

**GNIOT**  
ENGG. INSTITUTE

**5.1.2**

**Capacity Building and Skills  
Enhancement Initiatives taken by the  
Institution**

**Soft Skills (B.Tech.)**



**Greater Noida Institute of Technology (Engg. Institute)**

**Plot No. 7, Knowledge Park II, Greater Noida  
Uttar Pradesh 201310 India**

## READY RECKONER

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. ICT/computing skills

Name of the capacity development and skills enhancement program	Date of implementation (DD-MM-YYYY)	Number of students enrolled	Name of the agencies/consultants involved with contact details (if any)
<b>2017-18 (CSDC)</b>			
Resonant Leadership	18/09/2017	MCA 3rd Yr 5th Sem (42)	CSDC In-house
Digital Etiquette	02/02/2018	CSE 3rd Yr 6th Sem (126)	CSDC In-house
Public Speaking	09/02/2018	CSE 3rd Yr 6th Sem (126)	CSDC In-house
Public Speaking	26/03/2018	ME 3rd Yr 6th Sem (165)	CSDC In-house
<b>2018-19 (CSDC)</b>			
Digital Etiquette	29-04-19	CSE 3rd Yr 6th Sem A (64)	CSDC In-house
Resume Bootcamp	06-03-19	ME 3rd Yr 6th Sem (51)	CSDC In-house
Evidence Based Competency Mapping	17-04-19	IT 3rd Yr 6th Sem A (61)	CSDC In-house
Anger & Stress Management	18-08-18	MCA 3rd Yr 5th Sem (40)	CSDC In-house
Power Dressing & Grooming	26-11-18	MBA 1st Yr 1st Sem (49)	CSDC In-house
<b>2019-20 (CSDC)</b>			
Telephonic Etiquette	27.07.2019	ME 3rd Yr 6th Sem (52)	CSDC In-house
Resonant Leadership	25.11.2019	EC 3rd Yr 6th Sem (60)	CSDC In-house
Anger & Stress Management	27.01.2020	EE 3rd Yr 6th Sem (55)	CSDC In-house
Resume Bootcamp	24.09.2019	MCA 3rd Yr 5th Sem (44)	CSDC In-house
Telephonic Etiquette	05.08.2019	MBA 2nd Yr 3rd Sem (46)	CSDC In-house
<b>2020-21 (CSDC)</b>			
Power Dressing & Grooming	13.03.2021	IT 3rd Yr 6th Sem (51)	CSDC In-house
Power Dressing & Grooming	27.11.2020	MCA 3rd Yr 5th Sem (27)	CSDC In-house
Time Management	20.05.2021	CE 3rd Yr 6th Sem (46)	CSDC In-house
Digital Etiquette	14.10.2020	MCA 2nd Yr 3rd Sem (13)	CSDC In-house
Power Dressing & Grooming	28.09.2020	MBA 2nd Yr 3rd Sem (42)	CSDC In-house
<b>2021-22 (CSDC)</b>			
Evidence Based Competency Mapping	17.02.2022	MCA 3rd Yr 6th Sem (12)	CSDC In-house
Power Dressing & Grooming	21.05.2022	EE 3rd Yr 6th Sem (29)	CSDC In-house
Negotiation Skills	23.04.2022	EC 3rd Yr 6th Sem (40)	CSDC In-house
Power Dressing & Grooming	13.11.2021	MBA 1st Yr 1st Sem (24)	CSDC In-house
Time Management	21.09.2021	MBA 2nd Yr 3rd Sem (32)	CSDC In-house



**5.1.2 Following Capacity development and skills enhancement initiatives are undertaken by the institution**

- 1. Soft skills**
- 2. Language and communication skills**
- 3. Life skills (Yoga, physical fitness, health and hygiene)**
- 4. ICT/ Computing Skills**

**Soft Skills (2017-18)**

**Greater Noida Institute of Technology (Engg. Institute)**

**Plot No. 7, Knowledge Park II, Greater Noida  
Uttar Pradesh 201310 India**



## CIRCULAR

Dated: 22<sup>nd</sup> Jan, 2018

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **02.02.2018** for **CSE 3<sup>rd</sup> Yr 6<sup>th</sup> Sem.** The title of the workshop is **"Digital Etiquette"**.

The objective of the workshop is to make students aware of the professional etiquettes pertaining to digital platform including E-mails, WhatsApp, etc.

All are required to attend the workshop.

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text 'Corporate Skill Development Centre' around the top and 'Signature' at the bottom.

(Amit Kumar, HOD, CSDC)

1. **Copy to:**

Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.



# CSDC Workshop on Digital Etiquette

Academic Year 2017-2018  
Branch CS, 3rd Year, 6th Semester

## Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1413210046	BHAVYA WADHWA	Bhavya
2	1413210027	AMIT KUMAR YADAV	Amit
3	1413210107	PRINCE RAJ	Prince Raj
4	1513210159	SIDDHANT BHATIA	Siddhant Bhatia
5	1513210143	SAUMYA SHARMA	Saumya
6	1513210122	RAVI PRATAP	Ravi Pratap
7	1513210160	SIDDHANT KUMAR	Siddhant Kumar
8	1513210095	NIDHI KASHYAP	Nidhi
9	1513210132	RUPALI CHAUHAN	Rupali
10	1513210034	APURVA ANAND	Apurva
11	1513210037	ARYA KRISHNAN	Arya
12	1513210167	SUNNY GUPTA	Sunny
13	1513240096	KARAN MANCHANDA	Karan
14	1513210020	AKSHAY JADLI	Akshay
15	1513210075	KUNAL KUMAR KUSHWAHA	Kunal
16	1513210094	NAVYA SRIVASTVA	Navya
17	1513210117	RAJEEV LEKHVAR	Rajeev
18	1513210164	SUMIT RAWAT	Sumit
19	1513210108	POOJA RANI	Pooja
20	1513210017	AKANSHA CHAUKIYAL	Akansha
21	1513210119	RAKESH KR.SINGH	Rakesh K. Singh
22	1513210047	AYUSH MISHRA	Ayush
23	1513210007	ABHISHEK RAJ	Abhishek
24	1513210072	KARAN NEGI	Karan
25	1513210158	SHYAM SHARMA	Shyam Sharma
26	1513210109	POOJA TANGANIYA	Pooja
27	1513210120	RANDHIR KUMAR	Randhir Kumar
28	1513210123	RICHA SINHA	Richa
29	1513210182	VIKASH NAYAK	Vikash
30	1513210101	NITESH KUMAR YADAV	Nitesh Kumar Yadav
31	1513210157	SHUDHANSHU	Shudhanshu
32	1513210168	SUSHI! KUMAR	Sushi
33	1513213026	BHAVNA RAJPUT	Bhavna
34	1513210059	HARSH VARDAN	Harsh
35	1513210092	MRITYUNJAY KUMAR KUSHWAHA	Mrityunjay
36	1513210025	AMAN SAXENA	Aman Saxena
37	1513210099	NIKHIL GARG	Nikhil
38	1513210055	GANESH SINGH	Ganesh



