MMK & SDM MahilaMaha Vidyalaya

"Empowerment of women to build enlightened society"

Krishnamurthypuram, Mysuru, Karnataka, India (Managed by: S.D.M.E. Society(R) Ujire, Karnataka, India

Webinar report

conducted by

Department of Chemistry

On 08/07/2021

TOPIC: "Importance of Administrative Skills in Shaping up the Careers"

PRINCIPAL

Program

A Webinar on "Importance of Administrative Skills in Shaping up the Careers" on 08/07/2021, Thursday at 03:30 P.M -05:00 P.M was organized by Department of Chemistry and IQAC, MMK & SDM MMV

Chief Patron
PadmavibhushanPoojya
Dr. D. VeerendraHeggade
President, SDME Society®
Ujire, Karnataka, India

Patron
Dr. B. Yashovarma
Secretary, SDME Society®
Ujire, Karnataka, India

Chief Organizer: Prof. Sainath Malligemadu Principal IQAC Co-Ordinator: Prof. SumithraG R Head, Dept of Electronics

Convener:
Dr. Manjushree M
Head, Assistant
ProfessorDept of Chemistry

Organizing Member: Smt. Pavithra V Assistant ProfessorDept of Chemistry

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Objectives

Administrative skills are qualities that help to complete tasks related to managing a business. This might involve responsibilities such as filing paperwork, meeting with internal and external stakeholders, presenting important information, developing processes, answering employee questions and more. There are many administrative skills that help to perform these responsibilities in an efficient, quality way.

Administrative skills are important because they keep business processes running smoothly. Any successful, efficient organization should have both administrative professionals who have strong skills in this area, as well as individual contributors who have good administrative skills.

There are many soft and technical skills that contribute to a strong set of administrative skills. While the technical skills required for administrative tasks may vary from business to business (such as proficiency with specific software or platforms), there are several soft or "interpersonal" skills common among people with strong administrative skills (Organization, Communication, Teamwork, Customer service, Responsibility, Time management and Multitasking).

PRINCIPAL

Correspondence

1. Invitee (Keynote Speaker) Aniruddha A.M., M.Tech., (Ph.D) **Assistant Professor and Administrative Officer** Department of Civil Engineering Maharaja Institute of Technology Mysore



About keynote speaker:

BE in Civil Engg. 2006 to 2010 at NCET, Bengaluru.

- ◆ 2010 June to 2011 Dec Junior Engineer at NCC Ltd.
- ◆ 2011 to 2013 M. Tech. (Hydraulics) at NIE, Mysuru.
- ◆ 2012 Aug to 2013 July, Guest faculty at MIT Mysore.
- ◆ 2013 July to present, Assistant Professor of Civil Engg. at MIT Mysore.
- ◆ 05.09.2019 to present Additional Charge as Administrative Officer at MIT Mysore.
- ◆ Represented Mysore Zone in Under-15,17,19 & 25 Cricket teams.
- A qualified cricket umpire, accredited as Level 1 umpire by BCCI.
- ◆ Interested in debates and essays in Kannada and an ordant fan of the Kannada language.

PRINCIPAL

MMK & SDM Mahila Maha Vidyalaya debnomurthyparam, Mysuru-570004

4

2. Letter to invitee

II om shri manunathaya namaha II Myeore Makkala Koota & A Manjunatreshwara Ma

(Affiliated to University Krishnamurthypuram, Mysuru- 570004

p | Principal | 0821 - 2330039

Fax: 0821 - 2331431

21 - 2330039 Mob. 9886165750 Off. 9821 - 2332865 Fax: Website: www.admini.htm.com.in
Email: pancioside odmini.htm.com.io. sei_mell.gemedude.admini.htm.com.io.

(Managed by SDMF SOCIETY (8.), Ujire)
PRESIDENT: Dr.D. YEERENDRA HEGGADE, Shn. Xshera Dhermasthala

Office of the Principa

Prof Samath Mattigemadu

Ref. No.: MMK & SDM / MMV / 201 / 2020 2021

Date 2 .09 2001

To

Aniruddha A.M., M.Tech., (Ph.D) Assistant Professor and Administrative Officer Department of Civil Engineering Maharaja Institute of Technology Myscre

Respected Sir,

Sub: Invitation for the Workshop as a Resource person-reg.

We are happy to invite you as the Resource Person for the webinar and request you to kindly make the programe successful with your gracious presence. Kindly accept our invitation and oblige.

With regards.

Yours Sincerely

PRINCIPAL

3. Appreciation letter to Keynote Speaker

II OM SHRI MANUUNATHAYA NAMAHA II

Mysoro Makkais Kooto & MANJUNATHESHWARA MANILA MAHAVIDYALAYA (A ffilliated to tink

namurthypuram, Mysuru- 570004

: Principal - 0821 - 2330330

Pax: 0821 - 2331431

71 - 2330320 Mab 9006160750 Uni 0821 - 2332865 Pax : Website : www.edminoskanysere.to Prosil : promoding simmoding someth, sa_molling and use administration to

PRESIDENT

(Managed by SDME SOCIETY (R.), Ujire)

O VEERENDRA HEGGADE, Shin Kahetro Dhamastilala

Prof Sainath Mailigernadu Principal

Office of the Principa

Ref. No.: MMK & SDM / MMV / 203 / 20 20 20 21

Date . 2)-09-2021

To

Aniruddha A.M., M.Tech., (Ph.D) Assistant Professor and Administrative Officer Department of Civil Engineering Maharaja Institute of Technology Mysore

Respected Sir,

We are extremely thankful to you for your valuable Lecture on "Importance of administrative skills in sharing up the carriers" for the students of latestronies of our college. Our students were highly benefitted from your presentation.

