



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 (2021-22)

Greater Noida Institute of Technology (Engg. Institute)

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



CIRCULAR

Dated: 17th May, 2022

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 **21.05.2022** for **EE 3rd Yr 6th 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)

1. **Copy to:**

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



B
17 May 2022

21 May 2022

CSDC Workshop on Power Dressing & Grooming

Academic Year 2021-2022
Branch EE, 3rd Year, 6th Semester

Attendance Sheet

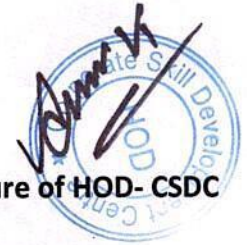
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1	1901320200018	RAJAT KUMAR TIWARI	Rajat
2	1901320200022	SUDHANSHU KUMAR	(A)
3	1901320200003	ASIF MUMTAZ	Asif
4	1901320200004	BHANU PRAKASH	A
5	1901320200007	HAMID IQBAL KHAN	Hmners
6	1901320200015	NITISH KUMAR JHA	Nitesh
7	1901320200012	MOHD SAHIL	(A)
8	1901320200017	PRITESH KUMAR SINGH	(A)
9	1901320200019	SAKET KUMAR	Saket
10	1901320200001	ANAND PRAKASH	A
11	1901320200006	GULREZ AKHTER	A
12	1901320200002	ASHISH RAJPUT	Ashish
13	1901320200005	FERAQL AZAM	(A)
14	1901320200011	MD SHEESH	(A)
15	1901320200013	NAVEEN JAISWAL	Naveen
16	1901320200014	NAVNEET UPADHYAY	Navneet
17	1901320200009	KARTIK MEGHWAL	A
18	1901320200016	PRATEEK KASHYAP	Prateek
19	2001320209011	WAQAR AHMAD	A
20	2001320209004	INDRESH KUMAR YADAV	(A)
21	2001320209008	SATYAM RAY	Satyam
22	2001320209001	ABHISHEK CHAURASIYA	(A)
23	2001320209006	PRITAM YADAV	Pyadav



24	2001320209010	VIPIN PANDEY	V.Pandey
25	2001320209003	EKTA CHAUDHARY	EC
26	2001320209002	ARVIND KUMAR CHAURASIYA	Arvind
27	2001320209005	MOHD JARJIS RAZA	(A)
28	2001320209007	RAFI AZAM	Rafu
29	2001320209009	VICKY KUMAR	Vicky

Signature of Workshop Coordinator

Signature of HOD- CSDC



Date

21 May 2022



ACADEMIC YEAR: 2021-22

Summary Report: Workshop on Power Dressing & Grooming

Branch E.E Year 3rd Sem 6th Sem

Number of Participants: 29

Date: 24/5/22

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:

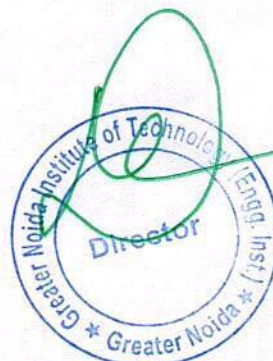
To enhance the participants' learning experience, the workshop incorporated several activities and exercises, including:

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





CIRCULAR

Dated: 19th Apr, 2022

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 **23.04.2022** for **EC 3rd Yr 6th Sem.** The title of the workshop is **“Negotiation Skills”**.

The objective of this workshop is to achieve the best results while dealing with situations, developing good relationships and avoiding conflict in workplace

All are required to attend the workshop.

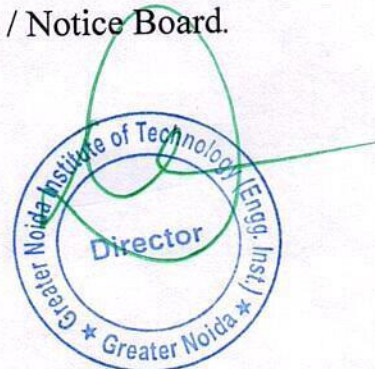


Signature

(Amit Kumar, HOD, CSDC)

