



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 (2018-19)

Greater Noida Institute of Technology (Engg. Institute)

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



CIRCULAR

Dated: 18th Apr, 2019

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 **29.04.2019** for **CSE 3rd Yr 6th Sem A**. 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.

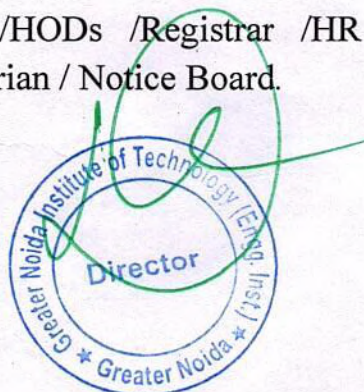


Signature

(Amit Kumar, HOD, CSDC)

1. **Copy to:**

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



Director

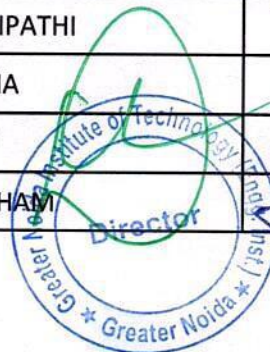
21/9/2018

CSDC Workshop on Digital Etiquette

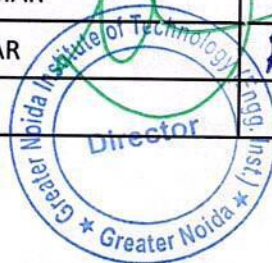
Academic Year 2018-2019
Branch CS, (Sec- A) 3rd Year, 6th Semester

Attendance Sheet

Sr. No	Roll No	Name of Student	Signature
1	1413210117	RAHUL KUMAR	Rahul Kumar
2	1513210079	MANI KUMAR	(A)
3	1513210149	SHIVAM SINGH	Shivam
4	1513210045	ATUL CHAUDHARY	(A)
5	1513210140	SAMEERA PARVEEN	Sameera
6	1613210035	ANJALI PANDEY	Anjali Pandey
7	1613210074	JATIN KUMAR	(A)
8	1613210045	ARJIT AWASTHI	(A)
9	1613210072	GAURAV	Gaurav
10	1613210002	AARJU RAJ ARYA	(A)
11	1613210052	ATUL KUMAR	Atul Kumar
12	1613210026	AMEESHA SINGH	Ameesha
13	1613210018	AKASH KUMAR	(A)
14	1613210060	CH SUJITHA SOUBHAGYA	ch sujitha
15	1613210011	ABHISHEK SRIVASTAVA	(A)
16	1613210063	DEEPAK KUMAR	Deepak
17	1613210090	MAYANK NAYAL	(A)
18	1613210019	AKASH KATOCH	(A)
19	1613210025	AMARTYA PARIJAT	Amartya Parijat
20	1613210083	KUMARI POOJA	(A)
21	1613210017	AKASH BHARDWAJ	Akash
22	1613210067	DHEERAJ KUMAR BAGHEL	Dheeraj Kumar
23	1613210041	ANSHIKA TRIPATHI	(A)
24	1613210046	ARJIT SAXENA	Arjit Saxena
25	1613210070	DIVYANSHU	(A)
26	1613210055	AYUSHI BATHAM	Ayushi Batham



27	1613210006	ABHIJEET MISHRA	(A)
28	1613210086	LALIT SHARMA	Lalit Sharma
29	1613210079	KARAN SINGH RAWAT	(A)
30	1613210048	ASHIMA AHLAWAT	Ashima Ahl
31	1613210061	CHANDAN KUMAR	Chandan
32	1613210050	ASHISH KUMAR OJHA	(A)
33	1613210043	APOORV BHARDWAJ	Apoorv
34	1613210054	AYUSH SINGH	(A)
35	1613210078	KAPIL DEV PANDEY	Kapil
36	1613210092	MD HASHIM	(A)
37	1613210051	ASHUTOSH KUMAR DIXIT	(A)
38	1613210013	ADESH ANAND	Aadesh Anand
39	1613210056	BASIT ANWAR	(A)
40	1613210042	ANUGRAH BHATT	Anuragh
41	1613210024	AMAN MISHRA	Aman
42	1613210071	ESHANT GARG	(A)
43	1613210005	AAYUSH KUMAR	Aayush
44	1613210069	DIPANSHU SHARMA	(A)
45	1613210059	BIKASH KUMAR DAS	Bikash
46	1613210082	KUMAR SAURABH	(A)
47	1613210077	JYOTI SINGH	Jyoti Singh
48	1613210030	ANIKET KUMAR	(A)
49	1613210031	ANIKET SRIVASTAVA	(A)
50	1613210053	AVANEESH KUMAR	(A)
51	1613210075	JAYA KUMARI SINGH	Jaya Kumari
52	1613210008	ABHISHEK	(A)
53	1613210022	ALIYA FERAZ	Aliya Feraz
54	1613210034	ANJALI KUMARI	Anjali
55	1613210093	MD ABSAR QURAIISHI	(A)
56	1613210080	KESHAV KUMAR GUPTA	Keshav Kumar Gupta
57	1613210021	AKSHAY KUMAR	(A)
58	1613210038	ANKIT KUMAR	Ankit Kumar
59	1613210088	PRIYANKA	(A)



