

Event Date (from): 25-04-2025

Event Date (to): 25-04-2025

No. of Days: 1

Name of the Event: Expert Talk on "Professional Communication"

Type of the Event: Guest Lecture Venue: Seminar Hall

Organized by: Department of FD & HMC T No. of Pages of the Report: _____

Name of Event Coordinator with Mobile No: Ms. Manjinder Kaur (9779214948), Divya Sharma (9968071917)

Resource Person Details (Name, Designation, Organization, Mobile, Email):

Ms. Binod Kaur (Head of Applied Sciences)
9988165119

No. of Students as Participant: 108

No. of Students as Attendee: 108

No. of Faculty/Staff Members as Participant: 06

No. of Faculty/Staff Members as Attendee: 06

List of Documents Enclosed (Please tick) (Write "NA" if not applicable)

Note: "Please write the relevant serial number with a pencil on the document attached."

S. No.	Description	Tick
1	Event Recommendation from Dean Student Affairs / Dean Academics	✓
2	Event & Budget Approval from Principal Office	✓
3	Objective and Outcomes of the Event	✓
4	Circular	✓
5	Rules & Regulations	
6	List of Faculty/Student Coordinators	
7	Brochure	✓
8	Schedule	
9	Minute to Minute Program	
10	Duty Chart	
11	Invitation Letters	✓
12	Other Relevant Documents (Correspondence, Request Letters, Approval Letters etc.)	
13	Registration Forms of Participants	
14	Venue Hiring Form	✓
15	Uninterrupted Power Supply Form	
16	Attendance of Participants	
17	Attendance of Attendees	✓

S. No.	Description	Tick
18	Feedback from Students, Staff Members	✓
19	Result	
20	Appreciation Letters	
21	Certificates	
22	Remuneration, Honorarium & TA/DA to Resource Person	
23	Geotagged Photographs	✓
24	Non-Geotagged Photographs (High Resolution)	✓
25	All Pictures & Videos of the Event Submit to IAC	
26	Screenshots of Social Media Posts	
27	Press Coverage	
28	Statement of expenditure along with Bills	✓
29	Please tick if the event attended/ participated outside the Campus	
30	Event Under MOU (Yes/No) If yes, please mention the name of the MOU	No


Signature of Event Coordinator

For Office Use only

Event ID: E25-085 Remarks: _____

Name of the Event: Expert Talk on Professional Communication

Date (from): 25-04-2025 Date (to): 25-04-2025

Time: 02:00p.m.-04:00p.m.

Venue: Seminar Hall

About the event:

Fashion Design Department and Hotel Management organize an expert talk on "Professional Communication" on April 25, 2025. This event aims to promote effective communication skills among our students and provide them with valuable insights from industry professionals. So we are request to you please give us permission to organize this expert talk.

To be organized by: Fashion Design Department & Hotel Management

HOD Fashion Design Department

HOD Hotel Management Department

Recommended by Dean Academic Affairs

Approved by Principal

 AMRITSAR GROUP OF COLLEGES <small>NAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC</small>	Budget for Expert Talk <small>Ref: AGC/FD/573 Date: 22/04/2025</small>	Department of Fashion Design & Hotel Management
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To Principal

AGC, Amritsar.

Respected Sir,
Greetings of the day!!

With due regards it is humbly submitted that to this event will greatly benefit our students and enhance their professional development. Department of Fashion Design and Hotel Management is going to organize expert talk on 25-04-2025. These events include some expenditure to be incurred. Below are the item-wise estimated expenditures.

Sr. No.	Items	Items Estimated Expenditure
1.	Flex	200/-
2.	Refreshment	500/-
Total		700/-

I humbly seek your approval and support for this budget proposal for the smooth conduct of the events.

With the Thanks & Regards

Harpreet Kaur
29/4/25

Prepared and Recommended
Head Fashion Design Department

Yousaf
22/04/2025

Prepared and Recommended
Head Hotel Management Department

Chirag

Recommended by Dean Academic Affairs

Sanjay

Approved by Principal

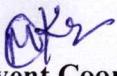
 <p>AMRITSAR GROUP OF COLLEGES</p> <p>NAAC Grade 'A' 3rd Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</p>	<p>Objective and Outcome of the Expert Talk</p>	<p>Department of Fashion Design & Hotel Management and Catering Technology</p>
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Outcomes:

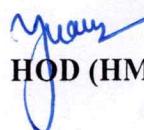
- Effective communication with clients, designers, and production teams to ensure successful project execution.
- Ability to articulate design concepts, inspirations, and rationales to stakeholders.
- Strong presentation skills to showcase designs and collections.
- Excellent interpersonal and customer service skills to ensure guest satisfaction.
- Effective communication with staff, management, and suppliers to maintain seamless operations.
- Ability to handle customer complaints and feedback professionally.

Objectives:

- Develop strong verbal and non-verbal communication skills to convey design ideas and visions.
- Learn to create and present design portfolios, mood boards, and collections.
- Understand the importance of branding, marketing, and PR in the fashion industry.
- Develop strong interpersonal and customer service skills to ensure guest satisfaction.
- Learn to communicate effectively with staff, management, and suppliers.
- Understand the importance of conflict resolution, negotiation, and problem-solving in a hospitality setting.


Event Coordinator


HOD (FD)


HOD (HMCT)



**Circular
Expert Talk**

Date: 23-04-2025

**Department of
Fashion Design &
Hotel Management**

Event Name: Expert Talk on “Professional Communication”

Date: 25-04-2025

Time: 02:00 p.m.-04:00 p.m.

Venue: Seminar Hall

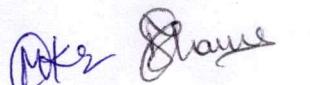
Dear Students,

The Fashion Design and Hotel Management Department is organizing an expert talk on Professional Communication, and we invite all students and faculty members to attend.

Guest Speaker: Ms. Binod Kaur

Head, Applied Science Department

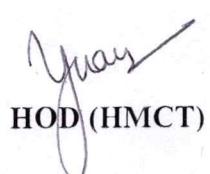
This lecture aims to provide valuable insights into effective communication skills, which are essential for professional development.