1. **Copy to:**

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



19 April 2022

CSDC Workshop on Negotiation Skills

Academic Year 2021-2022
Branch EC, 3rd Year, 6th Semester

Attendance Sheet

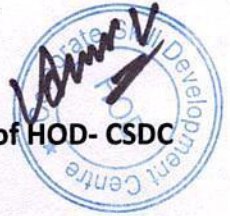
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1	1813231006	ASHUTOSH PRATAP SINGH	(A)
2	1901320310041	KAMLESH KUMAR	(A)
3	1901320310012	ANJALI PRIYA	Anjali
4	1901320310042	KARAN PANDEY	(A)
5	1901320310032	GINNI KUMARI	Ginni
6	1901320310039	JAYA BHATNAGAR	Jaya
7	1901320310007	ABHISHEK KUMAR	(A)
8	1901320310018	ANSHOO TIWARI	Anshoo
9	1901320310011	ANJALI GUPTA	Anjali
10	1901320310013	ANKIT KUMAR	Ankit
11	1901320310022	ASADULLAH	Asad
12	1901320310036	GULSHAN KUMAR JHA	(A)
13	1901320310017	ANSHIKA	Anshika
14	1901320310040	JAYSHREE KUMARI	Jayshree
15	1901320310021	ARYAN SINGH	(A)
16	1901320310033	GOPAL KUMAR	Gopal
17	1901320310002	ABDUL SAMAD	Abdul
18	1901320310037	HRITIK KESHRI	Hritik
19	1901320310034	GOPAL BHARDWAJ	Gopal
20	1901320310031	GAURAV SINHA	(A)
21	1901320310004	ABHIMANYU KUSHWAHA	(A)
22	1901320310035	GOPAL GUPTA	(A)
23	1901320310029	GANGA SAGAR CHAUDHARY	Ganga
24	1901320310024	ASHWANI KUMAR MANDAL	(A)
25	1901320310023	ASHUTOSH ANAND	(A)
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27	1901320310030	GAURAV HALDIYA	(A)
28	1901320310020	ARYAN GUPTA	Aryan



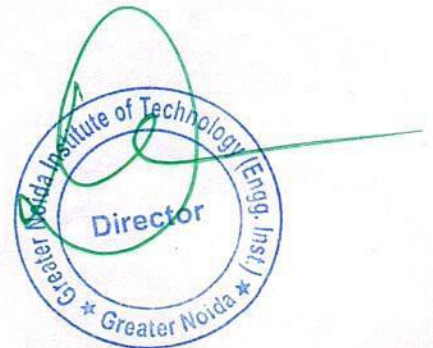
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31	1901320310001	AAYUSHI SINGH	(A)
32	1901320310009	AMITESH SINGH	Amit
33	1901320310016	ANNU PRIYA	Annu
34	1901320310005	ABHINAV KUMAR RANJAN	(A)
35	1901320310015	ANMOL NIGAM	Anmol
36	2001320319008	SHREYANSHI KANT	Shreyanshi
37	2001320319002	ANIL KUSHWAHA	Anil
38	2001320319009	UJALA PRAJAPATI	(A)
39	2001320319006	SEEMA	Seema
40	2001320319005	SANIYA TYAGI	Sh

Signature of Workshop Coordinator

Signature of HOD- CSDC



Date 23 April 2022



ACADEMIC YEAR: 2021-22

Summary Report: Workshop on Negotiation Skills

Branch EC Year 3rd year 2021-22 Sem 6th

Number of Participants: 40.

Date: 23/4/22

Overview: The Negotiation Skills Workshop was conducted at GNIOT. The workshop aimed to equip participants with the knowledge, strategies, and techniques required to become effective negotiators. The primary objective was to enhance participants' ability to negotiate successfully in various professional and personal contexts.

Key Topics Discussed:

1. **Introduction to Negotiation:** The workshop began with an introduction to the fundamental concepts of negotiation. Participants gained an understanding of the negotiation process, different negotiation styles, and the importance of effective communication and preparation.
2. **Strategies for Preparing and Planning:** This session focused on the importance of preparation in negotiation. Participants learned strategies for setting goals, identifying interests, conducting research, and developing a negotiation plan to maximize their chances of success.
3. **Effective Communication and Active Listening:** The workshop addressed the significance of effective communication and active listening in negotiation. Participants learned techniques for expressing their viewpoints clearly, asking probing questions, and actively listening to understand the needs and perspectives of the other party.
4. **Building Relationships and Establishing Rapport:** This session emphasized the importance of building positive relationships and establishing rapport during negotiation. Participants learned strategies for building trust, managing emotions, and finding common ground to foster a collaborative and productive negotiation environment.
5. **Overcoming Objections and Reaching Win-Win Solutions:** The workshop discussed techniques for overcoming objections and reaching win-win solutions. Participants learned strategies for addressing resistance, finding creative alternatives, and negotiating mutually beneficial outcomes that satisfy both parties' interests.

Activities and Exercises: To promote active learning and practical application, the Negotiation Skills Workshop incorporated various activities and exercises, such as:

1. **Role-Playing Negotiation Scenarios:** Participants engaged in role-playing exercises simulating different negotiation scenarios. They practiced applying negotiation strategies, handling objections, and finding mutually beneficial solutions. Feedback from facilitators and peers helped participants refine their negotiation skills.

