



Panipat Institute of Engineering and Technology

Approved by A.I.C.T.E. & Affiliated to Kurukshetra University, Kurukshetra
70, MILESTONE, G. T. ROAD, SAMALKHA, PANIPAT-132103, HARYANA
Phone no-0180-2569700 Fax-0180-2569800, E-mail – info@piet.co.in, Web – www.piet.co.in

Department of Pharmacy

Ref. No. : PIET/Pharma/CC/2022/001

Dated: 12-10-2022

NOTICE

“ROLE OF FORMAL COMMUNICATION”

This notice informs all the students of the Department of Pharmacy will host an enriching workshop entitled “**ROLE OF FORMAL COMMUNICATION**” which provide you with the skill, you need to communicate more effectively and clearly. This workshop will cover basic grammatical Principles and how to use them in formal communication. You’ll also be comprehending the material through practical activities, get one-on-one advice on editing and learn how to make your communication more impactful.

The workshop will be held on 14-10-2022 in A-block Room No.109 from 11:30 AM onwards.

Sr. No.	Name	Designation	Contact No.
1.	Dr. Daisy Arora	Coordinator	9992222427

Dr. Deepak P. Bhagwat

Principal

Department of Pharmacy

CC:

1. Notice Board



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REPORT

Event Details	
Title of the Event	Work shop on “Role of Formal Communication”
Date of the Event	14.10.2022
Timings	11:30 AM onwards
Venue	A Block – Room No 109, Department of Pharmacy
No. of Participants Attended	36
Mode	Offline
Resource Persons	Ms. Radhika, Assistant Professor, ASH Contact No. : 9896770862
Coordinator	Dr. Daisy Arora, Pharmacy

On October,14, 2022, Department of Pharmacy hosted a one day workshop on the **Role of Formal Communication** which was conducted by **Ms. Radhika** as a resource person. The resource person was introduced with a warm welcome by **Dr. Daisy Arora** the event coordinator. The workshop was started by Ms. Radhika, a distinguished communication expert renowned for her expertise and practical experience in corporate communication.

Ms. Radhika guided the participants through the essential aspects of formal communication, including structured reports, official correspondence, and organized meetings. These elements are crucial for ensuring clear, consistent, and efficient information flow within organizations.

During the workshop, Ms. Radhika presented key concepts and strategies for implementing effective formal communication practices. Her insights were expected to help attendees reduce misunderstandings, streamline organizational processes, and create a more cohesive work environment. The offline format of the event allowed for direct interaction, enabling participants to engage in real-time discussions, ask questions, and receive tailored advice. This setup not only facilitated immediate feedback but also fostered networking and collaboration among professionals. Overall, the workshop aimed to equip attendees with actionable skills to enhance their formal communication capabilities, contributing to more effective and professional organizational operations. The esteemed speaker was felicitated by Dr. Deepak Bhagwat, Principal, Pharmacy and gracious vote of thanks was extended by the coordinator of the event, Dr. Daisy Arora.



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PHOTO OF THE EVENT



Pic: Ms. Radhika addressing the attendees



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Date: 14-10-2022

LIST OF ATTENDEES/ PARTICIPANTS

ROLE OF FORMAL COMMUNICATION

SR. NO.	ROLL.NO.	STUDENT NAME	SIGNATURE
1	PIET-BPH-2001	AAYUSHI DARA	Aayushi
2	PIET-BPH-2002	ABHISHEK CHAUHAN	Abhishek
3	PIET-BPH-2003	ADITI	Aditi
4	PIET-BPH-2005	AMAN	Aman
5	PIET-BPH-2006	ANJANI	Anjani
6	PIET-BPH-2010	ASHISH KUMAR	Ashish
7	PIET-BPH-2011	AYUSH	Ayush
8	PIET-BPH-2012	BHOPENDER	Bhopender
9	PIET-BPH-2013	CHANDAN PRAKASH	Chandan
10	PIET-BPH-2014	CHIRAG GOYAL	Chirag
11	PIET-BPH-2015	DEEAPANSHU MUNJAL	Deepanshu
12	PIET-BPH-2016	DEEPANSHI	Deepanshi
13	PIET-BPH-2017	GOURAV JANGRA	Gourav
14	PIET-BPH-2018	GOURAV ROHILLA	Gourav
15	PIET-BPH-2019	GUNJAN	Gunjan
16	PIET-BPH-2020	HARJAP SINGH	Harjap Singh
17	PIET-BPH-2021	HARSH	Harsh
18	PIET-BPH-2023	ISHAN KUMAR	Ishan
19	PIET-BPH-2024	ISHAN VASHISHT	Ishan
20	PIET-BPH-2025	KRISH MALHOTRA	Krish
21	PIET-BPH-2026	KUNAL	Kunal
22	PIET-BPH-2027	LAKSHAY	Lakshay
23	PIET-BPH-2028	MANIK MAKANI	Manik
24	PIET-BPH-2029	MOHIT	Mohit
25	PIET-BPH-2031	NISHA GAHLYAN	Nisha
26	PIET-BPH-2032	NITIN	Nitin
27	PIET-BPH-2033	PAARTH	Paarth
28	PIET-BPH-2034	PRAGATI KUMARI	Pragati
29	PIET-BPH-2038	PRINCE	Prince
30	PIET-BPH-2039	PUSHKAR KAPOOR	Pushkar
31	PIET-BPH-2040	RAHUL	Rahul
32	PIET-BPH-2042	RAMAN JUNEJA	Raman

Daisy Abola
14/10/2022

33	PIET-BPH-2049	SAKSHAM	Saksham
34	PIET-BPH-2050	SHAVEZ	Shavez
35	PIET-BPH-2065	YOGESH	Yogesh
36	PIET-BPH-2066	YUVRAJ	Yuvraj

Saksham
Shavez
Yogesh
Yuvraj
14/10/2022.