Nokshi Bhawse

Event Coordinator


Haemeet Kaur

HOD (FD)


Gurpreet Kaur

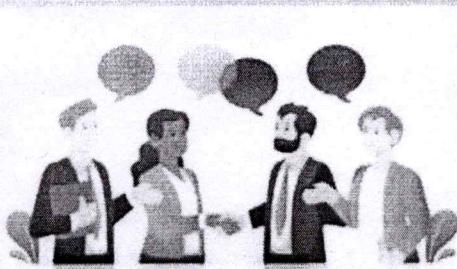
HOD (HMCT)

DEPARTMENT OF FASHION DESIGN AND
HOTEL MANAGEMENT AND CATERING TECHNOLOGY
ORGANIZES

Expert Talk

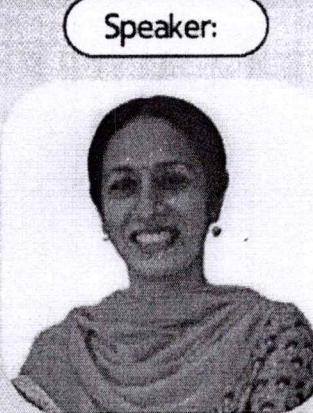
ON

PROFESSIONAL COMMUNICATION



Join Us for an Inspiring Expert Talk

25 April 2025
Seminar Hall
2:00 PM - 4:00 PM



Speaker:

Ms. BINOD KAUR

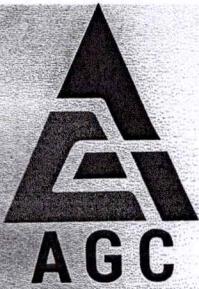
Head of Applied Sciences

Coordinators:

Ms. Manjinder Kaur - 9779214948

Ms. Divya Sharma - 9988071917

Amritsar Group of Colleges



AMRITSAR GROUP OF COLLEGES

Autonomous Status Conferred by UGC | Grade "A" by NAAC | NBA Accredited Courses
(2009-2012 & 2016-2018)

Formerly known as
Amritsar College of Engineering & Technology | Amritsar Pharmacy College

Ref. No. AGC/FD/574

Date: 23/4/2025

INVITATION LETTER

Respected Ms. Binod Kaur,
Head Applied Science Department.

We cordially invite you to deliver an expert talk on "Professional Communication" on April 25, 2025, from 2:00 PM to 4:00 PM at the Seminar Hall. This event is being organized by the Fashion Design and Hotel Management Department. The Expert Talk aims to provide our students with valuable insights into effective communication skills, which are essential for their professional development. Your expertise and experience in this field would be a great asset to our students.

We would be honored if you could spare your time to share your knowledge and experiences with us. Your presence would undoubtedly make this event a success.

Event Details

- Date: April 25, 2025
- Time: 2:00 PM - 4:00 PM
- Venue: Seminar Hall

Thank you for considering our invitation.

Haemeet Kaur

May

AMRITSAR GROUP OF COLLEGES

Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)

14

Requisition form for Conference Hall/ Seminar Hall

Conference Hall:

Items

Mike

Projector

Speaker

Seminar Hall:

Items

Mike

Projector

Speaker

Department: Fashion Design and Hotel Management

Purpose: Expert talk on Professional Communication

Date: 25-04-2025 Time: 2:00 pm - 4:00 pm

Duration in hours for Seminar Hall/ Conference Hall 2 hours

I shall be responsible for overall handling of Seminar Hall/ Conference Hall during the events and shall return it in the same condition (cleaning etc.). Any breakage/Mishandling/Lost items will be paid by me /department.

Name & Signature with Contact Number

Manjinder Kaur (9779214948) & Divya Sharma (9988071917)

Recommendation

Date: 22-04-2025

Manjinder Kaur
Head of Department

Seminar Hall/ Conference Hall is vacant on the mentioned date so may be allowed against the request.

LB
Dean Placement

Date: _____



Sr. No.	Roll No.	Student Name	Class/Sem	Signature
1	2412629	Alisha Arora	B.SC. /2 ND	Alisha
2	2412630	Alka Kumari	B.SC. /2 ND	Alka
3	2412631	Anabiya Gazal	B.SC. /2 ND	Anabiya Gazal
4	2412632	Anmolpreet Kaur	B.SC. /2 ND	Absent
5	2412634	Arpandeep Kaur	B.SC. /2 ND	Absent
6	2412635	Gursharanpreet Kaur	B.SC. /2 ND	Absent
7	2412636	Gursimar Kaur	B.SC. /2 ND	Absent
8	2412639	Jasmeen Kaur	B.SC. /2 ND	Absent
9	2412640	Jasmeet Kaur	B.SC. /2 ND	Absent
10	2412642	Kausar Alam	B.SC. /2 ND	Absent
11	2412643	Khushdeep Kaur	B.SC. /2 ND	Absent
12	2412647	Mehak	B.SC. /2 ND	Absent
13	2412648	Mehakdeep Kaur	B.SC. /2 ND	Absent
14	2412650	Muskandep Kaur	B.SC. /2 ND	Muskandep
15	2412651	Navneet Kaur	B.SC. /2 ND	Absent
16	2412652	Preeti Kumari	B.SC. /2 ND	Absent
17	2412654	Rachandep Kaur	B.SC. /2 ND	Absent
18	2412655	Rimsha Tarannum	B.SC. /2 ND	Rimsha
19	2412656	Ritika Kumari	B.SC. /2 ND	Ritika Kumari
20	2412657	Ruchi Kumari	B.SC. /2 ND	Ruchi
21	2412658	Sanjeevani	B.SC. /2 ND	Absent
22	2412660	Simranjit Kaur	B.SC. /2 ND	Simranjit kaur
23	2412661	Sukhjit Kaur	B.SC. /2 ND	Absent
24	2412662	Sukhmanpreet Kaur	B.SC. /2 ND	Absent
25	2459392	Karandeep Kaur	B.SC. /2 ND	Absent
26	2459393	Khushmeet Kaur	B.SC. /2 ND	Absent
27	2459394	Simran Kaur	B.SC. /2 ND	Absent
28	2334054	Anshik Kumar Singh	B.SC. /4 th	Anshik Singh
29	2334055	Balveer Kumar	B.SC. /4 th	Balveer
30	2334056	Guriya Kumari	B.SC. /4 th	Guriya
31	2334057	Gurpreet Kaur	B.SC. /4 th	Gurpreet
32	2334059	Isha Raj Patel	B.SC. /4 th	Isha Raj Patel
33	2334060	Ishapreet Kaur	B.SC. /4 th	Ishapreet Kaur

