Social Science Lab helps in creating and maintaining a much-needed congenial atmosphere for effective learning. The permanent display of important maps, pictures and charts and constant reference to them by teaching is sure to make the teaching of social studies effective, lively and interesting.

**List of Particulars Available in the Social Science Lab:**
1. Globes
2. Atlas
3. National Leader Posters
4. India Map
5. Phases of Moon (model)
6. Solar System Model
7. Structure of Volcano
8. Flash Cards
9. Charts
10. World Political Map
FIMT- School of Education follow the 3R’s Rule i.e. Reduce, Re-use & Recycle at its Art and Craft room. We have a separate Arts and Crafts room where creativity of our trainees is shaped so that it can be best utilized to enhance their classroom teaching. Each and every item or material prepared has a deep connection with the day-to-day teachings in schools. These creative endeavors contribute to a well-rounded education by fostering creativity. It enhances cognitive development, and promoting personal growth.
LIST OF MATERIAL AVAILABLE AT THE FIMT-ART AND CRAFT ROOM

1. Chart Papers (Colored)
2. Fevicol and Glue Stick
3. Sketch Pens
4. Crayons
5. Tooth Brush
6. Colored Tapes
7. Ribbons
8. Rangoli Colors (Dry and Powdered)
9. Scissors
10. Painting Brush of different series
11. Match and Learn Item Kit
12. Modelling Dough
13. White Calk Board
14. Poster Colors
15. Glitter Acrylic Colors and Sparkle Tubes
16. Transparent Envelopes
17. Red Glitter Sheets
18. Oil Colors
19. Golden Butter Sheets
20. Musical Instruments
21. Tanpura, Sitar, Harmonium, Daphli, Flute, Guitar, Castanets, Tamborine
LIST OF ITEMS LEARNT AND PREPARED AT FIMT-ART AND CRAFT ROOM
1. Hanging Items
2. Pen Holder
3. File Folders
4. Handmade Flowers
5. Clay Models
6. Photo Frames
7. Paintings (Foil, Tile, Emboss, Glass, Stencil)
8. Soft Toys
9. Flower Pots
10. Decorative Kalashs
11. Sketches
12. Rangoli Patterns
13. Subject Specific Teaching Aids
14. Block Printing
15. Paper Cutting and Folding
16. Origami Items
17. Tie and Die
18. Puppets
19. Lamp Holder
20. Candles (Wax and Jelly)
Science Labs provide students with various opportunities to learn and experiment, which plays a crucial role in the ongoing intellectual development of students at academic level. Science labs give students the time, space, and resources to explore and experiment. The objective of setting up the science lab is to familiarize the B.Ed. students with scientific methods, experimental apparatus, analysis of data and inductive process. It helps in providing experimental foundation for the theoretical concepts introduced in the lectures.
LIST OF EQUIPMENTS AVAILABLE IN THE FIMT-SCIENCE LABORATORY
1. Test Tubes
2. Spirit Lamp
3. Measuring Flasks
4. Brush
5. Micro Covering Glass
6. Hydrochloric Acid
7. Sterile Needles
8. PH. Paper
9. Micro Slides
10. Forceps
11. Funnel
12. Safrene Stain Solution
13. PER Oxide Solution
14. Ferric Chloride
15. Iron Metal Powder
16. Potassium Hydroxide
17. Sulphuric Acid
18. Prism
19. Compass
20. Spring balance
21. Desk Stand Meter
22. Vernier Caliper
23. Globe
24. Balance
25. Microscope
26. Rheostat
27. Thermometer
28. Central Terminal
29. Bar Magnet
30. Glycerin

LIST OF SPECIMENS AVAILABLE IN THE FIMT-SCIENCE LABORATORY
1. Heart
2. Ovary
3. Kidney
4. Oesophagus
5. Tapeworm
6. Spleen
7. Sea Snake
8. Cobra
9. Water Snake
10. Earth Warm
11. Larynx
12. Lever
13. Brain
14. Cockroach History

