

To,

The Principal,

Vivekanand College Kolhapur, Autonomous,

Subject: Permission to conduct Workshop on Event Management: Planning and Opportunities, Event anchoring and Presentation Skills

Respected Sir,

We the Department of Commerce propose to organize Workshop on Event Management: Planning and Opportunities, Event anchoring and Presentation Skills

The details are listed below for your kind consideration.

- Name of the activity: Workshop
- Day & Daten Edgesday, 13th April,22
- Resource Person: Ms. P.N. Kashi (SGI University) and Miss. Priyanka Raut (Event Anchor)
- Target Beneficiaries: B.Com Part- I,II,III & M.com students
- Expected no. of Participants: 60
- Duration of the Event: 3 hr. (Two sessions 1.5 hr each)
- Time: 9.00 am to 12.00 noon
- Venue: Room No. 19 VCK, Main Building.
- Co-ordinators of the Activity: Dr. R.R.Patil & Prof. U.D.Dabade
- Approximate budget for—
 - ➢ Honorarium to Resource Person: Rs. 1000/- each
 - ➢ Tea / Snacks : 200/-
 - > Book as a token of love : 02

We request you to kindly sanction approval to conduct this Workshop and also sanction approval to meet the expenditure.

Thanking You,

Yours Faithfully, Prof. S. S. Kale HOD, Department of Commerce Vivekanand College Kolhapur, Autonomous

Allowed. Pr



Submission		Submitted	Dr. R. R. Patil	& Prof. U.D.Dabade
Date: 07/04/22		By: Contact Info:	9130067374	8308105756
Event Type:	Workshop			
Event Title:	Event Manageme Presentation Skills	nt: Planning and	Opportunities, Even	t anchoring and
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2: To Impart	tudents aware of ev	ut establishing a	nd managing an eve	ent.
3: To enhanc	e soft skills of stud			
Desired Outc			•	
	of event manageme			
			managing an event	
3: Understand	d and develop soft	skills that would	help in event man	agement
Contents of we	orkshop:			
> Introdue	ction to event mana lanning(EP)	gement as profe	ession	

- Event Planning(EP)
 Elements of EP
 Making Great X
 Comparing EM to PM
 Key Takeaways
 Tips for EV



"Education for Knowledge, Science and Culture" Shikshanmaharshi Dr. Bapuji Salunkhe Shri Swami Vivekanand Shikshan Sanstha's Vivekanand College, Kolhapur (Autonomous) Department of Commerce NOTICE

All the students are herewith informed that Department of Commerce is organizing Workshop on "Event Management: Planning and Opportunities, Event anchoring and Presentation Skills"

The details are :

- Day & Date: Wednesday, 13th April,22
- Resource Person: Ms. P.N. Kashi (SGI University) and Miss. Priyanka Raut (Event Anchor)
- Duration of the Event: 3 hr. (Two sessions 1.5 hr each)
- Time: 9.00 am to 12.00 noon
- Venue: Room No. 19 VCK, Main Building.
- Contact: Dr. R.R.Patil & Prof. U.D.Dabade

Prof. S. S. Kale HOD Headp Department of Commerce Vivekana J Coilege Kolhapur Ru

Dr. R. R. kumbhar

Principal, Vivekanand College,

Kolhapur (Autonomous)

Programme Schedule

Workshop on

Event Management: Planning and Opportunities,

Event anchoring & Presentation Skills

Wednesday, 13th April, 2022 Venue: Room No. 19 VCK, Main Building.

Time	Particulars	Faculty /Resource Person
9.00 am-	Welcome Hon. Principal –Dr. R.R.Kumbhar HOD, Commerce- Prof. S.S.Kale Resource Person -Ms. P. N. Kashi Miss. Priyanka Raut	ByDr. R.R. Patil
9.15am- 10.15am	Session –I Event Management: Planning and Opportunities	Ms. P. N. Kashi Asst. Prof. Dept. of MBA, SGI University, Kolhapur
	Introduction of resource person and Vote of Thanks	Prof. U. D. Dabade
10.30am- 11.30am	Session –II Event anchoring and Presentation	Miss. Priyanka Raut Well-known event anchor, Kolhapur
11.30am onwards	Skills Introduction of resource person and Vote of Thanks	ByDr. R.R. Patil
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Mr. S. S. Kale

