

### Proposal for Seminar

Dated: 8 Dec, 2018

The Manager  
Institution of Mechanical Engineers  
Sector 4, Kharghar, Navi Mumbai,  
Maharashtra 410210

Sub: Seeking approval and Grant for organizing a one day National Seminar in Lingaya's Lalita Devi Institute of Management and Science on "**Crisis Management**" on 27<sup>th</sup> Dec., 2018 by Management Department.

Respected Sir,

The Department of Management is planning to organize a National Seminar on "**Crisis Management**". The theme, key takeaways and the proposed budget are given below for kind consideration and approval.

Thanks and Regards



Dr. Pranav Mishra

Adl Director



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUT.  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

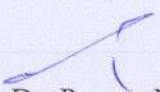
**DEPARTMENT OF MANAGEMENT AND COMMERCE**

**Notice**

Date: 26<sup>th</sup> June, 2018

**\*Sub:- Seminar: Crisis Management \***

This is to inform all students of management & commerce that the Department of Management & commerce is excited to announce a **Seminar: Seminar: Crisis Management on 27<sup>th</sup> Dec June 2018**. Attendance is compulsory and be in formals.

  
Dr. Pranav Mishra

Adl Director

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

## Workshop on Crisis Management

### Program Schedule

10:00 a.m. to 10:10 a.m.	Welcome note
10.10a.m. to 10:20 a.m.	Lighting the lamp and prayer
10:20 a.m.to 10:30 a.m.	Inaugural address by the Convener
10:40 a.m. to 10:50 a.m.	Message by Director
10:50 a.m. to 11:00 a.m.	Inaugural address by the Chief guest
11:00a.m. to 1:00 p.m.	<b>Session I: Overview of Crisis Management</b>
1:00 p.m. to 2:00 p.m.	Lunch
2:00 a.m. to 3:00 p.m	<b>Session II: How to deal with Crisis</b>

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Introduction

Crisis management and crisis management planning can protect organizations against complete failure if/when a catastrophic disruption happens. This course explores sudden onset and slow onset crises caused by internal and external issues as well as methods for determining risk to use as a basis for crisis management plans. Delegates will learn about the key elements of crisis management, how to formulate a crisis management plan and how to relate the plan to other continuity plans. Practical matters including how and when to put a crisis management plan into action and determine when a crisis is over are also covered

### Learning Objectives

The objectives of the workshop were to provide an overview of maritime security risks to enable the group to develop contingency plans. The participants were expected to be able to gain deep understanding of the process of disrupting, identifying, and responding early to maritime security incidents through a multi-agency response by the application of standard models and principles. Through the Doctrine of Interoperability, the participants are expected to build an understanding of the roles and responsibilities of the organisations who may be involved in the response to maritime security crises.

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Proposal for Seminar

Dated: 15 June, 2019

The Zonal Officer  
Ministry of Home Affairs  
New Delhi

Sub: Seeking approval and Grant for organizing a one day National Seminar in Lingaya's Lalita Devi Institute of Management and Science on "**Seminar: Changing Contours of Internal Security: Trends and Responses**" on 15<sup>th</sup> June by Management Department.

Respected Sir,

The Department of Management is planning to organize a National Seminar on "**Seminar: Changing Contours of Internal Security: Trends and Responses**". The theme, key takeaways and the proposed budget are given below for kind consideration and approval.

#### Introduction:

Innovation is all about "bringing ideas to life."It generally refers to renewing, changing or creating more effective processes, products or ways of doing things.

Innovative Practices for environment, this could mean implementing new ideas, creating dynamic products or improving your existing services. Innovation can be a catalyst for the growth and success of business, and help adapt and grow in the marketplace.

Thanks and Regards

Dr. Pranav Mishra

Adl Director



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

DEPARTMENT OF MANAGEMENT AND COMMERCE

Notice

Date: 14<sup>th</sup> June, 2019

**\*Sub:- Seminar: Changing Contours of Internal Security: Trends and Responses \***

This is to inform all students of management & commerce that the Department of Management & commerce is excited to announce a **Seminar: Changing Contours of Internal Security: Trends and Responses on 15<sup>th</sup> June 2019**. Attendance is compulsory and be in formals.