34	2334061	Jyoti Kumari	B.SC. /4 th	Jyoti Kumari
35	2334062	Komalpreet Kaur	B.SC. /4 th	Komal
36	2334065	Kumari Pratiksha	B.SC. /4 th	Kumari Pratiksha
37	2334068	Mananmeet Singh	B.SC. /4 th	Mananmeet Singh
38	2334071	Manpreet Kaur	B.SC. /4 th	Manpreet Kaur
39	2334073	Muskan Kumari	B.SC. /4 th	Muskan Kumari
40	2334075	Payal	B.SC. /4 th	Payal
41	2334076	Rajanpreet Kaur	B.SC. /4 th	Absent
42	2334078	Ravi Rashmi Ravi	B.SC. /4 th	Ravi Rashmi Ravi
43	2334079	Ravneek Kaur	B.SC. /4 th	Ravneek
44	2334080	Renuka	B.SC. /4 th	Absent
45	2334082	Vikash Kumar	B.SC. /4 th	Vikash Kumar
46	2234164	Harpreet Kaur	B.SC. /6 th	Harpreet Kaur
47	2234165	Himanshu Ranjan	B.SC. /6 th	Absent
48	2234167	K M Punam Kumari	B.SC. /6 th	K M Punam Kumari
49	2234168	Manpreet Kaur	B.SC. /6 th	Manpreet Kaur
50	2234170	Nisha	B.SC. /6 th	Nisha
51	2234171	Pawandeep Kaur	B.SC. /6 th	Pawandeep Kaur
52	2234173	Ritavya	B.SC. /6 th	Ritavya
53	2234175	Sawan Kumar	B.SC. /6 th	Sawan Kumar
54	2412751	Navneet Kaur	B.VOC. / 2 ND	Navneet Kaur
55	2412747	Anurdeep Kaur	B.VOC. / 2 ND	Anurdeep Kaur
56	2412743	Amritbala Verma	M.SC. 2ND	Absent
57	2412746	Rishu Kumar	M.SC. 2ND	Absent


 Ms. Harmeet Kaur
 HOD (FD)

Attendance

**Department of Hotel
Management &
Catering Technology**

SR.NO	UNI.ROLLNO	NAME	SEM	SIGNATURE
1.	2234065	Jashanpreet kaur	6 th	Jashanpreet
2.	2234064	Flusandeep Singh	6 th	Flusandeep
3.	2234104	Vishal	6 th	Vishal
4.	2234027	Manjeet Singh	6 th	Manjeet
5.	2234093	Joti Singh	6 th	Joti
6.	2234095	Sehraj Singh	6 th	Sehraj
7.	2234098	Simeenjot kaur Moan	6 th	Simeenjot
8.	2234083	Rajpreet K. Kumar	6 th	Rajpreet
9.	2234062	Hardik Kr. Choubey	6 th	Hardik
10.	2234052	Amulya Ray	6 th	Amulya
11.	2412595	Tejveer Singh	2 nd	Tejveer
12.	2412472	Mohinder Singh	2 nd	Mohinder
13.	2412460	Jathnoot Singh	2 nd	Jathnoot
14.	2412516	Sneha	2 nd	Sneha
15.	2412438	Banjinder Singh	2 nd	Banjinder
16.	2412441	Damni	2 nd	Damni
17.	2412489	Priyanshu	2 nd	Priyanshu
18.	2412470	Kurelan Kumar	2 nd	Kurelan Kumar
19.	2412513	Shubham Kumar	2 nd	Shubham
20.	2412442	Dharmandeep	2 nd	Dharmandeep
21.	2412528	Vikas Kumar	2 nd	Vikas Kumar
22.	2459391	Jasmeet Kaur	2 nd	Jasmeet Kaur
23.	2412425	Prabhjot	2 nd	Prabhjot
24.	2412486	Neety	2 nd	Neety
25.	2412447	Harleen kaur	2 nd	Harleen
26.	2333889	Narmanpreet Kaur	4 th	Narmanpreet
27.	2333915	Lorson	4 th	Lorson
28.	2333999	Sapna	4 th	Sapna
29.	2333997	Kishit	4 th	Kishit
30.	2333919	Kirat	4 th	Kirat
31.	23339039	Pulkit	4 th	Pulkit
32.	2234063	Harminder Kaur	6 th	Harminder
33.	2234079	Neerumeet Kaur	6 th	Neerumeet
34.	2234096	Shaomyt Kaur	6 th	Shaomyt
35.	2234103	Utpalpreet Kaur	6 th	Utpalpreet
36.	2234091	Sahil Singh	6 th	Sahil
37.	2234105	Vishal	6 th	Vishal
38.	2234049	Akashdeep Singh	6 th	Akashdeep
39.	2234066	Jasbirjeet Singh	6 th	Jasbirjeet
40.	2234074	Kishan	6 th	Kishan
41.	2234069	Kapil Singh	6 th	Kapil
42.	2412431	Deepanjot Kaur	2 nd	Deepanjot
43.	2412500	Rajpreet Kaur	2 nd	Rajpreet

Attendance

Department of Hotel
Management &
Catering Technology

44.	2342033	Ashveet	4 th	Ashveet
45.	2333873	Akshay	4 th	Akshay
46.	2333923	Manveet kaur	2 nd	Manveet kaur
47.	2333957	Shamjot Kaur	4 th	Shamjot kaur
48.	2333908	Jaspreet Kaur	4 th	Jaspreet Kaur
49.	2333972	Tamana	2 nd	Tamana
50.	2333935	Pavneel	4 th	Pavneel
51.	2333883	Khushpreet	2 nd	Khushpreet
52.	2333980	Yodhveer Singh	4 th	Yodhveer Singh
53.	2333930	Muskan	4 th	Muskan
54.	2333976	Vikramjit Singh	4 th	Vikramjit Singh
55.	2412463	Jasmeen Kaur	1 st	Jasmeen
56.	2412448	Harmanpreet kaur	2 nd	Harman
57.	2412521	Suneh Deep	2 nd	Suneh
58.	2412497	Ridhima	2 nd	Ridhima
59.	2412475	Muskanpreet kaur	2 nd	Muskanpreet kaur
60.	2412734	Navdeep kaur	2 nd	Navdeep kaur
61.	2412464	Jasmeen Kaur	2 nd	Jasmeen Kaur
62.	2412419	Khushpreet Singh	2 nd	Khushpreet Singh
63.	2234097	Simranjeet Singh	6 th	Simranjeet Singh
64.	2234066	Jas Kishan Singh	6 th	Jas Kishan Singh
65.	2412945	Gurdeep Singh	2 nd	Gurdeep Singh
66.	2412511			
67.	2333918	Mansir Kaur	4 th	Mansir