Thank you for having associated with us and looking forward for your co-operation in future also.

With regards.

Yours Sincerely

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4. Invitation

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MMK & SDM MAHILA MAHA VIDYALAYA

"Empowerment of women to build enlightened society"

Krishnamurthypuram, Mysuru, Karnataka, India (Managed by: S.D.M.E. Society(R) Ujire, Karnataka, India



Department of Chemistry and IQAC

DATE: 08/07/2021 DAY: Thursday Organizes
A Webinar
On

TIMINGS: 03:30 P.M - 05:00 P.M

"Importance of Administrative Skills in Shaping up the Careers"



Keynote Speaker:
Aniruddha A.M., M.Tech., (Ph.D),
Assistant Palessor and Administrative Officer
Department of Civil Engineering
Waharaia Institute of Technology Mosore

Free Registration: Registered Participants will receive e-certificate

Registration form link:
Google Meet Link:
Live YouTube Stream:

https://forms.qle/kwysfcHGRv7528By8 http://meet.google.com/tia-jrjw-qzm https://youtu.be/WK7nFGRup7E

Chief Patron

Padmavibhushan Poojya Dr. D. Veerendra Heggade President, SDME Society® Ujire, Karnotaka, India

Chief Organizer: IQAC Co-ordinator:

Prof. Sainath Malligemadu Principal

Convener:

Dr. Manjushree M

Head, Assistant Professor

Dept of Chemistry

Prof. Sumithra G R Head, Dept of Electronics

Patron

Dr. B. Yashovarma

Secretary, SDME Society® Ujire,

Karnataka, India

Organizing Member:

Smt. Pavithra V Assistant Professor Dept of Chemistry

About the MMT & SDM MMY Institution: INDIA TODAY'S BEST COLLEGE RANKINGS*

Name of the part o

Course Offered: > B.Sc. B.CA. B.B.M. B.Com and M.Com

For more information log on to www.sdmmmkmysore.in, Email: principal@sdmmmkmysore.in, Enquiry: 0821-2332865, 9886166750, Admission open for Undergraduate Programs

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5. Program list

MMK & SDM MAHILA MAHA VIDYALAYA



"Empowerment of women to build enlightened society" Krishnamurthypuram, Mysuru, Karnataka, India (Managed by: S.D.M.E. Society(R) Ujire, Karnataka, India



Department of Chemistry and IQAC

Organizes A Webinar On

"Importance of Administrative Skills in Shaping up the Careers"

Program List

Date & Timings: 08th July 2021, Thursday Afternoon- 03:30 PM to 05:00 PM

| Master of Ceremony | Ms. Ifra Tazeen II B.Sc (PCM) |
|--|---|
| Welcome Speech | Prof. G.R. Sumithra IQAC Co-Ordinator, Head, Dept. of Electronics |
| Presidential address and about the college | Prof. Sainath Malligemadu Principal |
| Introduction of Keynote speaker Aniruddha A.M., M.Tech., (Ph.D) Asst Professor and Administrative Officer 10+ Years Experience Department of Civil Engineering Maharaja Institute of Technology Mysore | Dr. Manjushree M Head and Assistant Professor of Chemistry |
| Vote of thanks | Smt. Pavithra V Assistant Professor of Chemistry |

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6. Participants details

00000000000000000000000000000000

We have given Free Registration form link: https://forms.gle/kwysfcHGRv7S28By8 for participants. About 311 participants have registered for this webinar (Scream short of this is shown below and can be viewed with this link

https://docs.google.com/spreadsheets/d/106NO8LSh_H4diZn09S384_MnSthayigSVx7w_SOjENcc/edit?usp=sharing



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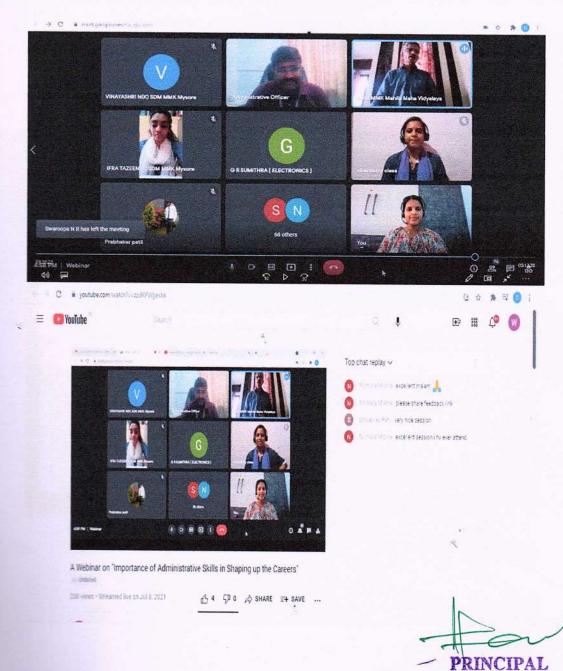
7. Attendance

This Webinar was conducted through Google Meet

(link: https://meet.google.com/tia-jrjw-qzm, 210 people was attended) and went live on YouTube (link: https://youtu.be/zzdKPWgexbk, 237 people was attended)

Attendance link

https://drive.google.com/file/d/1g0YGTUqPmfJ68mk_b0NqF7RNnfo6XPu-/view?usp=sharing



MMK & SDM Mahila Maha Vidyalaya Krishnamurthypuram, Mysuru-570004

8. Certificate

| OM SRI MANJUNATHAYA NAMAHA | |

MMK & SDM MAHILA MAHA VIDYALAYA



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Department of Chemistry and IQAC