Dr. Pranav Mishra

Adl Director



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

## Workshop on Changing Contours of Internal Security: Trends and Responses

### Program Schedule

10:00 a.m. to 10:10 a.m.	Welcome note
10.10a.m. to 10:20 a.m.	Lighting the lamp and prayer
10:20 a.m.to 10:30 a.m.	Inaugural address by the Convener
10:40 a.m. to 10:50 a.m.	Message by Director
10:50 a.m. to 11:00 a.m.	Inaugural address by the Chief guest
11:00a.m. to 1:00 p.m.	<b>Session I: Overview of Internal Security</b>
1:00 p.m. to 2:00 p.m.	Lunch
2:00 a.m. to 3:00 p.m	<b>Session II: Trends and Responses</b>

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



### Introduction

India has faced several security challenges since the 1950s, such as insurgencies in the North East region, Left Wing Extremism, secessionist movement in Punjab along with the turbulent 1990s in Jammu and Kashmir. The Global Peace Index 2018, published by Institute for Economics and Peace, evaluated 163 countries and divided the world into nine regions. South Asia comes only above the Middle East and North Africa (MENA) to figure as the second least peaceful region in the world. It also calculated the "Economic cost of violence" for countries and India was at a substantial 9 percent of its GDP. To reduce conflict and violence, it is important to prevent polarisation based on region, religion, caste. Nation should work towards maintaining social cohesion and harmony, integrity of institutions, socio-economic inclusions, law and order and promote health and education among all citizens. On achieving a secure environment in an insurgency affected area, government must ensure developmental processes to begin at an exponential pace to resolve insurgencies. The Police force must be strengthened to enforce law and order in matters of internal security. A system of checks and balances must be laid out so that the Police force does not become a mere instrument of politicians using it to further their political interest.

Cyber threats are becoming critical concerns to internal security. Most of the current cyber infrastructure that exists in India, including that of the defence forces, specially the ones of defence production industry, are vulnerable to cyber-attacks. It is recommended that all critical data must be stored on servers either indigenously made or ones located within the borders of India. India requires having a long-term strategic vision and formulation of an internal security strategy clearly laying down terms of negotiation and guidelines for enforcement of law and order. Regarding J&K, there is change in Pakistan's strategy, i.e., to indigenise the militancy. The theatre of warfare is changing to acquire a more urban character. Militants are now more homegrown. Further, a trend analysis of the militant's profile suggests that most of them are

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



educated youth within the age group of 15- 25 years. Most of them hail from South Kashmir and have received education in government schools. They have no formal madrassa education. High rate of unemployment with a literacy rate of 93 percent among the youth population, along with high levels of corruption and misgovernance have contributed to the locals taking up militancy in J&K. Devolution of powers, both in terms of administration and resources is the need of the hour.

### **Learning Objectives**


The objective of the seminar was to critically analyse and bring out the changing contours of internal security in India in its present context, the emerging trends and possible short, medium and long-term responses to resolve the conflicts.



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Conclusion

To handle conflicts, it is important to bring in development and proper governance. Hence, it is the job of not only the military, paramilitary or Ministry of Home Affairs, but also of all instruments of national power to work in a coordinated manner to counter conflicts and security threats. Therefore, the prime requirement to counter conflicts is to strengthen governance and deliver on the survival needs of the people such as food, medical care and source of employment. A common solution to security threats visible throughout the presentation was to improve governance, which will further bring about criminal justice, reduce discrimination, enhance citizen redressal systems, aid in more people participation and therefore result in a good and functioning democracy. In addition to this, the thread of many internal security conflict is connected to the external forces. India needs an uncompromising and forceful foreign policy to take on its adversaries at the international forums. Today, the entire world is standing up against terrorism and terror sponsoring countries, therefore India must prepare a strong case to expose and limit the efforts of such countries to strengthen its internal security.



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Proposal for Seminar

Dated: 28 August, 2018


The Manager  
TestPan  
WZ-1390/7, IInd Floor, Pankha Rd,  
Nangal Raya, New Delhi, Delhi 110046

Sub: Seeking approval and Grant for organizing a one day National Seminar in Lingaya's Lalita Devi Institute of Management and Science on "SPSS & APA Result Writing Style" on 17-22<sup>nd</sup> Sept., 2018 by Management Department.

Respected Sir,

The Department of Management is planning to organize a National Seminar on "**Digital Innovation : A tool for Economic Growth of India**". The theme, key takeaways and the proposed budget are given below for kind consideration and approval.

Thanks and Regards



Dr. Pranav Mishra

Adl Director



LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

DEPARTMENT OF MANAGEMENT AND COMMERCE

Notice

Date: 17<sup>th</sup> Sep, 2018

**\*Sub:- SPSS & APA Result Writing Style \***

This is to inform all students of management & commerce that the Department of Management & commerce is excited to announce a **SPSS & APA Result Writing Style** between 17- 22<sup>nd</sup> Sept. 2018. Attendance is compulsory and be in formals.