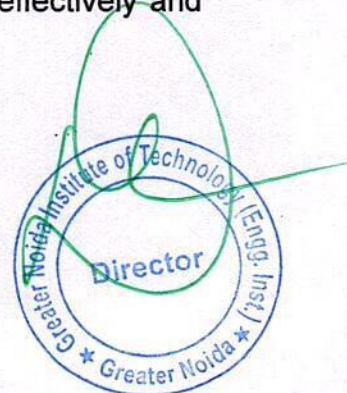


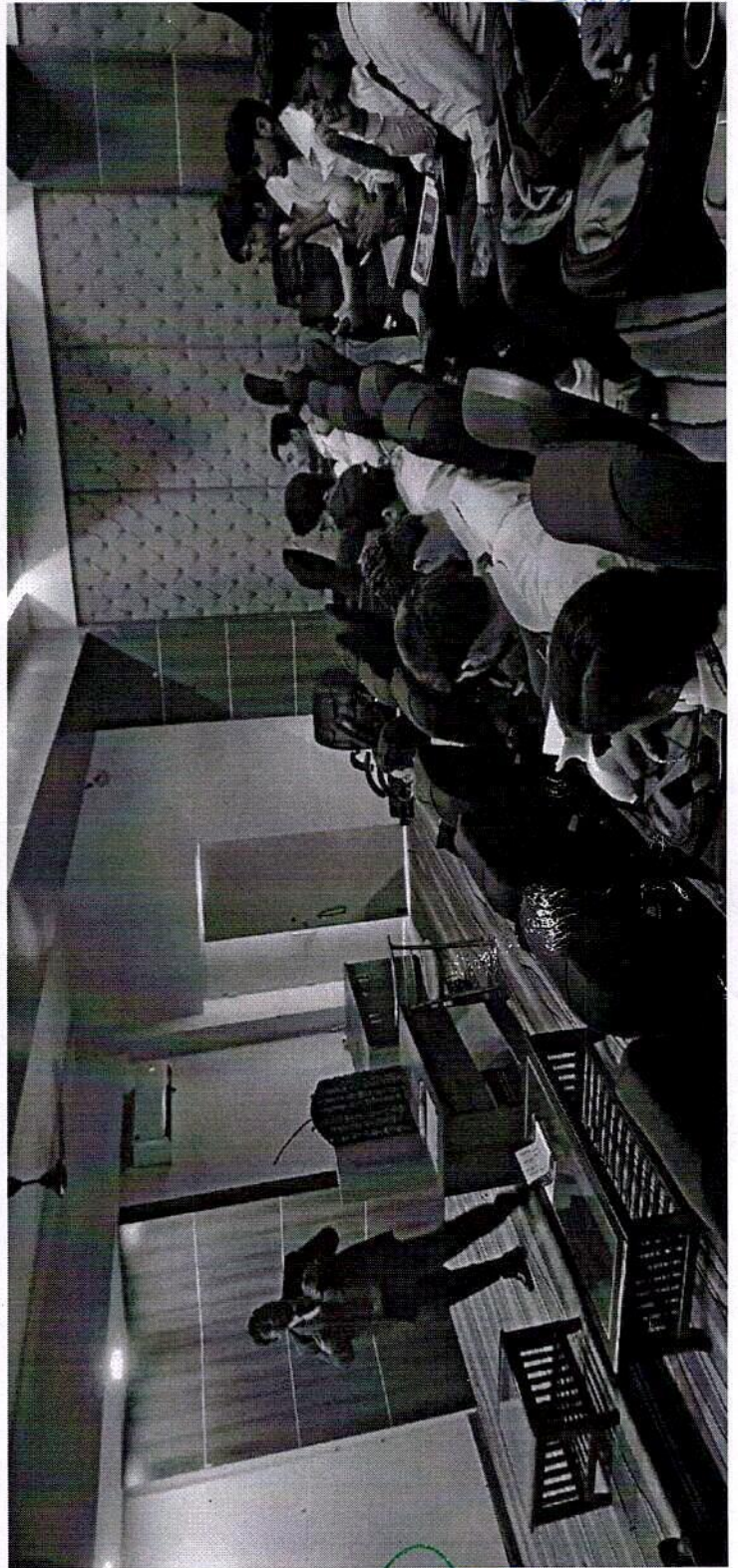
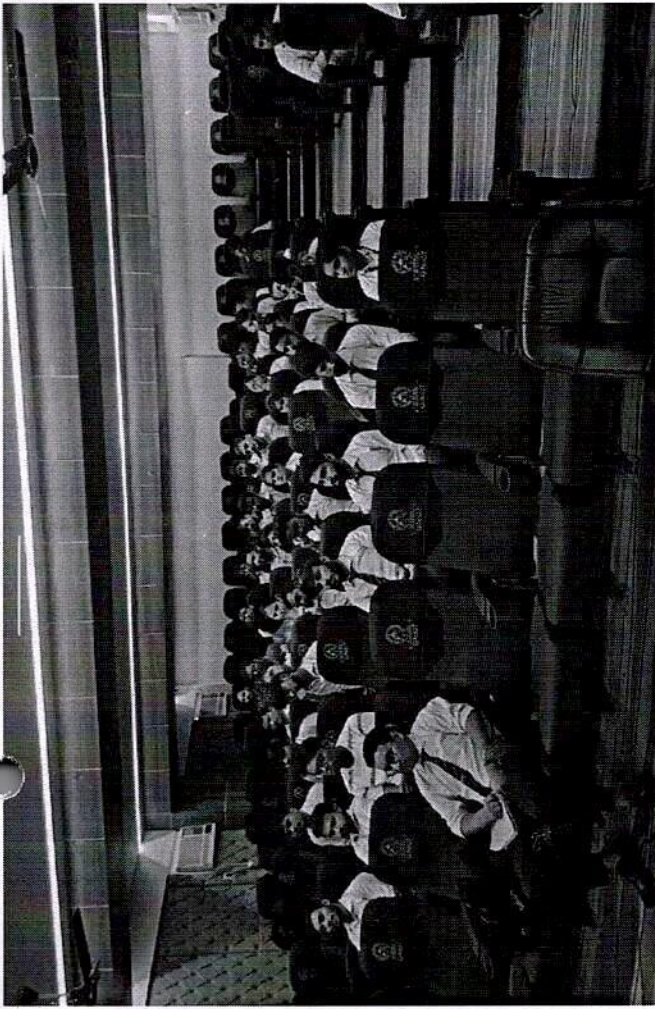
2. **Group Discussions and Case Studies:** Interactive group discussions and case studies allowed participants to analyze real-world negotiation situations. They shared insights, exchanged perspectives, and brainstormed strategies to handle different negotiation challenges.
3. **Mock Negotiations:** Participants had the opportunity to participate in mock negotiations with fellow participants. They applied the negotiation techniques learned during the workshop and received feedback on their approach, communication style, and effectiveness in reaching satisfactory outcomes.