60	1613210084	KUNAL GAUTAM	<i>Kunal Gautam</i>
61	1713210903	DIVYANSH SHARMA	<i>D</i>
62	1713210908	RAHUL PATHAK	<i>A</i>
63	1713210911	RIZWAN AHMAD KHAN	<i>A</i>
64	1713210912	SHIVAM MISHRA	<i>Shivam Mishra</i>

Signature of Workshop Coordinator

Signature of HOD CSDC



ACADEMIC YEAR: 2018-19

Summary Report: Workshop on Digital Etiquette

Branch CSE Year 3rd Sem 6th Sem

Number of Participants: 64

Date: 29/4/19

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:

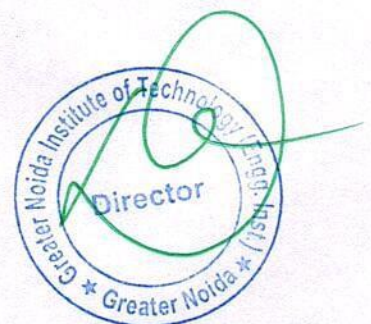


1. **Case Studies and Group Discussions:** Participants engaged in case studies and group discussions to analyze real-life scenarios related to digital etiquette. They discussed appropriate responses, shared experiences, and exchanged insights on navigating challenging online communication situations.
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: 01st Mar, 2019

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 **06.03.2019** for **ME 3rd Yr 6th Sem A**. The title of the workshop is "**Resume Boot Camp**".

The objective of this workshop is to make the learners understand the impact and purpose of Resume for Job Interviews.

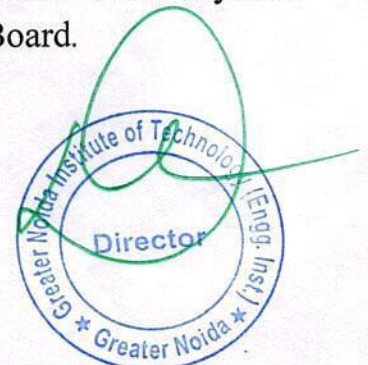
All are required to attend the workshop.



Signature
(Amit Kumar, HOD, CSDC)

1. **Copy to:**

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

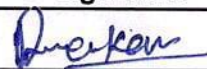


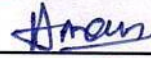

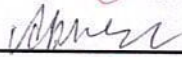

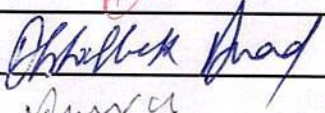
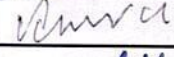
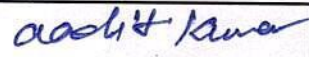

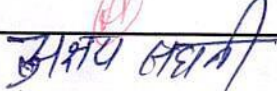
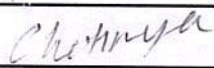



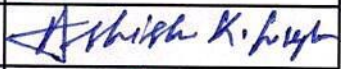





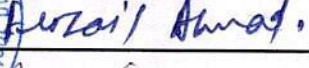
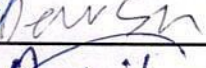
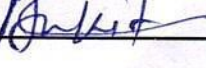


6th March 2019
55

CSDC Workshop on Resume Bootcamp

Academic Year 2018-2019
Branch ME, 3rd Year, 6th Semester

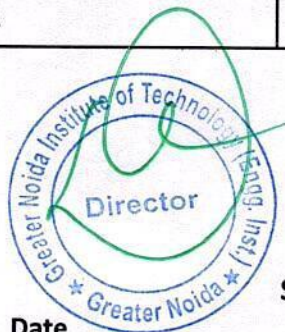
Attendance Sheet

Sr,No	Roll No	Name of Student	Signature
1	1513240074	DIWAKAR KUMAR	
2	1513240001	AASHISH KUMAR	
3	1613240037	AVESH ALAM	
4	1613240017	AMAN	
5	1613240050	DUSHYANT CHAUHAN	
6	1613240010	ABHISHEK KUMAR RAI	
7	1613240025	ANUPAM RAWAT	
8	1613240005	ABHISHEK ANAND	
9	1613240026	ANURAG PANDEY	
10	1613240001	AADIT KUMAR	
11	1613240049	DIVYANSHU KUMAR	
12	1613240015	AKSHAY SAHANI	
13	1613240040	CHAITANYA KUMAR	
14	1613240011	ABHISHU KUMAR	
15	1613240016	AKSHAY YADAV	
16	1613240002	AAQUIB NEYAZ KHAN	
17	1613240033	ASHISH KUMAR SINGH	
18	1613240039	BAIRISTER KUMAR SHARMA	
19	1613240012	ABHYUDAY SHAANDILYA	
20	1613240054	GAURAV TIWARI	
21	1613240036	ATUL KUMAR	
22	1613240045	DEVANSH ROHILLA	
23	1613240052	FUZAIL AHMAD	
24	1613240046	DEVESHWAR SINGH	
25	1613240023	ANKIT KUMAR PRABHAKAR	