Dr. Pranav Mishra

Adl Director



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUT  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

## Workshop on SPSS & APA Result Writing Style

### Program Schedule

<b>Day-1</b> 10:00 a.m. to 10:10 a.m.	Welcome note
10.10a.m. to 10:20 a.m.	Lighting the lamp and prayer
10:20 a.m. to 10:30 a.m.	Inaugural address by the Convener
10:40 a.m. to 10:50 a.m.	Message by Director
10:50 a.m. to 11:00 a.m.	Inaugural address by the Chief guest
11:00a.m. to 2:00 p.m.	<b>Session I:</b> Overview of Research
<b>Day-2</b> 10:00 a.m. to 12	<b>Session II:</b> Basics of SPSS
12:00 p.m. to 1:00 p.m.	Lunch
1:00 p.m. to 3:00 p.m.	<b>Session III:</b> Working on SPSS
<b>Day-3</b> 10:00 a.m. to 12	<b>Session IV:</b> Detailed discussion on APA
12:00 p.m. to 1:00 p.m.	Lunch
1:00 p.m. to 3:00 p.m.	<b>Session V:</b> Interpretation of Results

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Introduction

This three days workshop was intended to train participants with basic & advance data analysis skills using SPSS to produce quality research work. The key focal point of the training was to identify the right statistical tools and techniques for different research objectives and carrying out data analysis using SPSS. The participants have learnt techniques about data entry and analysis in SPSS. In FDP Complete hands-on training methodology was used targeting on 'do how' rather than only 'know how'. FDP have enabled them to analyze & interpret the concerned data through SPSS.

### Learning Objectives

1. To provide participants a platform for discussion on the statistical requirements of research
2. To train and inculcate participants the skills for Data Analytics using SPSS
3. To train participants through practical sessions on data handling & analysis
4. To discuss with participants on the interpretations of results and presentation
5. To analyze data using basic and advance statistical techniques in SPSS
6. To Interpret SPSS output tables and report findings

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



Learning Outcome:

1. Participants have learnt about statistical requirements of research
2. Participants have learnt to use in SPSS Data Analytics.
3. Participants have analyzed data using basic and advance statistical techniques in SPSS.
4. Participants have interpreted SPSS output tables and report findings.

In totality, all the sessions were very much informative. The discussed 0areas are of great benefit for the participants as the topics match with the academic curriculum. Participants were enlightened with the most widely used advance SPSS techniques. This in turn will help in motivating Faculties & Researcher to use SPSS in their concerned Data analysis.

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Proposal for Seminar

Dated: 8 Jan, 2019

The Manager  
Pinnacle  
1<sup>st</sup> Floor, 1032A/1  
M.M.Tower, Gurugram

Sub: Seeking approval and Grant for organizing a one day National Seminar in Lingaya's Lalita Devi Institute of Management and Science on **"Effective Teaching and Presenting Skills:- Class Conduct and Command"** on 14-19 Jan 2019 by Management Department.

Respected Sir,

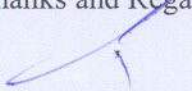
The Department of Management is planning to organize a National Seminar on **"Effective Teaching and Presenting Skills:- Class Conduct and Command"**. The theme, key takeaways and the proposed budget are given below for kind consideration and approval.

#### Introduction:

Innovation is all about "bringing ideas to life."It generally refers to renewing, changing or creating more effective processes, products or ways of doing things.

Innovative Practices for environment, this could mean implementing new ideas, creating dynamic products or improving your existing services. Innovation can be a catalyst for the growth and success of business, and help adapt and grow in the marketplace.

Thanks and Regards

  
Dr. Pranav Mishra

Adl Director

  
DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047



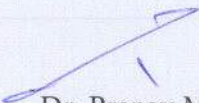
DEPARTMENT OF MANAGEMENT AND COMMERCE

Notice

Date: 12<sup>th</sup> Jan, 2019

**\*Sub:- Effective Teaching and Presenting Skills:- Class Conduct and Command \***

This is to inform all students of management & commerce that the Department of Management & commerce is excited to announce a **Effective Teaching and Presenting Skills:- Class Conduct and Command** between 14- 19<sup>th</sup> Jan 2019. Attendance is compulsory and be in formals.