{{certificate ID}}

CERTIFICATE OF PARTICIPATION

This is to certify that Sri/Smt/Prof/Dr. {{full name}}, {{other identifier}} of {{other identifier2}} has participated in the webinar "Importance of Administrative Skills in Shaping up the Careers" on 8th July 2021 organized by Department of Chemistry, MMK and SDM MMV, Mysuru - 570004

Chief Organizer:

Prof. Sainath Malligemadu

Convener:

Dr. Manjushree M

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9. Participants feedback

Chemistry Webinar

Questions

Responses



Settings

Total points: 0

346 responses



Not accepting responses



Message for respondents

This exam is not currently accepting

PRINCIPAL

| sanjanabhyrav@ Sanjana.B | | MMK & SDM MMV. | strongly agree | strongly agree | strongly agree | No | |
|-----------------------------------|-------------------|---------------------|----------------|----------------|----------------|--|---|
| anusharevannab Anusha R | Student | MMK AND SOM SIE | agree | agree | Neutral | No | |
| bhoomikabm18@Bhoomika B M | Student (2 nd ba | MMK and SDM mm | atrongly agree | agree | strongly agree | Nothing | |
| Namrathaks405@Namratha K S | student | SDM AND MMK | agree | agree | agree | nothing | |
| kallurimabuchan(Ms. KALLURI MA | STUDENT | YOGI VEMANA UNI | strengly agree | strongly agree | strongly agree | No issues, Everything is good | |
| nikhithahn6@gm Nikhitha. H. N | Student | Sdm and Mmk colle- | agree | agree | agree | No | |
| sct4353@gmail.c Soundarya M | Student | SDM & MMK college | agree | agree | agree | No | |
| kalyanis@kascsa Dr.S. KALYANI | Assistant profess | Kaamadhenu Arts a | agree | agree | agree | Well presented | |
| Ravi.mpreeti1962 Preethi m r | SDM | SDM MAHILA MAHA | strongly agree | agree | strongly agree | No | |
| jayasish24hours(Jayasish Paul | Student | Ramakrishna Missio | strongly agree | strongly agree | agree | Please, do organise more such info | |
| aniruddha.yo@grAniruddha A. M. | Assistant Profess | Department of Civil | strongly agree | strongly agree | strongly agree | No | |
| 19546@sdmmml Sushmitha C K | Student | MMK AND SDM CO | agree | agree | agree | It's very useful , I request organiser | |
| gaganashree502 Gaganashree n s | 3rd B.sc | 5dm and mmk mahi | agree | agree | agree | Nothing | |
| 18509@sdmmml Chaithra.A.M | Student | MMK and SDM Mah | agree | strongly agree | agree | Nothing | |
| apsara.mys@gm Moulya.y | Student | MMK AND SDM WO | agree | agree | agree | Nothing | |
| thusharag08@gr Thushara G | Student | SDM and MMK colle | strongly agree | strongly agree | strongly agree | | |
| varshadilip35@g Varsha D | Students | MMK and SDM wom | agree | agree | agree | Nothing | |
| atchaya30bsc@c M.ATCHAYA | Student | AVVM SRI PUSHPA | strongly agree | agree | agree | Great job thanks for valuable and v | |
| tejaswinibabli548 Tejaswini Babli | To be a good per | 8dm mmk mysore | strongly agree | strongly agree | strongly agree | Very interactive session | |
| rohithb13579@giRohith Kumar B | Student | Yuvaraja's College | agree | agree | agree | It was clean and neat | |
| niru.nirmala22@ Dr. Nirmala chou | Lecturer | Gnms hatiyakheda | strongly agree | strongly agree | strongly agree | excellent webinar | |
| bsdeeksha417@ Deeksha B.S | 1st B.Sc (pcm) | MMk& SDM MMV co | strongly agree | agree | agree | It was informative and useful webir | |
| manikyaaradhya(Manikya M S | Student | MMK and SDM MM\ | strongly agree | agree | agree | No suggestions | |
| 19537@sdmmml Sangeetha. R | BSC -PCM | Sdm mmk and mmv | strongly agree | strongly agree | agree | Thank you so much sir for a valuat | 1 |
| maneeshaneal0@Nagadasari Mane | Student | Yogi vemana univer | strongly agree | strongly agree | agree | Nothing all good | |
| 19551@sdmmml Urmila | PCM | MMk and SDM MMV | strongly agree | strongly agree | strongly agree | No | |
| kksarta@gmail.c Abhishek Sarta | Research Schola | Panjab University | strongly agree | strongly agree | strongly agree | No | |
| 19519@sdmmml Likhitha. K | Student | SDM and MMK | strongly agree | strongly agree | strongly agree | Meanwhile Keep giving suggestior | |
| sahana1506kp@ Sahana.K.P | Student | College | agree | agree | agree | Nothing | |
| rabbapriya44@gı Miss.RABBA CH. | Student | YOGI VEMANA UNI | agree | neutral | agree | Nothing to sugegst | |
| gggauravgogna@Gaurav Gogna | Assistant Profess | IEC UNIVERSITY B | strongly agree | strongly agree | agree | Hope to attend the upcoming lectur | |
| | | | | | | 1 | |

