

## Skill Development Programme

Resume Writing and PI Skills

On 24<sup>th</sup> Jan 2017

### Purpose of Skill Development Programme

To acquaint students with resume writing and performing Personal Interviews.

#### Speaker:

Mr Amit Poddar

(Knowledge Expert, T.I.M.E)



#### Back ground of the Speaker:

**Mr Amit Poddar** works as knowledge expert in T.I.M.E. Having more than 12 years experience in education and training industry. He mentors IIM calls getters after CAT written test. He helps those students by providing knowledge session on different socio-economic issues. He also prepares students for GD/ PI skills.

**Outcome of Skill Development Programme:** This workshop was very fruitful as students were motivated and felt confidence in precisely writing the resume and the creativity and honesty in resume writing were taught to them. Personal Interviews demo was given to the students and important tips are given to the students with dos and don'ts were well explained. Students in this workshop gained skills in comprehensive, professional resume writing and grasped the key points of the interviews.



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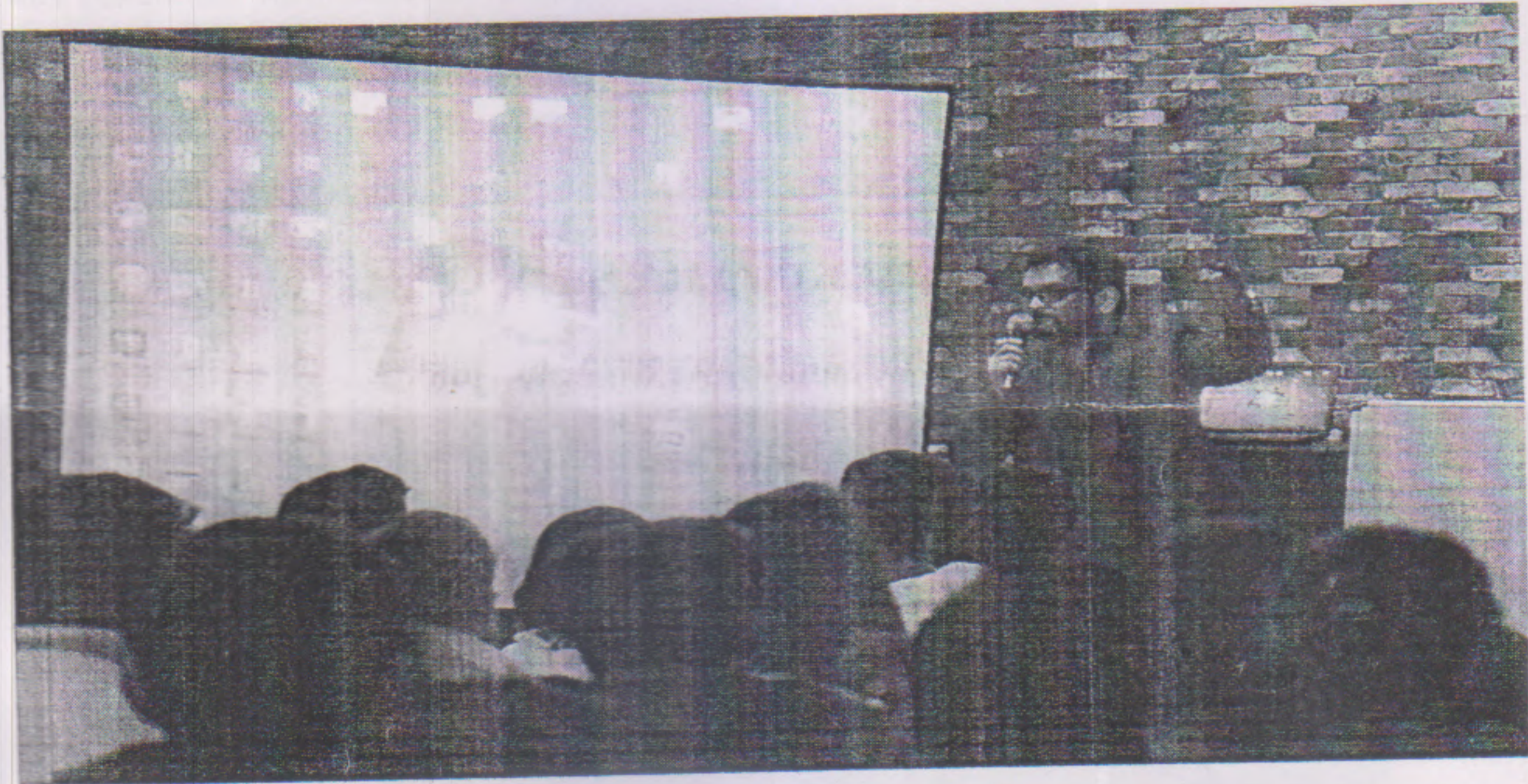
## *FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY*