39	1513210053	DIPANSHU	(A)
40	1513210105	PANKAJ YADAV	Pankaj
41	1513210052	DIMPLE GUPTA	Dimple
42	1513210006	ABHISHEK KUMAR YADAV	Abhishek
43	1513210004	ABHINAV YADAV	(A)
44	1513210023	AMAN KUMAR	Aman
45	1513210141	SARTHAK GUPTA	Sarthak
46	1513210008	ADARSH KUMAR SINGH	A. D. Singh
47	1513210067	JAY CHAUBEY	(A)
48	1513210152	SHIVANSHU RAI	Shivanshu
49	1513210153	SHSHANK KUMAR	Shshank
50	1513210024	AMAN RAJ	Aman
51	1513210125	RISHU KUMAR	Rishu
52	1513210016	AJAY PRATAP SINGH YADAV	Ajay
53	1513210042	ASHUTOSH SINGH	Ashu
54	1513210097	NIKHIL KUMAR	Nikhil
55	1513210179	VAISHALI CHAURASIA	Vaishali
56	1513210044	ATUL BALODI	Atul
57	1513210051	DIKSHA GUPTA	Diksha
58	1513210151	SHIVANI BAGHEL	Shivani
59	1513210090	MOHIT PANWAR	Mohit
60	1513210107	PAWAN KUMAR DUBEY	(A)
61	1513210063	HINA ILIYAS	Hina
62	1513210066	JATIN GUPTA	Jatin
63	1513210126	RITESH KUMAR	Ritesh
64	1513210171	TANYA SENGAR	Tanya
65	1513210002	ABHIJEET BALIYAN	Abhijeet
66	1513210068	JIVESH ARORA	Jivesh
67	1513210161	SIDDHARTHA	Sudh
68	1513210035	ARSHAD KHAN	Arshad
69	1513210129	ROHIT KUMAR SINGH	Rohit
70	1513210087	MOHD ANAS CHOUDHARY	(A)
71	1513210106	PAVANESH PRATAP SINGH	Pavanesh
72	1513210076	KUNDAN KUMAR PURI	Kundan K.
73	1513210032	ANSH UPADHYAY	Ansh
74	1513210176	UNNATI UPADHYAY	Unnati
75	1513210077	LAKSHIT KUMAR SINGH	Lakshit
76	1513210114	PRITAM KUMARI	Pritam
77	1513210060	HEMANT KUMAR MEHTA	Hemant
78	1513210169	SUSHMITA SAXENA	(A)
79	1513210018	AKASH RAJ	Akash Raj
80	1513210156	SHUBHAM SHARMA	Shubham
81	1513210147	SHAILVI SINGH	Shailvi
82	1513210112	PRASHANT SINGH	(A)
83	1513210012	ADITYA SINGH CHAUHAN	Aditya
84	1513210170	TABISH AHMED	Tabish
85	1513210183	VINAY	Vinay
86	1513210142	SARTHAK GUPTA	(A)



87	1513210010	ADITYA CHAUHAN	Aditya
88	1513210001	ABDUL MANNAN ANSARI	Abdul Mannan Ansari
89	1513210013	AFFAN AHMAD	Affan Ahmad
90	1513210078	LOVEKESH KUMAR	Lovekesh Kumar
91	1513210138	SAHIL KUMAR	Sahil Kumar
92	1513210113	PRATIK KUMAR	Pratik Kumar
93	1513210048	DEEPAK KUMAR PATEL	Deepak
94	1513210177	UPASNA PATEL	Upasna
95	1513210146	SAURAV PATEL	Saurav
96	1513210084	MOHAMMAD ANAS	Mohammad Anas
97	1513210041	ASHUTOSH SAHU	Ashutosh Sahu
98	1513210038	ASHISH MAURYA	Ashish Maurya
99	1513210011	ADITYA SINGH	Aditya Singh
100	1513210014	AFSHAN ALI	Afshan Ali
101	1513240098	KASHIF FIROZE	Kashif Firoze
102	1513210033	APOORVA SHRUTI	Apoorva Shruti
103	1513210181	VIKASH KUMAR	Vikash Kumar
104	1513210036	ARUN KUMAR	Arun Kumar
105	1513210144	SAUMYA SRIVASTAVA	Saumya Srivastava
106	1513210009	ADEEBA SHAREEF	Adeeba Shareef
107	1513210133	SACHIN SHARMA	Sachin Sharma
108	1513210103	NITIN KUMAR	Nitin Kumar
109	1513210093	NAKUL SINGH BHATI	Nakul Singh Bhati
110	1513210121	RAVI KUMAR SHARMA	Ravi Kumar Sharma
111	1513210189	YUVRAJ DIGVIJAY	Yuvraj Digvijay
112	1513210074	KM RITU BIND	Km Ritu Bind
113	1513210081	MD SAMAD SHADAB	Md Samad Shadab
114	1513210139	SAKSHAM SHARMA	Saksham Sharma
115	1613210906	GAURAV	Gaurav
116	1613210913	RAJNISH KUMAR NIRALA	Rajnish Kumar Nirala
117	1613210907	IQRA	Iqra
118	1613210912	RAJEEV RANJAN	Rajeev Ranjan
119	1613210910	NAVAL OLI	Naval Oli
120	1613210905	DHANANJAY KUMAR PANDEY	Dhananjay Kumar Pandey
121	1613210911	NISHITH RAJ	Nishith Raj
122	1613210904	BIKRAM KUMAR	Bikram Kumar
123	1613210903	ASHISH MISHRA	Ashish Mishra
124	1613210901	ABHISHEK SHARMA	Abhishek Sharma
125	1613210801	ANKESH RAJ	Ankesh Raj
126	1613210915	VICKY KUMAR YADAV	Vicky Kumar Yadav

Signature of Workshop Coordinator

Signature of HOD- CSDC



Date 2/2/18



ACADEMIC YEAR: 2017-18

## Summary Report: Workshop on Digital Etiquette

Branch C.S.E Year 3rd Sem 6th

Number of Participants: 126.

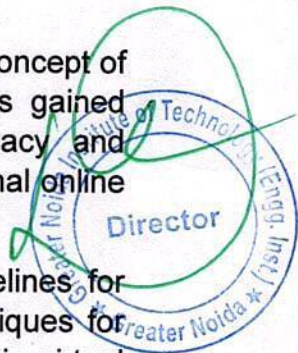
Date: 2/2/18

**Overview:** The Digital Etiquette Workshop was conducted at GNIOT. The primary objective of the workshop was to educate participants on the importance of practicing good digital etiquette in various online communication channels. The workshop aimed to enhance participants' understanding of appropriate behavior, professionalism, and effective communication in the digital realm.

### Key Topics Discussed:

1. **Introduction to Digital Etiquette:** The workshop began with an introduction to digital etiquette and its significance in today's interconnected world. Participants gained an understanding of the impact of their online behavior on personal and professional relationships, reputation, and overall communication effectiveness.
2. **Professional Email Communication:** This session focused on best practices for writing professional emails. Participants learned techniques for composing clear and concise messages, using appropriate salutations and signatures, employing proper grammar and punctuation, and considering the tone and intent of their emails.
3. **Netiquette in Online Communication:** The workshop addressed netiquette, which refers to etiquette in online communication platforms such as social media, chat applications, and discussion forums. Participants learned guidelines for respectful and effective communication, including the use of proper language, avoiding offensive or derogatory remarks, and acknowledging others' opinions.
4. **Digital Presence and Personal Branding:** This session explored the concept of digital presence and its impact on personal branding. Participants gained insights into managing their online image, protecting their privacy and security, and using digital platforms to build a positive and professional online reputation.
5. **Online Meeting Etiquette:** The workshop discussed etiquette guidelines for online meetings and video conferences. Participants learned techniques for being punctual, dressing appropriately, maintaining professionalism in virtual settings, muting when not speaking, and engaging actively in discussions.

**Activities and Exercises:** To enhance participants' learning experience and encourage active participation, the Digital Etiquette Workshop incorporated various activities and exercises, such as:





1. **Case Studies and Group Discussions:** Participants engaged in case studies and group discussions to analyze real-life scenarios related to digital etiquette. They discussed appropriate responses, shared experiences, and exchanged insights on navigating challenging online communication situations.
2. **Email Writing Exercises:** Participants practiced writing professional emails, focusing on clarity, tone, and effective communication. They received feedback from the facilitators and peers to improve their email writing skills and adherence to digital etiquette.
3. **Role-Playing:** Participants participated in role-playing exercises simulating online meeting scenarios. They practiced demonstrating proper online meeting etiquette, such as introducing themselves, using video and audio features appropriately, and engaging respectfully with other participants.