26	1613240029	ARMAN UL HAQ	Arman
27	1613240007	ABHISHEK KUMAR SINGH	Abhishek
28	1613240020	AMRESHWAR PRATAP SINGH	(A)
29	1613240044	DEV PRAKASH	Dev
30	1613240013	ADARSH KUMAR YADAV	Adarsh K Yadav
31	1613240019	AMIT PRAKASH MURMU	Amit
32	1613240055	GUDDU KUMAR PANDIT	Guddu K Pandit
33	1613240006	ABHISHEK BHARGAV	(A)
34	1613240024	ANKITA SHARMA	Ankita Sharma
35	1613240034	ASHWINI RAJ	Ashwini
36	1613240022	ANKIT KUMAR	Ankit Kuma
37	1613240027	APOORV CHITRANNSH KUDESHIYA	(A)
38	1613240028	ARJUN UPADHYAY	Arjun
39	1613240038	AVISHEK	Avishhek
40	1613240021	ANIKET KUMAR	Aniket
41	1613240042	CHETAN SHARMA	(A)
42	1613240018	AMAN BAJPAI	Aman
43	1613240041	CHANDAN SHARMA	Chandan Sharma
44	1613240047	DHANANJAY SINGH	(A)
45	1613240003	ABDULLAH RAGHIB	(A)
46	1713240906	KUSHAGRA SAXENA	Kushagra Saxena
47	1713240905	HRITIK BHARTI	(A)
48	1713240907	MD IRFAN	MD IRFAN
49	1713240902	ANTESH	(A)
50	1713240901	AFTAB ALAM	Aftab Alam
51	1713240913	UDAY SHANKAR	Uday Shankar

Signature of Workshop Coordinator



Date

Signature of HOD-ESDC



ACADEMIC YEAR: 2018-19

Summary Report: Workshop on Resume Bootcamp

Branch ME Year 3rd Sem 6th

Number of Participants: 51.

Date: 06/3/2019

Overview:

The Resume Bootcamp Workshop was conducted at GNIOT. The workshop aimed to equip participants with the knowledge and skills necessary to create impactful and professional resumes. The primary objective was to help participants effectively showcase their qualifications, experiences, and skills to potential employers.

Key Topics Discussed:

Resume Essentials: The workshop began with an overview of the essential components of a resume. Participants learned about the importance of a clear and concise resume format, proper structuring, and the inclusion of relevant sections such as contact information, professional summary, work experience, education, and skills.

Tailoring Resumes to Job Descriptions: This session focused on tailoring resumes to specific job descriptions. Participants learned techniques for analyzing job requirements, identifying keywords, and customizing their resumes to align with the needs of employers.

Highlighting Achievements and Skills: The workshop addressed the significance of highlighting achievements and skills on resumes. Participants learned strategies for effectively showcasing their accomplishments, quantifying results, and emphasizing relevant skills that align with the desired job role.

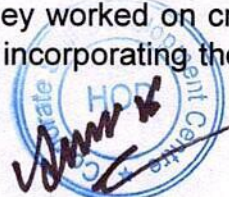
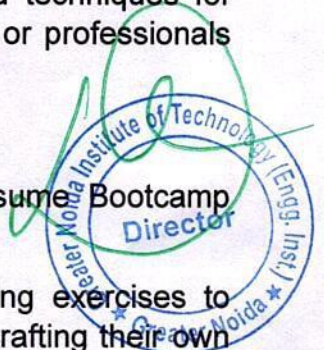
Resume Design and Formatting: This session emphasized the importance of visual appeal and readability in resume design. Participants learned about appropriate font styles, formatting techniques, and the use of white space to enhance the overall presentation of their resumes.

Resume Review and Editing: The workshop discussed the importance of reviewing and editing resumes for clarity and accuracy. Participants learned techniques for proofreading, eliminating errors, and seeking feedback from peers or professionals to ensure a polished final version.

Activities and Exercises:

To facilitate hands-on learning and practical application, the Resume Bootcamp Workshop incorporated various activities and exercises, such as:

Resume Writing Exercises: Participants engaged in resume writing exercises to apply the concepts learned during the workshop. They worked on crafting their own resumes based on provided templates or examples, incorporating the strategies and techniques discussed.



Group Critique and Feedback: Interactive group critique sessions provided participants with opportunities to receive feedback on their resumes. They shared their drafts with peers and received constructive suggestions for improvement, allowing them to refine their resumes and make them more impactful.

Customization Practice: Participants practiced customizing their resumes for specific job descriptions. They analyzed sample job postings, identified relevant keywords and requirements, and modified their resumes accordingly to better match the desired positions.

Key Outcomes:

The Resume Bootcamp Workshop resulted in several key outcomes for the participants, including:

Enhanced Resume Writing Skills: Participants developed and enhanced their resume writing skills. They gained knowledge of effective resume formats, structuring techniques, and strategies for highlighting achievements and skills, allowing them to create compelling resumes.

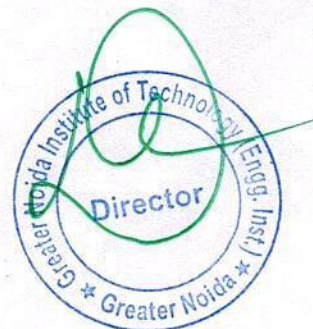
Customized and Targeted Resumes: The workshop empowered participants to tailor their resumes to specific job descriptions. They learned how to align their qualifications and experiences with the needs of employers, increasing their chances of getting noticed by hiring managers.