### *Report on Skill Development Programme*

#### **Topic**

*"Personal Interview and Group Discussion"*

Date: 6th February 2017



#### **Purpose**

FIMT organized a workshop on Group discussion and Personal interview on 6<sup>th</sup> Feb 2017. This workshop conducted for BBA (G), B.com and BCA 6<sup>th</sup> semester students to prepare them for job interviews.

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***FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY***

***Report on ONE DAY WORKSHOP***

**Topic**

***“Personal & Professional Development”***

**Date: 7<sup>TH</sup> Oct 2017**



*FIMT organized a workshop for Faculty members “Personal & Professional Development” This workshop aims to Increasing the competency and effectiveness of employees and professional development. These programs can also boost morale by positioning participants to advance their careers through acquiring new skills or gaining insight into an area of the organization they might be unfamiliar with.*

Under the Internal Quality Assurance Cell(FIQAC)

**WORKSHOP  
ON  
LEPROSY: BREAKING MYTHS**

**Young Partners Program**

**Organised By**

**Fairfield Institute of Management and Technology, New Delhi in collaboration  
with Sasakawa- India Leprosy Foundation, New Delhi, on 17<sup>th</sup> October 2018**

**Venue: FIMT Campus**

**Programme Schedule**

S.No.	Activity	Duration
1.	Welcome	10:00-10:10 am
2.	Introduction to the Workshop	10:10-10:20 am
3.	Ice-breaking	10:20-10:40 am
4.	Rapid Appraisal & IEC Distribution	10:40-11:00 am
5.	To break myths about Leprosy	11:00 am-12:00pm
6.	Q & A session	12:00-12:20 pm
7.	Film screening on to know the lives of leprosy affected and S-ILF work	12:20-12:50 pm
8.	Participatory activities to pick life skills (1 or 2)	12:50- 1:40 pm
9.	Winners & Prize distribution	1:40 – 1:50 pm
10.	Pledge to gauge students & Testimonial from Students	1:50- 1:55 pm
11.	Vote of Thanks	1:55-2:00 pm
12.	Refreshments	2:00 Pm onwards

## ***FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY***

### ***Report on Skill Development Program***

#### ***Mock Interview & Resume Writing two (2days) Session***

Date: 4<sup>th</sup> & 5<sup>th</sup> Feb, 2020

On 4<sup>th</sup> & 5<sup>th</sup> Feb, 2020 FIMT organized a two (2days) session on Mock Interview & Personal Interview for BBA (G), B.Com (H) & BA (Eco.) 6<sup>th</sup> semester students. The workshop organized with the joint efforts of T.I.M.E to develop **interview** strategies, improve student's communication skills, and reduce their stress before an actual job **interview**.



**First Day Session (4<sup>th</sup> Feb, 2020):** Mr. Nihar Kumar, (IIM Rothak, Alumni) conducted this session on Mock Interview with giving brief description on do's & don'ts in Mock interview & basic guidelines regarding the same.



Second Session (5<sup>th</sup> Feb, 2020) Mr. Ravi Manoram (FMS, DU Alumni) conducted on resume writing. Mr. Ravi Manoram started session with the importance of resume in hiring process and crucial to create first impression you make on recruiters.

During the mock interview practical with students, trainer gave details on students' slip-up and errors. This session helps students how to answer difficult questions, and deal with unanswered question.

**This session includes:**

- How to write a CV?
- How long should your resume be?
- How many pages are too many?
- And what are the key skills you should include in your CV?
- Selling Yourself through CV
- Less Is More
- Quantify Your Achievements

Session was astonishing for students and beneficial for students in diverse aspects like enhanced students confidence, how to give constructive answer and deal with nervousness & anxiety.