**Key Outcomes:** The Digital Etiquette Workshop yielded several key outcomes for the participants, including:

1. **Enhanced Digital Communication Skills:** Participants developed a deeper understanding of effective digital communication techniques. They learned how to craft professional emails, engage respectfully in online platforms, and navigate virtual meetings with confidence and professionalism.
2. **Improved Professionalism and Online Reputation:** The workshop empowered participants to build and maintain a positive online reputation. They gained insights into presenting themselves professionally, protecting their privacy and security, and using digital platforms to enhance their personal brand.
3. **Respectful and Effective Online Communication:** Participants acquired guidelines and strategies for practicing respectful and effective online communication. They learned to use appropriate language, express opinions respectfully, and consider the impact of their words and actions in the digital sphere.
4. **Increased Awareness of Digital Etiquette:** Participants developed a heightened awareness of the importance of digital etiquette in personal and professional interactions. They understood the impact of their online behavior on relationships, reputation, and overall communication effectiveness.

**Conclusion:** The Digital Etiquette Workshop provided participants with valuable knowledge.





## CIRCULAR

Dated: 01<sup>st</sup> Feb, 2018

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **09.02.2018** for **CSE 3<sup>rd</sup> Yr 6<sup>th</sup> Sem.** The title of the workshop is "**Public Speaking**".

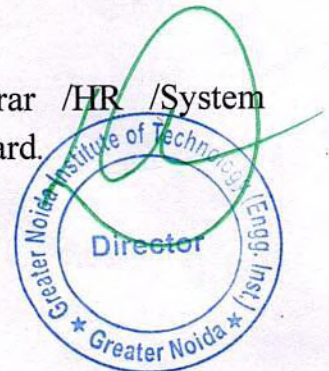
The objective of this workshop is to create good public speaking skills that can create enormous opportunities for innovation and healthy competition amongst professionals.

All are required to attend the workshop.

Signature  
(Amit Kumar, HOD, CSDC)

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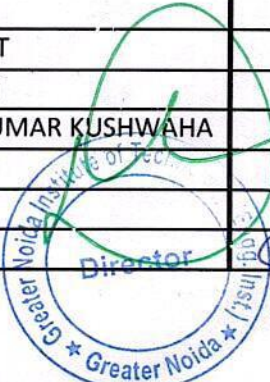
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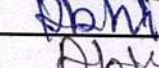
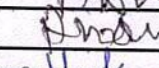
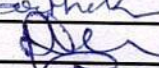
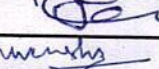
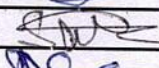
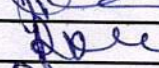

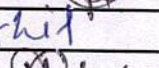
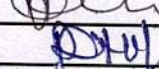

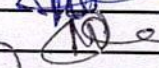
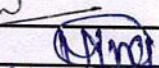
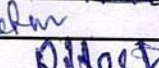
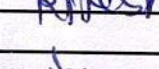
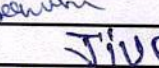
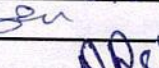
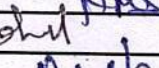

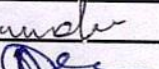
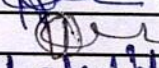
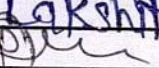
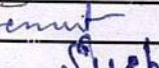
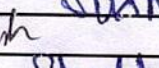
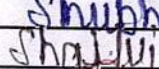

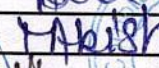





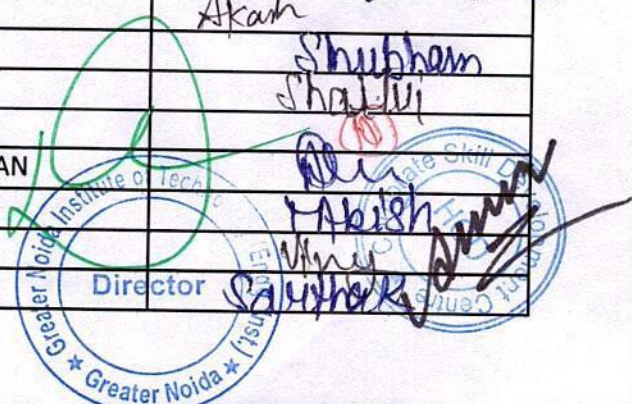
CSDC Workshop on  
**Public Speaking**  
 Academic Year 2017-2018  
 Branch CS, 3rd Year, 6th Semester

**Attendance Sheet**

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5	1513210143	SAUMYA SHARMA	Saumya
6	1513210122	RAVI PRATAP	Ravi
7	1513210160	SIDDHANT KUMAR	Siddhant
8	1513210095	NIDHI KASHYAP	Nidhi
9	1513210132	RUPALI CHAUHAN	Rupali
10	1513210034	APURVA ANAND	Apurva
11	1513210037	ARYA KRISHNAN	Arya
12	1513210167	SUNNY GUPTA	Sunny
13	1513240096	KARAN MANCHANDA	Karan
14	1513210020	AKSHAY JADLI	Akshay
15	1513210075	KUNAL KUMAR KUSHWAHA	Kunal
16	1513210094	NAVYA SRIVASTVA	Navya
17	1513210117	RAJEEV LEKHVAR	Rajeev
18	1513210164	SUMIT RAWAT	Sumit
19	1513210108	POOJA RANI	Pooja
20	1513210017	AKANSHA CHAUKIYAL	Akansha
21	1513210119	RAKESH KR.SINGH	Rakesh Singh
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25	1513210158	SHYAM SHARMA	Shyam Sharma
26	1513210109	POOJA TANGANIYA	Pooja
27	1513210120	RANDHIR KUMAR	Randhir
28	1513210123	RICHA SINHA	Richa
29	1513210182	VIKASH NAYAK	Vikash
30	1513210101	NITESH KUMAR YADAV	Nitesh
31	1513210157	SHUDHANSHU	Shudhanshu
32	1513210168	SUSHIL KUMAR	Sushil
33	1513213026	BHAVNA RAJPUT	Bhavna
34	1513210059	HARSH VARDAN	Harsh
35	1513210092	MRITYUNJAY KUMAR KUSHWAHA	Mrityunjay
36	1513210025	AMAN SAXENA	A Saxena
37	1513210099	NIKHIL GARG	Nikhil
38	1513210055	GANESH SINGH	Ganesh



39	1513210053	DIPANSHU	
40	1513210105	PANKAJ YADAV	
41	1513210052	DIMPLE GUPTA	
42	1513210006	ABHISHEK KUMAR YADAV	
43	1513210004	ABHINAV YADAV	
44	1513210023	AMAN KUMAR	
45	1513210141	SARTHAK GUPTA	
46	1513210008	ADARSH KUMAR SINGH	
47	1513210067	JAY CHAUBEY	
48	1513210152	SHIVANSHU RAI	
49	1513210153	SHSHANK KUMAR	
50	1513210024	AMAN RAJ	
51	1513210125	RISHU KUMAR	
52	1513210016	AJAY PRATAP SINGH YADAV	
53	1513210042	ASHUTOSH SINGH	
54	1513210097	NIKHIL KUMAR	
55	1513210179	VAISHALI CHAURASIA	
56	1513210044	ATUL BALODI	
57	1513210051	DIKSHA GUPTA	
58	1513210151	SHIVANI BAGHEL	
59	1513210090	MOHIT PANWAR	
60	1513210107	PAWAN KUMAR DUBEY	
61	1513210063	HINA ILIYAS	
62	1513210066	JATIN GUPTA	
63	1513210126	RITESH KUMAR	
64	1513210171	TANYA SENGAR	
65	1513210002	ABHIJEET BALIYAN	
66	1513210068	JIVESH ARORA	
67	1513210161	SIDDHARTHA	
68	1513210035	ARSHAD KHAN	
69	1513210129	ROHIT KUMAR SINGH	
70	1513210087	MOHD ANAS CHOUDHARY	
71	1513210106	PAVANESH PRATAP SINGH	
72	1513210076	KUNDAN KUMAR PURI	
73	1513210032	ANSH UPADHYAY	
74	1513210176	UNNATI UPADHYAY	
75	1513210077	LAKSHIT KUMAR SINGH	
76	1513210114	PRITAM KUMARI	
77	1513210060	HEMANT KUMAR MEHTA	
78	1513210169	SUSHMITA SAXENA	
79	1513210018	AKASH RAJ	
80	1513210156	SHUBHAM SHARMA	
81	1513210147	SHAILVI SINGH	
82	1513210112	PRASHANT SINGH	
83	1513210012	ADITYA SINGH CHAUHAN	
84	1513210170	TABISH AHMED	
85	1513210183	VINAY	
86	1513210142	SARTHAK GUPTA	