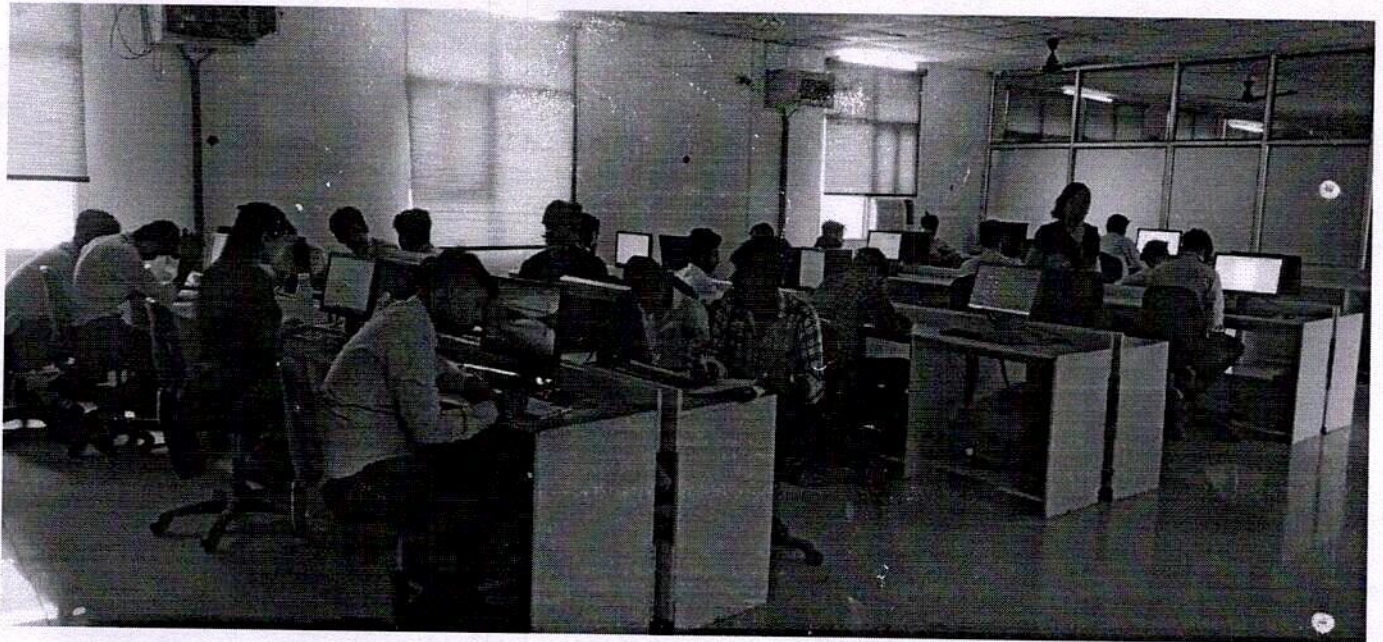
Key Outcomes: The Negotiation Skills Workshop resulted in several key outcomes for the participants, including:

1. **Enhanced Negotiation Skills:** Participants developed and enhanced their negotiation skills. They gained knowledge of negotiation strategies, techniques for effective communication, and the ability to navigate through different stages of the negotiation process.
2. **Improved Preparation and Planning:** The workshop empowered participants to approach negotiations with thorough preparation and planning. They learned to set clear goals, anticipate objections, conduct research, and develop strategies to achieve desired outcomes.
3. **Effective Communication and Active Listening:** Participants acquired effective communication and active listening skills. They learned to express their viewpoints clearly, ask relevant questions, and actively listen to the other party's needs and concerns, leading to improved understanding and collaboration.
4. **Win-Win Solutions and Relationship Building:** The workshop emphasized the importance of win-win solutions and relationship building in negotiation. Participants gained strategies for finding mutually beneficial outcomes and establishing rapport with the other party, fostering long-term relationships and collaboration.