Head, Department of Commerce Department of Commerce Vivekana 11 College Kolht pur

Dr. R. R. kumbhar

Principal, Vivekanand College,

Kolhapur (Autonomous)

"Education for Knowledge, Science and Culture"

Shikshanmaharshi Dr. Bapuji Salunkhe -

Shri Swami Vivekanand Shikshan Sanstha's

Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

ATTENDENCE

SUBJECT/ACTIVITY: Planning and Opportunities, Event anchoring 4 Presentations SUBJECT TEACHER / ACTIVITY CO-ORDINATOR: Dr. R. R. Patil and troj. U.D. Dabade

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Date: 11.4.2020



Ref. No. VCK/ 76/2020-23

To. Miss. Priyanka Raut Well-known Event Anchor, Kolhapur.

> Subject: Inviting as a Resource Person on Workshop on "Event Management: Planning and **Opportunities, Event anchoring & Presentation** Skills"

Respected Madam,

Department of Commerce is going to organize Our Workshop dated on Wednesday, 13th April, 2022 between 9.00am to 12.00 noon. We are requesting you to be a Resource Person for the session -2 Anchoring & Presentation Skills" and share your thoughtful experiences with our students.

Your presence will surely update their knowledge on the Event Management.

Thanking you, P.R. Ravy



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Jr. College U.Dise No. 27341301006

''ज्ञान, <mark>विज्ञान आणि सुसंस्कार यांसाठी शिक्षण</mark> प्रसार'' शिक्षणमहर्षी डॉ. बापूजी साळुंखे



Estd. : June 1964

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

2130, 'E' Tarabai Park, Kolhapur, Tal. Karveer, Dist. Kolhapur-416003 Affiliated to Shivaji University, Kolhapur (M.S.)

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ISO 9001 : 2015

Ph - 0231-2658612 265	8840 Fax : 0231-2658840 Resi. :	0231-2653962 Website : www.viv	ekanandcollege.org E-mail : info@	vivekanandcollege.org
Founder Dr. Bapuji Salunkhe D. Lit.	President Hon. Chandrakant Dada Patil MLA	Chairman	Secretary Prin. Mrs. Shubhangi Gavade M.Sc., B.Ed.	Principal

Ref. No. VCK/

Date :

To, Miss. Priyanka Raut Well-known Event Anchor, Kolhapur.

Respected Madam,

We are very much thankful to you for contributing valuable thoughts as a Resource Person of Workshop on "Event **Management: Planning and Opportunities and Anchoring & Presentation Skills**" organized by Department of Commerce, Vivekanand College, Kolhapur (Autonomous) dated on Wednesday, 13th April, 2022.

Thank you once again and expecting the same co-operation in future.

Thanking you,

REES Dr. R.R. Kumbhar PRINCIPAL ivekanand College Kolhapur

Jr. College Recog. No. H.S.C./1074/R-1/DT : 8-8-1976 Jr. College Code No. 23-09-002

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Estd. : June 1964



Ref. No. VCK/ 7(2022-23



To, Ms. P. N. Kashi Asst. Prof. Dept. of MBA, SGI University, Kolhapur

> Subject: Inviting as a Resource Person on Workshop on "Event Management: Planning and **Opportunities, Event anchoring & Presentation** Skills"

Respected Madam,

Our Department of Commerce is going to organize Workshop dated on Wednesday, 13th April, 2022 between 9.00am to 12.00 noon. We are requesting you to be a Resource Person for the session -1 Event Management: Planning and Opportunities and share your thoughtful experiences with our students.

Your presence will surely update their knowledge on the Event Management.