| sanjanabhyrav@ Sanjana.B | Student | MMK & SDM MMV, | strongly agree | strongly agree | strongly agree | No |
|-----------------------------------|-------------------|--------------------|-------------------|----------------|----------------|--------------------------------------|
| gayathridevigatu(N.Gayathri devi | Professor and H. | JSS College for Wo | oragree | agree | agree | Nothing |
| thanushree.akshi Akshatha V N | Student | MMK and SDM Col | lestrongly agree | strongly agree | strongly agree | No |
| 19502@sdmmml ANUPA SUSMIT | Student | SDM and MMK | strongly agree | agree | agree | It was good |
| kavanakavucs@į C KAVANA | Student | MMK & SDM MMV | c strongly agree | strongly agree | agree | Noo |
| 19523@sdmmml MONISHA G | STUDENT | MMK AND SDM M | M agree | agree | agree | GOOD |
| atchaya30bsc@r M.ATCHAYA | II M.Sc BIOTECH | AVVM SRI PUSHP | A agree | agree | agree | Thankyou organizers for valuable s |
| 19541@sdmmml Shwetha MS | 2nd b.sc (PCM) | Mmk and sdm Colle | e strongly agree | agree | strongly agree | Very informative session . |
| maheshwarivhml Maheshwari v | Bsc | Mmk and Sdm | strongly agree | agree | agree | Nothing. Super & informative |
| prathyushaa440(Akula. Prathyush | student | yogi vemana univer | rs agree | agree | strongly agree | Thanks for inviting me continue this |
| rakshithasgavi20 Rakshitha.S | Student | SDM and MMK Col | le agree | agree | agree | Very good |
| sinchanamanjun: Sinchana k m | Student | Sdm and mmk colle | ei strongly agree | strongly agree | strongly agree | Nothing |
| 19502@sdmmml ANUPA SUSMIT | Student | SDM and MMK | strongly agree | agree | agree | It was good |
| anusunitha9052@Ananya. G | Student | MMK and SDM coll | e strongly agree | agree | strongly agree | It was very informative Hope for \ |
| snehajosxavier@ Sneha J Xavier | Student | SDM AND MMK DE | E strongly agree | strongly agree | strongly agree | Good |
| bhoomikabhoomi BHOOMIKA R P | Student | MMK AND SDM MA | A strongly agree | strongly agree | strongly agree | Nt |
| ramya@sdmmmlRamya.S.K | Assistant Profess | MMK SDM | strongly agree | strongly agree | strongly agree | Nil |
| rakshithasgavi20 Rakshitha.S .I | Student | SDM and MMK Col | le agree | agree | agree | Nice * |
| 19506@sdmmml Bhoomika s | 2 bsc pcm | Sdm mmk and mm | v strongly agree | agree | agree | One of the best and usefull webina |
| 19510@sdmmml Deepa Shree.m.r | Student | MMk&SDM mahila | n strongly agree | agree | agree | Very useful program |
| nehavalenteenas Neha valenteena | Student | MMK and SDM Co | ll strongly agree | strongly agree | strongly agree | No |
| pavithravgowda@Pavithra V | Assistant Profess | MMK and SDM MN | I\ strongly agree | strongly agree | strongly agree | Nothing |
| 19522@sdmmml Meera K V | Student | MMK AND SDM MA | A agree | strongly agree | strongly agree | It was valuable and very informative |
| gaganaludayshai Gagana L U | Student | SDM and MMK | agree | strongly agree | strongly agree | No |
| 19524@sdmmml Namitha S U | Student | MMK and SDM MM | 1\ strongly agree | strongly agree | agree | Good session |
| snehajosxavier@ Sneha J Xavier | Student | SDM AND MMK DE | E strongly agree | strongly agree | strongly agree | Good webinar |
| kruthikahk1994@ Kruthika. H. K | Student | SDM AND MMK | strongly agree | strongly agree | strongly agree | Very nice and we got depth knowle |
| 19529@sdmmml Pooja.C.L | Chemistry Stude | MMK AND SDM M | A strongly agree | agree | agree | Nil |
| bhavanic4862@ç Bhavani c | Student | MMK and SDM Col | lle agree | strongly agree | 0 | Very nice |
| roqayasultana5@Roqaya sultana | Student | Mmk and sdm | agree | agree | strongly agree | The webinar was very informative |
| smp9349@gmail Prof. Shivajirao M | Associate Profes | Shri ShivShahu Ma | at strongly agree | strongly agree | strongly agree | No I |
| | | | | | | |