87	1513210010	ADITYA CHAUHAN	(A)
88	1513210001	ABDUL MANNAN ANSARI	Abdul Mannan Ansari
89	1513210013	AFFAN AHMAD	Affan Ahmad
90	1513210078	LOVEKESH KUMAR	Lovekesh Kumar
91	1513210138	SAHIL KUMAR	Sahil Kumar
92	1513210113	PRATIK KUMAR	Pratik Kumar
93	1513210048	DEEPAK KUMAR PATEL	Deepak Kumar Patel
94	1513210177	UPASNA PATEL	U. Patel
95	1513210146	SAURAV PATEL	Saurav Patel
96	1513210084	MOHAMMAD ANAS	Mohammad Anas
97	1513210041	ASHUTOSH SAHU	Ashutosh Sahu
98	1513210038	ASHISH MAURYA	Ashish Maurya
99	1513210011	ADITYA SINGH	Aditya Singh
100	1513210014	AFSHAN ALI	Afshan Ali
101	1513240098	KASHIF FIROZE	Kashif Firoze
102	1513210033	APOORVA SHRUTI	Apoorva Shruti
103	1513210181	VIKASH KUMAR	Vikash Kumar
104	1513210036	ARUN KUMAR	Arun Kumar
105	1513210144	SAUMYA SRIVASTAVA	Saumya Srivastava
106	1513210009	ADEEBA SHAREEF	Adeeba Shareef
107	1513210133	SACHIN SHARMA	Sachin Sharma
108	1513210103	NITIN KUMAR	Nitin Kumar
109	1513210093	NAKUL SINGH BHATI	Nakul Singh Bhati
110	1513210121	RAVI KUMAR SHARMA	Ravi Kumar Sharma
111	1513210189	YUVRAJ DIGVIJAY	Yuvraj Digvijay
112	1513210074	KM RITU BIND	KM Ritu Bind
113	1513210081	MD SAMAD SHADAB	MD Samad Shadab
114	1513210139	SAKSHAM SHARMA	Saksham Sharma
115	1613210906	GAURAV	Gaurav
116	1613210913	RAJNISH KUMAR NIRALA	Rajnish Kumar Nirala
117	1613210907	IQRA	Iqra
118	1613210912	RAJEEV RANJAN	Rajeev Ranjan
119	1613210910	NAVAL OLI	Naval Oli
120	1613210905	DHANANJAY KUMAR PANDEY	Dhananjay Kumar Pandey
121	1613210911	NISHITH RAJ	Nishith Raj
122	1613210904	BIKRAM KUMAR	Bikram Kumar
123	1613210903	ASHISH MISHRA	Ashish Mishra
124	1613210901	ABHISHEK SHARMA	Abhishek Sharma
125	1613210801	ANKESH RAJ	Ankesh Raj
126	1613210915	VICKY KUMAR YADAV	V.K. Yadav

Signature of Workshop Coordinator



Signature of HOD- CSDC



Date 09/02/18.

ACADEMIC YEAR: 2017-18

## Summary Report: Workshop on Public Speaking

Branch C.S.E Year 3rd Sem 6th

Number of Participants: 126

Date: 09/02/18

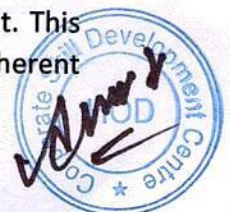
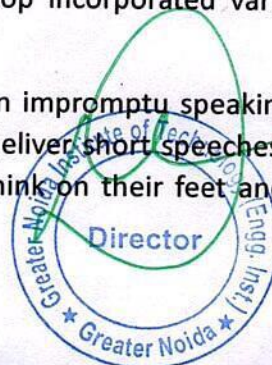
**Overview:** The Public Speaking Workshop was conducted at GNIOT. The workshop aimed to equip participants with the skills and techniques necessary to become confident and effective public speakers. The primary objective was to enhance participants' ability to engage and persuade an audience through clear and impactful communication. The event attracted

### Key Topics Discussed:

1. **Understanding Effective Public Speaking:** The workshop began with an exploration of the key elements of effective public speaking. Participants learned about the importance of establishing credibility, connecting with the audience, structuring speeches, and using effective delivery techniques.
2. **Speech Preparation and Organization:** This session focused on the process of speech preparation and organization. Participants learned techniques for selecting and researching a topic, organizing main points and supporting evidence, and creating a strong introduction and conclusion to captivate the audience.
3. **Verbal and Non-Verbal Communication:** The workshop addressed the role of verbal and non-verbal communication in public speaking. Participants learned techniques for using vocal variety, body language, gestures, and eye contact to enhance their delivery and engage the audience effectively.
4. **Managing Nervousness and Building Confidence:** This session focused on techniques to manage nervousness and build confidence while speaking in front of an audience. Participants learned strategies for relaxation, positive visualization, and developing a confident mindset to overcome stage fright and deliver speeches with poise.
5. **Engaging the Audience and Persuasive Speaking:** The workshop emphasized the importance of audience engagement and persuasive speaking. Participants learned techniques for incorporating storytelling, using rhetorical devices, appealing to emotions, and adapting their message to connect with different audience types.

**Activities and Exercises:** To provide participants with practical application opportunities and foster active learning, the Public Speaking Workshop incorporated various activities and exercises, such as:

1. **Impromptu Speaking:** Participants engaged in impromptu speaking exercises where they were given random topics and had to deliver short speeches on the spot. This exercise aimed to enhance their ability to think on their feet and deliver coherent and engaging impromptu speeches.

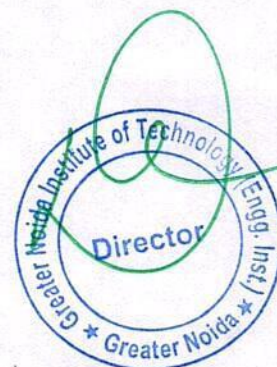


2. **Peer Feedback Sessions:** Participants provided feedback to each other after delivering speeches. They shared constructive criticism, highlighted strengths, and offered suggestions for improvement, fostering a supportive learning environment.
3. **Speech Delivery Practice:** Participants had multiple opportunities to practice delivering prepared speeches. They received feedback from facilitators and peers, allowing them to refine their delivery skills, body language, and overall public speaking techniques.

**Key Outcomes:** The Public Speaking Workshop resulted in several key outcomes for the participants, including:

1. **Enhanced Public Speaking Skills:** Participants developed and honed their public speaking skills, including speech organization, effective delivery techniques, engaging storytelling, and persuasive speaking. They gained the tools necessary to deliver speeches with confidence and impact.
2. **Increased Confidence and Reduced Nervousness:** The workshop empowered participants to manage nervousness and build confidence in their public speaking abilities. They learned techniques to overcome stage fright, project a confident presence, and deliver speeches with poise and self-assurance.
3. **Improved Audience Engagement:** Participants acquired strategies to engage the audience effectively during speeches. They learned techniques for using vocal variety, body language, eye contact, and storytelling to captivate the audience's attention and maintain their interest throughout the presentation.
4. **Persuasive Communication Skills:** Participants gained an understanding of persuasive speaking techniques. They learned strategies to appeal to the audience's emotions, use rhetorical devices, and tailor their message to effectively persuade and influence listeners.

**Conclusion:** The Public Speaking Workshop provided participants with valuable insights, techniques, and practice opportunities to enhance their public speaking skills. Through interactive activities, peer feedback, and practical exercises,





## CIRCULAR

Dated: 19<sup>th</sup> Mar, 2018

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **26.03.2018** for **ME 3<sup>rd</sup> Yr 6<sup>th</sup> Sem.** The title of the workshop is **"Public Speaking"**.