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### ***Report on Workshop***

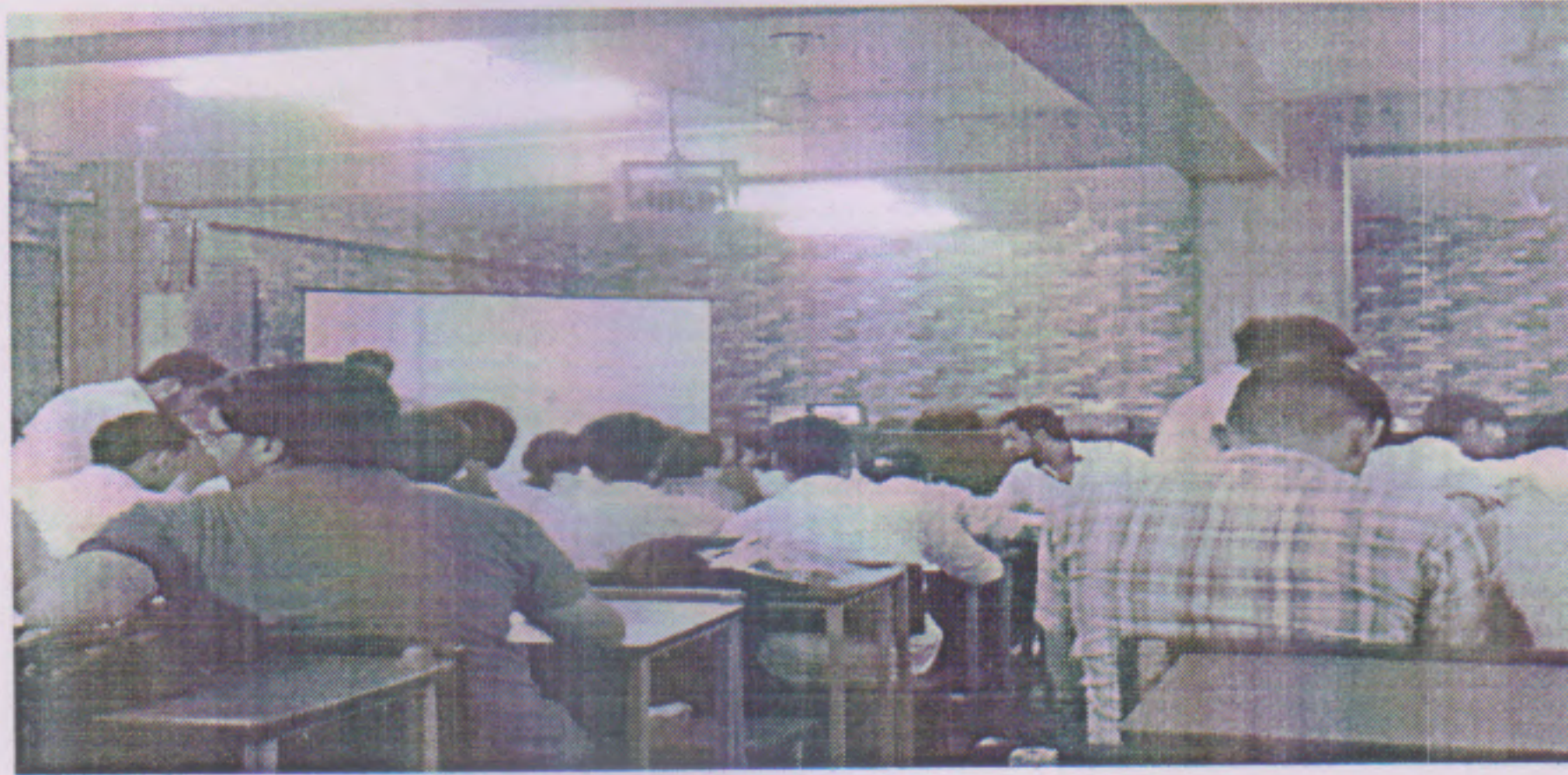
#### **Topic**

**“Positivity and Balanced Life for Digital Youth”**

Date: 23<sup>rd</sup> Aug 2017

#### **Purpose**

*FIMT organized a workshop for BBA (G) 5<sup>th</sup> semester students on “Positivity and Balanced Life for Digital Youth”. This program aims to educate students on maintaining **life challenges, stress & Peer Pressure which enables to behavioral development.** Students would examine the degree of balance in their life related to areas such as work, family, health, community, social life, friends, ambitions, studies etc. They could assess the current level of satisfaction with the degree of energy and time that they are devoting to various areas of their life, and commit to actions that will bring their life further into appropriate balance.*