LIST OF CHARTS AVAILABLE IN THE FIMT-SCIENCE LABORATORY
1. Muscle System
2. Human Digestive System
3. Nervous System
4. Respiratory System
5. Human Heart
6. Human Eye
7. Life Cycle of Butter fly
8. Human Torso
9. Photosynthesis
10. The Anatomical Chart Series
11. Parts of Flowers
12. Beaks and Feathers
13. Symbols of Electric Components
14. Difference between Concave and Convex Lens
Computer Lab and ET facilities have been integrated in the college where learners are not only encouraged to acquire basic skills but also motivated to use the same extensively during the B.Ed. Program. This lab is only for the use of B.Ed. students. The use of ICT is promoted in lesson planning and delivery. The students are motivated to conceptualize and develop ICT related instructional material for the enrichment of their teaching. Besides, the students are encouraged to develop interactive power-point presentation for their school experience program.

**Purpose of B.Ed. Specific IT Lab:**
- Making of E-Assignment
- Checking of Multimedia Lesson Plan
- Making of Reflective Journals
- Checking of E-Journals of students
- Making available Hindi Typing Soft wares
- Submission of Soft Copies
Facilities Provided by Information Technology Laboratory:
1. Availability of Internet facility
2. Availability of Internet facility to students
3. Software’s available
   MS Office
   Adobe Reader
   WinRAR
Psychology Laboratory at FIMT College plays an important role in ensuring the development of extensive understanding of tasks and responsibilities for the prospective teachers/educators. It acquaints the trainee teachers with various tools for measurement of relevant dimensions of performance (Achievement, Attitude, Aptitude, Interest, Motivation, Personality etc.) It also develops the skills for administering and interpreting various tests.
<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Test</th>
<th>Originator /Founder</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dimensional Personality Inventory</td>
<td>Dr. Mahesh Bhargava</td>
<td>It is meant for school students, adults and mental patients of both genders. The six very important personality dimensions were selected for the study.</td>
</tr>
<tr>
<td>2.</td>
<td>Teaching Aptitude Battery Test [TABT]</td>
<td>Dr. R.P. Singh and Dr. R. N. Sharma</td>
<td>For selecting students for admission in teacher training institution.</td>
</tr>
<tr>
<td>3.</td>
<td>Career Reference Record Bhargava</td>
<td>Dr. Vivek Bhargava and Ms. Rajshree Bhargava</td>
<td>To help the students/ youth to make a wise choice in his career preferences or vocations.</td>
</tr>
<tr>
<td>4.</td>
<td>Retroactive Inhibition</td>
<td>Ms. Rakhi Bhargava and Ms. Abha Bhargva</td>
<td>It is related to the field of memory retention and forgetting</td>
</tr>
<tr>
<td>5.</td>
<td>Teacher Value Inventory</td>
<td>Dr. H.L. Singh and Dr. S.P. Ahluwalia</td>
<td>It is for teachers working in school. It is based on six values; theoretical, economic, aesthetic, social. Political, religion.</td>
</tr>
<tr>
<td>6.</td>
<td>Educational Interest Record</td>
<td>S.P. Kulshreshtha</td>
<td>To aid students to adjust themselves to their education by making wise choices of the subjects of the study.</td>
</tr>
<tr>
<td>7.</td>
<td>Long term and short-term Memory</td>
<td>Dr. B.B. Asthana</td>
<td>To find out the effect of different time intervals and association values on short time recall.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>To find out the effect of rehearsal of paired associates on the long term memory of the subject.</td>
</tr>
<tr>
<td>8.</td>
<td>Mirror Drawing Apparatus</td>
<td>Mr. S.S. Srivastava and Dr. Vivek Bhargava</td>
<td>To Know whether sensory motor skill acquired by right hand helps in learning the skills with the left hand.</td>
</tr>
<tr>
<td>9.</td>
<td>Verbal test of Creativity Thinking</td>
<td>Mr. Baqer Mehndi</td>
<td>It identifies the creative talents at all the stages of education. It identifies the creative talents at the young age</td>
</tr>
<tr>
<td>10.</td>
<td>Achievement Motivation Test</td>
<td>Dr. U.P. Bhargava</td>
<td>The intent is to measure the achievement score of the person.</td>
</tr>
<tr>
<td>11.</td>
<td>Children Curiosity Scale (CCS)</td>
<td>Dr. Rajiv Kumar</td>
<td>It Measures the Curiosity of elementary school children of Hindi Speaking areas of India</td>
</tr>
<tr>
<td>12.</td>
<td>Test of Intelligence</td>
<td>Dr. S.S. Jalota</td>
<td>The goal of intelligence test is to obtain an idea of the person's intellectual potential</td>
</tr>
<tr>
<td>13.</td>
<td>Sentence completion Test</td>
<td>Mr. L.N. Dubey and Ms. Archana Dubey</td>
<td>To measure the certain personality traits like sociability, self-confidence and ambitions</td>
</tr>
</tbody>
</table>
| 14.   | Problem solving Test                                 | Mr. L.N Dubey                       | To measure the problem-solving ability in order to plan our training program to develop it by providing adequate training and practice.
| 15.   | Environment Awareness Ability Measure                | Mr. Parveen Kumar Jha               | It measures the extent of degree of awareness of people about environmental pollution and its protection.                          |
| 16.   | PGI Memory Scale                                     | Dr. Dwarka Prashad and N.N.Wig      | It evaluates cognitive function and organic brain dysfunction in the doubtful cases of organic brain pathology.                       |
| 17.   | PGI Battery of Brain dysfunction (PGI-BBD)           | Dr. Dwarka Prashad and Santosh K.Verma | To establish the utility of psychological assessment in brain dysfunction cases with a view to evolve a psychometric profile.     |
At FIMT School of Journalism, we understand that the key to success in the dynamic field of media lies in hands-on experience. That's why we offer an array of state-of-the-art media studios and labs, dedicated to providing our students and faculty with practical and technical learning opportunities. Our media studios are equipped with cutting-edge technology, ensuring that students get hands-on experience in radio, television, and digital journalism. These practical sessions are designed to cultivate the skills needed for real-world scenarios, preparing our students to excel in the ever-evolving media landscape.
FIMT School of Journalism & Mass Communication ensures a hands-on learning experience, preparing students for success in the competitive realm of media and journalism.

