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# FAIRFIELD

Institute of Management & Technology

Affiliated to GGSIU University & an 'A' Grade College by DPE, Govt. of NCT Delhi  
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FIMT INTERNAL QUALITY ASSURANCE CELL

FIMT/IQAC/Placement/2022

DATE:- 30/11/2022

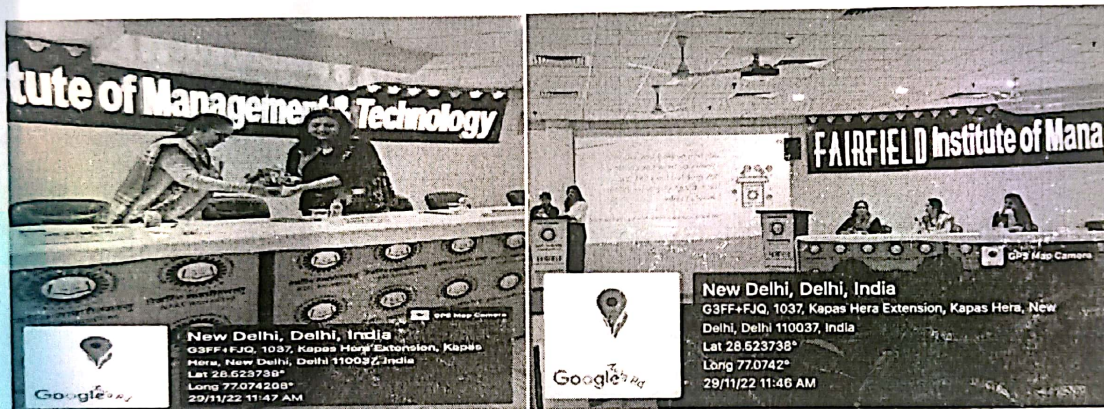
## Report of Two day Workshop

On

### "Soft skills/ PDP Session and Resume Writing/Video Resume"

Soft Skills is a very popular term nowadays, used to indicate personal transversal competences such as social aptitudes, language and communication capability, friendliness and ability of working in team and other personality traits that characterize relationships among people. Soft Skills are traditionally considered complementary to Hard Skills, which are the abilities to perform a certain type of task or activity. In order to improve the communicative abilities and teach students how to prepare a professional resume that reflects their skills, knowledge and education that are relevant to the job they are seeking, FIMT-Training and Placement Cell organized a 2 day Workshop on "Soft skills/ PDP Session and Resume Writing/Video Resume" on 29<sup>th</sup> and 30<sup>th</sup> November 2022 from 11 am to 12.30 pm at Wing 'A' Auditorium for final year and pre final year students of BBA(G), B Com(H),BCA,BJMC, BA English, BA Economics, BA-LLB and BBA LLB. The resource person for day 1 was Ms. Manpreet Uppal,(Leadership Coach,Trainer and Facilitator) and Mr. Amit Poddar, Senior Regional Head, T.I.M.E.S. Institute for day 2.

#### DAY 1:



The Day 1 commenced with the welcoming of the speaker Ms. Manpreet Uppal by the anchor Ms. Diya Chawla, student of BBA G and Ms. Simran, student of BA English, final year. The speaker was then presented with a token of gratitude by Prof. Dr. Saroj Vyas, Director, FIMT. The resource person focused on effective communication skills for personal growth and empowerment and spoke of the importance of expressing thoughts clearly and expressing views concisely, overcoming stage fear and dressing up appropriately for the job interviews. Tips and guidelines for attending HR interview were also dealt in detail. A mock HR round interview was also shown. Few frequently asked questions and the effective answers for those questions were discussed. The workshop helped in the overall development of the participants through group activities like mock interviews and motivational sessions. The group activities fuelled high energy.



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### *Report on Workshop*

### *“Job Readiness Session”*

25<sup>th</sup> & 26<sup>th</sup> April 2023

Third series was started on 25<sup>th</sup> & 26<sup>th</sup> April 2023 (Wednesday & Thursday) wing  
torium with the welcomed and introduction of guest speaker by with the welcoming of  
ker Ms. Shilpi Aggarwal by the host Ms. Aanshika Kapoor, student of BA (Eco.) 6<sup>th</sup>  
. The speaker was then presented with a token of gratitude by Dr. Suman Yadav,  
e FIMT- Career Counseling Cell.