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## *FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY*

### *Report on Workshop*

#### Topic

**“Positivity and Balanced Life for Digital Youth”**

Date: 7<sup>TH</sup> Sep 2017



*FIMT organized a workshop for B.com 3<sup>rd</sup> & 1<sup>st</sup> and BA (eco) 1<sup>st</sup> semester students on “Positivity and Balanced Life for Digital Youth”. This program aims to educate students on maintaining life challenges, stress & Peer Pressure which enables to behavioral development. Students would examine the degree of balance in their life related to areas such as work, family, health, community, social life, friends, ambitions, studies etc. They could assess the current level of satisfaction with the degree of energy and time that they are devoting to various areas of their life, and commit to actions that will bring their life further into appropriate balance.*

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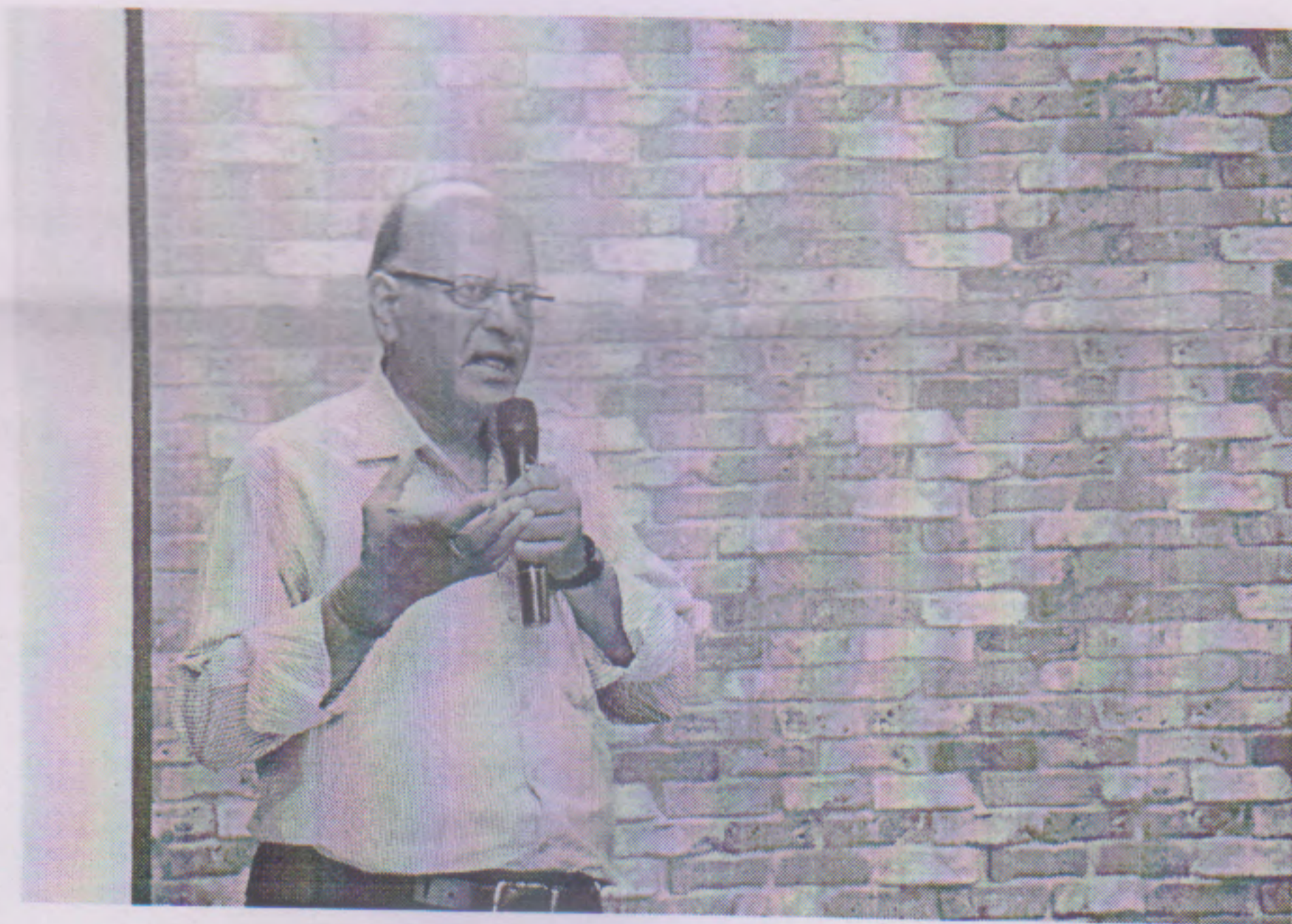
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***Report on Guest Lecture***