Conclusion: The Negotiation Skills Workshop provided participants with valuable knowledge, strategies, and practical exercises to enhance their negotiation capabilities. By focusing on preparation, communication, and problem-solving, participants gained the confidence and skills necessary to negotiate effectively and achieve favorable outcomes in their professional and personal







IQAC-Coordinator
Greater Noida Institute of Tech
(Engineering Institute)
Greater Noida





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: 12th Feb, 2022

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 **17.02.2022** for **MCA 3rd Yr 6th Sem**. 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)

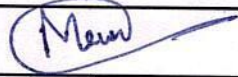
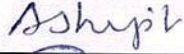

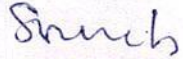
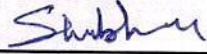
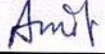
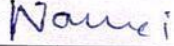

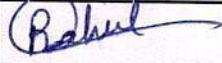
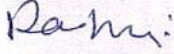
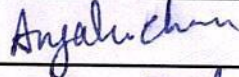

- Copy to:**
Director / Director (QARM) /Deans /HODs /Registrar /HR /System Administrator /Admin/ ERP officer /Librarian / Notice Board.

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12 Feb 2022

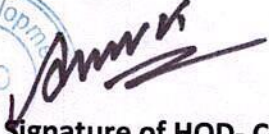
CSDC Workshop on Evidence Based Competency Mapping

Academic Year 2021-2022
Branch MCA 3rd Year, 6th Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1813214002	MANISH KUMAR	
2	1901320140003	ASHIPH ALI	
3	1901320140006	RAHUL SINGH	
4	1901320140010	SOURABH DEOL	
5	1901320140011	SHUBHAM KUMAR	
6	1901320140002	ANKIT KUMAR MAURYA	
7	1901320140004	KM.NAINCI GUPTA	
8	1901320140009	ROHIT KUMAR	
9	1901320140007	RAHUL KUMAR YADAV	
10	1901320140008	RASHMI NAINWAL	
11	1901320140001	ANJALI CHAUHAN	
12	1901320140012	VIVEKANAND PANDEY	

Signature of Workshop Coordinator


Signature of HOD- CSDC


Director
Greater Noida Institute of Technology (Engg. Inst.)
Greater Noida

Date 17/2/22

ACADEMIC YEAR: 2021-22

Summary Report: Workshop on Evidence-Based Competency Mapping

Branch MCA, Year 3rd Sem 6th

Number of Participants: 12

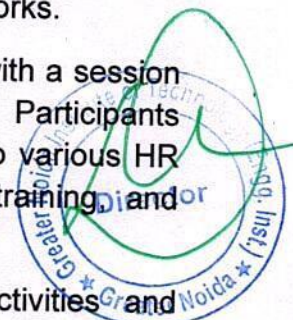
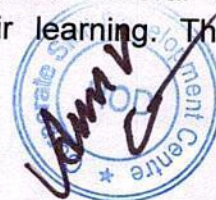
Date: 17/2/22

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.





CIRCULAR

Dated: 09th Nov, 2021

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 **13.11.2021** for **MBA 1st Yr 1st 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)

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

ACADEMIC YEAR: 2021-22

Summary Report: Workshop on Power Dressing & Grooming

Branch MBA Year 1st Sem 1st

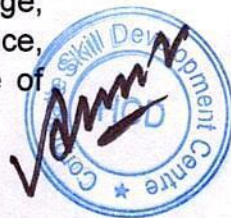
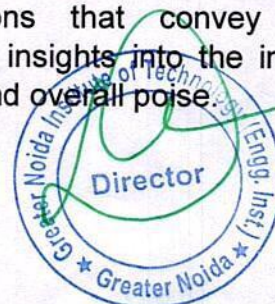
Number of Participants: 24

Date: 13-11-21

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:

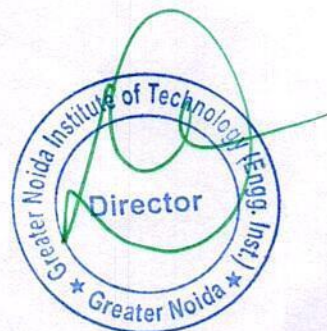
To enhance the participants' learning experience, the workshop incorporated several activities and exercises, including:

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



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9 Nov 2021

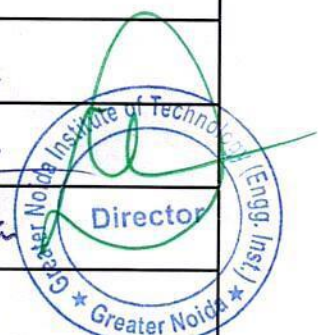
12 Nov 2021

CSDC Workshop on Power Dressing & Grooming

Academic Year 2021-2022
Branch MBA 1st Year, 1st Semester


Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	2101320700013	GAURAV SINGH	Gaurav
2	2101320700024	SIDDHARTH BANSAL	Siddhant
3	2101320700016	KUNDAN JHA	Kundan
4	2101320700015	KANISHK GUPTA	Kanishk
5	2101320700021	SAKSHEE PRADHAN NADKARNI	Sakshee
6	2101320700002	ABHISHEK NAVNIT NADKARNI	Abhishek
7	2101320700018	NEELAM VISHWAKARMA	Neelam
8	2101320700012	EKTA SINGH	Eka
9	2101320700003	AKANSHA KUMARI	Aksha
10	2101320700020	RITWIK RAJ	Ritik
11	2101320700011	CHANDAN AGARWAL	Chandan
12	2101320700004	AKASH KUMAR	Akash
13	2101320700005	AKASH SINHA	Akash
14	2101320700009	ASHUTOSH AWASTHY	Ashutosh
15	2101320700023	SHRIANSHI MISHRA	Shrianshi
16	2101320700017	LOVE KUSH SINGH	Love
17	2101320700014	KAJOL SINGH	Kajol
18	2101320700008	ANJALI SOMANI	Anjali

