



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY
(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)
Knowledge Park-II, Greater Noida (U.P.)



MANGALMAY
INSTITUTE OF MANAGEMENT & TECHNOLOGY

Department of Management

GUEST LECTURE

ON

**IMPORTANCE OF WRITING
SKILLS IN THE WORKPLACE**

Date : 04th MARCH 2022 | Venue : MIMT Seminar Hall

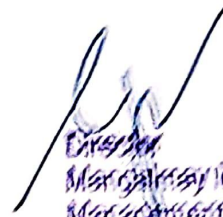
For MBA 1st Year

Resource Person

Mr. VIDIT CHAUDHARY
(Communication Expert, Rublkon)

Convener

Dr. MANI JINDAL
(JASSAT 924406)


Convener
Mangalmay Institute of
Management & Technology
Greater Noida



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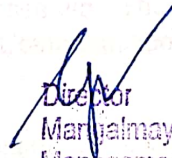
01st March, 2022

NOTICE

All the students of MBA are hereby informed that the Department of Management is organising a two-hour **Guest Lecture on "Importance of Writing Skills in the Workplace"** on **04th March, 2022 at 01:00 p.m.** in the Seminar Hall of the Institute. It is mandatory for all the MBA students to attend the Guest Lecture.

Activity Incharge: Dr. Mani Jindal, MIMT


HOD (MBA) 01/03/22


Director
Mangalmay Institute of
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Greater Noida

CC:

Director

IQAC Director

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Report	
Name of Activity	Guest Lecture on Importance of Writing Skills in the Workplace
Date	04 th March, 2022
Venue	Seminar Hall, MIMT
Organized by	Department of Management
Number of Beneficiaries	116
Resource Person	Mr. Vidit Chaudhary, Communication Expert, Rubikon
Activity Incharge	Dr. Mani Jindal, MIMT Faculty
Objective	To impart knowledge on the important of writing skill in the professional life.
Content	<p>Mangalmay Institute of Management and Technology, Greater Noida organized a two hours "Guest Lecture on Importance of Writing Skills in the Workplace" for MBA students on 04th March, 2022 at 01:00 p.m. in the Seminal Hall of the institute. The resource person for the program Mr. Vidit Chaudhary, Communication Expert, Rubikon. 116 students attended the lecture.</p> <p>Mr. Vidit Chaudhary began her speech by saying that communicating quickly and effectively is the cornerstone of any profession. Having sharply honed writing skills can help you clearly and quickly communicate updates, events, projects, or other important topics to co-workers. Maintaining professionalism across email correspondences or other written exchanges remains important. Mr. Vidit Chaudhary also mentioned that good business decisions depend on clear communication, whether internal or external. Writing clearly shows that the writer respects the reader's time and doesn't want to waste it. Mr. Vidit Chaudhary also gave tips to improve writing skill.</p> <p>Mr. Vidit Chaudhary further said that poor writing makes the writer appear unintelligent and unprofessional. In a business context, bad writing in external communications may reflect poorly on the company Mr. Vidit Chaudhary said that writing skill is an important part of communication and it is a very productive skill.</p> <p>Overall, the lecture was very interactive and impressive for all in every aspect.</p>
Outcome of Activity	Students learnt about the importance of good writing in corporate world.

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List of Beneficiaries

MBA-1 st Year	
S.No.	Name
1	Aakash Jain
2	Abhay Kumar Ray
3	Abhishek Bhardwaj
4	Abhishek Kumar Singh
5	Abhishek Singh
6	Aditya Singh
7	Aditya Vardhan
8	Akshat Nagar
9	Alka Kumari
10	Aman Shah Deo
11	Ambuj Kumar Choudhary
12	Amisha
13	Amit Kumar Singh
14	Amit Kumar Verma
15	Anand Pathak
16	Anchal Sharma
17	Anjali Singh
18	Ankit Handoo
19	Anuj Sharma
20	Anukul Choubey
21	Archi Katiyar
22	Arvaz Ali
23	Asheesh Kashyap
24	Ashmit Sharma
25	Ashu Choudhary
26	Ashutosh Singh
27	Bablu Kushwaha
28	Bandana Kumari
29	Bhaskar Bhardwaj
30	Bhoopendra Kumar
31	Chaman Khan
32	Chittransh Singh
33	Deepika Rungta
34	Divyanshi Mishra
35	Drishiti Sharma
36	FizaAalia Khan
37	Gaurav Jain
38	Gaurav Kumar Bhardwaj
39	Harsh Bhati