- **Pro-Grade Microphones**: High-quality microphones ensure crystal-clear voice recording for professional-level voiceovers.
- **Advanced Audio Mixing Instruments**: Access cutting-edge instruments for refining sound, including equalizers and digital audio workstations.
- **Soundproof Environment**: Our studio offers a distraction-free space for focused voiceover work, replicating real-world studio conditions.
- **Integrated Journalism Laboratory**: The studio is part of our comprehensive journalism lab, providing hands-on training in media production.
- **Industry-Standard Software**: Students use professional-grade audio editing and mixing software, preparing them for industry challenges.
- **Expert Faculty Guidance**: Experienced faculty mentor students, offering insights into industry best practices and fostering skill development.
- **Real-Time Project Opportunities**: The studio serves as a hub for practical projects, allowing students to apply their skills to voiceover assignments and other audio tasks.
Recordings & Radio Studio

- **Professional Camera Equipment**: Access top-tier cameras for hands-on experience in the art of visual storytelling.
- **Lighting Kits and Accessories**: Experiment with various lighting setups to master the creation of visually captivating content.
- **Sound Recording Devices**: Utilize advanced audio recording devices to capture high-quality sound for multimedia projects.
- **Green Screen Setup**: Explore creative possibilities with our green screen setup, perfect for virtual backgrounds and special effects.
- **Editing Suites with Industry Software**: Edit and refine visual content professionally using industry-standard software.
- **Multiplatform Publishing Tools**: Gain exposure to tools for adapting content across web, social media, and traditional broadcast platforms.
- **VR and AR Gear**: Stay ahead of the curve by working with Virtual Reality (VR) and Augmented Reality (AR) gear.
- **Live Broadcasting Facilities**: Experience the fast-paced environment of live news production in our broadcasting facilities.
- **Expert-Led Workshops**: Learn from faculty-led workshops covering equipment usage, storytelling techniques, and industry best practices.
- **Real-world Project Assignments**: Apply knowledge and skills to real-world projects, building a professional portfolio.
- **Collaborative Learning Spaces**: Engage in teamwork and creativity in collaborative spaces designed for project collaboration.
FAIRFIELD - SCHOOL OF JOURNALISM & MASS COMMUNICATION
AUDIO VIDEO EDITING LAB.
Where Practical Learning Takes Centre Stage!