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| sushma7676660 Sushma N | | MMK and SDM MM | M\ strongly agree | agree | agree | No |
|--|------------------|---------------------------|-------------------|----------------|------------------|-------------------------------------|
| pvnhandball@gn Mr.PAGADAPUL | Student | Yogi vemana unive | | agree | agree | |
| shreedevimp124: Rajashekhara.M. | . Student. | Sarada Villas Instit | | strongly agree | | Good webinar |
| | Student | KCP science Colle | | agree | strongly agree | |
| chandanachandc Chandana S | Student 1st bmb | ot MMK and SDM wo | m agree | agree | agree | The speech of an successfully pers |
| atchayamohan3CM.ATCHAYA | | FAVVM SRI PUSHP | | agree | agree | It waas good |
| | 3rd bsc (pcm) | MMK&SDM mahila | | strongly agree | agree | Thanks for valuable session |
| acvhuv97@gmai Ashlin V | Student | MMK AND SDM M | | strongly agree | strongly agree | |
| 19513@sdmmml Himashree ms | Student | Mmk nd sdm girls F | | | | No suggestions |
| sunithasuni7019(Sunitha M | Student | SDM and MMK MM | | strongly agree | agree | Tqq soo much sir for ur informative |
| arvinofpb97@gm S.ARAVIND | PhD Research s | Annamalai universi | th strongly agree | strongly agree | agree | No |
| | Student | MMK and SDM wor | | strongly agree | Neutral | No |
| | Student | MMK & SDM colleg | 1.77 | agree | agree | Nothing |
| rishabopannac@ Risha Bopanna (| | MMK and SDM Mat | | agree | strongly agree | |
| bhumikathammai BHUMIKA. M. T | | MMK AND SOM MA | A sares | strongly agree | strongly agree | |
| | | Yuvraja | | strongly agree | | It is very helpful for us |
| jagadambikemah JAGADAMBIKE I | | SDM and MMK colla | agree | agree | | The seminar was good |
| sundaraprasad@ Dr.V.Sundara Pra | | PSG College of orte | a strongly agree | strongly agree | strongly agree | No |
| sonushetty17391 Rajeshwari N | | SDM-MMK | | agree | agree | Nice |
| soujishalem2019 B.Sowjanya Swa | | | strongly agree | strongly agree | strongly agree | |
| | | Yogivemana University | | agree | agree | Excellent presentation |
| | | MMK & SDM MMV, SDM-MMK | | strongly agree | strongly agree | An informative session |
| James W.L.L. COOLLIER CO. | | | strongly agree | strongly agree | strongly agree | - |
| | | Sarada villas College | | agree | agree | keep doing as the same |
| ormandland to the comment | | Sarada Vilas college | | strongly agree | | No suggestions good webinar |
| | 20017/5519501191 | Maharani's Sciene C | agree | agree | | Good |
| nayakarvind357@ARAVINDA NAIKA njalidanju1512@Anjali d n | | | | strongly agree | strongly agree I | Need Placement related webinar |
| | | Sarada vilas college | | | | Nothing |
| | Student | Government first gra | strongly agree | strongly agree | | don't have Ny suggestions |
| /othilakshmi@scJyothilakshmi G.I.A avankuldeep12tPavan M.J. D | | | | agree | | Nil |
| | | Yuvarajas college | | agree | strongly agree N | Nothing its really ossum |
| rchanahshdk@(Archana.H.S S | tudent | Sarada Vilas college | strongly agree | | | No suggestions good webinar |
| | | | | | | South Medical |

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| gomathiguru30@ Gomathi G | B.COM (E.COM | PSGR KRISHNAMM | strongly agree | agree | agree | No |
|----------------------------------|-------------------|----------------------|----------------|----------------|----------------|---------------------------------------|
| ravibhagya63@g Ravi D | Mysore | Sharada vilas colleg | strongly agree | strongly agree | strongly agree | Nothing |
| Chethankumar.rr CHETHAN KUM/ | Assistant Profess | Maharani Commerc | agree | agree | agree | No |
| gaganaludayshai Gagana L U | Student | SDM and MMK | strongly agree | strongly agree | strongly agree | Use full program |
| sushma7676660 Sushma N | Pcm | Sdm mmk mysore | strongly agree | agree | strongly agree | No |
| sinchanamahesh JAGADAMBIKE I | Student | SDM and MMK MM\ | strongly agree | strongly agree | agree | No ,it's very usefull and very nice. |
| 18526@sdmmml Pooja G | Student | MMK AND SDM MA | agree | agree | agree | Its was nice and informative |
| 18505@sdmmml Ayesha BiBi | Student | MMK AND SDM MM | strongly agree | strongly agree | agree | No |
| nehabm38@gma NEHA BM | Student | MMK & SDM MMV | agree | agree | agree | I like to attend this type of webinar |
| anusharevannab Anusha R | Student | MMK AND SDM GIF | agree | agree | Neutral | No |
| bindhuhs3031@@Bindhu HS | Student | MMK AND SDM MM | strongly agree | strongly agree | agree | Everything was well and good |
| kurakujyothi@grr KURAKU JYOTH | Student | Yogi vemana Univer | agree | agree | agree | No |
| nrajniharika@gm Niharika N Raj | Student | MMK AND SDM MA | strongly agree | agree | agree | Good |
| harshithagowda8 Harshitha H | Student | SDM MMK MMV Co | agree | agree | agree | No |
| 19535@sdmmml Sahana Gm | Student | Sdm and mmk colle | strongly agree | strongly agree | strongly agree | It was very useful and valuable ses |
| tthanmaya59@gi Thanmaya | Microbiology | Maharani's Science | strongly agree | agree | strongly agree | Technical problem should be fixed |
| rashms@gmail.c Dr. Rashmi S | Assistant Profess | JSS College of Arts, | strongly agree | strongly agree | strongly agree | No |
| kavyanatraj13@(Kavya Shree N | Student | SDM, MMK and MM | strongly agree | strongly agree | strongly agree | webinar was quite helpful and info |
| chinthalroopa@g Chinthal. R | student | MMK & SDM MMV (| agree | strongly agree | agree | Good session |
| rrakshitha302@gRakshithaR | Student | SDM COLLEGE | agree | strongly agree | agree | No |
| ayeeshamulla46(Ayeesha. H. Mull | Student | Basaveshwar Arts C | strongly agree | agree | agree | All are good |
| bhoomikakd26@ BHOOMIKA K D | Degree | SDM,MMK, MYSOR | strongly agree | strongly agree | strongly agree | Nothing |
| vikashrajpal6@g⊦Vikash Raj Pal | Research Schola | Magadh University,E | strongly agree | strongly agree | strongly agree | No suggestions |
| deepak2000any@Deepak A | student | yuvaraja college | strongly agree | agree | agree | nothing |
| ushag7483@gm; USHA G | Student | SDM and MMK mah | agree | agree | agree | No |
| anandstwozeroty Anand.S | B.School 2nd ser | Sarada Vilas College | agree | agree | agree | Nice |
| bhoomikabhoomi BHOOMIKA R P | Student | MMK AND SDM MA | strongly agree | strongly agree | strongly agree | Nt |
| ushag7483@gm; USHA G | Student | SDM and MMK mah | agree | agree | agree | No |
| gowthamsonu1@Mandhara MN | Student | MMK and SDM degr | agree | agree | agree | It's very useful |
| 18543@sdmmml Thejaswini K S | Student | MMK and SDM MM\ | agree | agree | agree | Nothing |
| preethirpreethir11Preethi.R | BA | Government first gre | agree | agree | strongly agree | It was good and very helpful sessic |