Neeru
HOD, HMCT

Attendance

**Department of Hotel
Management &
Catering Technology**

SR.NO	UNI.ROLLNO	NAME	SEM	SIGNATURE
1.	2412511	Shamshad Alam	2 nd	Shamshad Alam
2.	2412453	Harpreet Singh	2 nd	Harpreet Singh
3.	2412501	Sachin Kumar	2 nd	Sachin
4.	24112457	Sajjan Ali	2 nd	Sajjan
5.	2412474	Meharpreet Kaur	2 nd	Meharpreet Kaur
6.	2412519	Sukhwinder Singh	2 nd	Sukhwinder Singh
7.	2412496	Pardeep Kapoor	2 nd	Pardeep Kapoor
8.	2412499	Robinpreet Singh	2 nd	Robinpreet Singh
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Nagar

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-04-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	✓	()	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

whole lecture

7. Any suggestions or comments to improve future expert talks or seminars?

I don't have any suggestion

Name and Signature of Attendee: Jasmeen kaur Jasmeen kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-4-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	✓	()	()	()	✓
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	✓	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	✓	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

Enhance knowledge in our daily life

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion

Name and Signature of Attendee: Jasmeet Kaur Jasmeet

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-04-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	✓	()	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

Whole lecture

7. Any suggestions or comments to improve future expert talks or seminars?

I don't have any suggestion

Name and Signature of Attendee: Mehakpreet Kaur Mohammed Iqra

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

Enhanced knowledge in our daily life

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion

Name and Signature of Attendee: Jagnoor Singh
Jagnoor Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 1914) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

Enhanced knowledge in our daily life

7. Any suggestions or comments to improve future expert talks or seminars?

No Suggestions

Name and Signature of Attendee:

Rojpreet Kaur
Rojpreet Kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24 April, 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓()	
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓()

6. What was the most valuable or interesting takeaway from the seminar?

Enhanced knowledge in our daily life.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions

Name and Signature of Attendee: Arpanjot Kaur

Arpanjot Kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Conferred by UGC</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

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No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

Enhanced knowledge in our daily life

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions

Name and Signature of Attendee: Sneha

Sneha

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25/4/28

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓()	
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓()

6. What was the most valuable or interesting takeaway from the seminar?

The most valuable things is the way of teaching the topic communication skills.

7. Any suggestions or comments to improve future expert talks or seminars?

No. Suggestions

Name and Signature of Attendee: Ridhima

Ridhima

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology
	<small>Autonomous College (Since 2014) Conferred by UGC</small>	

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-04-2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓ ()	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓ ()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓ ()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓ ()	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓ ()

6. What was the most valuable or interesting takeaway from the seminar?

The most valuable thing is the way of teaching the topic communication skills.

7. Any suggestions or comments to improve future expert talks or seminars?

No Suggestions

Name and Signature of Attendee: Harmandeep Fauj

Fauj

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology
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FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 - 04 - 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

The way of explaining the topic communication is most interesting in seminar.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions.

Name and Signature of Attendee: Suneeldeep Kaur

Suneeldeep

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

enhanced knowledge & understanding

7. Any suggestions or comments to improve future expert talks or seminars?

No Suggestions

Name and Signature of Attendee: Barjinder Singh

Barjinder Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade 'A' 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Confirmed by UGC</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24/09/2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓()	
5.	The session encouraged student interaction and engagement.	()	()	()	✓()	

6. What was the most valuable or interesting takeaway from the seminar?

Way of professional communication

7. Any suggestions or comments to improve future expert talks or seminars?

No

Name and Signature of Attendee: Japneet Singh

Japneet Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 24/04/2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

Way of professional communication

7. Any suggestions or comments to improve future expert talks or seminars?

NO

Name and Signature of Attendee:

Tejveer Singh
Tejveer Singh

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-04-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓ ()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓ ()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓ ()	
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓ ()	
5.	The session encouraged student interaction and engagement.	()	()	()	✓ ()	

6. What was the most valuable or interesting takeaway from the seminar?

everything

7. Any suggestions or comments to improve future expert talks or seminars?

everything is perfect

Name and Signature of Attendee: Gurtaam Singh

Gurtaam Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category Since 2014 Conferred by UGC</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-04-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	(✓)	()
2.	The session enhanced my understanding of professional communication.	()	()	()	()	(✓)
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	(✓)	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	(✓)
5.	The session encouraged student interaction and engagement.	()	()	()	(✓)	()

6. What was the most valuable or interesting takeaway from the seminar?

We enhance our professional life, behaviour or body language. It's very effective.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions.

Name and Signature of Attendee: Hawleen Kaur

Hawleen Kaur

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-04-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	(✓)	()
2.	The session enhanced my understanding of professional communication.	()	()	()	(✓)	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	(✓)	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	(✓)	()
5.	The session encouraged student interaction and engagement.	()	()	()	(✓)	()

6. What was the most valuable or interesting takeaway from the seminar?

everything

7. Any suggestions or comments to improve future expert talks or seminars?

everything is perfect

Name and Signature of Attendee: Abhishik Kumar

Abhishik Kumar

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Accredited by NAAC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-09-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓ ()	()
2.	The session enhanced my understanding of professional communication.	✓ ()	()	()	✓ ()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✗ ()	()
4.	The seminar included relevant examples and real-life applications.	✓ ()	()	()	✗ ()	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓ ()	()

6. What was the most valuable or interesting takeaway from the seminar?

everythings

7. Any suggestions or comments to improve future expert talks or seminars?

everythings is perfect

Name and Signature of Attendee: Manjinder Singh

Manjinder Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 1914) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	✓	()	()
2.	The session enhanced my understanding of professional communication.	()	()	✓	()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

The way of delivering message.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion

Name and Signature of Attendee: Harmanpreet Kaur

Harman
Kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	✓	()	()
2.	The session enhanced my understanding of professional communication.	()	()	✓	()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

The way of delivering message.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion

Name and Signature of Attendee: Bablijot Fauj

Bablijot Fauj

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April 25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	✓	()	()
5.	The session encouraged student interaction and engagement.	()	()	✓	()	()

6. What was the most valuable or interesting takeaway from the seminar?

The way of delivering message

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion

Name and Signature of Attendee: Jaskirat Kaur

Jas Kirt Kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Conferred by UGC</small>	Feedback Form	Department of Hotel Management & Catering Technology
	Expert Talk on Professional Communication	

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25/4/2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	✓	()	()
2.	The session enhanced my understanding of professional communication.	()	()	()	()	✓
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

They enhanced my understanding of professional communication

7. Any suggestions or comments to improve future expert talks or seminars?

No

Name and Signature of Attendee: Jasmeet Kaur

Jasmeet

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25/4/25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	✓	()	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	✓	()	()
5.	The session encouraged student interaction and engagement.	()	()	✓	()	()

6. What was the most valuable or interesting takeaway from the seminar?

It enhanced my understanding of professional communication

7. Any suggestions or comments to improve future expert talks or seminars?

ND

Name and Signature of Attendee:

Anshika Arora
Anshika

 AMRITSAR GROUP OF COLLEGES <small>NAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25-4-25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

Main guest

7. Any suggestions or comments to improve future expert talks or seminars?

Need fan and AC

Name and Signature of Attendee: Jitendra Singh

Jitendra Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION
Date of Seminar: 25-4-25
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

All lectures.

