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— SCHOOL OF —  
**MANAGEMENT**  
NAVI MUMBAI

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## **Capability Enhancement Skill Programs**

**On**

**Body Language and Presentation**

**Date: 7th July 2017 to 11th July 2017**

**Time: 11:00am – 05:00 pm**

**Venue: D. Y. Patil Deemed to be University School  
of Management**

**Faculty in Charge: Asst. Prof. Dr Alpha Lokhande**



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Date – 21<sup>st</sup> June 2017

**CIRCULAR**

Dear Students,

This is to inform you that DY Patil University School of Management is organising the Capability Enhancement Skill Programs from next month 7th July 2017 to 11th July 2017.

The topic is “Body Language and Presentation” and will be conducted by our experienced faculty members.

We request you all to join these beneficial courses for your better career in future

Dr. R. Gopal

Director

**DIRECTOR**  
SCHOOL OF HOSPITALITY & TOURISM STUDIES  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706

Dr. Vani Kamath

Dean

**DEAN**  
SCHOOL OF MANAGEMENT  
D. Y. PATIL DEEMED TO BE UNIVERSITY  
NERUL, NAVI MUMBAI - 400706



## Faculty Profile –



### Asst. Prof. Dr Alpha Lokhande

Dr Alpha Lokhande is a Business Management Teaching Professional, she is an MBA in Human Resource Management and PhD. in Management. Dr Alpha has also pursued Diploma in Training and Development from Indian Society for Training and Development - Mumbai Chapter. She has more than 11 years of experience in Human Resource Management, General Management, and Soft Skills development. Dr Alpha has Trained Employees from Organisations like ONGC, Pillsbury in Cross – Cultural Communication, Interview skills and Stress Management. She has published more than 20 research papers in various National and International Journals with highest 7.4 impact factor.



#### Capability Enhancement Skills Programs on 'Body Language and Presentation'

**Date:** 7th July 2017 to 11th July 2017.

**Time:** 11.00 a.m. to 5.00 p.m.

**Place:** Classroom 5C and 5D

#### Faculty Profile

Dr Alpha Lokhande is a Business Management Teaching Professional, she is an MBA in Human Resource Management and PhD. in Management. Dr Alpha has also pursued Diploma in Training and Development from Indian Society for Training and Development - Mumbai Chapter. She has more than 11 years of experience in Human Resource Management, General Management, Soft Skills development. Dr Alpha has Trained Employees from Organisations like ONGC, Pillsbury in Cross – Cultural Communication, Interview skills and Stress Management. She has published more than 20 research papers in various National and International Journals with highest 7.4 impact factor.

#### Objectives:

- To make participants to learn how to engineer a confident body language
- To make participant understand the importance and benefits of body language in presentation
- To demonstrate how can we make our audience feel more comfortable using body language and facial expressions.



**Dr.Vani Kamath**  
Dean, DYPUSM

**Dr.R Gopal**  
Director, DYPUSM

**Dr.Mangesh Jadhav**  
Faculty Co-ordinator



## Itinerary –

**Date – 7th July 2017 to 11th July 2017**

**Topic –Body Language and Presentation**

**Faculty – Asst. Prof. Dr Alpha Lokhande**

## Itinerary of the Programme

<b>DAY 1</b>	
11:00AM	Introduction of the Faculty with the Students
11:30 AM	Introduction of DYPUSM Capability Enhancement Skill Programs by host faculty Asst. Prof.Dr Alpha Lokhande
12:00 PM	Introduction of the topic Body Language and Presentation Skills by the faculty
01:00 PM	Lunch Break
02:00 PM	Defining Body Language and Scope and Relevance
04:00 PM	Behavioural Connotations
05:00 PM	End of Day 1
<b>DAY 2</b>	
11:00AM	Open Vs. Closed Body Language
12:00 PM	Behavioural Significance
01:00 PM	Lunch Break
02:00PM	Shaking Hands and other tactile behaviour
04:00 PM	Body Language Mistakes
05:00 PM	End of Day 2
<b>DAY 3</b>	
11:00AM	Kinesics: Introduction, Types and Contexts
12:00 AM	Be Aware of Your Movements
01:00 PM	Lunch Break
02:00PM	Negative and Positive Gestures
04:00 PM	Hand Movements and Steepling
05:00 PM	End of Day 3



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<b>DAY 4</b>	
11:00AM	Introduction to Paralanguage
12:00 PM	Understanding Paralanguage and Voice Modulations
01:00 PM	Lunch break
02:00 PM	Chronemics – the role of time in communication
04:00 PM	Cultural and Gender Based aspects of body language
05:00 PM	End of Day 4
<b>DAY 5</b>	
11:00AM	Body Language: Online Presence and Video Interviews
01:00 PM	Tips to Improve Your Body Language
02:00 PM	Lunch Break
03:00PM	Revision of the previous 4 days
04:00 PM	Question and Answers Session for Students
05:00 PM	End of Day 5



## Course Details-

School of Management have organized the Capability Enhancement Skill Programs for their students on the topic Body Language and Presentation. Body language plays a vital role in all formal contexts. Understanding Body Language will provide Students a great advantage in their daily communications. Body Language Basics will provide them with a great set of skills to understand that what is not said is just as important as what is said.

Also, students were taught about the positive aspects of an effective Body Language and Presentation and how to select appropriate words as these all things are important for the career growth of the students in any organization.

