





Report on Presentation Skills (BBA 1st Year)

Title of Activity*	Presentation Skills (Word, Excel &Powerpoint)
Values	Presentation Skills
Learning Outcomes	<ul style="list-style-type: none">• The Presentation skills (Word, Excel & Power-Point) are important for anyone who wants to be able to communicate effectively with others.• The Students understood the importance of body language effectively and how use your voice effectively.• These students understood how to use images and graphics to illustrate the points in Word, Excel &Powerpoint and making it a clear, concise and engaging way of communication.
Organized by (Dept./ Centre/ Cells/Clubs/ Committees Name)*	Training and Placement Cell
Program Theme*	Presentation Skills
External Expert / Internal Expert	Internal Expert

Date*	22-11-2023
Time*	12:50-01:40 Pm
Venue	Room No. 1307, PG Building, TIAS
Poster/Flyer/Notice*	
Social media link (promoting in any one Facebook/Instagram/Twitter is mandatory)	NA
No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	30
No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)	01
No. of External Participants (students + faculty) [write NA if not applicable]	NA
(Geotag) Photograph*	
Photograph of the Event with the Caption	




Report: Description in (min 250 to max 800 words)*

A Session on Presentation Skills was organized by Training and Placement Cell, TIAS on 22.11.2023 for the students of BBA1st Year students under the ambit of Capability Enhanced Program. The speaker was Mr. Karan Babbar, Assistant TPO, TIAS as Resource Person and Dr. Nivedita, Head Training and Placement Cell, TIAS.

The Resource person Mr. Karan Babbar informed the details of Word, Powerpoint & Excel. The below are the main pointers which are highlighted below;

1. *Use a consistent style:* Make sure that all of your slides have the same font style, size, and color scheme. This will make your presentation look more professional and polished.
2. *Use images and graphics:* Images and graphics can help to make your presentation more visually appealing and can also help to illustrate your points.
3. *Keep your slides concise:* Don't overload your slides with too much text. The best slides will have a few key points and an image or graphic

	<p>to illustrate those points.</p> <ol style="list-style-type: none"> 4. <i>Use a presentation template:</i> Microsoft Word has a number of presentation templates that you can use to get started. These templates can help you to save time and create a professional-looking presentation. 5. <i>Practice your presentation:</i> The best way to ensure that your presentation goes smoothly is to practice it beforehand. This will help them to become familiar with your material and will also help you to identify any areas where you need to improve. 6. <i>Know your audience:</i> Tailor your presentation to your audience. This means considering their level of knowledge and their interests. <p>After the session, students were also provided certain shortcuts for Word, Excel & Powerpoint such as (Ctl +H, F7, Ctrl + Enter). The students were able to understand the skills of presentation skills and to effectively communicate your ideas and achieve goals in education and corporates.</p>
Recourse Person Profile	Mr Karan Babbar, Assistant TPO, TIAS
Attendance Sheet*	Attached at the end of Report
Feedback	Feedback Attached at the end of Report
Report Submitted by Convener (<i>write faculty coordinator name</i>)	
For Office Use	
Signature of Event Coordinator	 <p>Karan Babbar Assistant TPO TIAS</p>
List of Beneficiary	Attached Below

Fields marked with '' are mandatory*

PRESENTATION SKILL

Tecnia Institute of Advanced Studies
Grade "A" Institute
Training and Placement Cell
Attendance Sheet

BBA 1st Year

77a KALONI BARRAR

Date: 22/11/23

Sl.No	Name	Enrollment No.	Phone No.	Year	shift - A/B/C	Sig.	Feedback on Content: 1. Excellent, 2. Good, 3. Average	Feedback on Delivery: 1. Excellent, 2. Good, 3. Average	Overall Feedback 1. Excellent, 2. Good, 3. Average
1	Chetna Sharma		7011213182	1	2	<u>Chetna</u>	1	2	1
2	Ajushy Jain		9718083938	1	2	<u>Ajushy</u>	1	1	1
3	hukay Gupta		9718096079	1	2	<u>hukay</u>	1	1	1
4	KARTIK MITTAL		9354879925	1	2	<u>K</u>	1	1	1
5	Gaurav		859520292	1	2	<u>Gaurav</u>	1	1	1
6	Devraj		9368660349	1	2	<u>Devraj</u>	1	1	1
7	Eshaan		8826653938	1	2	<u>E</u>	1	1	1
8	Rakshita Dagar		8800927566	1	2	<u>R</u>	1	1	1
9	Anshul Dalal		9050659995	1	2	<u>Anshul</u>	2	2	2
10	Pushkar Hegde		8595208466	1	2	<u>Pushkar</u>	1	1	1
11	Ashwin Suroob		9599593366	1	2	<u>Ashwin</u>	2	1	3
12	Harish Arora		7428564959	1	B	V	2	2	2
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PRESENTATION SKILLS

Tecnia Institute of Advanced Studies
Grade "A" Institute
BBA 1st Year Training and Placement Cell
MOKARATI BAABAR

Date: 22/11/23

Sl.No	Name	Enrollment No.	Phone No.	Year	shift - A/B/C	Sig.	Feedback on Content: 1. Excellent, 2. Good, 3. Average	Feedback on Delivery: 1. Excellent, 2. Good, 3. Average	Overall Feedback 1. Excellent, 2. Good, 3. Average
1	Sujal Sharma		7217646209	1	B	Sujal	1	1	1
2	Pranay		8588831901	1	B	Pranay	1	1	1
3	Ukar Goel		9971986979	1	B	Ukar	1	1	1
4	Varsh Arora		7428564591	1	B	Varsh	1	1	1
5	Ritik Kumar		8521633735	1	B	Ritik	1	1	1
6	Bhumiika Kohli		9599345422	1	B	Bhumiika	1	1	2
7	Dhruv Bouri		9315432021	1	A	Dhruv	1	1	1
8	Sanchita Bhatti		8810290825	1	B	Sanchita	1	1	1
9	Momina Asif		9315045771	1	B	Momina	1	1	1
10	Nidhi Singhal		9891143587	1	B	Nidhi	1	1	1
11	Aayush Sood		9599593266	1	B	Aayush	3	2	1
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