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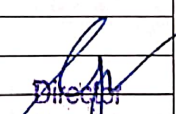


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40	Himanshu Bhati
41	Jibran Aleem
42	Jyoti Gaur
43	Kajal Singh
44	Kanishk Bhardwaj
45	Km Manshi
46	Km. Deepa Srivastava
47	Kshama Pandey
48	Mamta Yadav
49	Manisha Massey
50	Manvendra Singh
51	Md Kaif Imam
52	Meenakshi Sharma
53	Mohd Adil
54	Nandini Mishra
55	Neha Kumari
56	Neha Raghav
57	Newton Debbarma
58	Nidhi
59	Nikhil Singh
60	Nitu Tiwari
61	Pankaj Kumar Singh
62	Piyush Kumar
63	Pramod Mallick
64	Prashant Rai
65	Priyanka Tiwari
66	Rahul Sharma
67	Ram Sagar Dwivedi
68	Richa Sharma
69	Ritik Kumar
70	Rituja Kumari
71	Rohan Parasar
72	Ruchi Chaubey
73	Sachin Raghav
74	Saira Hassan
75	Sanjeev Kumar
76	Sanjeev Singh
77	Satyank Rai
78	Saurabh Singh
79	Shivam Sharma
80	ShivamSoni
81	SimmiTomar
82	Sneha Shrivastava
83	Sonu Kumar


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84	Suraj Gurung
85	Swastika Singh
86	Swati Pal
87	Sweta Kumari
88	Sweta Kumari
89	Utkarsh Singh
90	Uzair Bcg
91	Vaishali Gupta
92	Varsha Sinha
93	Yashasvi Netra
94	Yashvi Sharma
95	Yukti Rawat
MBA+ & MBA++	
96	Akash Chauhan
97	Ankit Kumar Dubey
98	Jamshed Siddique
99	Sachin Sharma
100	Yashi Gupta
101	Aman Tripathi
102	Aradhana Kumari
103	Ayush Dev
104	Bhawna Shandil
105	Divya Prakash Singh
106	Gunjan
107	Himanshu Kumar Singh
108	Jyoti Shree
109	MuskanNogariya
110	SandeepiRautela
111	Shri Krishna Gautam
112	Sneha Singh
113	Sumit Tiwari
114	Suraj
115	Vansh Jain
116	Vanshita Saxena
Faculty of MIMT	
1	Dr. Mani Jindal
2	Dr. Munish Tiwari
3	Dr. Nishant Singh

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Knowledge Park-II, Greater Noida (U.P.)



MANGALMAY

INSTITUTE OF MANAGEMENT & TECHNOLOGY

Training & Placement Committee

WORKSHOP

ON

EFFECTIVE MANAGERIAL COMMUNICATION

Date : 22nd OCTOBER 2021 | Venue : MIMT Seminar Hall

For MBA 2nd Year

Resource Person

Mr. VIDIT CHAUDHARY

(Communication Expert, Rubikon)

Convener

Dr. SHRUTI SHRIVASTAVA

(MIMT Faculty)


Director
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18th October, 2021

NOTICE

This is to inform all the students of the MBA-2nd Year that a **Workshop** on “**Effective managerial communication**” is being scheduled in our instituteto be held at Seminar Hall on 22th October, 2021 at 11:30 AM.

If you have any query regarding this, you may contact to activity incharge– **Dr. Shruti Shrivastava**. Attendance of all students is mandatory.