PRINCIPAL

| shruthirayappash Shruthi. R 19952@sdmmml Vidya Shree. S rakshithagangadl Rakshitha SG hemanthpbhardw Hemanth.P yashodaharishku DIVYASHREE. N Student harshithahk104@ Harshitha HK veenamanjunath Veena RM ushag7483@gm; USHA G ChinmayeBalakri Chinmaye Balakr Student manjumanju497\$ Manju N raijtha@sdmmml Rajitha V rakshithasgavi20 Rakshitha.S student thanushillu@gar Tanuja N.M stratazeen82@gn Ifra Tazeen tejaswini.nshaiva Tejaswini.N student 19512@sdmmml Harshitha S N student syeshas1912@g Shaik. Ayesha priyasargur@gm; Priya S R swethaprasuna8; Dr. V N Swetha r Assistant Promogeshperumal@Dr.R NAGESWA Associate Promogeshperumal@Dr.R NAGESW | Yogi vemana univer: agree fess IEC UNIVERSITY agree fess M M K & S D M MAI strongly agree | strongly agree strongly agree strongly agree strongly agree agree agree strongly agree agree | rongly agree of rongly agree o | Alice It was very informative session. Good Nothing All were good Keep it up Network issues Good Nothing No Keep going, nice session Perfect No Good Good Overall everything was good Norting Nothing It's very useful to our future Wonderful session No Nothing We got disconnected It is very useful thank you sir None No Useful information Useful Excellent session Since |
|---|---|---|--|---|
|---|---|---|--|---|

| ıahd17may@∉Asha H D | Chemistry lecture | SAFGC C R Patna | strongly agree | strongly agree | strongly agree | Keep it up |
|---------------------------------|---------------------|------------------------|----------------|----------------|----------------|-----------------------------------|
| enmandu55@Mandara V S | Student | Yuvaraja's College N | agree | agree | strongly agree | Good |
| 18@sdmmml Lavanya.M | Student | MMK and SDM mah | agree | agree | strongly agree | No |
| ratrigurav201(Gayatri Mahadhe | Student | KLE SOCIETY'S SC | strongly agree | strongly agree | agree | No |
| shithamappaji HARSHITHA M | Assistant Profess | Vidyavardhaka First | strongly agree | strongly agree | strongly agree | Good |
| srinivas.mys@ LAVANYA S | Assistant Profess | Commerce and Mar | strongly agree | strongly agree | strongly agree | |
| 12@sdmmml Devamani BM | Annirud sir | MMK-SDM mahila m | agree | agree | strongly agree | It's good |
| ghana.megha S. Meghana | Student | MMK & SDM MMV (| strongly agree | agree | agree | No suggestion |
| isunitha9052(Ananya. G | Student | MMK and SDM colle | agree | strongly agree | agree | No |
| 01@sdmmml Akshitha v s | student | mmk and sdm mahil | strongly agree | strongly agree | agree | no |
| neeshkumarn: DR.N.S.SATHEE | assistent profess | jss college for wome | agree | strongly agree | strongly agree | nothing |
| tharajaiahts1! Kantharajaiah. T | . Assistant profess | Kalpataru first grade | agree | agree | agree | Nil |
| uthajoe@gma Dr.D.Amutha | Associate Profes | St.Mary's College (A | strongly agree | strongly agree | strongly agree | Good content and great experience |
| pamabh8@g⊦ANUPAMA B H | Student | Jss science and tecl | strongly agree | strongly agree | agree | Nothing |
| tharajaiahts1! Kantharajaiah. T | Assistant profess | Kalpataru first grade | agree | agree | agree | Very good infermative webinar |
| iconicius12@ C. MARIA REX S | Assistant Profess | Xavier Institute of Bu | strongly agree | strongly agree | strongly agree | Good |
| gi23@gmail.(Dr. S. Bulomine l | Assistant Profess | St. Mary's College (A | strongly agree | strongly agree | strongly agree | Excellent |
| ikhazeerunni: SHAIK HAZEER | MA ENGLISH | Yogi vemanna Unive | strongly agree | strongly agree | strongly agree | Excellent |
| nraj.dhanraj.c Dhanraj d | Assistant profess | Sarada vilas college | agree | agree | agree | No , |
| thir1966@gm Dr. D. Kathiravar | Assistant Profess | St.John's College Ti | strongly agree | strongly agree | strongly agree | Nil |
| ayasultana2@Roqaya sultana | Student | Mmk and sdm | agree | agree | strongly agree | The webinar was very informative |
| rgaviyelanduı Bhargavi HG | Assistant profess | MMK SDM MMV | strongly agree | strongly agree | strongly agree | |
| najenefa@ya Dr.Leena Jenefa | Associate Profes | Vel Tech Rangaraja | strongly agree | strongly agree | strongly agree | Good |
| narajesh2891 R Hema | Phd scholar | V.O.Chidambaram (| strongly agree | strongly agree | strongly agree | Informative |
| ayal55@gmai Mr.MUKESH DA` | Student | Department of English | strongly agree | strongly agree | strongly agree | No |
| 47@sdmmml Sandhya AR | Student | Sdm mmk Mysore | strongly agree | strongly agree | agree | It's good for us |
| ısigamani@g⊧Dr. T.Kala | Assistant Profess | Arul Anandar Colleg | strongly agree | strongly agree | strongly agree | Good |
| nonmani.mary Dr. T. Mary Mand | Associate profes | St. Mary's College (A | agree | agree | agree | Conduct more webinars |
| ela.8282@gn DR.S.SHANTHA | ASSISTANT PRO | THE MDT HINDU C | neutral | agree | agree | THE SESSION IS VERY USEFUL |
| syjustes@gmaDAISY BAI D | Associate Profes | St. Mary's College(A | strongly agree | agree | agree | Overall good |
| 27@sdmmml Nithya H J | Pcm | Sdm mmk mysore | agree | agree | strongly agree | Nothing |
| | | | | | | |