The objective of this workshop is to create good public speaking skills that can create enormous opportunities for innovation and healthy competition amongst professionals.

All are required to attend the workshop.

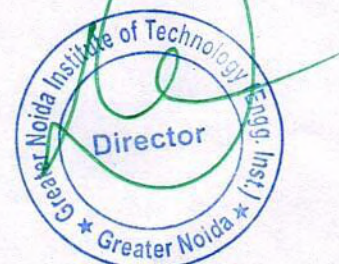


Signature

(Amit Kumar, HOD, CSDC)

1. **Copy to:**

Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.



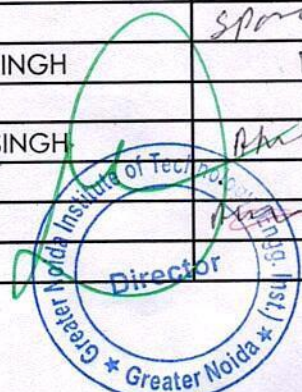


# CSDC Workshop on Public Speaking

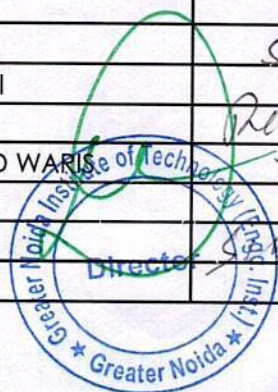
Academic Year 2017-2018  
Branch ME, 3rd Year, 6th Semester

## Attendance Sheet

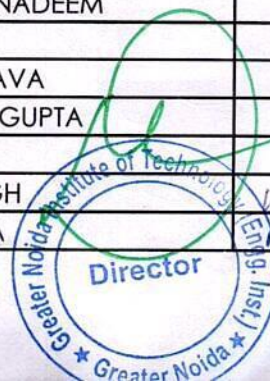
S.No.	Roll No	Name	Signature of Student
1	1413240059	DEEPAK YADAV	Deepak
2	1413240039	ARBAZ BASHAR HASHMI	Arbaz
3	1413240145	PRAVEEN KUMAR	Praveen
4	1413240203	SHUBHAM SAURAV	Shubham
5	1413240162	RAMENDRA MISHRA	Ramendra
6	1413240160	RAKESH KUMAR	Rakesh
7	1513240168	RAHIL REZA	Rahil
8	1513240138	MOHIT RAJ	Mohit
9	1513240080	GAURAV SINGH	Gaurav
10	1513240230	TARUN RAJ	Tarun
11	1513240070	DEEPENDRA KUMAR	Deependra
12	1513240176	RAJEEV KUMAR JHA	Rajeev Kumar
13	1513240038	ANAND SHYAM PATEL	Anand
14	1513240087	HARSHIT VERMA	Harshit
15	1513240032	AMIT KUMAR	Amit Kumar
16	1513240018	ADITYA RAJ	Aditya
17	1513240233	UDESHYA KUMAR	Udeshya
18	1513240004	ABHIJEET DUTTA	Abhijeet
19	1513240040	ANKESH KUMAR SINGH	Ankesh
20	1513240196	SACHIN SHARMA	Sachin
21	1513240146	NISHANT SIROTHIYA	Nishant
22	1513240149	NITIN YADAV	Nitin
23	1513240173	RAJ KUMAR	Raj
24	1513240102	KRISHNANDAN KUMAR DWIVEDI	Krishnan
25	1513240090	IRFAN AHMAD	Irfan
26	1513240072	DEVESH CHATURVEDI	Devsh
27	1513240003	ABHAS PANDEY	Abhas
28	1513240194	SABIR RAZA KHAN	Sabir
29	1513240200	SAMEER AKHTAR	Sameer
30	1513240193	RUPESH KUMAR	Rupesh
31	1513240224	SPARSH MISHRA	Sparsh
32	1513240105	KUNDAN KUMAR SINGH	Kundan
33	1513240056	ASHISH MISHRA	Ashish
34	1513240006	ABHIJEET KUMAR SINGH	Abhijeet
35	1513240202	SARWAR SHAMIM	Sarwar
36	1513240044	ANKIT SHUKLA	Ankit
37	1513240111	MAYANK SINGH	Mayank



38	1513240140	MUZAMMIL AKHTER	Muzammil
39	1513240198	SAJID ZEYA	
40	1513240110	MAYANK SHUKLA	Mayank Shukla
41	1513240093	JAY KISHAN	Jay
42	1513240075	DURGESH KUMAR	
43	1513240062	BRIJESH SINGH BAGHEL	Brijesh Singh Baghel
44	1513240192	ROHAN SRIVASTAVA	
45	1513240220	SHUBHAM RANA	Shubham
46	1513240078	GAURAV KUMAR PANDEY	
47	1513240069	DEEPANKAR RAJ	Deepank
48	1513240014	ABHISHEK ROR	Abhishek
49	1513240226	SUMEET RAWAT	Sumeet
50	1513240104	KUNAL CHOUDHARY	
51	1513240088	HARVINDER SINGH	Harvinder Singh
52	1513240234	UTKARSH SRIVASTAVA	Utkarsh
53	1513240017	ADITYA NARAYAN SINGH	
54	1513240097	KARTIK VERMA	Kartik
55	1513240002	AAYUSH DHAR DWIVEDI	
56	1513240204	SAURABH SHANTANU	
57	1513240015	ADARSH RAJ	Adarsh
58	1513240222	SIDDHARTH ARYA	Siddharth Arya
59	1513240248	WAJEEH HASAN	
60	1513240013	ABHISHEK PURIA	
61	1513240043	ANKIT RAJ	Ankit
62	1513240059	ATIULLAH A ZAMAN	Atiullah
63	1513240041	ANKIT KUMAR GUPTA	Ankit
64	1513240201	SANJEEV KUMAR SHARMA	
65	1513240031	AMIT KUMAR	Amit
66	1513240084	GOVIND KUMAR SHARMA	Govind Kumar
67	1513240054	ASHISH KUMAR	Ashish
68	1513240118	MD FARIDUL HAQUE	
69	1513240187	RAVI KUMAR VERMA	Ravi
70	1513240215	SHIVANSH KUMAR	Shivansh
71	1513240214	SHIVAM MISHRA	
72	1513240008	ABHINAY SINGH	Abhinay Singh
73	1513240050	ARUN KUMAR	Arun
74	1513240148	NITESH RAI	Nitesh
75	1513240135	MOHD FAIZAN	
76	1513240240	VINAY PATEL	Vinay
77	1513240206	SAURAV KUMAR	Saurav Kumar
78	1513240228	SURAJ CHAUHAN	
79	1513240210	SHADAN AHMAD	Shadan
80	1513240095	KANHAIYA SAHANI	
81	1513240189	RAVI VERMA	Ravi
82	1513240252	ZAFAR MAHMOOD WARISE of Technology	Zafar
83	1513240236	UTSAV KUMAR	Utsav
84	1513240227	SUNIL YADAV	
85	1513240125	MD SHAHID RAZA	