**Topic**

***“Problem Solving & innovative Thinking for Personality Development”***

Date: 8<sup>th</sup> Sep 2017



**Purpose**

The world gets more complex every day. There is only one way to cope – through command of your mind. Thinking more effectively gives you greater control over your life, helps you deal better with adversity, and, believe it or not, transform more of your dreams into reality. Effective thinking is no mystery. It consists of practical skills anyone can learn, practice and improve. Critical thinking offers those skills to anyone willing to do the work to acquire them

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***FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY***

***Report on***

18<sup>th</sup> Sep 2018

**WORKSHOP**

***Role of soft skills to enhance employability***



Fairfield Institute of Technology and Management (FIMT) has organized Workshop on “Role of soft skill to enhance employability” for the B.com (H) & BBA (G) 5<sup>th</sup> Semester on 18<sup>th</sup> Sep 2018 (Tuesday). Employability skills are a set of skills and behaviors that are necessary for every job. Employability skills are sometimes called soft skills, foundational skills, work-readiness skills, or job-readiness skills.

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## ***FAIRFIELD INSTITUTE OF MANAGEMENT AND TECHNOLOGY***

***Report on***

13<sup>th</sup> Sep 2018

**WORKSHOP**

### ***Interactive session with corporate expert on entrepreneurship***

Fairfield Institute of Technology and Management (FIMT) have organized Workshop on "***Interactive session with corporate expert on entrepreneurship***" for the BBA, B.com (H) 3<sup>rd</sup> semester students on 13<sup>th</sup> Sep 2018.



The aim to conduct this workshop to offer young participants training on business and communications skills, as well as guidance on the route to establish and develop an innovative idea in a sustainable and profitable manner.

The session was concluded by a very constructive set of presentations by successful entrepreneurs and National head of Career Launcher and IIM-C Graduate Mr. ARKS Srinivas, who shared with us their stories and pieces of advice on how to build a successful enterprise.

