

SADHU VASWANI MISSION'S

ST. MIRA'S COLLEGE FOR GIRLS

[An Autonomous College Affiliated to the Savitribai Phule Pune University]
[ARTS, COMMERCE, SCIENCE, B.Sc.(COMPUTER SCIENCE) BBA, BCA]

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KINDLE THE LIGHT

Dr. Jaya Rajagopalan
Principal Incharge

PU/PN/AC/015/(1962)
College Code No. : 013

G-28/2021-22/30

Date:- 12.01.2022

CIRCULAR

On 19th January 2022 a guest lecture titled 'Professional Ethics at Workplace' by Ms. Pooja Kashid, HR Consultant at All Scripts, is to be organized by the Code of Conduct Committee and the Placement Cell from 02:00 p.m. to 03:00 p.m. on Google Meet. Third year students of all disciplines are encouraged to attend the same. Other students may join if free.

Swatee Sarwate

Swatee Sarwate

Coordinators

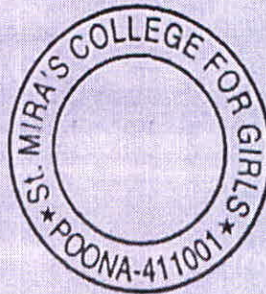
Komal Tujare

Komal Tujare

Jaya Rajagopalan

Dr. Jaya Rajagopalan

Principal in charge



Please visit: www.dadavaswanisbooks.org



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St. Mira's College for Girls, Pune
Autonomous (Affiliated to Savitribai Phule Pune University)
Re Accredited by NAAC- A Grade, cycle 3
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PROFESSIONAL ETHICS AT WORK-PLACE

The Placement Cell and Code of Conduct Committee of St. Mira's College for Girls organized a session on "Professional Ethics at Workplace" on January 19, 2022 from 2:00 p.m. to 3: 00 p.m. Ms. Pooja Kashid – HR Consultant at AllScripts, public speaking coach, Employee Engagement expert and a Design Thinking Expert was invited as the speaker for the session.

The lecture intended to train the final year students of the college on how to follow the work ethics in the professional world. Ms. Kashid demonstrated the same by using the word "ETHICS" as an acronym such that E stands for Executive Presence which aimed in explaining Dressing Etiquette followed by T for Techniques, H for Honesty, I for Integrity, C for Collaboration and lastly S for Speaking Freely. Based on the Acronym, Ms. Kashid elucidated about professional etiquette at the enterprise.

70 Students and faculty members from various departments attended the webinar with great enthusiasm and zeal. Ms. Kashid made the webinar very lively and engaging for the participants. The attendees were engrossed in the webinar and made it quite interactive. Ms. Kashid also enlightened the participants by amplifying various case studies, scenarios about how we should tackle various situations with sheer confidence.

All in all, the webinar was quite thought-provoking, interesting and well organized by Mrs. Swatee Sarwate and Ms. Komal Tujare and the entire management team. The webinar was an eye opener for many of the participants who will soon step into the professional world.

Coordinator -
Swatee Sarwate

Swatee Sarwate

Komal Tujare

Komal Tujare



Principal
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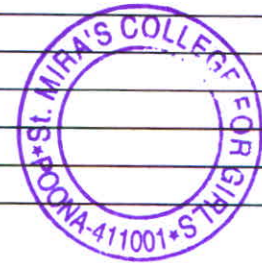
Name of Coordinator : Swatee Sarwate and Komal Tujare

Number of Students : 70

Name of Event: Professional ethics at work place

Date of Event: 19/1/2022

SR. No.	Student s Name
1	Sonali Suhas Karande Patil
2	Ayushi Dubey
3	Aksha Badlani
4	Shraddha Umap
5	Nandini jadhav
6	Sai divyashree
7	Veda Mahambrey
8	Sejal Bhayani
9	Sakshi Punjabi
10	Sakita rathod
11	Jui Kulkarni
12	Dhanashree kalal
13	Venkatraman Priya
14	Snehal Babu Pachundkar
15	Vijaya Shankar patil
16	Sharvari Bhapkar
17	Rukaiya Hyderabadwala
18	Aditi Pandya
19	Pratiksha Raghav
20	Saroj Choudhary
21	Akanksha makhija
22	Kavya Menon
23	Snehal Pawar
24	Swati Sahu
25	Arya Galande
26	Sakshi Kamble
27	Ritul Vikas Vachkal
28	Vaishnavi Pawar
29	Bhakti Sawant
30	Shrushti Nagarkar
31	Apurva Vijay Vatare
32	Hetal Yadav
33	Shruti Santosh Rajguru
34	Bipasini Polai
35	Devshri Joshi



Swatee Sarwate
SWATEE SARWATE

Komal Tujare
KOMAL TUJARE

COORDINATORS


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36	SRUSHTI PADALE
37	Tanima Mandal
38	Rieyona Patricia Menezes
39	Vaibhavi Chavan
40	Kamble Nikita Laxman
41	Ashwini haibatpure
42	Harshada Manjare
43	Mansee Vijay Ingawale
44	Ankita Sanjay Padhen
45	Anneboina Rajeswari
46	Simran Balani
47	Naina Gaikwad
48	Enakshi Pereira
49	Elizabeth Thomas
50	Anushka Ashok Jadhav
51	Simranjeet Sahota
52	Prachi Gaikwad
53	rutuja satkar
54	Bhavya shree
55	Diksha Subhash tayade
56	Alina Fathima Baig
57	Hargun Kaur Anand
58	Daya Kshirsagar
59	Heba Yusuf
60	Anisha Anandan Raghavan
61	Vaishnavi Vijaykumar Dhabu
62	Sheryl Rasundaram
63	Ankita Dhumal
64	Divya Prakash Pardeshi
65	Sejal sanjay jagdale
66	Aleena Johnson
67	Tanvi Sanjay Kakade
68	Treasa Roy
69	Sonal Pawar
70	Sejal Jain

Swatee Sarwate
SWATEE SARWATE

Komal Tisane 70 participants,
KOMAL TISANE

COORDINATORS



Jh
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Professional Ethics at Workplace

The screenshot shows a Google Meet interface with a presentation slide titled "Collaboration". The slide features a central circular diagram divided into four quadrants: "Write", "Listen", "Read", and "Speak".

- Write:**
 - Precise
 - Short subject lines
 - Signature
 - Acknowledgment
- Listen:**
 - To others
 - Understand their point of view
- Read:**
 - Carefully before replying
 - Detail is the details
 - Re-read it
- Speak:**
 - After articulating your thoughts
 - No foul or abusive language
 - With courtesy

The meeting interface includes a "REC" indicator, a list of participants (Pooja Kashid, 5630_Mansee I..., Sakshi Kamble, Aksha Badlani, swatee sarwate, Heba Yusuf, 2702-Madhu Sh..., 67 others, You), and a system tray at the bottom showing the time as 2:34 PM on 19-01-2022.

The screenshot shows the same Google Meet interface, but with a video feed of Pooja Kashid in the foreground. The presentation slide is no longer visible. The participant list remains the same, with the number of others updated to 68. The system tray shows the time as 2:32 PM on 19-01-2022.



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