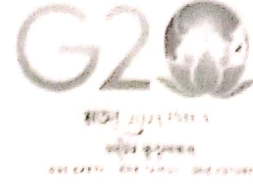
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/ among students and made them mentally positive and emotionally enthusiastic.

Session gave the Students a wonderful opportunity to learn a useful skill and also to  
ize them to the importance of putting their best foot forward in every interaction be it  
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### OBJECTIVES OF THE EVENT

To know the different avenues available after pursuing a law program.

To get in-depth knowledge about the different avenues available after completion of the law program.

To learn how to choose the best career option in the legal field which suits the individual's caliber

To know about future prospects of different legal avenues.

### REPORT OF THE EVENT

The FIMT-Career Counselling Cell organized a Seminar on Career Counseling in the Legal Field on 1.04.2023 for the students of All semesters of BA.LLB and BBA.LLB. The event was initially been decided to be conducted in the Auditorium of A Wing, however, the venue was later shifted to the Multipurpose Hall of A Wing. The event was hosted by Sachin Soni student of BBA LLB 8th Semester. The students of FIMT School of Law gathered in the multipurpose hall at the scheduled time. Mr. Mudit Jain accompanied Advocate Sagar Shivam Jaiswal to the Multipurpose Hall at 1:00 Pm. Upon his arrival of the Resource Personnel students welcome him. Following this, Mr. Mudit Jain felicitated advocate Sagar Shivam Jaiswal with a token of gratitude. Thereafter, Sachin Soni introduced the Speaker/Resource personnel to the students present in the Hall. Following this, he asked Advocate Jaiswal to start the session. Following, this Advocate Jaiswal asked various questions from the students as to which career options they wished to pursue after completion of their law program. Following this, he gave a brief description of all the available career options which a student of law can undertake upon completion of his law program. However, due to some unforeseeable situation the event ended by 2:00 PM. The students paid thanks to Advocate Jaiswal for conducting such informative sessions and wished to have similar kinds of sessions to be conducted in the near future. Following this, Sachin Soni officially paid regards to the gracious speaker and ended the session. by 2:15 PM.

॥ देवता ॥

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*Report on Seminar*

*"Why MBA in India & Abroad"*

19<sup>th</sup> April 2023

FIMT- Career Counseling Cell organized Seminar on "Why MBA in India & Abroad" for final & Second year students. This event held on 19<sup>th</sup> April 2023 from 11:00 am to 12:30 Pm at Multipurpose Hall, Wing A, FIMT Campus. (Under the IQAC- Internal Quality Assurance Cell). The Seminar will be conducted by leading industry experts and academicians Mr. Amit Poddar (T.I.M.E, Regional Head).

**Purpose:**

In today's swiftly evolving and competitive world, an MBA can be an attractive, differentiator, and equip professionals with the skills to stay relevant and abreast of developments in their field. Many leverage their MBA to make a career change, while others use the skills to grow their businesses and develop their staff. Regardless of your aim, an MBA offers opportunities for growth and networking, and self-fulfillment.

Before you begin studying for an MBA, it's vital that you probe your reasons for wanting to do so, as the answer will dictate what program to take at which business school. The format of your MBA course (full, part-time, or online) will also be mainly defined by your reasons for taking the course and your existing commitments.

FIMT Career Counseling Cell arranged a Seminar on WHY MBA IN INDAI & ABROAD for the Final & Second Year Management & Commerce Students .

The Seminar was organized on Wednesday, April, 19<sup>th</sup> 2023, in the campus. The Seminar was delivered by Mr. Amit Poddar from (T.I.M.E Institute of New) . He spoke about why MBA is a

### Report on Workshop "Job Readiness Session"

8<sup>th</sup> April 2023

FIMT- Career Counseling Cell organized a special "Job Readiness Session" Series every Saturday at the FIMT Campus.