Improved Resume Design and Formatting: Participants acquired an understanding of resume design principles. They learned how to present their information in a visually appealing and professional manner, making their resumes stand out among the competition.

Attention to Detail and Proofreading: The workshop emphasized the importance of attention to detail and proofreading in resume writing. Participants learned techniques for eliminating errors, ensuring clarity and accuracy, and presenting themselves in the best possible light to potential employers.

Conclusion:

The Resume Bootcamp Workshop provided participants with valuable knowledge, skills, and practical exercises to enhance their resume writing abilities. By focusing on resume essentials, customization, and design, participants gained the confidence and expertise needed





CIRCULAR

Dated: 05th Apr, 2019

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 **17.04.2019** for **IT 3rd Yr 6th Sem A**. The title of the workshop is **“Evidence Based Competency Mapping”**.

The objective of this workshop was to provide participants with a comprehensive understanding of competency mapping and equip them with the knowledge and skills to develop evidence-based competency frameworks within their organizations.

All are required to attend the workshop.

Signature
(Amit Kumar, HOD, CSDC)

- Copy to:**
Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.



24-Sep-2019

CSDC Workshop on Evidence Based Competency Mapping

Academic Year 2018-2019
Branch I.T, (Sec- A) 3rd Year, 6th Semester

Attendance Sheet

Sr. No	Roll No	Name of Student	Signature
1	1513213021	ANUJ PATEL	Anuj Patel
2	1513213005	ABHISHEK KUMAR	Abhishek Kumar
3	1513213098	SHRIKANT BRAHMANKAR	
4	1513213040	ISHWAR	Ishwar
5	1513213004	ABHISHEK KUMAR	Abhishek Kumar
6	1613213005	ABHISHEK SHARMA	
7	1613213106	SHIVANGI KUMARI	Shivangi
8	1613213042	DEEPALI GAUR	Deepali Gaur
9	1613213036	ASIF CHAUDHARY	Asif
10	1613213111	SMRITI KUMARI	
11	1613213050	HARSH THAKUR	
12	1613213076	NIMIT KUMAR	Nimit
13	1613213062	MANSI AGRAHARI	
14	1613213026	ANKUR NIGAM	Ankur Nigam
15	1613213053	JASH GHOSH	
16	1613213114	SOURAV TIWARI	Sourav Tiwari
17	1613213070	MONIKA SINGH	Monika
18	1613213091	RISHABH GUPTA	
19	1613213039	DEEPAK KUMAR	Deepak
20	1613213118	SUNNY KUMAR	
21	1613213086	RAHUL KUMAR	Rahul Kumar
22	1613213035	ASHUTOSH KUMAR SINGH	
23	1613213010	AKASH MALIK	Akash
24	1613213038	BHAVYA GUPTA	Bhavya
25	1613213055	JONTY SINGH	Jonty Singh
26	1613213087	RAJESH KUMAR GUPTA	



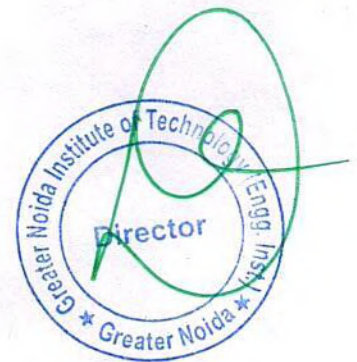
27	1613213075	NEHA SHARMA	Ncha
28	1613213063	MD ASFAND NOOR	(A)
29	1613213008	AISHWARYA SHARMA	(A)
30	1613213103	SHIV KUMAR	Shiv
31	1613213054	JAYESH RAJ	Jayesh Raj
32	1613213043	DIKSHA KUMARI	(A)
33	1613213014	AMBARISH KUMAR PANDEY	(A)
34	1613213032	ARUN KUMAR	Arun
35	1613213122	TAHSEEN FATIMA	(A)
36	1613213007	ADNAN AHMED	(A)
37	1613213015	AMBER KUMAR	Ambur
38	1613213047	GAUTAM KUMAR SINGH	(A)
39	1613213108	SHUBHAM KUMAR	(A)
40	1613213109	SHUBHAM SHARMA	Shubham
41	1613213123	TARUN RAI	Taru Rai
42	1613213067	MOHD ALI	(A)
43	1613213057	KUMAR SHASHI RANJAN	(A)
44	1613213113	SONU KUMAR	Sonu Kumar
45	1613213059	LAKSHMAN KUMAR	(A)
46	1613213080	PRABHAT KUMAR PANDEY	(A)
47	1613213016	AMIT KUMAR TIWARI	Amit Kumar
48	1613213097	SADIQUE AMIN	(A)
49	1613213049	HAMID SARWAR	Hamid Sarwar
50	1613213069	MOHIT KUMAR	(A)
51	1613213121	SYED MD SHARIQUE	Syed Md.
52	1613213120	SWEETY RAI	(A)
53	1613213061	MANOJ MISHRA	manoj
54	1613213025	ANKIT KUMAR MISHRA	(A)
55	1613213094	ROHIT KUMAR	Rohit Kumar
56	1613213060	MAJOLI SHIVANAND	(A)
57	1613213001	ABDUL QUADIR	Abdul
58	1613213003	ABHISHEK ANAND	(A)
59	1613213073	NAUSHEEN SIDDIQUI	Nausheen Siddiqui



60	1613213124	UTKARSH ANAND	Utkarsh Anand
61	1613213092	ROHIT CHANDRAVANSHI	Rohit Chandravanshi

Signature of Workshop Coordinator

Signature of HOD- CSDC



ACADEMIC YEAR: 2018-19

Summary Report: Workshop on Evidence-Based Competency Mapping

Branch IT, Year ^{3rd year} (2018-19) Sem 6th

Number of Participants: 61

Date: 17/04/19

Overview: The Evidence-Based Competency Mapping Workshop was conducted at GNIOT. The primary objective of the workshop was to provide participants with a comprehensive understanding of competency mapping and equip them with the knowledge and skills to develop evidence-based competency frameworks within their organizations.

