

ಬೆಸೆಂಟ್ ಮಹಿಳಾ ಕಾಲೇಜು
ಎಂ.ಜಿ. ರೋಡ್, ಕೊಡಿಯಾಲ್ ಬೈಲ್
ಮಂಗಳೂರು - 575 003.
ಫೋನ್ - 0824-2492206



BESANT WOMEN'S COLLEGE

M.G. Road, Kodialbail,
Mangaluru - 575 003.
Phone: 0824 - 2492206

E-mail: besant_college@rediffmail.com
Website: bwc.besant.edu.in

(Sponsored by Women's National Education Society)
Re - Accredited by the NAAC with 'A' Grade

Department of Secretarial Practice

SL.NO	DATE/YEAR	ACTIVITY	NO OF STUDENTS	OUTCOME/ RESULTS	LINK
1.	Sept. 14, 2022	Secretarial Practice: Interactive session on Logistic Management	20	<ul style="list-style-type: none">Students got familiar with Advanced technology for improving the efficiency and profitability of the businessStudents learnt to improve the overall quality of goods and servicesAssessing risk management plan is one of the important objectives of this programmeStudents also learnt the technique of reducing overhead cost	View
2.	Oct. 29, 2022	Swaccha Bharath Abhiyaan: Dept. of SP	38	<ul style="list-style-type: none">The students learnt the importance of keeping our environment clean and thus	View

				<p>prevent spread of epidemic diseases.</p> <ul style="list-style-type: none"> • The methodology of keeping the premises near to us clean was also learnt 	
3.	December 19, 2022-SP	'Fastest Finger'-Typing Test Competition	50	<ul style="list-style-type: none"> • Helped the students to enhance the keyboarding skill and technical skill • It has improved typing speed and accuracy. • Helped the students to build confidence 	View
4.	Feb. 12, 2022	MC Competition: Dept. of Secretarial Practice	68	<ul style="list-style-type: none"> • It has built confidence among the students. • It has enhanced communication skills and planning 	View
5.	Aug. 30, 2021	Faculty Development Programme on ICT TOOLS - THE EMERGING TRENDS OF TEACHING: Dept. of Secretarial Practice	250 (staff)	<ul style="list-style-type: none"> • The outcome of the programme was as planned and expected. It gave an overview of the online exposure to ICT tools that are extremely helpful to the Teaching Fraternity. The 	View

				emerging Tools were constituted of Google Aps, PowerPoint – Tips and tricks, use of video app free cam, Exposure to Photo Editing using Photoshop .	
6.	July 31, 2021	Annual CSR activity: A day with the forlorn aged : Dept. of SP	45	<ul style="list-style-type: none"> ● To care for those who one's cared for us ● To show love, care and respect to the elderly people. Inculcating sense of charity 	View
7.	July 27, 2021	MEMORANDUM OF UNDERSTANDING (MoU): Dept. of SP	161	<ul style="list-style-type: none"> ● Exchange information on expertise <p>Student internships & Project work, industrial visit to start-ups and jointly organized collaborative activities</p>	View
8.	Aug. 3, 2020	INTERNATIONAL LEVEL STUDENT CAREER DEVELOPMENT WEBINAR: Dept. of SP & C.Sc	432	<ul style="list-style-type: none"> ● Strengthening Soft skills and enhance employability ● Managing priorities ● Acquiring Leadership Skills to overall 	View

				Personality Development	
9.	June 10, 2020	National Webinar-2020 on topic "Explore your mind during Pandemic Crisis": Dept. of SP & C.Sc	623	<ul style="list-style-type: none"> • Mind mapping skill • Balancing mind during pandemic crisis 	View
10.	Jan. 27, 2020	Extension Activity "ERUDITION": Dept. of SP- 2019-2020	200	<ul style="list-style-type: none"> • Awareness on Save water, save trees and save environment 	View
11.	Jan. 24, 2020	Career Beacon and Book Release: Dept of SP: 2019-2020	200	<ul style="list-style-type: none"> • Enhance Corporate skills to avail career opportunities • Encouragement for creative writing 	View
12.	Jan. 17, 2020	Programme on Personality Development: Dept. of SP 2019-2020	200	<ul style="list-style-type: none"> • Self-awareness techniques • Improvement in Communication skills and social behavior 	View
13.	Sept. 28, 2019	Visit to Sammelan Shetty's Butterfly Park and Soans Farm at Moodbidri- Dept. of SP	50	<ul style="list-style-type: none"> • To study the start-ups of Butterfly Park and Soan's Farm. • To learn the economic activity involved and thereafter the profit. • In order to know about the managerial activities 	View