7. Any suggestions or comments to improve future expert talks or seminars?

No

Name and Signature of Attendee: Muskanpreet Fair



 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Hotel Management & Catering Technology

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

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Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	✓	()	()
2.	The session enhanced my understanding of professional communication.	()	()	✓	()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

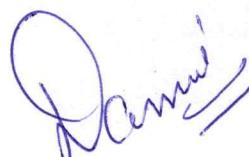
Message

7. Any suggestions or comments to improve future expert talks or seminars?

No - suggestions

Name and Signature of Attendee:

Damni



FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April, 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	()	✓
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is interesting

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions, overall is good.

Name and Signature of Attendee: Rimsha Tariannum

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April, 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
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2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is interested.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions, overall is good.

Name and Signature of Attendee:

Alisha Meena

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April, 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	()	✓
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is interested.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions, overall is good.

Name and Signature of Attendee:

Akta Kumari

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION

 Date of Seminar: 25 April, 2025
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

The way to communicate with senior professionals

7. Any suggestions or comments to improve future expert talks or seminars?

No, suggestions, overall is good.

Name and Signature of Attendee:

Anshik Kumar Singh

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓()	
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓()

6. What was the most valuable or interesting takeaway from the seminar?

The way to communicate with senior professionals.

7. Any suggestions or comments to improve future expert talks or seminars?

There can be activities like cue cards.

Name and Signature of Attendee: Mananmeet Singh

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College Under Autonomous Category (Since 2014) Conferred by UGC</small>	Feedback Form Expert Talk on Professional Communication	Department of Fashion Design
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FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The session enhanced my understanding of professional communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	The speaker demonstrated expertise and clarity in delivering the content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	The seminar included relevant examples and real-life applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	The session encouraged student interaction and engagement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The way to communicate with senior professional.

6. What was the most valuable or interesting takeaway from the seminar?

7. Any suggestions or comments to improve future expert talks or seminars?

There can be activities like cue cards

Name and Signature of Attendee:

Ravneel Law

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION

 Date of Seminar: 25/4/23
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓()	
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓()

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is interesting.

7. Any suggestions or comments to improve future expert talks or seminars?

All over seminars are good & interesting.

Name and Signature of Attendee: Isha Raj Patel.

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Fashion Design
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FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25/4/25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The session enhanced my understanding of professional communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	The speaker demonstrated expertise and clarity in delivering the content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	The seminar included relevant examples and real-life applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	The session encouraged student interaction and engagement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is interesting.

7. Any suggestions or comments to improve future expert talks or seminars?

All over Seminars good and interesting.

Name and Signature of Attendee:

Rani Rashmi Rani

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION
Date of Seminar: 25/4/25
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	()	✓
2.	The session enhanced my understanding of professional communication.	()	()	()	()	✓
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

Improve Communication skills.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions, overall is good.

Name and Signature of Attendee: Jyoti Kumari

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25/4/25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	()	✓
2.	The session enhanced my understanding of professional communication.	()	()	()	()	✓
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()
6.	What was the most valuable or interesting takeaway from the seminar?					

Encouraged for confidently communication

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestions are required, overall is good.

Name and Signature of Attendee: Muskan kumari

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION

 Date of Seminar: 25/09/25
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓()	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓()

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication interested.

7. Any suggestions or comments to improve future expert talks or seminars?

The expert talks or seminars are good.

 Name and Signature of Attendee: Vikash Kumar

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25/4/2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓ ()	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓ ()	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓ ()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓ ()	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓ ()

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is insteresting.

7. Any suggestions or comments to improve future expert talks or seminars?

More interactive Sessions or real life case studies or Examples.

Name and Signature of Attendee: Guriya Kumari

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by UGC Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Fashion Design
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FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 - Apr - 2023

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	The session enhanced my understanding of professional communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	The speaker demonstrated expertise and clarity in delivering the content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	The seminar included relevant examples and real-life applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	The session encouraged student interaction and engagement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. What was the most valuable or interesting takeaway from the seminar?

The way of communication is interested.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion all is good,

Name and Signature of Attendee: Payal

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION
Date of Seminar: 25 April 2023
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

Increase Confidence by communication.

7. Any suggestions or comments to improve future expert talks or seminars?

No suggestion all is good.

Name and Signature of Attendee: Ishapriya Kaur.

FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 April, 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly

Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓

6. What was the most valuable or interesting takeaway from the seminar?

The communication of Teacher is very interested

7. Any suggestions or comments to improve future expert talks or seminars?

To improve Show PPT

Name and Signature of Attendee: Gurpreet Kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College under Autonomous Category (Since 2014) Conferred by UGC</small>	Feedback Form Expert Talk on Professional Communication	Department of Fashion Design
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FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25 - Apr - 2025

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

environment.

The way of communication is professional

7. Any suggestions or comments to improve future expert talks or seminars?

To No suggestion all is good.

Name and Signature of Attendee: Manpreet Kaur.

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION
Date of Seminar: 25-12-2025
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓	()
2.	The session enhanced my understanding of professional communication.	()	()	()	✓	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓	()
5.	The session encouraged student interaction and engagement.	()	()	()	✓	()

6. What was the most valuable or interesting takeaway from the seminar?

The communication of teacher is good.

7. Any suggestions or comments to improve future expert talks or seminars?

Suggestion is not all

Communication is good.