86	1513240094	JAZIB KALAM	
87	1513240251	YASIR IDRIS	Yasir
88	1513240016	ADIL AFZAL	
89	1513240126	MD SHANABAZ ALAM	MS Alam
90	1513240128	MD TABISH ZAKI	Tabish
91	1513240083	GHANSHYAM GUPTA	
92	1513240101	KRISHNA PARTH	Krishna
93	1513240064	CHANDRA PRAKASH SINGH	
94	1513240134	MOHAMMAD SHAMIM ALAM	MSA
95	1513240108	MAHESH KUMAR GUPTA	
96	1513240158	PRASHANT KUMAR	
97	1513240010	ABHISHEK CHANDRA	Abhishek
98	1513240092	ISLAM	Islam
99	1513240175	RAJEEV KUMAR	Rajeev
100	1513240213	SHIV SHANKAR	
101	1513240021	AJAY YADAV	Ajay
102	1513240217	SHUBHAM KUMAR	
103	1513240239	VINAY KUMAR	Vinay
104	1513240129	MD. KASHIF UL HAQUE	
105	1513240178	RAKESH KUMAR	Rakesh
106	1513240117	MD FAIQUE KHAN	
107	1513240136	MOHD. SAFWAN	Mohd Safwan
108	1513240063	CHANDAN KUMAR	
109	1513240141	NADEEM SARWAR	Nadeem
110	1513240164	PRAVEEN KUMAR CHAUHAN	
111	1513240033	AMIT KUMAR	Amit Kumar
112	1513240036	AMMAR KAUSAR	
113	1513240238	VIKASH KUMAR SINGH	
114	1513240124	MD SHAHFAIZ	
115	1513240184	RASHID ALI	
116	1513240235	UTKARSH YADAV	
117	1513240081	GAURAV UPADHYAY	Gaurav
118	1513240250	WASIM RAJA	
119	1513240034	AMIT KUMAR PAL	
120	1513240211	SHASHANK KUMAR	
121	1513240243	VISHAL SHARMA	
122	1513240154	PIYUSH KUMAR	
123	1513240127	MD SHARIQUE IMAM	Md. Sharique Imam
124	1513240130	MD. QURBAN ANSARI	
125	1513240028	AMIR DANISH	Amir Danish
126	1513240005	ABHIJEET KUMAR SINGH	
127	1513240132	MOHAMMAD NADEEM	Md. Nadeem
128	1513240053	ASHFAK	
129	1513240045	ANKIT SRIVASTAVA	Ankit
130	1513240060	BABLU KUMAR GUPTA	
131	1513240169	RAHUL KUMAR	Rahul Kumar
132	1513240022	AKANSHA SINGH	Akansha
133	1513240122	MD SAHIL RAZA	Md. Sahil Raza

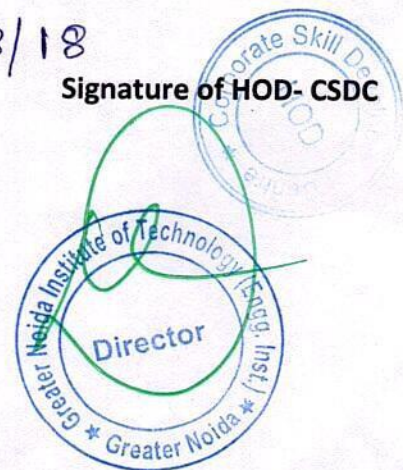


134	1513240039	ANGAD MAURYA	
135	1513240199	SAMAR KHAN	Samar
136	1513240223	SONU KUMAR PATHAK	
137	1513240182	RANJIT SINGH	R Singh
138	1513240191	RISHIKESH SINGH	Rishikesh
139	1513240076	GANESH KUMAR	
140	1513240219	SHUBHAM MALIK	Shubham Malik
141	1513240180	RANJAN KUMAR	Ranjan Kumar
142	1513240218	SHUBHAM KUMAR	
143	1513240207	SAURAV KUMAR	Saurav
144	1513240068	DEEPAK KUMAR SINHA	
145	1613240909	LOVEKESH MISHRA	Lovekesh Mishra
146	1613240806	MD JAID	
147	1613240907	ARSHAD ALI	Arshad
148	1613240814	TANISH KABTIYAL	Tanish Kabtiyal
149	1613240808	RAVINDER KUMAR	
150	1613240911	ROHIT RAJOTIA	Rohit
151	1613240905	AMARNATH SINGH CHAUHAN	Amarnath
152	1613240906	ARFIN HASHMI	
153	1613240910	MD SHAHID REZA	md. Shahid Reza
154	1613240802	AMAN SINGH	Aman
155	1613240807	MD ATIF MASOOD	
156	1613240901	AASHIRWAD MISHRA	Aashirwad kumar
157	1613240805	HARISH KUMAR	
158	1613240903	ABHAY GAUTAM	Abhay Gautam
159	1613240809	SHAHARYAR KHAN	
160	1613240912	SHANE AHMAD	Shane
161	1613240813	SHUMAIL UR RAHMAN	
162	1613240902	ABDULLAH SHAKOOR	
163	1613240811	SHIKHAR PANDEY	Shikhar Pandey
164	1613240908	AVINASH KUMAR	
165	1613240803	APOORV ANAND	Apoorv

Signature of Workshop Coordinator

Dated 26/3/18

Signature of HOD- CSDC



ACADEMIC YEAR: 2017-18

## Summary Report: Workshop on Public Speaking

Branch ME Year 3rd Sem 6th

Number of Participants: 165.

Date: 26/3/18

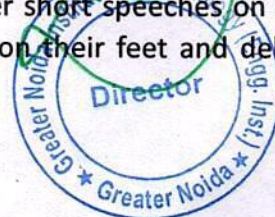
**Overview:** The Public Speaking Workshop was conducted at GNIOT. The workshop aimed to equip participants with the skills and techniques necessary to become confident and effective public speakers. The primary objective was to enhance participants' ability to engage and persuade an audience through clear and impactful communication. The event attracted

### Key Topics Discussed:

1. **Understanding Effective Public Speaking:** The workshop began with an exploration of the key elements of effective public speaking. Participants learned about the importance of establishing credibility, connecting with the audience, structuring speeches, and using effective delivery techniques.
2. **Speech Preparation and Organization:** This session focused on the process of speech preparation and organization. Participants learned techniques for selecting and researching a topic, organizing main points and supporting evidence, and creating a strong introduction and conclusion to captivate the audience.
3. **Verbal and Non-Verbal Communication:** The workshop addressed the role of verbal and non-verbal communication in public speaking. Participants learned techniques for using vocal variety, body language, gestures, and eye contact to enhance their delivery and engage the audience effectively.
4. **Managing Nervousness and Building Confidence:** This session focused on techniques to manage nervousness and build confidence while speaking in front of an audience. Participants learned strategies for relaxation, positive visualization, and developing a confident mindset to overcome stage fright and deliver speeches with poise.
5. **Engaging the Audience and Persuasive Speaking:** The workshop emphasized the importance of audience engagement and persuasive speaking. Participants learned techniques for incorporating storytelling, using rhetorical devices, appealing to emotions, and adapting their message to connect with different audience types.

**Activities and Exercises:** To provide participants with practical application opportunities and foster active learning, the Public Speaking Workshop incorporated various activities and exercises, such as:

1. **Impromptu Speaking:** Participants engaged in impromptu speaking exercises where they were given random topics and had to deliver short speeches on the spot. This exercise aimed to enhance their ability to think on their feet and deliver coherent and engaging impromptu speeches.



2. **Peer Feedback Sessions:** Participants provided feedback to each other after delivering speeches. They shared constructive criticism, highlighted strengths, and offered suggestions for improvement, fostering a supportive learning environment.
3. **Speech Delivery Practice:** Participants had multiple opportunities to practice delivering prepared speeches. They received feedback from facilitators and peers, allowing them to refine their delivery skills, body language, and overall public speaking techniques.

**Key Outcomes:** The Public Speaking Workshop resulted in several key outcomes for the participants, including:

1. **Enhanced Public Speaking Skills:** Participants developed and honed their public speaking skills, including speech organization, effective delivery techniques, engaging storytelling, and persuasive speaking. They gained the tools necessary to deliver speeches with confidence and impact.
2. **Increased Confidence and Reduced Nervousness:** The workshop empowered participants to manage nervousness and build confidence in their public speaking abilities. They learned techniques to overcome stage fright, project a confident presence, and deliver speeches with poise and self-assurance.
3. **Improved Audience Engagement:** Participants acquired strategies to engage the audience effectively during speeches. They learned techniques for using vocal variety, body language, eye contact, and storytelling to captivate the audience's attention and maintain their interest throughout the presentation.
4. **Persuasive Communication Skills:** Participants gained an understanding of persuasive speaking techniques. They learned strategies to appeal to the audience's emotions, use rhetorical devices, and tailor their message to effectively persuade and influence listeners.