Key Topics Discussed:

1. **Introduction to Competency Mapping:** The workshop began with an introduction to competency mapping, explaining its significance in talent management and organizational development. Participants gained insights into the key concepts, principles, and benefits of competency mapping.
2. **Identifying Core Competencies:** This session focused on the process of identifying core competencies required for specific job roles within an organization. Participants learned various methods, such as job analysis, interviews, and surveys, to gather data and identify essential competencies.
3. **Developing Competency Frameworks:** The workshop delved into the process of developing competency frameworks based on evidence and research. Participants learned about different approaches and models for mapping competencies, including behavioral indicators, proficiency levels, and job-specific competencies.
4. **Competency Assessment and Validation:** This session explored methods for assessing and validating competencies within an organization. Participants gained insights into competency assessment techniques such as behavioral interviews, assessment centers, and self-assessments. They also learned how to establish the validity and reliability of competency frameworks.
5. **Implementing Competency Mapping:** The workshop concluded with a session on implementing competency mapping in organizations. Participants discussed strategies for integrating competency frameworks into various HR processes, including recruitment, performance management, training, and career development.

Activities and Exercises: The workshop incorporated several activities and exercises to engage participants and reinforce their learning. These activities included:



1. **Case Studies:** Participants worked in groups to analyze real-world case studies related to competency mapping. They applied their knowledge to identify competencies, develop frameworks, and propose strategies for implementation.
2. **Group Discussions:** Interactive group discussions allowed participants to share their experiences, challenges, and best practices related to competency mapping. They exchanged ideas, learned from each other's perspectives, and brainstormed solutions.
3. **Hands-on Exercises:** Practical exercises were conducted to provide participants with hands-on experience in identifying competencies and developing competency frameworks. They worked individually and in groups to apply the learned techniques and receive feedback from the facilitators.

Key Outcomes: The Evidence-Based Competency Mapping Workshop yielded several key outcomes for the participants, including:

1. **Enhanced Knowledge:** Participants gained a thorough understanding of competency mapping concepts, methods, and best practices. They acquired the knowledge and skills required to develop evidence-based competency frameworks within their organizations.
2. **Practical Application:** Through case studies and hands-on exercises, participants gained practical experience in identifying competencies, developing frameworks, and implementing competency mapping in various HR processes.
3. **Networking and Collaboration:** The workshop provided participants with networking opportunities to connect with professionals from different industries. They exchanged ideas, shared resources, and established potential collaborations for future endeavors.
4. **Improved Organizational Effectiveness:** Participants gained insights into the impact of evidence-based competency mapping on organizational effectiveness. They learned how to align competencies with organizational goals, improve talent management practices, and enhance overall performance.

Conclusion: The Evidence-Based Competency Mapping Workshop proved to be a valuable learning experience for the participants, enabling them to develop evidence-based competency frameworks and enhance talent management practices within their organizations. The workshop's focus on practical application, networking, and collaboration contributed to the participants' professional growth and the overall success of the event. The workshop emphasized the importance of evidence-based approaches in competency mapping to drive organizational excellence.





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: 17th Sep, 2019

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 **24.09.2019** for **MCA 3rdYr 5thSem A**. The title of the workshop is **"Resume Boot camp"**.

The objective of this workshop is to make the learners understand the impact and purpose of Resume for Job Interviews.

All are required to attend the workshop.

Signature

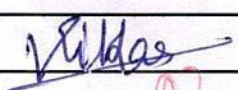


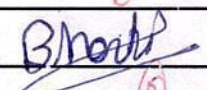

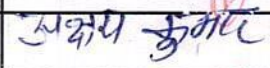

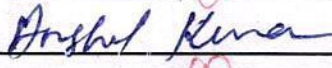


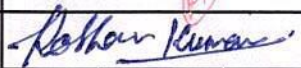





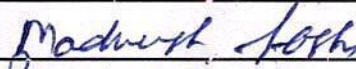
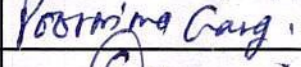
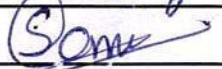
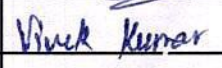

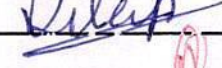

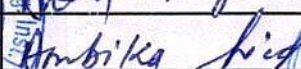
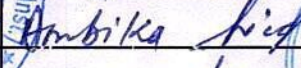
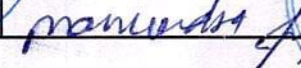
(Amit Kumar, HOD, CSDC)

- Copy to:**
Director /Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian /Notice Board.

