

### ASSIGNMENT: 3

#### Meeting Documentation

Imagine that you are the secretary of the staff association of your organization. Write a notice, giving the agenda of the first business meeting of the General body, convened to elect the office bearers. The notice should contain the dates of nominations and withdrawals, the time and date of election and the place where it will be held. Write the minutes of the above meeting.

#### NOTICE

of first business meeting of General body.

25 Aug, 2024

Subject:- Electing office Bearers.

This is to inform you that the first business meeting of the General Body of our staff Associating will be held to elect the new office bearers. Kindly note the details and the agenda as follows:

Date of meeting: 30 Aug 2024

Time: 12:30 pm

Venue: Auditorium.

Parcenita Shirsat  
(Secretary)

To the members.

## Agenda :

- Opening Remarks
- Election of Office Bearers
  - Nomination Period: 25 Aug to 27 Aug
  - withdrawal Period: 27 Aug to 28 Aug
  - Election : 30 Aug.
- Discussion of future plans and Objectives.
- Any other Buisness.

Parcenita Shirsath  
(Secretary)

## \* Minutes of the Meeting:

### Present :

Ms. Vaishali Shirsath (Chairman)  
Ms. Riddhi Shelly }  
Mr. Arun Gawadi } Nominces of  
Mr. Anuj Gupta } office Bearers.  
Ms. Sharvari Desai

### In attendance:

Ms. Parcenita Shirsath,  
Secretary.  
Mr. Oak Girish, Solicitor.



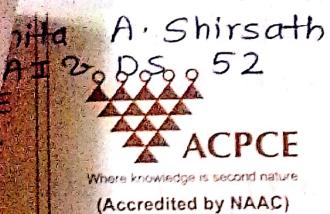
## Minutes of the Meeting Details

- Opening Remarks — The chairman addressed the presence of all the members, proceeded with the election instructions & further formalities.
- Election of — The rules & requirements of the office Bearers of Union-leader, Manager, Staff-in-charge were to be assigned. All the nominees were further forwarded for election.
- Discussion of — The election were to be taken place further this day. After the results declaration by today evening, the appointment of the office bearers will be done. Their roles and further classifications will be discussed on the next meeting.
- Any other Business — Next meeting dated 30 Aug. 6pm. Meeting End.

Chairman  
(Ms. Vaishali Shirsath)

Secretary  
(Parcenita Shirsath)

# CONTENTS



JAWAHAR EDUCATION SOCIETY'S  
**ANASAEHB CHUDAMAN PATIL COLLEGE OF ENGG.**  
(Affiliated to the University of Mumbai)

Page No. : 1  
DOS Date : 10/12/

## ASSIGNMENT - 6

### Intellectual Property Rights (IPR)

(a) What is IPR? Explain scope of TPR.

→ (i) Intellectual property Rights (IPR) refers to the legal protections granted to creators and inventors for their inventions, literary and artistic works designs, symbols, names, and images used in commerce. These rights enable the owners to control and benefit from their creations or inventions, preventing unauthorized use by others.

(ii) Scope of IPR:-

The scope of IPR encompasses a range of protections to safeguards different types of intellectual creations:

1. Copyright: Protects original literary, artistic, musical, and dramatic works. It gives the creator exclusive rights to reproduce, distribute, and perform their work.

2. Patent: Protects new inventions or discoveries, giving the inventor exclusive rights to use, sell, or license the invention for a limited period.

3. Trademark: Protects symbols, names, logos, and slogans used in commerce to identify and

distinguish goods or services. It helps prevent confusion among consumers and protects brand identity.

4. Geographical Indication: Protects products that have a specific geographical origin and possess qualities or a reputation due to that origin. Examples include Darjeeling tea and champagne.

(5) Industrial Design: Protects the aesthetic aspects of a product, such as its shape, pattern or color, which can give it a distinctive appearance.

The scope of IPR is crucial for fostering innovation, ensuring fair competition, and providing economic incentives for creators and businesses.

#### (b) Short notes:-

(i) Copywrite: Copywrite refers to the act of writing advertising or promotional content, also known as "copywriting".

— It is a job or skill related to creating persuasive text for marketing purposes.

— Purpose:- To create compelling content that promotes a product, service or brand.

— Example:- Writing the text for a company's website or an advertisement.

(ii) Patent: A patent is an exclusive right granted for an invention, which could be a product or a process that offers a new way of doing something or a new technical solution to a problem.

— Purpose:- Protects inventions from being made,

used or sold by others without the patent holder's consent.

Duration: Typically 20 years from the filing date.

Trademark: A trademark is a sign of capable of distinguishing the goods or services of one enterprise from those of other enterprises. It includes words, logos, symbols, or a combination thereof. These are used to protect brand identity and prevent confusion among consumers.

Duration: Can last indefinitely, provided it is renewed and used continuously.

Geographical Indication: A Geographical Indication (GI) is a sign used on products that have a specific geographical origin & possess qualities, reputation, or characteristics inherent to that location.

GI's are typically used for agricultural products, foodstuffs, wines and handicrafts.

Duration: Typically does not expire but must be maintained by the region's producers.

Industrial Design: Industrial design refers to the protection of the aesthetic aspects of a product, including its, shape, pattern, color or

texture. It is concerned with the visual design of objects that are not purely utilitarian but also have an ornamental aspect. The protection of industrial designs ensures that the unique visual appearance of a product is safeguarded against unauthorized copying or imitation.

— Duration:- Generally, lasts for 10-25 years depending on the jurisdiction

## ASSIGNMENT - 7

### Interpersonal Skills

what is Team building? Explain the process of Team Building.

Team Building refers to the process of developing a group of individuals into a cohesive and productive team. It involves activities, exercises, and techniques aimed at enhancing collaboration, improving communication, and fostering trust among team members.

#### Process of Team Building:-

Forming → In this stage, team members meet for the first time, and roles and goals are unclear. Individuals focus on understanding their roles, responsibilities, and team dynamics.

Storming → As team members begin to assert their opinions, conflict may arise. This stage involves resolving disagreements and overcoming challenges related to roles and expectations.

Norming → Once conflicts are resolved, the team establishes norms and rules, begins to work more collaboratively, and aligns around common goals.

Performing → The team works together efficiently leveraging each member's strengths to achieve

its objectives. Team members communicate openly and solve problems effectively.

5. Adjourning → The project or goal is completed, and the team disbands. Reflection on the team's performance & accomplishments happens at this stage.

(b) Explain why emotional Intelligence, conflict resolution and assertiveness are important in corporate world.

→ EI Importance:- EI is the ability to understand, manage, and use emotions positively in the workplace. It enhances interpersonal relationships improves communication & helps manage stress. Leaders with high EI can inspire teams, foster a positive work environment, and handle challenges with empathy. Conflict Resolution Importance:- Conflicts are inevitable in any workplace due to differing opinions, roles & goals. Effective conflict resolution helps prevent negative outcomes like reduced productivity, low morale, and employee turnover. It promotes a cooperative atmosphere & encourages creative problem solving.

Assertiveness Importance:- EI allows individuals to express their opinions and needs clearly & respectfully, without being aggressive or passive. In the corporate world, being assertive helps in setting boundaries, advocating for oneself, & ensuring that communication is direct & constructive.