- **State-of-the-Art Studio**: Immerse yourself in radio production with our cutting-edge studio, equipped with advanced technology for professional-level broadcasts.
- **Broadcasting Equipment**: Access industry-standard microphones, soundboards, and recording devices to produce high-quality audio content.
- **Live Streaming Capabilities**: Explore the world of live radio broadcasting with our studio’s live streaming capabilities, gaining valuable experience in real-time communication.
- **Podcasting Facilities**: Utilize our dedicated podcasting setup to create and produce engaging podcasts, mastering the art of digital storytelling.
- **Sound Editing Suites**: Perfect your audio content with state-of-the-art sound editing suites, featuring industry-standard software for precision editing.
- **Radio Scriptwriting Workshops**: Hone your scriptwriting skills with specialized workshops, guided by experienced faculty members well-versed in radio journalism.
- **Hands-On Training**: Gain practical experience through hands-on training sessions, ensuring you are well-prepared for the fast-paced world of radio production.
- **Collaborative Learning Environment**: Engage in a collaborative and creative atmosphere, where students work together on radio projects, fostering teamwork and innovation.
- **Industry-Experienced Faculty**: Learn from faculty with extensive experience in radio production, providing valuable insights and mentorship to guide your journey.
- **Real Radio Broadcasting Opportunities**: Take advantage of real broadcasting opportunities, allowing you to apply your skills in a professional setting and build a portfolio for future endeavors.
FAIRFIELD - SCHOOL OF JOURNALISM & MASS COMMUNICATION

EQUIPMENT LIST

Where Practical Learning Takes Centre Stage!

- Cool Light & (Grid)
- Baby Light
- Multi-20
- Heavy duty sand for light
- Head for light outer
- Barn Door for light
- Gel filter (12x12)
- Net for Baby light
- Multi-10
- LCD Monitor INEXT INT. IID
- Net for Multi-10
- Net for Multi-20
- Chroma Cloth 8x15 (Green Color)
- Folding reflector 40” (4 in 1)
- Microphone 70XLR with stand
- Bulb Multi-10
- Bulb Multi-20
- DSLR Tripod
- Halogen Bulbs
- DV Capture Card
- Fire Wire (Cable)
- Tini to Phono cable
- XLR Cable
- WD HDD
- Editing System (Hardware/Computer)
- Memory Card
- Recorded Video Cassettes
- New Cassettes
- Y- Cable
FAIRFIELD - SCHOOL OF JOURNALISM & MASS COMMUNICATION

EQUIPMENT LIST
Where Practical Learning Takes Centre Stage!

• Video Camera (Sony HVR-ZSP)
• Video Camera Batteries
• Video Camera (Handy Cam)
• Tripod (Monfrotto)
• Lapel Mic (ECM 7789x)
• Battery Video Light (Hv120dw2)
• VTR (DSR-45AP)
• Talkback System (Data Video ito-100)
• Video Switcher (SE-800AV)
• Audio Console (YAMAHA MG-166x)
• Teleprompter Mirror Image si-160)
• Active Speaker (M-Audio Standophil AV-40)
• Computer Monitor-54cm Samsung), CPU, UPS
• LCD Monitor (Worldtech) Telepromptor
• Cleaning Kit (cleaning fluid, cloth, brush, blower)
• UV Filters (55mm)
• C1 Condenser Microphones, New
• TASCAM AUDIO RECORDER, New
• UMBRELLA
• Digital SLR (Nikon D-90) (Outdated DSLR)
• Roll SLR Camera (Minolta x-300)
• DSLR Canon (1000D) (Beginner Level)
• DSLR Nikon (D3000) (Beginner Level)
• External Flash (Speed lite)
In the realm of Information and Technology, FIMT School of Information and Technology stands tall, providing its students and faculties with the tools and environment needed to thrive in the digital age. The two major IT laboratories, with their cutting-edge software and high-speed internet facilities, serve as crucibles for creativity, innovation, and the development of the next generation of IT leaders. FIMT's commitment to excellence is not just in imparting knowledge but in creating an ecosystem where ideas flourish and dreams transform into reality.
FAIRFIELD - SCHOOL OF INFORMATION & TECHNOLOGY

Unleashing the Power of Cutting-Edge Software

In the dynamic realm of Information and Technology, FIMT School of Information and Technology stands as a beacon of innovation and excellence. At the heart of this academic institution lie two state-of-the-art IT laboratories, where students and faculties converge to explore, experiment, and push the boundaries of technological possibilities. Fueled by high-speed internet facilities, these laboratories serve as crucibles for nurturing the next generation of IT professionals.