Dr. Pranav Mishra

Adl Director



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

**Workshop on Effective Teaching and Presenting Skills:- Class Conduct and Command**

**Program Schedule**

<b>Day-1</b> 10:00 a.m. to 10:10 a.m.	Welcome note
10.10a.m. to 10:20 a.m.	Lighting the lamp and prayer
10:20 a.m.to 10:30 a.m.	Inaugural address by the Convener
10:40 a.m. to 10:50 a.m.	Message by Director
10:50 a.m. to 11:00 a.m.	Inaugural address by the Chief guest
11:00a.m. to 2:00 p.m.	<b>Session I:</b> Overview of Effective Teaching
<b>Day-2</b> 10:00 a.m. to 12	<b>Session II:</b> Presenting Skills
12:00 p.m. to 1:00 p.m.	Lunch
1:00 p.m. to 3:00 p.m.	<b>Session III:</b> How to prepare for class
<b>Day-3</b> 10:00 a.m. to 12	<b>Session IV:</b> How to control and command class
12:00 p.m. to 1:00 p.m.	Lunch

  
**DIRECTOR**  
 LINGAYA'S LALITA DEVI INSTITUT  
 OF MANAGEMENT & SCIENC  
 LINGAYA'S LALITA DEVI INSTITU.  
 OF MANAGEMENT & SCIENCES  
 MANDI ROAD, MANDI  
 NEW DELHI-110047



## Introduction

The aim of technical education is human resource development in specific professional areas of which communication is an important part. The acquisition of this facility would accelerate the process and undoubtedly enrich the language education. Grammar is to a language what management is to an organization. In writing a composition or an oral presentation, the primary requirement is to ensure that the sentences you generate are acceptable from the grammatical and usage point of view. Grammar and usage together constitute a body of rules and practices. It is necessary to learn these rules and practices for acquiring a command over its spoken and written forms. This program illustrates the application of grammar at various levels through examples. The linguistic proficiency of the learner is bound to improve, if he goes through them carefully.

In choosing items for vocabulary exercises we need to make the well-known distinction between those items that the learner needs for active use and those others that he needs to recognize and understand. Of all forms of written communication, letters are the most common, numerous and personal. Over the years principles are framed which enable a person to write successfully. Every letter you write bears the hallmark of your character and personality. A successful business letter is framed with courtesy, clarity and conciseness. While writing, the reader's interest should be kept in mind by developing 'you-attitude.' This would ensure quick transmission of message and evoke the desired response. The Three Day program facilitated the participant faculties to have a self- analysis to identify the barriers they have and how to overcome them. First day session was started with a brief self- introduction just to assess the confidence level in a formal situation. The highlight of the day was a talk on 'voice modulation for effective teaching', one the most powerful weapons that you can have in your arsenal while delivering a lecture. How to use one's voice for maximum impact by vary the elements of sound for emphasis. Because timbre enhances the meaning and credibility of what one says. The Second Day session started with a SWOC Analysis followed by a practice session on Effective Letter Writing. A study of the

DIRECTOR  
LINGAYA'S LALITA DEVI INSTITU  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

principles of correspondence helps the learner to effectively frame and phrase the sentences to convey the meaning. The Third Day session started with how to control class and command a class.

### Learning Objectives

1. To prompt the learner to acquire proficiency in writing various forms of communication in flawless and acceptable English.
2. Identify the different purposes of writing.
3. Know the essential principles of effective written communication.
4. Plan your written communication by paying special attention to the needs and expectations of your readers.
5. Use appropriate words and language for writing correctly and effectively.
6. To analyze the rhetorical skills and strategies to be an effective communicator.
7. To reflect with greater confidence and create positive impression in the classroom.

### AREAS OF FOCUS

- a. Effective Speaking Skills
- b. Comprehension (Understanding)
- c. Effective Writing Skills
- d. Grammatical Accuracy



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047

### Conclusion

The purpose of communication is to inform, persuade or motivate a desired action. One of the very basic dimensions of effective communication is the knowledge and use of proper language for a specific purpose. Effective communication skills are essential for the execution of teaching strategies. Good teachers nurture and update their knowledge and skills through constant and deliberate efforts. Teaching is now perceived as stimulating, directing, guiding the learner and evaluating the learning outcomes of teaching. Most engineers deal with products and processes in their day to day professional life or even as engineering students, in the laboratories and workshops. They need to know the composition, function and working of the objects they use. They will also need to know the sequential steps of the instructions necessary to perform a process at a purely academic level. So imparting knowledge to the students has profound impacts on them throughout their life. The Three Day session envisaged and facilitated the participants to analyse one's own barriers and aid him/her to adapt different ways to curb the inhibitions in speaking technical as well as general English. Engineering education is a Conglomeration of Technical, Scientific, Mathematical concepts and applications. Teaching English in engineering disciplines is a complex process. It needs a knack of identifying the students of different intellectual quotient levels in comprehensiveness. Such programs will enhance the professional development and academic stature of an institute's faculty members because of its connectivity to the educational vivacity.



DIRECTOR  
LINGAYA'S LALITA DEVI INSTITUTE  
OF MANAGEMENT & SCIENCES  
MANDI ROAD, MANDI  
NEW DELHI-110047