tr><td>5</td><td>Kartik Rathore</td><td>Kartik</td></tr> <tr><td>6</td><td>Divyansh Singh</td><td>Divyansh Singh</td></tr> <tr><td>7</td><td>Anjan Gaur</td><td>Anjan</td></tr> <tr><td>8</td><td>Vidhu Singh</td><td>Vidhu</td></tr> <tr><td>9</td><td>Pooja Singh</td><td>Pooja</td></tr> <tr><td>10</td><td>Rishika Chazma</td><td>Rishika</td></tr> <tr><td>11</td><td>Sonali Shishodia</td><td>Sonali</td></tr> <tr><td>12</td><td>Nesta Kumari Chauhan</td><td>Nesta</td></tr> <tr><td>13</td><td>Harshika Rana</td><td>Harshika</td></tr> <tr><td>14</td><td>Hanshi Tyagi</td><td>Hanshi</td></tr> <tr><td>15</td><td>Anshu Sharma</td><td>Anshu</td></tr> <tr><td>16</td><td>Satyam Tia</td><td>Satyam</td></tr> <tr><td>17</td><td>Sushant Kumar</td><td>Sushant</td></tr> <tr><td>18</td><td>Sushmita Chatterjee</td><td>Sushmita</td></tr> <tr><td>19</td><td>Ranjan Raj</td><td>Ranjan</td></tr> <tr><td>20</td><td>Sanyasa</td><td>Sanyasa</td></tr> <tr><td>21</td><td>Prashant K. Singh</td><td>Prashant</td></tr> <tr><td>22</td><td>Dr. Parul Bhatia</td><td>Dr. Parul</td></tr> <tr><td>23</td><td>Dr. Yasir Alam</td><td>Dr. Yasir</td></tr> <tr><td>24</td><td>Dr. H.M. Rao</td><td>Dr. H.M. Rao</td></tr> <tr><td>25</td><td>Dr. K.R. Gola (SBS)</td><td>Dr. K.R. Gola</td></tr> <tr><td>26</td><td>Dr. Ankur Agarwal</td><td>Dr. Ankur</td></tr> <tr><td>27</td><td>Dr. RAO KARAN GUPTA</td><td>Dr. RAO KARAN GUPTA</td></tr> <tr><td>28</td><td>Dr. Rakish Sharma</td><td>Dr. Rakish</td></tr> <tr><td>29</td><td>Dr. Anoop Pant</td><td>Dr. Anoop</td></tr> <tr><td>30</td><td>Hakifa Ahmad (SOP)</td><td>Hakifa</td></tr> </tbody> </table>			S.No	Name of Participant(s)	Signature	1	Yati Varshney	Yati	2	Ishika Jindal	Ishika	3	Asutosh Prajapati	As	4	Akash Varshney	Akash	5	Kartik Rathore	Kartik	6	Divyansh Singh	Divyansh Singh	7	Anjan Gaur	Anjan	8	Vidhu Singh	Vidhu	9	Pooja Singh	Pooja	10	Rishika Chazma	Rishika	11	Sonali Shishodia	Sonali	12	Nesta Kumari Chauhan	Nesta	13	Harshika Rana	Harshika	14	Hanshi Tyagi	Hanshi	15	Anshu Sharma	Anshu	16	Satyam Tia	Satyam	17	Sushant Kumar	Sushant	18	Sushmita Chatterjee	Sushmita	19	Ranjan Raj	Ranjan	20	Sanyasa	Sanyasa	21	Prashant K. Singh	Prashant	22	Dr. Parul Bhatia	Dr. Parul	23	Dr. Yasir Alam	Dr. Yasir	24	Dr. H.M. Rao	Dr. H.M. Rao	25	Dr. K.R. Gola (SBS)	Dr. K.R. Gola	26	Dr. Ankur Agarwal	Dr. Ankur	27	Dr. RAO KARAN GUPTA	Dr. RAO KARAN GUPTA	28	Dr. Rakish Sharma	Dr. Rakish	29	Dr. Anoop Pant	Dr. Anoop	30	Hakifa Ahmad (SOP)	Hakifa
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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)	Datta
2	OKORO EMMANUEL	Okoro
3	Anazon KOSISOCHUKWU	Anazon
4	Renu Verma	Renu
5	Animesh Singh	Singh
6	Dr. Anice Ana Jose (SDS)	Anice
7	Dr. Suzakhi Duggal (SDS)	Duggal
8	Dr. Sakshi Singh (SBS)	Singh
9	Melhem Elise M-V Abd-N (SBS)	Elise
10	Moufamee Deyoua (B-Pharm)	Deyoua
11	Divya Kapoor (Sharda Skills)	Kapoor
12	Anil Jalota (Sharda Skills)	Jalota
13	Neha Roy (Sharda Skills)	Roy
14	Nauma Rafique (AP, SBS)	Rafique
15	Chhavi Jain (AP, SBS)	Jain
16	DESH RATAN	Ratan
17	Dr. AARTI SHARMA	Sharma
18	Dr. Pramod Kumar	Kumar
19	Dr. Kumar Gauram	Gauram
20	Seepa Chauhan	Chauhan
21	Dr. Anil Sengal	Sengal
22	Dr. Roshni Gulzele	Gulzele
23	Dr. Raj Kewal SBS	Kewal
24	Manika Agarwal	Agarwal
25	Dr. Richa	Richa
26		
27		
28		
29		
30		

2	Participants feedback on the organized program.
3	Event Agenda-
4	<p><i>Photos of the events</i></p>  





5	Web sites link (If created)
6	Other information (If Any)