**IT. Lab 1:** The Innovation Hub Step into the first laboratory at FIMT, and you'll find yourself immersed in an atmosphere of innovation and creativity. This lab is equipped with a suite of cutting-edge software tailored to meet the demands of the rapidly evolving IT landscape. From programming languages like Python and Java to robust development environments, students and faculties alike have access to a diverse array of tools that empower them to bring their ideas to life. The lab serves as a sandbox for honing programming skills, fostering collaborative projects, and delving into the intricacies of software development. Whether it's crafting sleek user interfaces or optimizing code for efficiency, students are encouraged to explore the vast expanse of possibilities that modern software offers.

**IT. Lab 2:** The Networking Nexus Adjacent to the Innovation Hub is the Networking Nexus, a laboratory dedicated to the exploration of networking technologies. This space, students delve into the world of cybersecurity, network administration, and system architecture. The lab is equipped with specialized software that simulates real-world networking scenarios, allowing students to gain hands-on experience in a controlled environment. One of the highlights of the Networking Nexus is the integration of high-speed internet facilities. This enables students to engage in real-time networking experiments, simulate large-scale data transfers, and analyze the performance of network infrastructure under various conditions. Such an environment not only enhances theoretical understanding but also equips students with practical skills crucial for the ever-evolving IT industry.

Collaborative Learning Environment: What sets FIMT apart is its commitment to fostering a collaborative learning environment. Both laboratories are not restricted to coursework but are open spaces for students and faculties to collaborate on research projects, hackathons, and innovative ventures. The high-speed internet facilities ensure seamless communication and the swift exchange of ideas, creating a dynamic ecosystem where innovation thrives.
Number and Configuration of Terminals

TOTAL NUMBER OF TERMINALS = 393

At FIMT School of Information and Technology, the commitment to providing a top-notch learning environment is evident in its impressive computing resources. With a total of 393 terminals, each workstation is meticulously configured for optimal performance.

The detailed configuration includes 8 GB RAM and a 256 GB SSD for swift multitasking and data access. The 19" TFT monitors, Logitech/Dell mice, and Logitech keyboards contribute to a comfortable and efficient workspace. The inclusion of an Intel PRO/100 VE Network Card ensures reliable and fast connectivity, vital for collaborative projects and online research.

These high-tech features are not just about specifications but signify FIMT’s dedication to creating an environment where students can excel in Information and Technology. The institution stands as a beacon of technological excellence, providing the tools and support necessary for students to thrive in the digital age.
FIMT School of Information and Technology is at the forefront of providing cutting-edge software to empower students across various departments. With a focus on licensed software, the institution ensures that students have access to industry-standard tools for their academic and professional development.

1. Microsoft Open Subscription Education Solution, Windows 10, MS Office 2016: These foundational tools are essential for students across all departments, facilitating seamless collaboration, document creation, and presentations.
2. Adobe Design Premium CS5.5 EDU LIC, CorelDRAW Graphics Suite X5, QuarkXPress 9.0 Academic: Graphic design students benefit from these powerful tools, honing their skills in digital illustration, layout design, and print media.
3. Quick Heal Admin Console: In the realm of cybersecurity, Quick Heal provides robust protection, ensuring a secure computing environment for IT and networking students.
4. Oracle 11G STD: Database management students utilize Oracle for hands-on experience in designing, implementing, and maintaining databases.
5. Adobe Photoshop, Adobe InDesign, Adobe Premiere Pro, Adobe Audition 023: Digital media and film production students access these Adobe tools for photo editing, layout design, video editing, and audio production.
6. MS Office 2016: Beyond the basics, MS Office caters to various departments, supporting data analysis, documentation, and communication.
7. Koha 21.11.00(ILMS): Library and information science students benefit from Koha, an integrated library management system, streamlining cataloging and resource management.
8. Manupatra (Legal Database): Law students leverage Manupatra for legal research, accessing a comprehensive database for case law, statutes, and legal publications.
9. Spears Language Lab Software: Language and linguistics students enhance their skills using Spears, a language lab software fostering language proficiency and communication skills.
10. SPSS: Statistical analysis is streamlined for students in research-heavy disciplines with SPSS, a powerful tool for data analysis and interpretation.