This program is designed for final year students for all courses (BBA (G), B. Com (H), BCA, BA (JMC) & BA (ECO.). BA (Eng.), BA LLB, BBA LLB & LLM going to graduate in 2023 year. Job Readiness session where various related subtopics were discussed in detail by eminent speakers and a very beneficial academic environment was experienced by the participants.

This job preparation session will include:

1. Ice breaking using self-energizer
2. Creative Introduction
3. Expectation Setting
4. Personal Interview & Mock Interview
5. Goal Setting
6. Organisation Structure
7. SWOT Analysis
8. Corporate Jargons
9. Presentation & Role Play
10. Telephone Etiquette
11. Interview over the call Audio
12. Grooming Presentation Do 's & Don'ts



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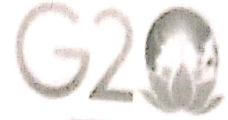


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ONE EARTH - ONE FAMILY - ONE FUTURE

13. Body Language Role Play      14. Group Discussion      15. Resume Writing

The Session first series was started on 8th April 2023 (Saturday) wing -A Auditorium with the welcomed and introduction of guest speaker by Prof. (Dr.) S.P Singh, Academic Head- FIMT. The first session was on the topic Self Introduction, SMART Goals and SWOT Analysis and the guest speaker was Ms. Shilpi Aggarwal, Professional communication Skill trainer. Ms Shilpi Started session with a round of introductions as an 'ice breaker': as a minimum everyone in the group should take turns to state their name and describe themselves with an adjective.

The Session was conducted in a very interactive and interesting manner. The workshop began with an apt question to the students regarding the reasons for First impression being the Last impression in our interactions. Based on the responses given by the students, the topic was stated.

The importance of Self Introduction in life in general and in job interviews in particular was discussed. As part of the activity, the students were asked to write their detailed introduction. Each student was encouraged to write an introduction covering the education qualifications, brief family details, and strengths and also to specify the objectives or goals in life.

Once everyone had written their self-introduction, few students were asked to introduce themselves before the class. After the introductions were done, valuable inputs were given regarding the way an introduction is to be done; right from body language, gestures, and specific terms to be used and the emphasis on the strengths of the person.

The Session gave the Students a wonderful opportunity to learn a useful skill and also to sensitize them to the importance of putting their best foot forward in every interaction be it professional or personal, in order to create the best impression.

Report Prepared By:  
Dr. Suman Yadav  
FIMT- Career Counseling Cell In charge



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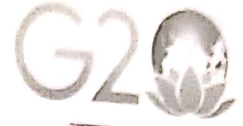


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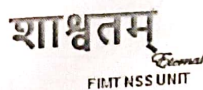
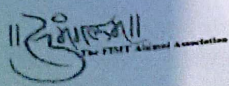
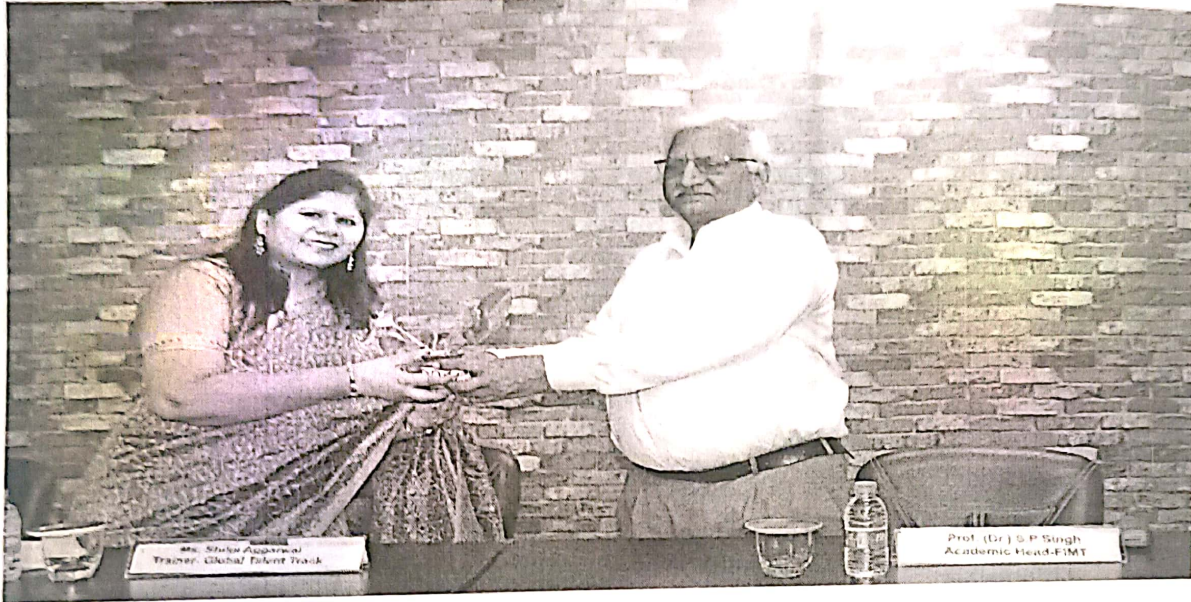
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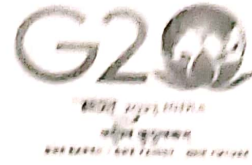
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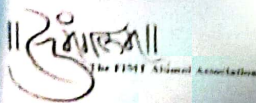
**REPORT ON SESSION**  
**ICT as Enabler in Higher Education Institution**