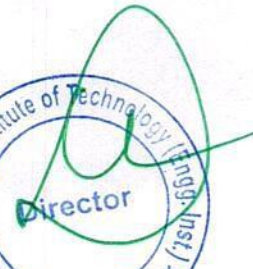


19	2101320700010	ASHWANI KUSHWAH	<i>Ami</i>
20	2101320700007	AMAR KUMAR	<i>Amar</i>
21	2101320700022	SATYAM MISHRA	<i>Satyam</i>
22	2101320700025	SONIA THAKUR	<i>Sonia</i>
23	2101320700019	RITIKA TIWARI	<i>Ritika</i>
24	2101320700006	ALEEM AHMAD	<i>Aleem</i>

Signature of Workshop Coordinator


Signature of HOD- CSDC

Date 13 Nov 2021


Director
Greater Noida Institute of Technology (GNIOT)
Greater Noida



CIRCULAR

Dated: 17th Sept, 2021

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 **21.09.2021** for **MBA 2nd Yr 3rd Sem.** The title of the workshop is **"Time Management"**.

The objective of this workshop is to make the learners understand the optimum utilisation of time i.e. doing the right thing at the right time for faster achievement of one's goals.

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.



ACADEMIC YEAR: 2021-22

Summary Report: Workshop on Time Management

Branch MBA Year 2nd Sem 3rd Sem

Number of Participants: 32

Date: 21/9/21

Overview: The Time Management Workshop was held] at GNIOT. The primary objective of the workshop was to provide participants with practical strategies and tools to effectively manage their time, increase productivity, and reduce stress. The workshop attracted [Insert Number] participants from various professional backgrounds who sought to optimize their time management skills.

Key Topics Discussed:

1. **Understanding Time Management:** The workshop began with an introduction to the concept of time management and its importance in personal and professional life. Participants learned about the benefits of effective time management, including increased productivity, improved work-life balance, and reduced stress.
2. **Goal Setting and Prioritization:** This session focused on setting SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals and prioritizing tasks accordingly. Participants learned techniques for breaking down goals into manageable steps and identifying high-priority tasks to maximize productivity.
3. **Time-Tracking and Analysis:** The workshop emphasized the significance of tracking and analyzing how time is spent. Participants learned various methods, such as time logs and productivity apps, to assess how they allocate their time. They gained insights into identifying time-wasting activities and opportunities for improvement.
4. **Effective Planning and Scheduling:** This session provided participants with strategies for effective planning and scheduling. They learned how to create daily, weekly, and long-term plans, allocate time blocks for specific tasks, and optimize their schedules to accommodate important activities and deadlines.
5. **Overcoming Procrastination and Time Robbers:** The workshop addressed common challenges to effective time management, such as procrastination and time robbers. Participants learned techniques for overcoming procrastination, managing interruptions, and dealing with time-consuming distractions.

Activities and Exercises:

The Time Management Workshop included interactive activities and exercises to enhance participants' learning experience, such as:



1. **Time Audit:** Participants conducted a time audit exercise, where they tracked their activities for a set period. They then analyzed their time logs to identify time sinks and opportunities for improvement.
2. **Priority Matrix:** Participants engaged in a group exercise using a priority matrix to categorize tasks based on urgency and importance. They discussed strategies for effectively prioritizing tasks and managing time accordingly.
3. **Action Planning:** Participants developed action plans tailored to their specific time management challenges. They identified specific actions, timelines, and accountability measures to implement effective time management practices in their daily lives.

Key Outcomes:

The Time Management Workshop yielded several key outcomes for the participants, including:

1. **Enhanced Time Management Skills:** Participants gained practical skills and techniques to better manage their time. They learned effective strategies for goal setting, prioritization, planning, and scheduling, enabling them to optimize their productivity and achieve their objectives.
2. **Improved Productivity and Efficiency:** The workshop equipped participants with the tools and knowledge to enhance their productivity and efficiency. They learned to eliminate time-wasting activities, overcome procrastination, and focus on high-value tasks, leading to improved outcomes and reduced stress.
3. **Better Work-Life Balance:** Participants learned how effective time management can contribute to achieving a better work-life balance. They gained insights into allocating time for personal activities, self-care, and leisure, leading to improved well-being and overall satisfaction.
4. **Stress Reduction:** The workshop provided participants with techniques to manage and reduce stress associated with time constraints. They learned how to prioritize tasks, set realistic goals, and effectively manage deadlines, leading to a more relaxed and productive work environment.

Conclusion:

The Time Management Workshop proved to be a valuable learning experience for participants seeking to enhance their time management skills. Through the workshop's focus on practical strategies and exercises, participants gained the tools necessary to improve their productivity, reduce stress, and achieve a better work-life balance.