CSDC Workshop on Resume Bootcamp

Academic Year 2019-2020
Branch MCA, 3rd Year, 5th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1713214010	VIKAS KUMAR	
2	1713214008	SHIVAM CHAUHAN	
3	1713214006	RAJNI KUMARI	
4	1713214005	BHARTI KUMARI	
5	1713214009	UMESH DANU	
6	1713214001	AKSHAY KUMAR	
7	1713214002	ANKUR TOMAR	
8	1713214003	ANSHUL KUMAR	
9	1713214007	SACHIN YADAV	
10	1713214004	ANUJ KUMAR SINGH	
11	1813214927	ROSHAN KUMAR PODDAR	
12	1813214918	NANCY GUPTA	
13	1813214906	BRIJMOHAN PRAJAPATI	
14	1813214933	UMA SHANKAR KUSHWAHA	
15	1813214921	OM PRAKASH SINGH RAJPOOT	
16	1813214925	RAJNISH KUMAR MISHRA	
17	1813214914	MADHURESH JOSHI	
18	1813214922	POORNIMA GARG	
19	1813214931	SONU KUMAR	
20	1813214935	VIVEK KUMAR CHAUDHARY	
21	1813214923	PRASHANT KUMAR SINGH	
22	1813214909	DILEEP KUMAR	
23	1813214915	MANJESH KUMAR	
24	1813214904	ANAND SINGH	
25	1813214903	AMBIKA SINGH	
26	1813214916	MANVENDRA SINGH	



27	1813214901	ABHIJEET NARAYAN TIWARI	<i>Abhijeet Narayan</i>
28	1813214919	NAVEEN KUMAR PANDEY	<i>Naveen</i>
29	1813214928	SATISH KUMAR BHARTI	
30	1813214934	VIKASH KUMAR SHRIVASTVA	<i>Vikash Kr Shrivastva</i>
31	1813214932	SUDHANSHU SHARMA	
32	1813214905	ANSHIK CHAUHAN	<i>Anshik</i>
33	1813214924	PULKIT SHARMA	
34	1813214907	CHANDRA BHUSHAN KUMAR	<i>Chandra Bhushan Kr</i>
35	1813214936	YASHOVERDHAN SRIVASTAV	
36	1813214910	HARIOM KUMAR	<i>Hariom Kumar</i>
37	1813214902	AKASH VERMA	<i>Akash Verma</i>
38	1813214929	SHASHANK NIRANJAN	<i>Shashank Nirajan</i>
39	1813214926	RAUSHAN KUMAR	
40	1813214908	DEEPAK KUMAR MISHRA	<i>Deepak</i>
41	1813214801	ANKIT VERMA	<i>Ankit Verma</i>
42	1813214930	SHYAM SUNDAR NAVIK	<i>Shyam Sunder Navik</i>
43	1813214920	NITISH KUMAR YADAV	
44	1813214913	KUMAR VAIBHAV	<i>Vaibhav</i>

Signature of Workshop Coordinator

Signature of HQD- CSDC



Date

24-09-2019



ACADEMIC YEAR: 2019-20

Summary Report: Workshop on Resume Bootcamp

Branch MCA Year 3rd yr Sem 5th Sem

Number of Participants: 44

Date: 24/9/19

Overview:

The Resume Bootcamp Workshop was conducted at GNIOT. The workshop aimed to equip participants with the knowledge and skills necessary to create impactful and professional resumes. The primary objective was to help participants effectively showcase their qualifications, experiences, and skills to potential employers.

Key Topics Discussed:

Resume Essentials: The workshop began with an overview of the essential components of a resume. Participants learned about the importance of a clear and concise resume format, proper structuring, and the inclusion of relevant sections such as contact information, professional summary, work experience, education, and skills.

Tailoring Resumes to Job Descriptions: This session focused on tailoring resumes to specific job descriptions. Participants learned techniques for analyzing job requirements, identifying keywords, and customizing their resumes to align with the needs of employers.

Highlighting Achievements and Skills: The workshop addressed the significance of highlighting achievements and skills on resumes. Participants learned strategies for effectively showcasing their accomplishments, quantifying results, and emphasizing relevant skills that align with the desired job role.

Resume Design and Formatting: This session emphasized the importance of visual appeal and readability in resume design. Participants learned about appropriate font styles, formatting techniques, and the use of white space to enhance the overall presentation of their resumes.

Resume Review and Editing: The workshop discussed the importance of reviewing and editing resumes for clarity and accuracy. Participants learned techniques for proofreading, eliminating errors, and seeking feedback from peers or professionals to ensure a polished final version.

Activities and Exercises:

To facilitate hands-on learning and practical application, the Resume Bootcamp Workshop incorporated various activities and exercises, such as:

Resume Writing Exercises: Participants engaged in resume writing exercises to apply the concepts learned during the workshop. They worked on crafting their own resumes based on provided templates or examples, incorporating the strategies and techniques discussed.



Group Critique and Feedback: Interactive group critique sessions provided participants with opportunities to receive feedback on their resumes. They shared their drafts with peers and received constructive suggestions for improvement, allowing them to refine their resumes and make them more impactful.

Customization Practice: Participants practiced customizing their resumes for specific job descriptions. They analyzed sample job postings, identified relevant keywords and requirements, and modified their resumes accordingly to better match the desired positions.