FIMT's commitment to providing a diverse suite of licensed software ensures that students in every department have the tools necessary to excel in their respective fields, preparing them for success in the rapidly evolving landscape of Information and Technology.
At FIMT College, the future of learning is fast, with a robust 400 Mbps internet bandwidth spread across all campus blocks. This high-speed connectivity isn't limited to classrooms; it's a campus-wide commitment. From professors conducting seamless virtual classes to students accessing a wealth of online resources in the library, FIMT's internet facilities redefine academic connectivity.

Key Features:
- **400 Mbps Bandwidth**: Ensures swift, reliable connectivity for teaching and non-teaching staff, students.
- **Inclusive Access**: Everyone in the FIMT community enjoys unrestricted access, fostering a dynamic learning environment.
- **Empowering Education**: Facilitates effective teaching and learning through virtual classes, resource sharing, and real-time discussions.
- **Library Resources**: Enables instant access to a vast array of online resources, journals, and databases, empowering research and staying updated.

FIMT's commitment to high-speed internet isn't just about convenience; it's a commitment to excellence, providing students and faculty with the tools needed to thrive in the interconnected world of modern education.
FIMT College prioritizes accessibility with a streamlined tech arsenal:

✓ 12 Printers: Facilitating easy document printing for efficient information distribution.
✓ 05 Scanners: Supporting the shift to digital, enabling quick document conversion.
✓ 14 Projectors: Transforming classrooms into dynamic spaces for immersive learning experiences.
✓ 30 Pen Drives: Fostering easy data transfer and collaboration among students and faculty.

FIMT's commitment to technological accessibility ensures a seamless blend of traditional and modern tools, creating an environment where information is readily available and learning knows no bounds.
In the fast-paced global landscape, education must evolve to meet the demands of an ever-changing society. Recognizing the paramount importance of English proficiency in today’s world, Fairfield School of Humanities & Social Sciences proudly introduces its English Language Lab, a resource once exclusive to the elite universities in India. Designed to cater to the diverse linguistic needs of students, the lab focuses on refining fundamental listening and speaking skills. Boasting cutting-edge technology including faculty and student consoles, headphones, and audio-visual aids, the lab provides an immersive experience for students to speak, comprehend, and internalize English, mirroring native speakers.
The lab's core objective is to elevate students' oratorical abilities and confidence by honing pronunciation, intonation, accent, and stress patterns. This skill set is pivotal not only for academic excellence but also for excelling in job interviews, group discussions, and pursuing advanced studies. The innovative approach adopted by Fairfield School of Humanities & Social Sciences ensures that students are well-prepared for diverse opportunities, both nationally and internationally.

By providing a dynamic platform for language mastery, the English Language Lab at Fairfield School of Humanities & Social Sciences is a significant stride towards a brighter and more globally competitive future. Speak like a native, excel in the world – experience the transformative journey at FIMT's Language Lab!
FAIRFIELD – SCHOOL OF HUMANITIES & SOCIAL SCIENCES

ENGLISH LANGUAGE LAB.

TITLES FOR CURRICULUM

1. Looking for Job Seeking Formulas....
2. Want to Enhance Your Efficiency....
3. Learn Art of Effective Time Management....
4. Build Motivational Attitude....
5. Discover Your Strength....
6. How to Think Like a Leader ?
7. Build Confidence with Our Language Cell
8. Communication Developing Cell
FAIRFIELD – SCHOOL OF HUMANITIES & SOCIAL SCIENCES

ENGLISH LANGUAGE LAB.