Name and Signature of Attendee: Konalpreet Kaur

 AMRITSAR GROUP OF COLLEGES <small>NAAC Grade "A" 3rd Cycle Autonomous College (Since 2014) Conferred by MHRD Under Autonomous Category</small>	Feedback Form Expert Talk on Professional Communication	Department of Fashion Design
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FEEDBACK FORM

EXPERT TALK ON PROFESSIONAL COMMUNICATION

Date of Seminar: 25.04.25

Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	()	✓
2.	The session enhanced my understanding of professional communication.	()	()	()	()	✓
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	✓	()
4.	The seminar included relevant examples and real-life applications.	()	()	()	()	✓
5.	The session encouraged student interaction and engagement.	()	()	✓	()	()

6. What was the most valuable or interesting takeaway from the seminar?

encourage for confidently communication

7. Any suggestions or comments to improve future expert talks or seminars?

NO suggestions are required,
 overall is v.good.

Name and Signature of Attendee: Kumari PreetiKshay

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION
Date of Seminar: 25-April- 2025
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	✓()	
2.	The session enhanced my understanding of professional communication.	()	()	()	✓()	
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	✓()
4.	The seminar included relevant examples and real-life applications.	()	()	()	✓()	
5.	The session encouraged student interaction and engagement.	()	()	()	()	✓()

6. What was the most valuable or interesting takeaway from the seminar?

The way to communicate with Teacher's...

7. Any suggestions or comments to improve future expert talks or seminars?

Have use of Digital...

Name and Signature of Attendee: Narneet - Kaur Narneet - Kaur!

FEEDBACK FORM
EXPERT TALK ON PROFESSIONAL COMMUNICATION
Date of Seminar: 25-April-2025
Instructions:

Please indicate your level of agreement with the following statements by ticking (✓) or circling the appropriate number.

Scale: 1 = Strongly Disagree 2 = Disagree 3 = Neutral 4 = Agree 5 = Strongly Agree

No.	Statement	1	2	3	4	5
1.	The objectives of the seminar were clearly explained.	()	()	()	(✓)	()
2.	The session enhanced my understanding of professional communication.	()	()	()	(✓)	()
3.	The speaker demonstrated expertise and clarity in delivering the content.	()	()	()	()	(✓)
4.	The seminar included relevant examples and real-life applications.	()	()	()	(✓)	()
5.	The session encouraged student interaction and engagement.	()	()	()	()	(✓)

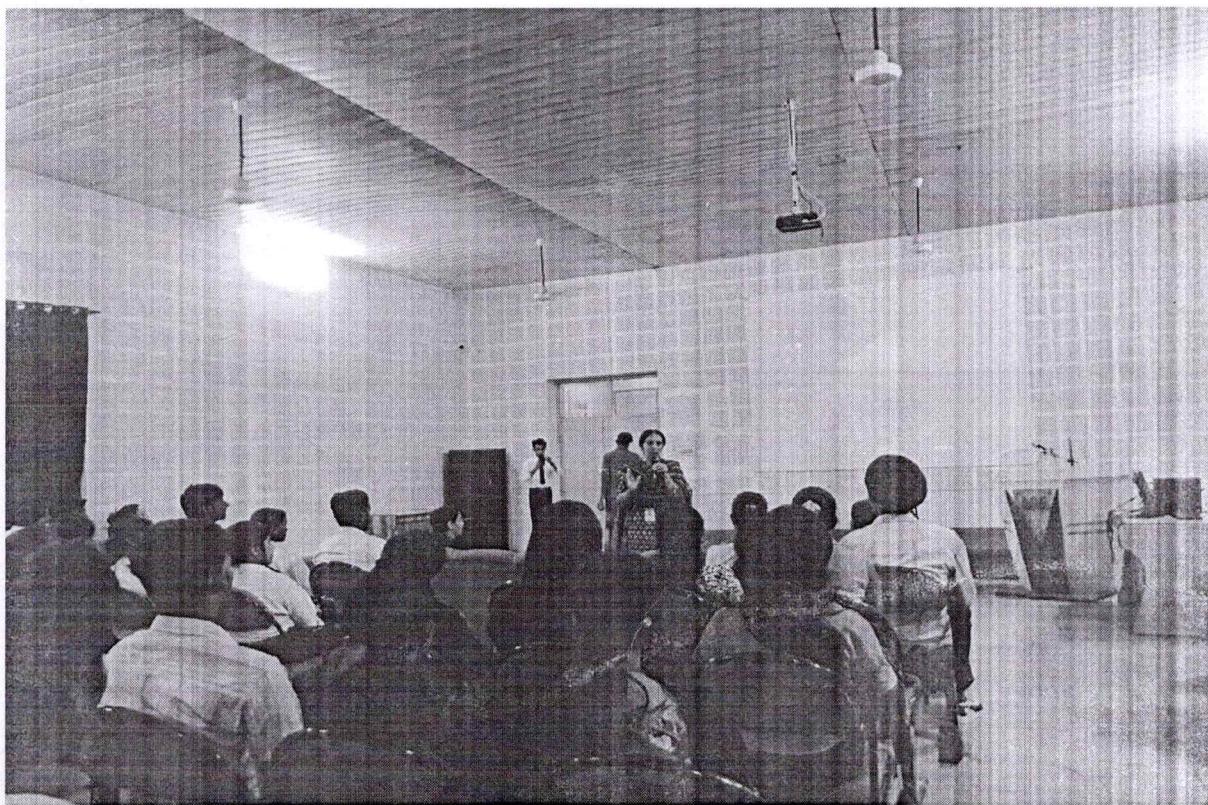
6. What was the most valuable or interesting takeaway from the seminar?

