ST. JOSEPH'S DEGREE COLLEGE

SUNKESULA ROAD, KURNOOL-518004

DEPARTMENT OF ELECTRONICS

ACTIVITIES REGISTER: 2021-2022

EVENT : A ONE DAY WORKSHOP ON EMAIL ETIQUETTES.

: Seminar hall, Ground floor, Block-II. **VENUE**

: August 20th 2022, 9AM to 5PM. DATE & TIME

Request Letter To SJCQAC Coordinator

20-08-2022

Kurnool.

То The Chairman, Internal Quality Assurance Cell, St. Joseph's Degree College, Kurnool. Respected Sir/Madam, Sub:- Request for Permission to organize a one day workshop on "Email Etiquettes" -reg This is the proposal to organize a one day workshop on "EMAIL ETIQUETTES" which will be use full for students to develop the Etiquettes , how to write a Mail and improve the practical knowledge on it . So I request you to consider the proposal and permit Department of Electronics to organize this WORKSHOP program to all our students . The resource person for this workshop is as follows. Resource Person: k.Dharanidhar, Assistant professor, Department of Electronics and Communication, Rayalaseema University, kurnool, Andhra Pradesh.

With regards,

(B.T.Subhash Chandra Naidu)

Head, Electronics Department.

Event Acceptance Letter from SJCQAC Coordinator

Dear Mr. B T Subhash,

Good morning. Your proposal to conduct a 1 day workshop on 20th August, 2022 with topic "EMAIL ETIQUETTES" by k.Dharanidhar, Assistant professor, Department of Electronics and Communication, Rayalaseema University, Kurnool is accepted and you are instructed to plan the program accordingly.

With Regards, Dr C V Satyanarayana SJCQAC Coordinator

Request Letter To Assist. Professor (RU)

10-08-2022,

Kurnool.

To,

K. Dharanidhar,

Assistant Professor,

Department of Electronics and Communication,

Rayalaseema University,

kurnool,

Andhra Pradesh.

Dear Sir,

SUB: Expecting for your confirmation for a one day workshop program-reg

As per the proposal to conduct a one day workshop program "EMAIL-ETIQUETTES" we seek your confirmation on 20 August 2022, along with DR.D. Hanumesh Kumar sir Asst.professor, Department of Electronics Communication, to associate with you, the program timings are from 9:00 AM to 5:00PM

It will be an exceptional event for our Electronics department to conduct this a one day workshop on "EMAIL-ETIQUETTES"

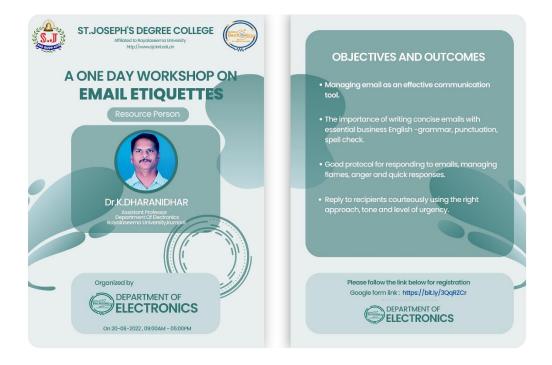
Thanking you sir,

Yours faithfully

B.T.Subash Chandra Naidu.

Head, Department of Electronics.

Event Brochure:



Event Poster:



Some images from the event :









Outcomes:

- Managing email as an effective communication tool.
- The importance of writing concise emails with essential business English -grammar, punctuation, spell check.
- Good protocol for responding to emails, managing flames, anger and quick responses.
- Reply to recipients courteously using the right approach, tone and level of urgency.