## Course Objectives –

- To make participants to learn how to engineer a confident body language
- To make participant understand the importance and benefits of body language in presentation
- To demonstrate how can we make our audience feel more comfortable using body language and facial expressions

## Course Outcome-

- Students will understand the importance of body language
- Students will learn how to present themselves in an effective discussion
- Students will be more confident when their vocabulary will be good
- Students will be able to adjust and improve the way they communicate through non-verbal communications



## Attendance Sheet

**Course- Body Language and Presentation**  
**Faculty- Asst. Prof.Dr Alpha Lokhande**

SR No	Name of the Student	07.07.2017	08.07.2017	09.07.2017	10.07.2017	11.07.2017
<b>Body Language and Presentation</b>						
1	Shamim Arbaaz	Present	Present	Present	Present	Present
2	Raj Rajveer	Present	Present	Present	Present	Present
3	Aekansh Agrawal	Present	Present	Present	Present	Present
4	MD SajidAli	Present	Present	Present	Present	Present
5	NirmitiAmbavi	Present	Present	Present	Present	Present
6	Aditi Anand	Present	Present	Present	Present	Present
7	Abhishek Anjana	Present	Present	Present	Present	Present
8	Mohd Hamza Ansari	Present	Present	Present	Present	Present
9	Nisha Ansari	Present	Present	Present	Present	Present
10	Sherry Arora	Present	Present	Present	Present	Present
11	Sourav Bade	Present	Present	Present	Present	Present
12	ShrutiBalame	Present	Present	Present	Present	Present
13	VedantBanavali	Present	Present	Present	Present	Present
14	SahilBandri	Present	Present	Present	Present	Present
15	SawoodBangi	Present	Present	Present	Present	Present
16	RithikBesare	Present	Present	Present	Present	Present
17	Pratik Bhalerao	Present	Present	Present	Present	Present
18	JyotiBhutia	Present	Present	Present	Present	Present
19	SaumitraBisaria	Present	Present	Present	Present	Present
20	Sourav Biswas	Present	Present	Present	Present	Present
21	VanshBodana	Present	Present	Present	Present	Present
22	Vaibhav Borate	Present	Present	Present	Present	Present
23	Deepika Bose	Present	Present	Present	Present	Present
24	TusharBurkul	Present	Present	Present	Present	Present
25	Mcneil Cardozo	Present	Present	Present	Present	Present
26	Aditya Chandane	Present	Present	Present	Present	Present
27	AkshayChaskar	Present	Present	Present	Present	Present
28	DeveshChaudhari	Present	Present	Present	Present	Present



29	Seema Chaudhary	Present	Present	Present	Present	Present
30	Chaudhary Sumit Sunil	Present	Present	Present	Present	Present
31	Ganesh Chaugule	Present	Present	Present	Present	Present
32	SupritChavan	Present	Present	Present	Present	Present
33	AkshayChibde	Present	Present	Present	Present	Present
34	SaifullahChogle	Present	Present	Present	Present	Present
35	KamleshChoudhary	Present	Present	Present	Present	Present
36	LokeshChoudhary	Present	Present	Present	Present	Present
37	AngadDagaonkar	Present	Present	Present	Present	Present
38	Halima Darve	Present	Present	Present	Present	Present
39	Rajib Das	Present	Present	Present	Present	Present
40	Kshitija Date	Present	Present	Present	Present	Present
41	Huda Dawre	Present	Present	Present	Present	Present
42	DhruvDeshmukh	Present	Present	Present	Present	Present
43	JhanviDeshmukh	Present	Present	Present	Present	Present
44	SurajDhage	Present	Present	Present	Present	Present
45	MandarDhawale	Present	Present	Present	Present	Present
46	AkashDhotre	Present	Present	Present	Present	Present
47	ShwetalDighe	Present	Present	Present	Present	Present
48	Tanishq Dixit	Present	Present	Present	Present	Present
49	Simran Dogra	Present	Present	Present	Present	Present
50	SanketDoiphode	Present	Present	Present	Present	Present
51	Saurabh Dubey	Present	Present	Present	Present	Present
52	Varun Dungikar	Present	Present	Present	Present	Present
53	AbdurRehman Ameer Faquih	Present	Present	Present	Present	Present
54	NiharikaFartayal	Present	Present	Present	Present	Present
55	Tejas Gaikwad	Present	Present	Present	Present	Present
56	MangeshGaund	Present	Present	Present	Present	Present
57	AshwiniGawli	Present	Present	Present	Present	Present





## Student Feedback –

### Student's Feedback on Body Language & Presentation Year 2017-2018

[Sign in to Google](#) to save your progress.  
[Learn more](#)

\*Required

Student name \*

Raj Rajveer

Batch(Year)

2017



Was the course useful for you? \*



- No
- Maybe

Was the topic covered by faculty relevant? \*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree

Your overall experience \*

- Excellent
- Good
- Fair
- Poor



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## Student Certificate



### Certificate Of Participation

This is to certify that Sherry Arora  
Had participated in *Capability Enhancement Skills*  
Programs "**Body Language & Presentation**" At  
D.Y. Patil School of Management, Navi Mumbai On  
7th July 2017 TO 11th July 2017

**Dr.Vani Kamath**  
Dean, DYPUSM



### Certificate Of Participation

This is to certify that Raj Rajveer  
Had participated in *Capability Enhancement Skills*  
Programs "**Body Language & Presentation**" At  
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**Dr.Vani Kamath**  
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### **Certificate Of Participation**

This is to certify that **Vedant Banavali**  
Had participated in *Capability Enhancement Skills*  
Programs "**Body Language & Presentation**" At  
*D.Y. Patil School of Management, Navi Mumbai On*  
*7th July 2017 TO 11th July 2017*

**Dr.Vani Kamath**  
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### **Certificate Of Participation**

This is to certify that **Abhishek Anjana**  
Had participated in *Capability Enhancement Skills*  
Programs "**Body Language & Presentation**" At  
*D.Y. Patil School of Management, Navi Mumbai On*  
*7th July 2017 TO 11th July 2017*

**Dr.Vani Kamath**  
Dean, DYPUSM