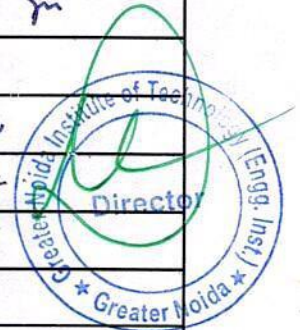
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17 Sep/21

CSDC Workshop on Time Management

Academic Year 2021-2022
Branch MBA, 2nd Year, 3rd Semester

Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	2001320700009	ARIF ANSARI	Arif
2	2001320700012	AVINASH SHARMA	Avinash
3	2001320700015	BIPUL KUMAR THAKUR	Bipul
4	2001320700034	SUNNY KUMAR	Sunny
5	2001320700036	VIKRAM PRAMANIK	Abhishek
6	2001320700002	ABHISHEK GUPTA	Abhishek
7	2001320700005	AMISHA	Amisha
8	2001320700017	KM DEEPTI VASHISTH	Deepti
9	2001320700032	SHIVAM	Shivam
10	2001320700018	DESH DEEPAK	Desh
11	2001320700023	MOHAMMAD MAROOF	Maroof
12	2001320700033	SUMAN THAKUR	Suman
13	2001320700003	ABHISHEK MORAL	Abhishek
14	2001320700010	ASHISH KASANA	Ashish
15	2001320700007	ANUJ NAGAR	Anuj
16	2001320700030	RAHUL YADAV	Rahul
17	2001320700021	LALITA MEGHWAL	Lalita
18	2001320700008	ANUPRIYA	Anupriya
19	2001320700004	AKSHIT SHARMA	Akshat
20	2001320700027	PARITOSH KUMAR SINGH	Paritosh
21	2001320700001	AANCHAL RANA	Aanchal
22	2001320700035	SYED IMRAN IMAM	Syed
23	2001320700025	NEYAZ ALAM	Neyaz
24	2001320700026	NISHANT SARASWAT	Nishant
25	2001320700016	CHANDNI MUNOT	Chandni
26	2001320700024	KM.NEERU TYAGI	Neeru

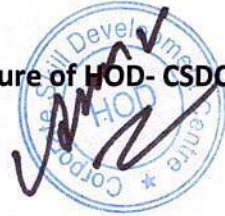


27	2001320700019	DIVYANSH BRATHI	Divyansh
28	2001320700037	VIRAJ SINGH	Viraj
29	2001320700028	PIYUSH SHAHU	Piyush
30	2001320700029	PRIYA BHARTI	Priya
31	2001320700006	ANAND KUMAR	Anand
32	2001320700020	KRIPALI GUPTA	Kripali

Signature of Workshop Coordinator

Signature of HOD- CSDC

Date 21/9/21





CIRCULAR

Dated: 11th Aug, 2020

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 **18.08.2018** for **MCA 3rd Yr 5th Sem.** The title of the workshop is **"Anger & Stress Management"**.

The sole objective is to learn to deal with adverse situations and difficulties of life and working in a better manner.

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.

ACADEMIC YEAR: 2018-19

Summary Report: Workshop on Anger & Stress Management

Branch MCA Year 3rd Sem 5th

Number of Participants: 40

Date: 18-08-18

Overview:

The Anger & Stress Management Workshop was conducted on at GNIOT]. The primary objective of the workshop was to provide participants with practical strategies and techniques to manage anger and stress effectively. The workshop aimed to empower participants with the skills necessary to maintain emotional well-being and cultivate healthy coping mechanisms.

Key Topics Discussed:

Understanding Anger and Stress: The workshop began with an exploration of anger and stress, their causes, and their impact on personal and professional lives. Participants gained insights into the physiological and psychological aspects of anger and stress, and the potential consequences of unmanaged emotions.

Anger Management Techniques: This session focused on providing participants with tools and techniques for managing anger constructively. Participants learned strategies such as deep breathing, cognitive reframing, assertive communication, and problem-solving to effectively address and express anger in a healthy manner.

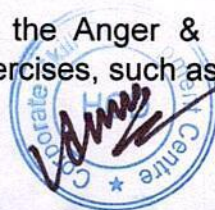
Stress Management Strategies: The workshop delved into stress management strategies to help participants cope with stressors in their lives. Participants learned techniques such as relaxation exercises, time management, setting boundaries, and self-care practices to reduce and manage stress effectively.

Emotional Regulation: This session emphasized the importance of emotional regulation in managing anger and stress. Participants learned skills to recognize and understand their emotions, practice self-awareness, and develop emotional intelligence to respond to challenging situations in a more composed and constructive manner.

Conflict Resolution: The workshop addressed conflict resolution as an essential component of anger and stress management. Participants learned techniques for effective conflict resolution, including active listening, empathy, and negotiation skills to promote positive outcomes and reduce potential sources of anger and stress.

Activities and Exercises:

To facilitate active learning and engagement, the Anger & Stress Management Workshop incorporated various activities and exercises, such as:



Role-Playing: Participants engaged in role-playing exercises to practice assertive communication and conflict resolution skills. They simulated challenging scenarios to apply learned techniques and receive feedback from facilitators and fellow participants.