Key Outcomes:

The Resume Bootcamp Workshop resulted in several key outcomes for the participants, including:

Enhanced Resume Writing Skills: Participants developed and enhanced their resume writing skills. They gained knowledge of effective resume formats, structuring techniques, and strategies for highlighting achievements and skills, allowing them to create compelling resumes.

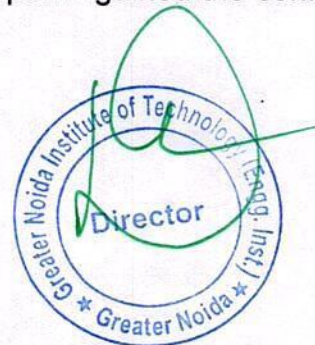
Customized and Targeted Resumes: The workshop empowered participants to tailor their resumes to specific job descriptions. They learned how to align their qualifications and experiences with the needs of employers, increasing their chances of getting noticed by hiring managers.

Improved Resume Design and Formatting: Participants acquired an understanding of resume design principles. They learned how to present their information in a visually appealing and professional manner, making their resumes stand out among the competition.

Attention to Detail and Proofreading: The workshop emphasized the importance of attention to detail and proofreading in resume writing. Participants learned techniques for eliminating errors, ensuring clarity and accuracy, and presenting themselves in the best possible light to potential employers.

Conclusion:

The Resume Bootcamp Workshop provided participants with valuable knowledge, skills, and practical exercises to enhance their resume writing abilities. By focusing on resume essentials, customization, and design, participants gained the confidence and expertise needed





CIRCULAR


Dated: 30th July, 2019

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 **05.08.2019** for **MBA 2nd Yr 3rd Sem A**. The title of the workshop is **"Telephonic Etiquette"**.

The objective of the workshop is to make students aware of the professional etiquettes pertaining to talk over telephone, WhatsApp, etc.

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.

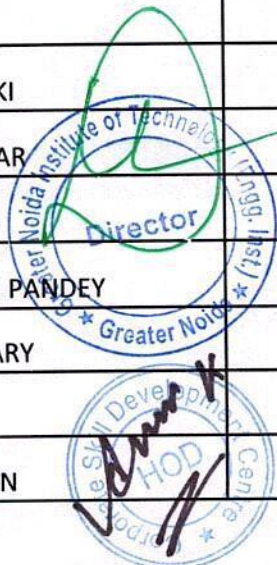



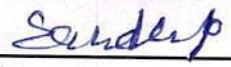
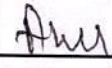
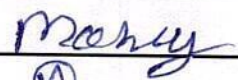
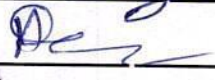
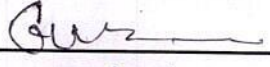


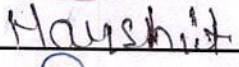
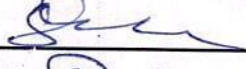
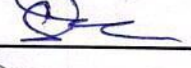
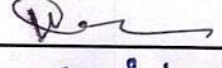
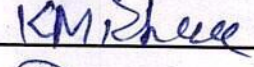
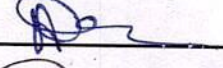
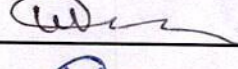
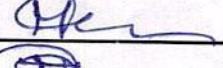

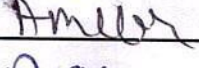
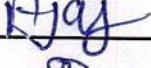

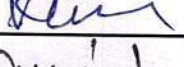
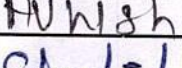

CSDC Workshop on Telephonic Etiquette

Academic Year 2019-2020
Branch M.B.A, 2nd Year, 3rd Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1813270016	DEEPAK KUMAR SINGH	Deepak
2	1813270048	VAISHALI RAJPUT	Vaishali
3	1813270027	MD. WASHID	MD. Washid
4	1813270044	SOMI WALIA	Somy
5	1813270034	ROCKY AWANA	Rocky
6	1813270043	SHRUTI RAIMAJHI	Shruti
7	1813270037	SANAPALA SATYANARAYANA	(A)
8	1813270033	RISHAV RAJ	Rishav
9	1813270003	ABHISHEK SINGH	Abhishek
10	1813270012	KM. ASHA VERMA	Asha
11	1813270011	ANUJ KUMAR SINGH	Anuj
12	1813270006	MISHRA AJITKUMAR RAMAPATI	Mishra
13	1813270023	KARAMVEER KUMAR	Karamveer
14	1813270040	SHAHANA FATMA	(A)
15	1813270032	RAJAT CHAUHAN	Rajat
16	1813270009	ANJALI KUMARI	Anjali
17	1813270015	DAMINI KAUSHIKI	Damani
18	1813270039	SAQUIB MOKHTAR	Saqui
19	1813270028	MOHD VANISH	Vanish
20	1813270017	DURGA CHARAN PANDEY	Durga
21	1813270030	NIDHI CHAUDHARY	Nidhi
22	1813270001	AANCHAL	Aanchal
23	1813270047	URUSA PARWEEN	Urusa