HIGHLIGHTS OF CURRICULUM
1. Foundation English Part I, II, III
2. Building Blocks of English Part I, II, III
3. Grooming the Language Skills Part I,II,III
5. Fluent English Part I,II,III
7. Professional English Part I,II,III
8. Group Discussion Basics/Characteristics of G.D/ Do’s & Don’ts of a G.D/ Evaluation of G.D
ENGLISH LANGUAGE LAB

ENHANCE YOUR INTERVIEW SKILLS

1. Interview Preparation
2. Tips for Telephonic Interview
3. Interview Jitters
4. Groom Your Personality
5. Interview Body Language
6. Characteristics of an Outstanding Resume
7. Tips for Writing Cover Letter
8. How to Mention Personal Traits in a CV?
9. How to Mention Work Experience in CV?
10. Resume Writing
11. Art of Effective Resume Writing
12. Dress for Success in an Interview
13. Job Seeking Formulas
14. Bargaining Your Salary
15. How Body Language Works?
16. Effective Presentation Techniques
17. Effective Writing Skills
18. Letter Writing
19. Notice Writing
20. Office Stress & Fatigue
21. Question & Answers for Interview
FAIRFIELD – SCHOOL OF HUMANITIES & SOCIAL SCIENCES

ENGLISH LANGUAGE LAB.

POINTERS FOR SALES & MARKETING

1. Sales Presentation Body Language
2. Ten Mantras to Corporate Success
3. How to Plan Sales Presentations?
4. Selling with IQ/ Smartness
5. Improve your Sales Skills
6. Sell Yourself
7. Selling with an Attitude
8. Selling with Confidence
9. Selling with Integrity
10. Hypnotic Selling
11. Selling with Personality
12. Sales Communication
13. Selling Step by Step
14. The Language of Sales
15. Effective Business Presentation Skills
FAIRFIELD - INFORMATION RESOURCE CENTRE
DIGITAL LIBRARY

LIBRARY 01
LAW LIBRARY
Law Library Deals with BA-LLB & BBA-LLB, Wing “A”
Ground Floor

E-LIBRARY
E-Library are available for law students for Manupatra Access

LIBRARY 02

STEP 03
EDUCATION LIBRARY
Education library deals of B.ED only,
Wing “C” 1st floor

STEP 04
MANAGEMENT LIBRARY
Deals with BA-ECO.(H.)
BA-ENG. (H.)
B.COM.(HONS.)

DELNET
Developing Library Network

N-LIST
National Library and Information Services
Infrastructure for Scholarly Content
extending access to e-resources to colleges in India

manupatra®
Power Your Legal Research™
FAIRFIELD – INFORMATION RESOURCE CENTRE
DIGITAL LIBRARY

EVERY BOOKS ITS READER
Book in a library must find its reader. It implies that there should be maximum use of books by their users.

EVERY READER HIS /HER BOOK
The library where every reader has the equal right to get the book of his / her interest.

BOOKS ARE FOR USE
"Books are for use" places emphasis on the use of books rather than storage.

SAVE THE TIME OF USER
User will gets the needed service in minimum possible time.

LIBRARY IS A GROWING ORGANISM
Books, methods, and the physical library should be updated over time.

EVER READER HIS/HER FREEDOM
Freedom to suggest books or reference materials for library.

☑ Legislative & constitutional material, treaties and loose-leaf, dissertations and thesis, moot memorials, encyclopaedia & digests
☑ 24X7 within and outside the campus through IP ranges of University and remote access services.
☑ high end desktop with Microsoft operating system and heavy duty printer and scanners, beside this a separate bay is also provided for laptop users.
☑ Assistance for MOOCs, All India Survey for Higher Education Courses, UGC UG & PG Courses, Legal Information Institute of India, Directory of Open Access Books, EThos and Shodhganga
FAIRFIELD – INFORMATION RESOURCE CENTRE

LIBRARY SERVICES

01 BOOK BANK SERVICES
Student of FIMT will get dedicated book bank services for whole course.

02 NATIONAL & INTERNATIONAL JOURNALS
FIMT has a good collection of national & international journals.

03 NATIONAL & INTERNATIONAL MAGAZINE
National and International magazines help students to connect with the globe.

04 COMPARATIVE REFERENCE MATERIALS
Current affairs, newspaper etc.

05 RESEARCH SUPPORT
FIMT Library will support the students for their research work.

06 E-RESOURCE SERVICES
DELNET, NLIST MANUPATRA