**Conclusion:** The Public Speaking Workshop provided participants with valuable insights, techniques, and practice opportunities to enhance their public speaking skills. Through interactive activities, peer feedback, and practical exercises,





## 5.1.2

### Capacity Building and Skills Enhancement Initiatives taken by the Institution

Soft Skills (PG Course: MBA/MCA)



**Greater Noida Institute of Technology (Engg. Institute)**

**Plot No. 7, Knowledge Park II, Greater Noida  
Uttar Pradesh 201310 India**



## CIRCULAR

Dated: 11<sup>th</sup> Sept, 2017

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **18.09.2017** for **MCA 3<sup>rd</sup> Yr 5<sup>th</sup> Sem.** The title of the workshop is **“Resonant Leadership”**

The objective of the workshop is to inculcate leadership skills in the students. Resonant leadership emphasizes the importance of emotional intelligence, empathy, and creating positive emotional connections with team members to inspire and motivate them.

All are required to attend the workshop.



Signature  
(Amit Kumar, HOD, CSDC)

1. **Copy to:**

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15 Sep 2017

## CSDC Workshop on Resonant leadership

Academic Year 2017-2018  
Branch MCA, 3<sup>rd</sup> Year, 5<sup>th</sup> Semester

### Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1513214907	BAHAR RAFIQ	A
2	1613214804	AJAY SINGH	A
3	1613214836	RAHUL	Rahul
4	1613214810	ANKIT TRIVEDI	A
5	1613214845	VINAY KUMAR	(W)
6	1613214820	JAI PRAKASH VAISHNAV	A
7	1613214832	PURNIMA SINGH	A
8	1613214803	ADITYA PRATAP SINGH	Aditya
9	1613214839	SHIVAM GUPTA	A
10	1613214830	NAHAR SINGH	A
11	1613214844	UDAY PRATAP	(V)
12	1613214825	LALIT KUMAR	A
13	1613214833	PRADEEP KUMAR GAUTAM	A
14	1613214816	DIPANSHU KAUSHIK	Dipanshu
15	1613214828	MUDASSIR QURESHI	A
16	1613214814	BHUPENDRA SINGH	A
17	1613214834	PRAKASH CHANDRA PANDEY	A
18	1613214823	KHEM KARAN SINGH	Khem Karan
19	1613214808	ANISH KUMAR SINGH	A
20	1613214802	ABHAY DWIVEDI	(A)
21	1613214801	ABDUL SABOOR	Saboor
22	1613214840	SUBHASH KUMAR YADAV	A
23	1613214815	DIKSHA RAJPUT	Diksha



24	1613214813	ASRAR AHMAD	A
25	1613214819	GYANENDRA KUMAR CHAUDHARY	Gyanendra
26	1613214805	ALOK KUMAR PATHAK	Alok
27	1613214811	ARPIT KUMAR	Arpit
28	1613214835	PRAMOD KUMAR PRASAD	A
29	1613214838	SAURABH SHUKLA	Saurabh
30	1613214818	DRISHTI	Drishiti
31	1613214826	MANMOHAN KUMAR	A
32	1613214822	JEETENDRA YADAV	Jeetendra
33	1613214837	SANIA RAHMAN	Sania
34	1613214809	ANKIT YADAV	Ankit
35	1613214847	YOGESH KUMAR	A
36	1613214827	MANTU KUMAR	Mantu
37	1613214831	NITESH KUMAR RAY	A
38	1613214841	SUMIT KUMAR	Sumit
39	1613214846	YOGESH KUMAR	Yogesh
40	1613214821	JAVERIA REHMAN	Javeria
41	1613214842	SUYASH SINGH KUSHWAHA	A
42	1613214817	DIPESH KUMAR	

Signature of Workshop Coordinator

Date 18 Sep 2017



Signature of HOD- CSDC



ACADEMIC YEAR: 2017-18

## Summary Report: Workshop on Resonant Leadership

Branch MCA Year 3rd Sem 5th

Number of Participants: 42

Date: 18/9/17

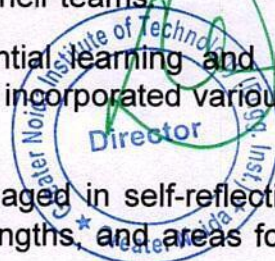
**Overview:** The Resonant Leadership Workshop was conducted at GNIOT. The workshop aimed to cultivate and develop resonant leadership skills among participants. Resonant leadership emphasizes the importance of emotional intelligence, empathy, and creating positive emotional connections with team members to inspire and motivate them.

### Key Topics Discussed:

1. **Introduction to Resonant Leadership:** The workshop began with an introduction to resonant leadership, explaining its core principles and the impact it has on individuals and teams. Participants gained an understanding of the importance of emotional intelligence, self-awareness, and empathy in effective leadership.
2. **Emotional Intelligence and Self-Awareness:** This session focused on emotional intelligence as a foundation for resonant leadership. Participants learned techniques to develop self-awareness, understand their emotions and triggers, and manage their emotional responses effectively.
3. **Building Positive Emotional Connections:** The workshop emphasized the significance of building positive emotional connections with team members. Participants learned strategies to foster trust, empathy, and authentic communication, creating an environment that promotes collaboration, growth, and productivity.
4. **Inspiring and Motivating Teams:** This session addressed techniques for inspiring and motivating teams as a resonant leader. Participants learned how to communicate a compelling vision, align individual and team goals, provide meaningful feedback and recognition, and empower team members to reach their full potential.
5. **Sustaining Resonant Leadership:** The workshop discussed strategies for sustaining resonant leadership over time. Participants learned the importance of self-care, resilience, and continuous growth and development as a leader. They explored techniques for managing stress, maintaining work-life balance, and fostering a culture of well-being within their teams.

**Activities and Exercises:** To facilitate experiential learning and promote active participation, the Resonant Leadership Workshop incorporated various activities and exercises, such as:

1. **Self-Reflection Exercises:** Participants engaged in self-reflection activities to assess their current leadership styles, strengths, and areas for growth. They

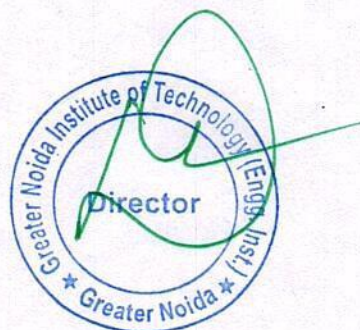


were encouraged to identify opportunities for applying resonant leadership principles in their professional roles.

2. **Group Discussions and Case Studies:** Interactive group discussions and case studies allowed participants to explore real-life leadership scenarios and challenges. They shared insights, exchanged perspectives, and collectively brainstormed solutions, fostering a collaborative learning environment.
3. **Role-Playing and Simulations:** Participants participated in role-playing exercises and simulations to practice resonant leadership techniques. They simulated challenging leadership situations, such as providing feedback or resolving conflicts, and received feedback from facilitators and peers to enhance their leadership skills.

**Key Outcomes:** The Resonant Leadership Workshop resulted in several key outcomes for the participants, including:

1. **Enhanced Emotional Intelligence:** Participants developed a deeper understanding of emotional intelligence and its role in effective leadership. They gained self-awareness, empathy, and the ability to manage their emotions, leading to improved interpersonal relationships and team dynamics.
2. **Strengthened Leadership Abilities:** The workshop empowered participants with resonant leadership skills. They learned techniques for building positive emotional connections, inspiring and motivating teams, and aligning individual and organizational goals, leading to improved leadership effectiveness.
3. **Increased Collaboration and Productivity:** Participants acquired strategies to create a collaborative and productive work environment. They learned how to foster trust, open communication, and a sense of belonging within their teams, resulting in increased collaboration, innovation, and team performance.
4. **Personal Growth and Well-being:** The workshop emphasized the importance of personal growth and well-being for resonant leaders. Participants gained insights into self-care, stress management, and work-life balance, enabling them to sustain their leadership effectiveness.