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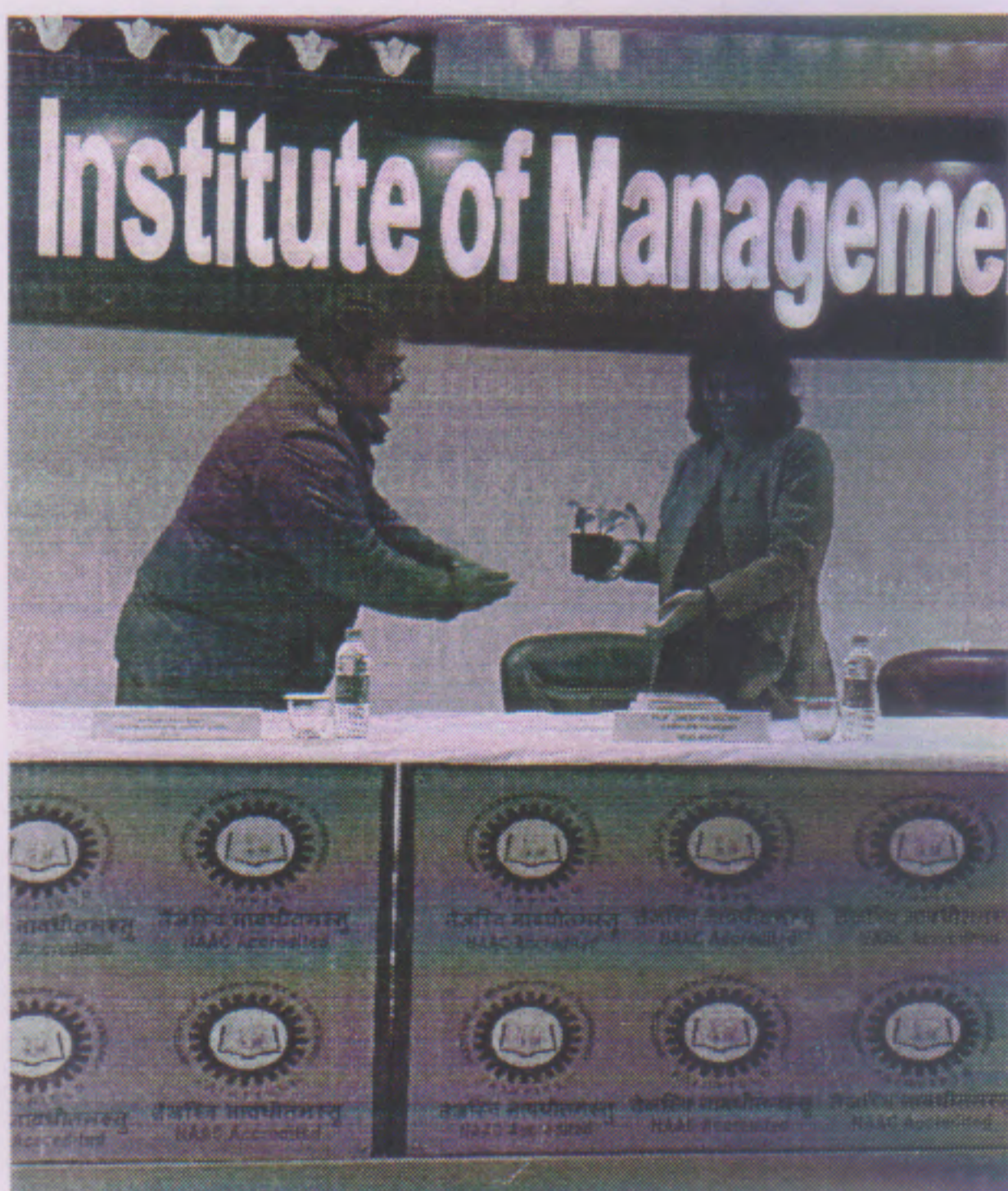
**WORKSHOP**  
**On**  
**'MENTAL HEALTH'**

**Date: 16<sup>th</sup> January, 2020**

Fairfield Institute of Management and Technology, Kapashera, New Delhi organized a workshop on "MENTAL HEALTH" on 16<sup>th</sup> January, 2020 at Wing A Auditorium.

The workshop started with the Warm Welcome of Guest **Dr.(Prof.) Upma Gautam** by Dr. Sanjay Singh , Director Academics, School of Law - FIMT,.

The session was headed by Dr.(Prof.) Upma Gautam, Associate Professor , GGSIPU. She did her LL.B with specialization in law of taxation (First Class, Gold Medalist), from CCS University, Meerut and LL.M with specialization in Mercantile law (First Class, Gold Medalist), from CCS University, Meerut. She has been awarded Ph.D by University of Delhi, on the topic- Corruption and Anticorruption Laws: Constraints in Investigation and Trial of Corruption Cases". Her areas of interests are Criminal Law, Criminal procedural laws, Criminology, Victimology and Penology.



*(Signature)*

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**GUEST LECTURE  
PROFESSIONAL SKILLS DEVELOPMENT  
SPEAKER**

Dr. (Prof.) Kanwal D.P. Singh

DATE: 20<sup>th</sup> Sept. 2019

A two hours guest lecture was held at Multi- Purpose Hall, School of Law, Fairfield Institute of Management and Technology, New Delhi on 'Professional Skills Development' for BA-LLB and BBA-LLB 5<sup>th</sup>, 7<sup>th</sup> and 9<sup>th</sup> semester students as a part of academic course. The lecture was given by Dr. (Prof) Kanwal D.P. Singh, Dean, University School of Law and Legal Studies. She is an eminent speaker who has specialization in areas of subjects like Capital Markets and Land Laws with having 25+ paper publications in all leading publication houses along with 15+ participations in National and International Paper Presentations. She also wrote various books in her specialized fields.



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## Proposal for Communication Skills and Personality Development

**Course for which event is organised:** All 9 Courses

**Platform:** YouTube

**Date:** 04. 01.2021

**Timings:** 01:30 pm onwards

**Faculty Incharge for the Event:** Ms. Deepa Bhutani, Ms. Shikha Mehmi

**Speaker:** Mr. Prasoon Mishra, Assistant General Manager, LIVSPACE

### Objectives:

- To improve communication skills of students.
- For developing self-awareness.
- To gain confidence, self-esteem, positive impact on one's communication skills.