Thanking you,

OC Kurtherzz



fu Dr. R.R. Kumbhar PRINCIPAL ivekanand College Kolhapur

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''ज्ञान, विज्ञान आणि सुसंस्कार यांसाठी शिक्षण प्रसार'' शिक्षणमहर्षी डॉ. वापूजी साळुंखे Estd. : June 1964

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Ph. : 0231-2658612, 2658	8840 Fax : 0231-2658840	Resi. : 0231-2653962	Website : www.vive	ekanandcollege.org E-mail : info@	vivekanandcollege.org
Founder Dr. Bapuji Salunkhe D. Lit.	President Hon. Chandrakant Dada	Chairman	ykumar Salunkhe M.A.	Secretary Prin. Mrs. Shubhangi Gavade M.Sc., B.Ed.	Principal

Ref. No. VCK/

Date :

To, Ms. P. N. Kashi Asst. Prof. Dept. of MBA, SGI University, Kolhapur

Respected Madam,

We are very much thankful to you for contributing valuable thoughts as a Resource Person of Workshop on "Event **Management: Planning and Opportunities and Anchoring & Presentation Skills**" organized by Department of Commerce, Vivekanand College, Kolhapur (Autonomous) dated on Wednesday, 13th April, 2022.

Thank you once again and expecting the same co-operation in future.

Thanking you,



Dr. R.R. Kumbhar Vivekanand College Kolhapure

"Education for Knowledge, Science and Culture"

----- Shikshanmaharshi Dr. Bapuji Salunkhe

Shri Swami VivekanandShikshanSanstha's

Vivekanand College, Kolhapur (Autonomous)

Department of Commerce

Report

On

Workshop on

Event Management: Planning and Opportunities,

Event anchoring & Presentation Skills

Particulars	Description					
Venue :	Room No. 19 VCK, Main Building					
Day, Date & Time :	Wednesday, 13 th April, 2022					
Duy) Dute a fille	9.00 am to 12.00 noon					
Target Beneficiaries	B.Com Part- I,II,III & M.com students					
Name of the Activity:	Event Management: Planning and Opportunities, Event anchoring and					
Name of the Activity.	Presentation Skills					
3.m						
Resource person:	Ms. P.N. Kashi (SG University) and Miss. Priyanka Raut (well-known					
	Event Anchor)					
Session –I	Ms. P. N. Kashi, Asst. Prof. Dept. of MBA, SG University, Kolhapur					
Event Management:	Introduction to event management as profession					
Planning and	Event Planning(EP)					
Opportunities	Elements of EP					
	Making Great X					
	Comparing EM to PM					
	Key Takeaways					
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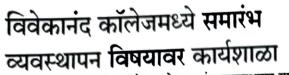
Session –II Event anchoring and Presentation Skills	Miss. Priyanka Raut, Well-known Event Anchor, Kolhapur Self talk Self study Behavior Individual & professional life Q & A						
Activity Coordinator:	Dr. R.R.Patil & Prof. U.D.Dabade						
Activity Objectives:	 To make students aware of event management as profession To impart the knowledge about establishing and managing an event. To enhance soft skills of students pertaining event management 						
No of participant students:	98 (30 male & 68 female students)						
Activity outcomes:	 Students understood event management as a profession. Students Gained basic knowledge about establishing and managing an event Students Understood and develop soft skills that would help in event management 						

Prof. S. S. Kale

Head, Department of Commerce

Activity Co-ordinators DR. R.R. Patil & Prot. U. D. Dabade

EKANA



कोल्हापूर : विवेकानंद कॉलेजमध्ये समारंभ व्यवस्थापन या विषयावर कार्यशाळा झाली. कार्यशाळेत प्रथम सत्रात संजय घोडावत विद्यापीठाचे प्रा. पी. एन. काशी यानी समारंभाचे नियोजन कसे करावे, समारंभ यशस्वी कसा करावा याबाबत मार्गदर्शन केले.दुसऱ्या सत्रात कोल्हापूर, पुणे व मुंबई येथील प्रियांका राऊत यांनी समारंभाचे सूत्रसंचालन व सादरीकरण कौशल्यावाबत माहिती दिली. कॉमर्स विभाग प्रमुख सनी काळे यांनी प्रास्ताविक केले. डॉ. रेवती पाटील यांनी सूत्रसंचालन केले. प्रा. यू. डी. दबडे यांनी आभार मानले.