14.	Sept. 9, 2019	Awarding the top scorers 2019- Dept. of Secretarial Practice	200	<ul style="list-style-type: none"> • Motivation to excel academically • Inculcate the habit of lending service 	View
15.	Sept. 7, 2019	Extracurricular competition 2019: Dept. of Secretarial Practice	200	Exhibiting natural ability and skills for overall personality development	View
16.	Aug. 3, 2019	Green Initiative 2019: Dept. of SP and Kannada	320	Awareness on Environmental protection and impact of deforestation	View
17.	July 27, 2019	Namma Mane Namma Mara 2019 : Dept. of Secretarial Practice	300	<ul style="list-style-type: none"> • Awareness on community service and social responsibility • Sensitize the students on environmental protection • Awareness on ban plastic and make people realize the importance of the greenery in their surroundings. 	View
18.	March 7, 2019	Career in Education - Dept. of SP	23	<ul style="list-style-type: none"> • Helped the students to identify the career paths that match their skills and interests • Acquired the knowledge of preparing Resume 	View
19.	Feb. 16, 2019	Industrial Visit 2019: Dept. of Secretarial Practice	62	helped the students to get firsthand knowledge of the	View

				manufacturing process of different types of candles and the safety measures.	
20.	Feb. 2, 2019	Industrial visit to Vasanth Industries: Dept. of SP	42	The students evinced keen interest in learning about the methods involved to start a new enterprise, capital requirement and turnover.	View
21.	Jan. 30, 2019	Guest Lecture on Advanced Excel- Dept. of SP	56	Learnt the advanced functions of MS Excel and the practical usage of the functions such as PMT, Slicers and Logical Operators.	View
22.	Oct. 6, 2018	Visit to Sahyadri Institute of Technology- Dept. of SP	80	The students got an insight on the procedures involved in the starting of a new business enterprise and the investments required for the various raw materials, for the production of various products.	View
23.	Sept. 18, 2018	Career Guidance Programme - Dept. of SP	48	<ul style="list-style-type: none"> • Explored the gateway to employability and good career. • Gained the knowledge of Graphic designing. • Assisted the students to sharpen their skills and placement. 	View

24.	Sept. 15, 2018	Paper presentation by the students: Dept. of SP	08	<ul style="list-style-type: none"> • Boost students presentation skills • Build confidence • Upgraded the knowledge • Research based knowledge of recent developments in their selected topics 	View
25.	Aug. 13, 2018	Awarding Top Scorer and Book Release - Dept. of SP	197	<ul style="list-style-type: none"> • Motivated the students to excel in academics • Encouragement for creative writing 	View
26.	July 21, 2018	“Namma Mane Namma Mara” - Green Initiative Programme -2018	342	<ul style="list-style-type: none"> • Awareness on community service and social responsibility • Sensitize the students on environmental protection • Awareness on ban plastic and make people realize the importance of the greenery in their surroundings. 	View
27.	March 12, 2018	Inter Collegiate Workshop- Secretarial Practice		<ul style="list-style-type: none"> • Acquired the knowledge of career opportunities • Gained the knowledge of use of tools for Corporate Entry 	View

				<ul style="list-style-type: none"> • Students enhanced with Crisis Management skills 	
28.	Feb. 27, 2018	'Erudition' an academic programme for Besant Kannada Medium Children	30	Awareness to holistic education – Role Play, Skillful games, mime show on effects of using mobile	View
29.	Oct. 6, 2017	Honouring the top scorers in the Secretarial Practice subject	185	Motivated the students to excel academically	View
30.	July 14, 2017	Fastest Typist Competition	30	<ul style="list-style-type: none"> • Helped the students to enhance the keyboarding skill and technical skill • It has improved typing speed and accuracy. • Helped the students to build confidence 	View
31.	July 7, 2017	Fresher's Day - Department of Secretarial Practice	176	<ul style="list-style-type: none"> • Juniors familiarized with seniors • Oriented the freshers regarding departmental ethics 	View