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## CIRCULAR

Date: 31.12.2020

FIMT is organising a Webinar on Communication Skills and Personality Development through YouTube on 04.01.2021 for students of all the courses. It is mandatory for all the students to attend the event along with the faculties of respective courses.

Kindly visit the YouTube channel of FIMT to attend the event.

Timings: 01:30 pm

YouTube Link: <https://youtu.be/OdKIKiDnLGE>



Prof. (Dr.) Saroj Vyas  
Director, FIMT

## Report of Virtual Session on Communication Skills and Personality Development

**Date:** 04 January 2021

**Timings:** 01:30 - 03:00 pm

**Mode:** YouTube

**Resource Person:** Mr. Praseon Mishra, Assistant General Manager, LIVSPACE

**YouTube Link:** <https://youtu.be/OdKIKiDnLGE>

Fairfield Institute of Management and Technology organised virtual session on Communication Skills and Personality Development on 4 January 2021 to enlighten the students on how to groom their personality and enhance their communication and interpersonal skills in order to function in professional settings effectively.

Resource Person for the Session was Mr. Praseon Mishra who is a Business Graduate with a successful 7 years of experience in Sales, Business Development, Marketing and Client handling. The session was live on FIMT YouTube Channel and for that Mr. Praseon Mishra arrived at our campus. The session began at 01:30 pm with a welcome speech. In his session he educated the students about the influence of human personality upon the functional efficiency of an organization. He also discussed about the ways to cope with the problems and face the hardships while shaping out careers to become professionals. The session ended at 03:00 pm by the Vote of Thanks given by Prof. Saroj Vyas, Director-FIMT.



Report prepared by: Ms. Deepa Bhutani



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## Proposal for Communication Skills and Personality Development

**Course for which event is organised:** BA (LLB), B.Ed., BA (Eng.), BCA

**Platform:** Google Meet

**Date:** 04. 01.2021

**Timings:** 11:00 am onwards

**Faculty Incharge for the Event:** Ms. Deepa Bhutani, Ms. Shikha Mehmi

**Speaker:** Dr. Monika Kapoor, Principal -Vagad Public Global School, Mumbai

### Objectives:

- To improve communication skills of students.
- For developing self-awareness.
- To gain confidence, self-esteem, positive impact on one's communication skills.

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## CIRCULAR

Date: 31.12.2020

FIMT is organising a Webinar on Communication Skills and Personality Development through Google Meet on 04.01.2021 for BA (LLB), B.Ed., BA (Eng.), BCA. It is mandatory for all the students to attend the event along with the faculties of respective courses.

Kindly join the session 10 minutes before.

**Timings: 11:00 - 01:00 pm**

**Google Meet Link: <https://meet.google.com/igr-cpvg-hjq>**



**Prof. (Dr.) Saroj Vyas**  
**Director, FIMT**

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## Report of Virtual Session on Communication Skills and Personality Development

**Date: 04 January 2021**

**Timings: 11:00 - 01:00 pm**

**Mode: Google Meet**

**Resource Person: Dr. Monika Kapoor, Principal -Vagad Public Global School,Mumbai**

**Google Meet Link: <https://meet.google.com/igr-cpvg-hjq>**

Fairfield Institute of Management and Technology organised virtual sessions on Communication Skills and Personality Development on 4 January 2021.

To enlighten the students on how to groom their personality and enhance their communication and interpersonal skills in order to function in professional settings effectively, FIMT invited Dr. Monika Kapoor .

Resource Person for the Session was the Ex. Joint Director of the Central Board of Secondary Education and she has supervised the Mentoring & Monitoring programme of CBSE. Presently Dr. Monika Kapoor is working as a Principal in a CBSE affiliated Vagad Pace Global School, Mumbai. Her session began at 11:00 am in the morning with a welcome speech given by Ms. Deepa Bhutani, Assistant Professor-FIMT and a virtual lamp lighting ceremony With great experience in conducting extensive training programmes all over India, she very well managed not only to involve all the participants, but also replied to their queries individually. Around 250 participants joined her session on Google Meet. The session ended at 01:00 pm by the Vote of Thanks given by Prof. Saroj Vyas, Director-FIMT.