Head (T & P) 18-10-21


Director
Mangalmay Institute of
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CC:

Director

IQAC Coordinator

HoD (MBA)

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Report	
Name of Activity	Workshop- "Effective managerial communication"
Date	22th October, 2021
Venue	Seminar Hall, A-Block, MIMT
Organized by	MIMT
No. of Beneficiaries	87
Resource Person	Mr.Vidit Chaudhary, Communication Expert, Rubikon
Program Coordinator	Dr. Shruti Shrivastava, Faculty of MIMT
Objective	To provide suggestion regarding effective oral and written skill of students To share the best practice for effective managerial communication. To improve the overall communication skill of beneficiaries. To develop knowledge, skills, and judgment around managerial communication
Content	Mangalmay Institute of Management and Technology, Greater Noida organized a workshop on "Effective managerial communication" for the students of MBA- 2 nd Year on 22th October, 2021 at 11:30 AM. 87 students were presented in this workshop. Mr.Vidit Chaudhary, Communication Expert, Rubikon had taken the session in this workshop. Mr.Vidit Chaudhary also explained the way of writing with meaningful sentences, correct spelling, clear punctuation, correct grammar, and correct style, that should be followed by a superior. Mr.Vidit Chaudhary also suggested many important tips to be followed by superior during oral communication with their subordinates. Effective managerial communication lead to cooperation at work place. All beneficiaries were very excited about this workshop. They also discussed their queries with the resource person. This workshop will be proved Beneficiary for the career of students. Students are expecting such type workshop in future also
Outcome of Activity	During this workshop, students of management department learnt about the way of effective writing and impressive oral communication of a leader with their subordinates..Students will be able to understand and evaluate key theoretical approaches used in the field of communication

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List of Beneficiaries

S. No.	MBA-2 nd Year Name
1	Aayushi Gupta
2	Abhishek Singh
3	Aditya Chaubey
4	Akash Raj
5	Akshay Kumar
6	Amresh Singh
7	Anjali Singh
8	Ankit Bhati
9	Ankit Sonkar
10	Anu Divya R
11	Arjun Singh
12	Ashima Sharma
13	AtaurRab
14	Ayush Kumar Pandey
15	Ayush Kumar Sinha
16	Deepak Raj
17	Digambar Kumar
18	Diksha
19	Gundeshwari
20	Himanshi Singhal
21	Himanshu
22	Himanshu Panwar
23	Jagmohan Sharma
24	Jwala Kumar
25	Km Bharti Sharma
26	Km Khushi
27	Km Komal
28	Km Priya Mishra
29	Komal Panwar
30	Komal Sharma
31	Kumar Mitesh
32	Kumod Kumar
33	Kunal
34	Mallika Verma
35	Manoj Kumar Choudhary
36	Meenakshi
37	Megha Yadav
38	Meraj Ahmad
39	Mohammad Akmal

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40	MohdSharib Aleem
41	Mohd Tariq
42	Muskan
43	Muskan Nagoriya
44	Nawaz Alam
45	Neha Pal
46	Piyush Shrivastava
47	Pooja
48	Poonam
49	Pragya Joshi
50	PranjulSahu
51	Prashant Mishra
52	Priya Sharma
53	Rabish Kumar Singh
54	Rahul Kumar
55	Rakhi Pal
56	Ram Avtar Sahani
57	Rama Srivastava
58	Ratnesh Kumar Dubey
59	Rekha
60	Ritika Vashisht
61	Robin Singh
62	Sahil Jitendra Dayaramani
63	Saira Hasan
64	Sanket Jaiswal
65	Sarita Kumari
66	Shikha Mishra
67	Shivam Tiwari
68	Shivam Yadav
69	Shrey Bhatnagar
70	Sonali Rai
71	Sonam Sharma
72	Sonu Kumar
73	Sparsh Chauhan
74	Sparsh Massey
75	Sparsh Singhal
76	Sudhanshu Bhatnagar
77	Sufiyan Ahmad
78	Sumit Kumar Rout
79	Tamanna

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81	Tapish Tonger
82	Tripti Kumari
83	Utkarsh Chaurasia
84	Vikas Kumar
85	Vipin Singh Rawat
86	Vipul Singh Rathor
87	Vishal Tyagi
	Faculties of MIMT
1	Dr. Shruti Shrivastava
2	Dr. Anju Bala
3	Mr. Bharat Gahlot
4	Dr. Munish Tiwari



Director
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