## CIRCULAR

Dated: 19<sup>th</sup> Nov, 2018

Dear Parents/Guardians/Students,

We are pleased to inform you that the Corporate Skill Development Centre (CSDC) department is organizing a one-day workshop on **26.11.2018** for **MBA 1<sup>st</sup> Yr 1<sup>st</sup> Sem.** The title of the workshop is **"Power Dressing & Grooming"**.

The objective of this workshop is to enhance the position and authority of an individual in his/her workplace and helps to build one's personal brand.

All are required to attend the workshop.

Signature  
(Amit Kumar, HOD, CSDC)

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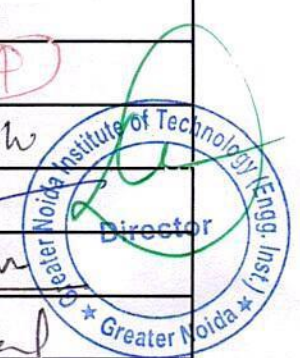


CSDC Workshop on  
**Power Dressing & Grooming**

Academic Year 2018-2019  
Branch - **MBA 1st Year, 1st Semester**

**Attendance Sheet**

Sr. No	Roll Number	Name of Student	Signature
1	1813270016	DEEPAK KUMAR SINGH	(A)
2	1813270048	VAISHALI RAJPUT	(A)
3	1813270027	MD. WASHID	Mahomed
4	1813270044	SOMI WALIA	Somi
5	1813270034	ROCKY AWANA	Rocky
6	1813270043	SHRUTI RAIMAJHI	Shruti
7	1813270037	SANAPALA SATYANARAYANA	(A)
8	1813270033	RISHAV RAJ	Rishav
9	1813270003	ABHISHEK SINGH	(A)
10	1813270012	KM. ASHA VERMA	Asha Verma
11	1813270011	ANUJ KUMAR SINGH	(A)
12	1813270006	MISHRA AJITKUMAR RAMAPATI	Ajit
13	1813270023	KARAMVEER KUMAR	Karamveer
14	1813270040	SHAHANA FATMA	(A)
15	1813270032	RAJAT CHAUHAN	(A)
16	1813270020	HANIYA KHAN	Haniya
17	1813270009	ANJALI KUMARI	Anjali
18	1813270015	DAMINI KAUSHIKI	Damini
19	1813270013	ASTE AALAM	A. Aalam
20	1813270039	SAQUIB MOKHTAR	(A)
21	1813270028	MOHD VANISH	Mohd. Vanish
22	1813270017	DURGA CHARAN PANDEY	Durga Charan
23	1813270030	NIDHI CHAUDHARY	Nidhi Ch
24	1813270001	AANCHAL	Aanchal



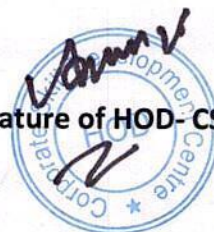
25	1813270047	URUSA PARWEEN	(A)
26	1813270042	SHIVENDRA SINGH	
27	1813270038	SANDESH KUMAR GUPTA	
28	1813270010	ANU SHARMA	Anu.
29	1813270029	MONEY SINGH	
30	1813270004	AJAY KUMAR SHARMA	Ajay
31	1813270019	GAURAV BHATI	
32	1813270018	EKTA PANDEY	EKta.
33	1813270031	PRABHAT KUMAR	(A)
34	1813270021	HARSHIT GOEL	Harshit
35	1813270036	SAKSHI SHARMA	(A)
36	1813270025	KM. SAPNA MEENA	
37	1813270049	VARSHA ROY	Varsha.
38	1813270026	KM. SHRISTI MISHRA	
39	1813270002	ABHISHEK ARYA	Abhishe
40	1813270007	ALI ZISHAN	
41	1813270050	WASIF ALI	Wasif Ali
42	1813270022	HEMANT KUMAR	(A)
43	1813270046	TAHSEEM RAZA	(A)
44	1813270008	AMEER HASAN	Ameer Hasan
45	1813270005	AJAY KUMAR SINGH	
46	1813270045	SONAL GOVIL	Sonal.
47	1813270024	KM ARCHANA GAUTAM	(A)
48	1813270014	AVINASH KUMAR	Avinash.
49	1813270035	SAHIL PARVEZ	

Signature of Workshop Coordinator



Date

Signature of HOD - CSDC



ACADEMIC YEAR: 2018-19

## Summary Report: Workshop on Power Dressing & Grooming

Branch MBA Year 1st Sem 1st

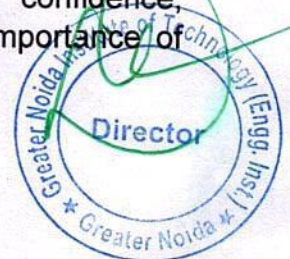
Number of Participants: 49

Date: 26-11-18

**Overview:** The Power Dressing & Grooming Workshop was conducted at GNIOT. The primary objective of the workshop was to educate participants on the importance of personal appearance, professional grooming, and appropriate dressing to enhance their confidence, credibility, and impact in the workplace.

### Key Topics Discussed:

1. **Understanding Power Dressing:** The workshop commenced with an introduction to power dressing, explaining its significance in establishing a professional image. Participants learned about the psychology of clothing, the impact of attire on self-perception and others' perceptions, and the role of personal style in power dressing.
2. **Dressing for Different Work Environments:** This session focused on dressing appropriately for different work environments, such as corporate, creative, and business casual settings. Participants gained insights into industry-specific dress codes, including formal attire, business suits, smart-casual ensembles, and the importance of adapting to the organizational culture.
3. **Grooming and Personal Hygiene:** The workshop emphasized the significance of grooming and personal hygiene in professional settings. Participants learned about grooming practices for hair, skincare, nails, and overall personal appearance. They gained knowledge of grooming essentials, etiquette, and the impact of good grooming on personal and professional relationships.
4. **Building a Professional Wardrobe:** This session provided participants with practical tips and guidelines for building a professional wardrobe. They learned how to create a versatile wardrobe with essential pieces, mix and match outfits, and make appropriate choices for various occasions. The facilitator also shared insights on colors, accessories, and style trends.
5. **Non-Verbal Communication:** The workshop emphasized the role of non-verbal communication in power dressing. Participants learned about body language, posture, gestures, and facial expressions that convey confidence, professionalism, and authority. They gained insights into the importance of maintaining eye contact, a firm handshake, and overall poise.





### **Activities and Exercises:**

To enhance the participants' learning experience, the workshop incorporated several activities and exercises, including:

1. **Wardrobe Analysis:** Participants conducted a personal wardrobe analysis to assess their current attire and identify areas for improvement. They received feedback from the facilitator and fellow participants to make informed choices for building a professional wardrobe.
2. **Dress Code Scenarios:** Participants engaged in role-playing exercises to practice dressing appropriately for different work scenarios. They simulated situations in which they had to choose appropriate attire, considering factors such as industry norms, client meetings, and business events.
3. **Grooming Demonstrations:** The workshop included grooming demonstrations, where participants learned practical grooming techniques from the facilitator. They had the opportunity to ask questions, seek advice, and practice grooming skills under the guidance of the facilitator.

### **Key Outcomes:**

The Power Dressing & Grooming Workshop resulted in several key outcomes for the participants, including:

1. **Enhanced Professional Image:** Participants gained a deeper understanding of the impact of personal appearance and grooming on their professional image. They learned how power dressing can influence perceptions, boost confidence, and establish credibility in the workplace.
2. **Improved Dressing Skills:** Participants acquired practical skills in dressing appropriately for different work environments and occasions. They learned how to select and coordinate outfits, accessorize effectively, and align their clothing choices with their personal style and organizational culture.
3. **Confidence and Professional Presence:** The workshop empowered participants to enhance their confidence, self-esteem, and professional presence through power dressing and grooming. They learned how non-verbal communication and a polished appearance can positively influence their interactions and career progression.
4. **Networking and Personal Branding:** Participants recognized the role of power dressing in personal branding