Guided Relaxation: Participants experienced guided relaxation exercises, including deep breathing and progressive muscle relaxation, to practice stress reduction techniques. These exercises aimed to promote relaxation and enhance participants' ability to manage stress effectively.

Group Discussions: Interactive group discussions allowed participants to share personal experiences, challenges, and insights related to anger and stress management. They exchanged strategies, learned from each other's perspectives, and developed a supportive network.

Key Outcomes:

The Anger & Stress Management Workshop resulted in several key outcomes for the participants, including:

Enhanced Emotional Regulation: Participants developed a deeper understanding of their emotions and gained skills to regulate them effectively. They learned techniques to manage anger, control impulsive reactions, and respond to stressful situations with composure and resilience.

Improved Coping Mechanisms: The workshop equipped participants with practical strategies and tools to cope with anger and stress. They learned healthy coping mechanisms, relaxation techniques, and effective problem-solving skills to navigate challenging situations in a constructive manner.

Enhanced Communication and Conflict Resolution Skills: Participants improved their communication skills, including assertive communication and active listening, which are essential for conflict resolution. They gained the ability to address conflicts proactively and find mutually beneficial solutions.

Stress Reduction and Well-being: The workshop provided participants with strategies to reduce stress levels and enhance their overall well-being. They learned techniques for relaxation, self-care, and time management, enabling them to create a more balanced and fulfilling lifestyle.

Conclusion:

The Anger & Stress Management Workshop proved to be a valuable learning experience for participants seeking to enhance their emotional resilience.

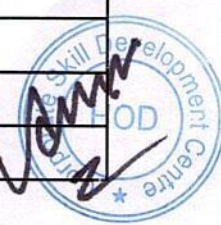
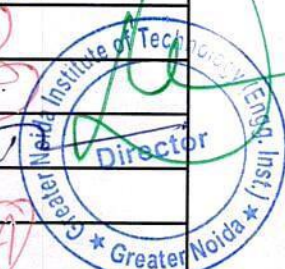


CSDC Workshop on Anger & Stress Management

Academic Year 2018-19
Branch MCA 3rd Year, 5th Semester


Attendance Sheet

S.No.	Roll No	Name	Signature of Student
1	1613214002	PRABHAT RANJAN	(A)
2	1613214001	MOHAMMAD MOSIN	(A)
3	1713214920	NAND JEE	Nand
4	1713214940	VIKASH KUMAR PANDEY	Vikash
5	1713214907	AMIT KUMAR PATHAK	(A)
6	1713214932	SANGEETA NAYAL	Sangeeta
7	1713214927	RAJEEV YADAV	Rajeev
8	1713214931	SAKSHI SHREE	Sakshi
9	1713214942	ZEBE GANIYA	Zeba
10	1713214928	RAKESH MANDAL	R. Mandal
11	1713214934	SAURABH DIXIT	Saurabh
12	1713214908	AMIT SINGHAL	Amit
13	1713214925	PRADEEP KUMAR	RK
14	1713214803	HEENA	Heena
15	1713214936	SHUBHAM MALLIK	(A)
16	1713214914	GAURAV KUMAR KAUSHAL	(A)
17	1713214802	AMMAR KHAN	Ammar
18	1713214906	AMIT KUMAR	Amit
19	1713214901	AASHISH KUMAR	Aashish
20	1713214912	AVINASH KUMAR SINGH	(A)
21	1713214918	MOHD ATIF SIDDIQI	(A)
22	1713214935	SAURABH PRATAP SINGH	Saurabh
23	1713214910	ARUN KUMAR	Arun
24	1713214909	ANJALI SHARMA	(A)
25	1713214921	NITESH KUMAR SINGH	Nitesh
26	1713214905	ALOK KUMAR SINGH	(A)
27	1713214933	SATENDRA	Satendra
28	1713214923	PAVAN KUMAR RAJ	(A)

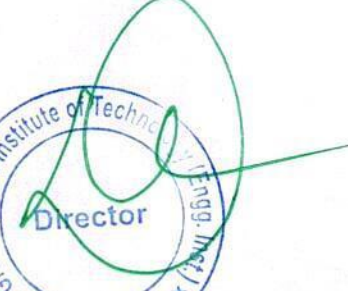


29	1713214926	RAJ YADAV	(A)
30	1713214938	SURBHI	Surbhi
31	1713214930	SAGAR GAUTAM	(A)
32	1713214915	GAURAV SINGH	(A)
33	1713214904	AKASH KUMAR YADAV	(A)
34	1713214911	ASHUTOSH VERMA	A. Verma
35	1713214903	AJEET KUMAR	Ajeet
36	1713214801	AMIT GUPTA	Amit
37	1713214808	VISHAL KUMAR TRIPATHI	(A)
38	1713214939	VIKASH KUMAR	V
39	1713214937	SHUBHAM RAJ	Shubham
40	1713214929	RASHMI	Rashmi

Signature of Workshop Coordinator


 Signature of HOD- CSDC

Date


 Director
 Greater Noida Institute of Technology
 Engg. Inst.
 * Greater Noida *