The way to communicate with Teacher's

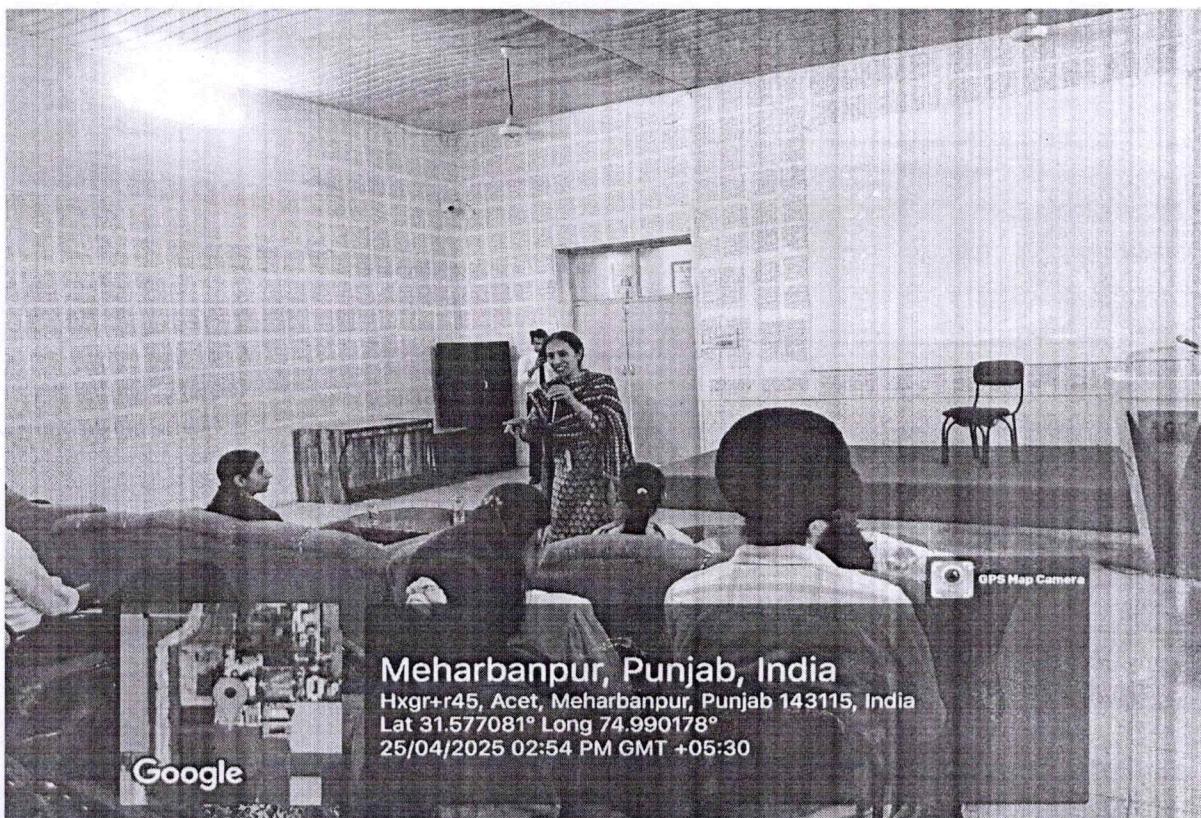
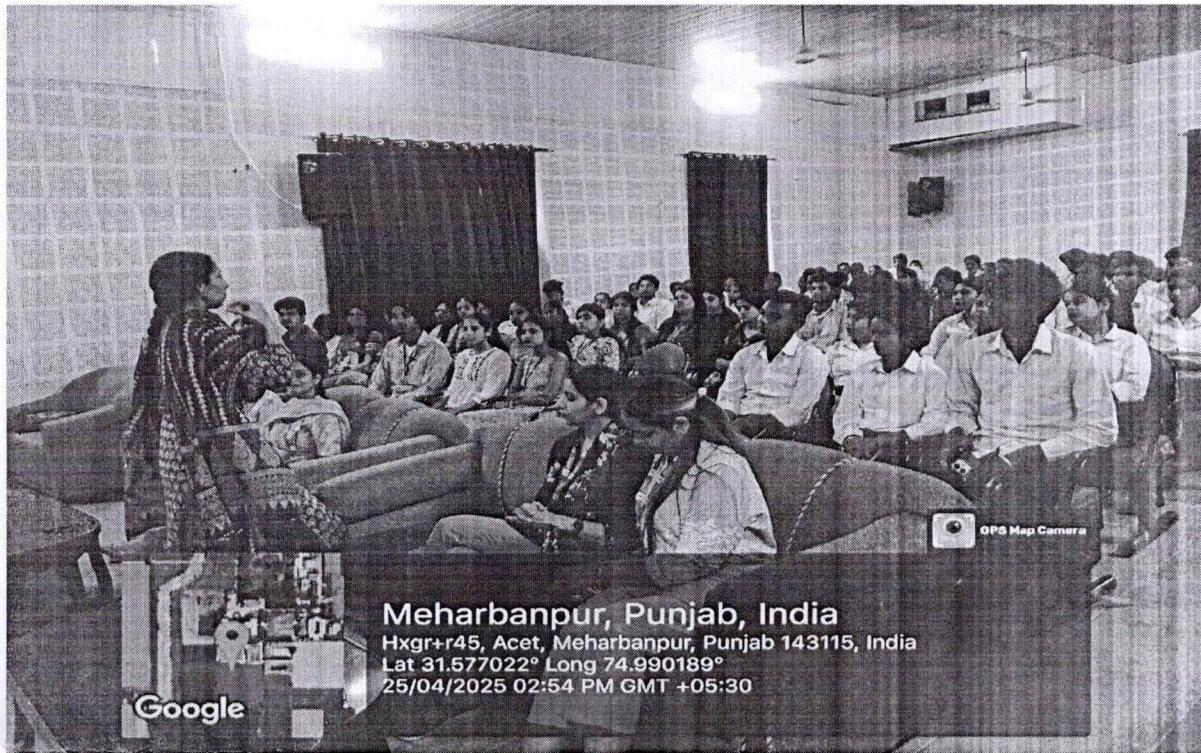
7. Any suggestions or comments to improve future expert talks or seminars?