| 528@sdmmml PAVANA G ethanahmgow Chethana H.M penezer2@gm Y EBENEZER pethibm514@c Preethi BM mathishaha20 k.sumathi chi.venusurest Jyothi S enachandel17 VEENA sahana19@gi Sahana S M pahana19@gi Sahana S M pahana19@gi Sahana S M pahana19@gi Sahana S M | Assistant Profes Assistant Profes To get job in Co Assistant Profes Assistant Profes Assistant Profes Assistant Profes Assistant Profes Student Assistant Profes Student Assistant Profes Student Assistant Profes Student Assistant Profess I Bsc I bsc Assistant profess | ss VelTech Rangaraja or SDM college Myso ss Vidyavardhaka Firs ss Vidyavardhaka Firs ss Vidyavardhaka Firs ss Vel tech Rangaraja ss IEC UNIVERSITY MMK AND SDM MA ss Arul Anandar Colleg SDM&MMK MMV s Arul Anandar Colleg MMK and SDM MM Yuvraja's College M ss A.P.C.Mahalaxmi co Sdm mmk Mysore s Government Arts an Yuvrajas MMK SDM MMV MMK AND SDM MA Vel tech university Shri Dharmasthala M kamaraj college Mmk and Sdm Mmv IEC UNIVERSITY SDM College mysor Safgc The Maduraj Diravity Statistical Statistics Statist Statistics Statist Stat | ar agree st agree st agree st strongly agree st strongly agree strongly agree g strongly agree g strongly agree g strongly agree g strongly agree strongly agree strongly agree strongly agree strongly agree agree strongly agree | strongly agree strongly agree agree strongly agree agree strongly agree | agree agree strongly agree agree agree agree agree strongly agree agree strongly agree strongly agree strongly agree strongly agree Neutral strongly agree | Really Nice session Good No the seminar was useful to us No Nothing Good None Good Time management Good Good and beautiful useful to us Well organized The seminar was good and informate the was really effective and usefull No Nil Nothing Excellent Nothing Facep motovate Geep motovate Geep motivate |
|---|--|--|--|--|--|--|

| anga2010@g Dr.A.S.Ganga | Assistant profess | s The Madurai Diravi | y strongly agree | strongly agree | strongly agree | More informative session |
|-----------------------------------|---------------------|-----------------------|--|--|---------------------------|--|
| dhugowdakira Madhu m | M Sc | Govt first grade coll | Service Committee of the Committee of th | agree | agree | Very useful |
| nwaryachandr Aishwarya chan | d Assistant profess | s PSG College of arts | s strongly agree | strongly agree | strongly agree | 1000 - 1 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1000 - 1 |
| 47@sdmmml Sushmitha MP | Student | SDM AND MMK MY | | strongly agree | strongly agree | |
| 06@sdmmml Bhavana. P | Student | MMK SDM MMV M | Y agree | agree | agree | N |
| apoo1995@g Pooja.s | Student | MMK AND SDM MN | strongly agree | strongly agree | • | Informative session |
| evij@veltech. Sridevi J | Assistant profess | Vel Tech Rangaraja | | strongly agree | agree | Need webinar for stress managem |
| diboyinavand Vandana peddib | | Yv University | strongly agree | strongly agree | | Continue our webinar |
| ırnaanthony9! Yeturu suneetha | Student | Yogi vemana Unive | r agree | agree | Neutral | Good |
| anyanatarajar Mrs.N.SARANYA | ASSISTANT prof | KPR COLLEGE OF | strongly agree | strongly agree | strongly agree | |
| ashreek1854 Vedashree.k | Pcm | Sdm mmk college r | agree | agree | agree | No |
| nalathac03@į Sumalatha.c | Student | MMK AND SDM MA | | agree | strongly agree | |
| shikabhumika Harshika U | Bsc | Mmk sdm | agree | agree | agree | Nothing |
| hajosxavier@ Sneha J Xavier | Student | SDM AND MMK DE | strongly agree | strongly agree | strongly agree | |
| 36@sdmmml SANGEETHA N | Student | MMK and SDM COL | strongly agree | agree | DIS NOT STATE OF STATE OF | No |
| atrigurav201(Gayatri Mahadhe | Student | KLE SOCIETY'S SC | strongly agree | strongly agree | strongly agree | |
| nthyastpro@ K.JAYANTHY | Assistant profess | Meenakshi college f | strongly agree | A DANGER OF THE PROPERTY OF TH | | This is a useful webinar during this |
| valakshmign0 VIJAYALAKSH M | | MMK and SDM Colle | | | | No |
| ırajan_shibu(Dr.Shibu N S | Head | Government arts an | strongly agree | | | More such can be organised |
| eajam@gmaRAMESH RAJA | | | | | strongly agree | |
| rajan_shibu∉Dr.Shibu N S | | Government arts an | | | | Very nice presentation |
| aprakash.s2{ Divyashree S | | MMK and SDM MM\ | | | | It was good and useful |
| arpaul4@gmaShelonitta.P | Research schola | S.T hindu College | strongly agree | | strongly agree | |
| danbasavara Nandan HB | Student | Sarada vilas college | | | (2000) (1270) (1270) | Nothing |
| appu03@gm Ankitha A K | Bsc | Yuvaraja college | agree | | - X | No |
| economics@S.JEYALAKSHM | ASSISTANT PRO | RANI ANNA GOVEF | strongly agree | strongly agree | strongly agree | More and more powerful informatic |
| havani34@ç DR.R.BHAVANI | | | | | strongly agree | |
| ateswari123 E. Venkateshwar | | | | | | Yes |
| | | MMK and SDM MM\ | | | | good informative class need man |
| sepaul@gma Dr. P.C. JOSE P/ | Assistant Profess | Nesamony Memoria | | | | More informative and useful |
| irengaraj@g D. RENGARAJ | | | | | strongly agree I | |
| | | | | | | |