DATE: 12/05/2023

FIMT- School of Law and FIMT-Career Counseling Cell organized a special "Session on ICT as Enabler in Higher Education Institution" on 12th May, 2023 from 1:00 Pm to 3:30 Pm at Multipurpose Hall Wing A, FIMT Campus.

This program was designed for the students pursuing (BBA (G), B. Com (H), BCA, BA (JMC) & BA (ECO.), BA (Eng.), BA LLB & BBA LLB 4<sup>th</sup>, 6<sup>th</sup> & 8<sup>th</sup> semester. During the session various aspects regarding the mode and method for availing job opportunities through the use of ICT were discussed in detail by eminent speaker Dr. Lokesh Jindal and a very beneficial academic environment was experienced by the participants. The objective and vision of the event was enabling the students to identify their interests and strengths; expose them to a diverse range of opportunities to build experience and clarity about their goals, guiding the students in identifying and using relevant online tools for conducting job search and assisting them as to how they can market their skills and expertise through the use of ICT for fetching job opportunities.

Around 60 students participated in the session along with faculties representing different departments of the college. The Session was hosted by Shivam Garg student of BBA LLB. The students gathered in the Multipurpose Hall at the scheduled time. Prof. (Dr.) Shaveta Gagneja Director FIMT-School of Law accompanied Dr. Lokesh Jindal to the Multipurpose hall at 1:00 Pm. Upon the arrival of Dr. Lokesh Jindal the students welcomed him. Following which Prof. (Dr.) Shaveta Gagneja felicitated Dr. Lokesh Jindal with a token of gratitude. Thereafter, Shivam Garg introduced the speaker to the students and faculty members representing different courses being taught at FIMT present in the hall. Following which Dr. Jindal asked various questions from the students about their understanding as to how ICT can play an effective role in searching and fetching job opportunities. Upon hearing the responses from the students he then discussed about various ways or methods which can be adopted by the students for marketing themselves for availing job opportunities via online mode i.e. Sales QN .



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## Paper Mache And Sculpture Making

Fairfield Institute of Management and Technology, Kapashera, New Delhi, 24<sup>th</sup> March, 2022  
Paper Mache & Sculpture making event was held in the college premises in a befitting manner. It was a day long programme. The event was attended by the fellow classmates of the B.Ed. department final year and the other faculty members were also present.

The event started with a great enthusiasm and zeal by preparing a suitable dough for Paper Mache. Everyone was seen enjoying the process be it students or faculties as well. Dr. Sangita Sharma organised the event in a befitting manner by explaining the origin of paper mache & various ways in which one could prepare the dough. Everyone showcased their talent by preparing various masks and artifacts from the same.

Later half of the event was allotted for Sculpture making from wires and paper. Dr. Sangita Sharma guided students step by step with the right procedure. Everyone was stunned to see her skills and got motivated to show theirs as well. The event was full of laughs, giggles and learning experiences. This was an amazing and enjoyable event. These types of events keep the students active, encouraged, and confident.

Prepared by:  
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