24	1813270042	SHIVENDRA SINGH	
25	1813270038	SANDESH KUMAR GUPTA	
26	1813270010	ANU SHARMA	
27	1813270029	MONEY SINGH	
28	1813270004	AJAY KUMAR SHARMA	
29	1813270019	GAURAV BHATI	
30	1813270018	EKTA PANDEY	
31	1813270031	PRABHAT KUMAR	
32	1813270021	HARSHIT GOEL	
33	1813270036	SAKSHI SHARMA	
34	1813270025	KM. SAPNA MEENA	
35	1813270049	VARSHA ROY	
36	1813270026	KM. SHRISTI MISHRA	
37	1813270007	ALI ZISHAN	
38	1813270050	WASIF ALI	
39	1813270022	HEMANT KUMAR	
40	1813270046	TAHSEEM RAZA	
41	1813270008	AMEER HASAN	
42	1813270005	AJAY KUMAR SINGH	
43	1813270045	SONAL GOVIL	
44	1813270024	KM ARCHANA GAUTAM	
45	1813270014	AVINASH KUMAR	
46	1813270035	SAHIL PARVEZ	

Signature of Workshop Coordinator



Signature of HOD- CSDC



05/08/2019

ACADEMIC YEAR: 2019-20

Summary Report: Workshop on Telephonic Etiquette

Branch MCA Year 2nd Sem 3rd

Number of Participants: 46

Date: 5/08/19

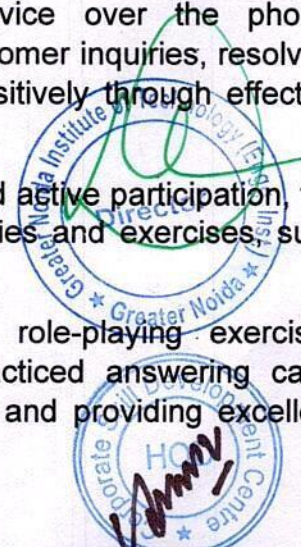
Overview: The Telephonic Etiquette Workshop was conducted at GNIOT. The workshop aimed to educate participants on the importance of practicing good telephone etiquette in professional and personal settings. The primary objective was to enhance participants' understanding of effective communication, professionalism, and customer service over the phone. The event attracted [Insert Number] participants from diverse backgrounds seeking to improve their telephonic communication skills.

Key Topics Discussed:

1. Introduction to Telephonic Etiquette: The workshop began with an introduction to telephonic etiquette and its significance in modern communication. Participants gained an understanding of the impact of their telephone behavior on customer satisfaction, professional image, and overall communication effectiveness.
2. Telephone Communication Skills: This session focused on developing effective telephone communication skills. Participants learned techniques for answering calls professionally, introducing themselves and their organizations, active listening, and providing clear and concise information.
3. Tone and Voice Modulation: The workshop addressed the importance of tone and voice modulation in telephonic communication. Participants learned how to use a friendly and professional tone, vary their voice pitch and pace to convey emotions appropriately, and project a positive image over the phone.
4. Dealing with Difficult Callers: This session discussed strategies for handling difficult callers and challenging situations. Participants learned techniques for maintaining composure, empathy, and problem-solving skills when encountering angry or demanding callers.
5. Telephone Etiquette for Customer Service: The workshop emphasized the importance of providing excellent customer service over the phone. Participants learned guidelines for responding to customer inquiries, resolving complaints, and representing their organizations positively through effective telephone interactions.

Activities and Exercises: To facilitate practical learning and active participation, the Telephonic Etiquette Workshop incorporated various activities and exercises, such as:

1. Role-Playing Exercises: Participants engaged in role-playing exercises simulating different telephone scenarios. They practiced answering calls, responding to inquiries, handling difficult situations, and providing excellent



customer service. Feedback from facilitators and peers helped participants refine their telephone etiquette skills.

2. **Group Discussions:** Interactive group discussions allowed participants to share experiences, challenges, and best practices related to telephonic communication. They exchanged insights, discussed effective techniques, and brainstormed solutions to common telephone etiquette issues.
3. **Telephone Skills Practice:** Participants had the opportunity to practice their telephone communication skills through mock calls and exercises. They received feedback on their tone, clarity, and professionalism, enabling them to improve their telephonic communication effectiveness.

Key Outcomes: The Telephonic Etiquette Workshop resulted in several key outcomes for the participants, including:

1. **Enhanced Telephone Communication Skills:** Participants developed and refined their telephone communication skills. They learned techniques for answering calls professionally, active listening, providing clear information, and projecting a positive image through their telephone interactions.
2. **Improved Customer Service:** The workshop empowered participants to provide excellent customer service over the phone. They gained strategies for responding to customer inquiries, handling complaints, and maintaining professionalism and empathy during challenging situations.
3. **Professional Image and Reputation:** Participants gained an understanding of the impact of their telephone behavior on their professional image and organizational reputation. They learned to convey professionalism, warmth, and competence through their telephone interactions, enhancing customer satisfaction and loyalty.
4. **Confidence in Handling Calls:** The workshop instilled confidence in participants when handling telephone calls. They learned techniques for managing difficult callers, remaining calm and composed, and problem-solving effectively, resulting in more productive and positive phone interactions.

Conclusion: The Telephonic Etiquette Workshop provided participants with valuable knowledge, skills, and practical experience to enhance their telephonic communication effectiveness. By focusing on telephone communication skills, customer