strongly agree Highly informative and useful drjpnmcc@gmail Er. J. JERISHA L Assistant Profess Maria College of Encstrongly agree strongly agree strongly agree Highly informative strongly agree Apollo College of NL strongly agree pcjoselin@gmail. P.C. JOSELIN Al Lecturer This is very use full selvithamarai904 M. Thamarai selv II BA ECONOMIC Rani anna governmestrongly agree neutral agree Strongly Disag This message is very use full selvithamarai904 M. Thamarai selv II BA ECONOMICRani anna governmeneutral neutral strongly agree The webinar was very useful!! That strongly agree SDM&MMK strongly agree snehasrinivas13(Sneha.S BBA strongly agree Good one Assistant profess Veltech school of mastrongly agree strongly agree mfelisiya@veltec Felisiya M strongly agree Good Shree adichunchans strongly agree agree thanushillu@gmaTanuja N.M Student strongly agree Very useful webinar II BA Economics Rani Anna Governm strongly agree strongly agree poomarip050@grA.POOMARI strongly agree Everything was perfect. No sugges strongly agree Associate Profes Govindammal Aditar strongly agree andaluma6@gm; Dr. R.Andal I think it should be mented by well I agree agree GFGC K.R.PET agree brundam2000@g BRUNDA M Student No agree agree Govt first grade colle agree Nothing varunmr7899@g Varun MR It is really good it is useful agree agree Acharya nagarjuna i agree Student rajasekhar12347 K. Rajasekhar strongly agree Good Assistant Profess St. Mary's College(Aı strongly agree strongly agree cshibana@gmail Dr.C.Shibana strongly agree Noo strongly agree MMK AND SDM MM strongly agree Student sushmabsush20(Sushma B strongly agree Very informative strongly agree strongly agree Mmk and sdm 18502@sdmmml Anusha M Student It is very helpful to us agree agree MMK AND SDM MA agree bhumikathammai BHUMIKA. M. T student Very useful agree angelanilasjc@gi Dr. A. Angel Anila Assistant Profess St. John's College agree agree strongly agree Good Assistant profess St Xavier's College strongly agree agree viscomfather@gr A. IGNACY Well.. and i gain some more inform agree agree Sri Adhichunchanag agree Student sushma26sush@Sushmitha R strongly agree Very useful angelanilasjc@gi Dr. A. Angel Anila Assistant Profess St. John's College, 1 strongly agree strongly agree Nothing else agree agree Rani anna Govt.colle strongly agree Student sivaperumalkalya S.kalyani agree agree Manasa gangothri, r agree Student Kalpanasm123@ Kalpana. S No goswamiheena8 Goswami Heena Assistant profess Balaji Engineering Cagree agree agree strongly agree Congratulations for initiating and su strongly agree Gulbarga University, strongly agree unipm@rediffmai Dr Pratima Matha Professor strongly agree Good agree YOGHI VEMANA UI strongly agree siri03899@gmail Shirisha N.k Student strongly agree Good strongly agree strongly agree SAFGC Students thanushillu@gma Tanuja N.M strongly agree Need of the hour. ecomaha@gmail Dr. Muthu Maha | Assistant Profess St. Mary's College (/ strongly agree strongly agree All is good agree Assistant Profess St.johns college pals strongly agree agree nhmsuresh@gm; Dr.A.Suresh Valuable session cuteaafrin52@gn Ms. A.M. THAFS Assistant Profess S.T.E.T. Women's Cagree agree agree It was good agree MMK AND SDM MM agree agree Student kavya.vijay111@ Kavya.v strongly agree Nothing Phd in mathemat SDM and MMK degr strongly agree agree krupa.s.k1927@gKrupa.s.k

MMK & SDM Mahila Maha Vidyalaya

Krishnamurthypuram, Mysuru-570004

Outcome and conclusion

Administrative skills can help person to be well organized, a strong communicator and enhance customer service skills. While administrative skills are certainly important in administrative roles like office managers and receptionists, they are also helpful in nearly any job. Hence conducted this type of webinar gives take a closer look at what administrative skills are, why they are important and how you can improve them to all the participants.

PRINCIPAL