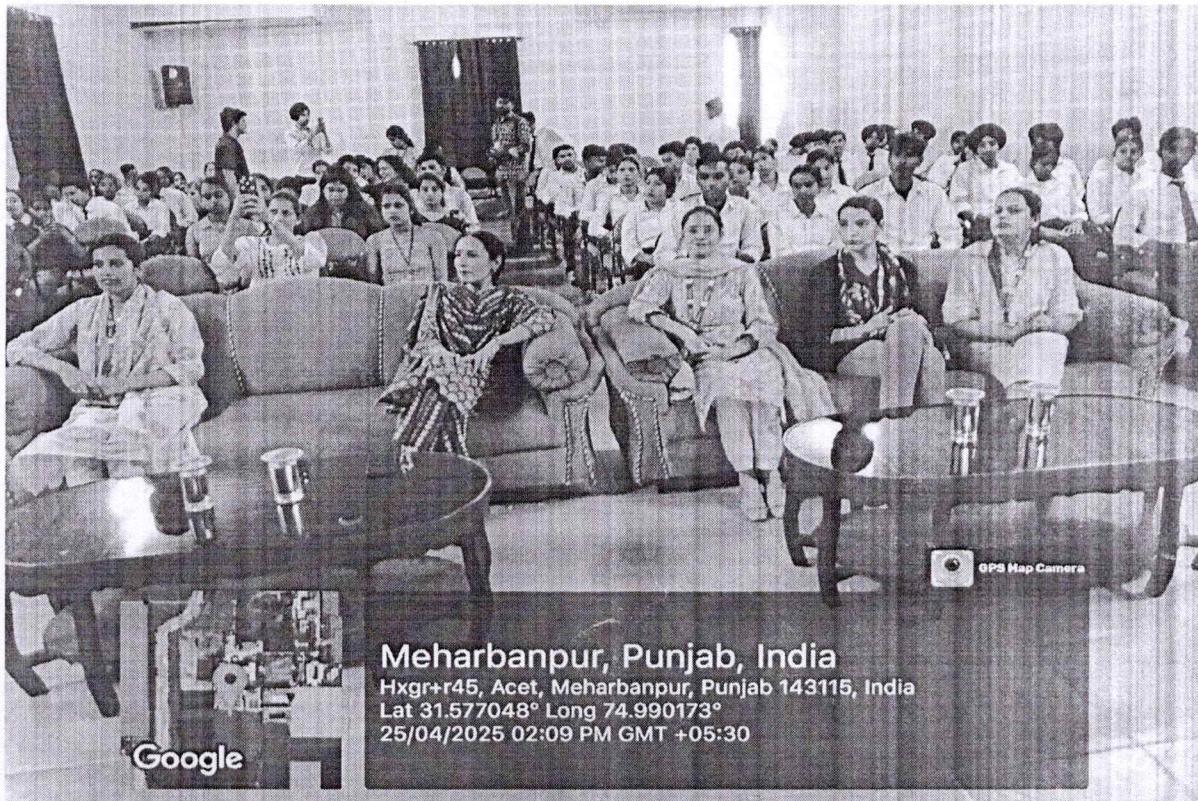
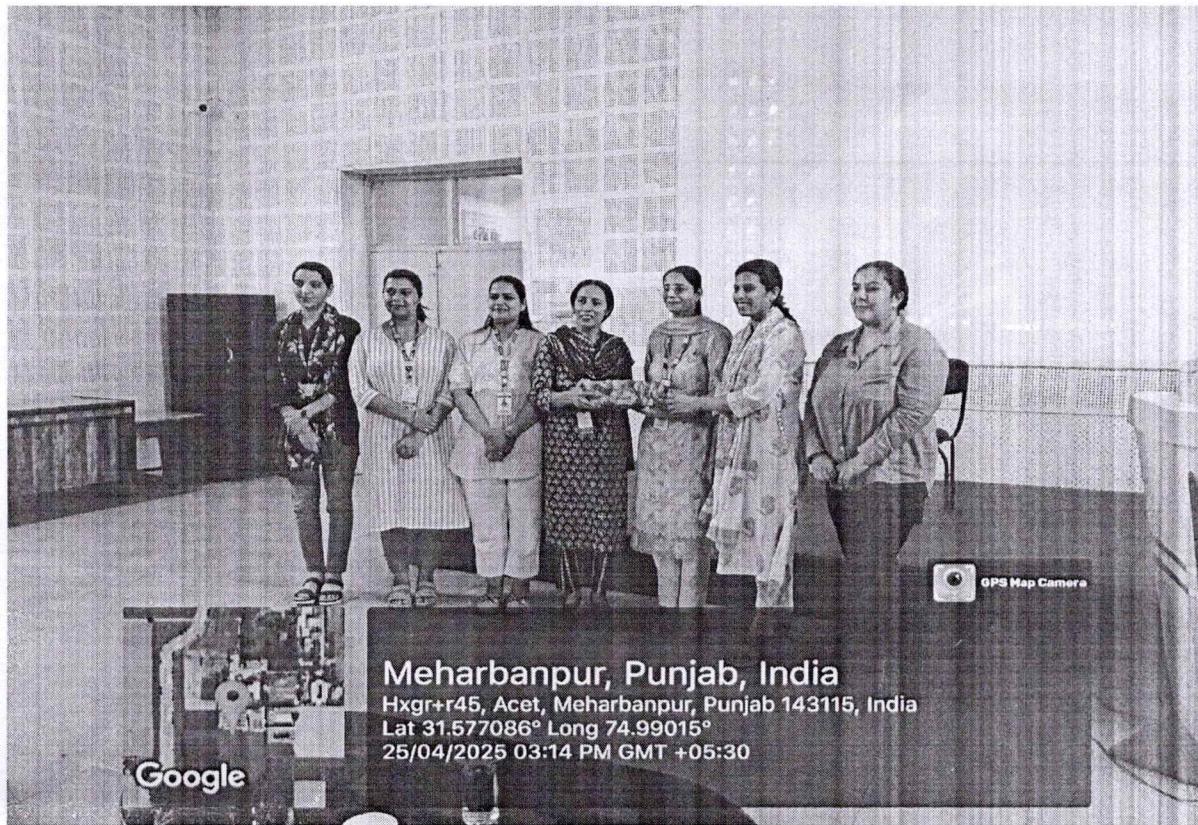
use of digital

Name and Signature of Attendee: Anurdeep kaur Anur









AMRITSAR GROUP OF COLLEGES

Autonomous status conferred by UGC under UGC act-1956, (2f), NAAC-A Grade,
(Formerly Known as Amritsar College of Engineering & Technology | Amritsar Pharmacy College)

Forwarding Memo for Submission of Bills and Adjustment Of Temporary Advance

1. Name of person/Party to whom the advance payment was made Mansbir Singh
2. Advance Taken YES/NO Dated _____ Amount Rs _____
3. Unspent Balance Deposited Dated _____ Amount Rs _____

Details of Bill:-

Event Name:- EXPERT TALK

S. No.	Bill No.	Date	Name of the Supplier	Amount
1.		24.04.2025	Summer Crochet Embroidery	480/-
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Total				480/-

4. Balance Amount Payable/ Recoverable Rs _____
5. Mention if the bills are to be passed for _____
6. Indicate the chargeable Head (if the heads are more than one) Paid _____
Prepare a separate sheet stating head wise expenses 30/04/25
7. Name of person/Party to whom the balance amount to be paid _____
8. Have you got the necessary entries from the central stores _____

CERTIFIED

- Prior sanction/approval of the competent authority was taken for the expenditure and the copy of the same is attached herewith.
- That the rates have been verified and as recommend in the comparative statement/ are lowest available in the market.

Verified & Recommended

Date: 30/04/25 Signature (Signature)

Name of the concerned official Mansbir Singh
Department/ section/ unit Hotel Mgt

Yours
30/04/25
Head of the Department

For Accounts Office use for sanction

Amount Sanctioned Rs _____ (In words _____)
DR (Accts & Finance) _____ Principal _____

✓

Paid
30/04/25

