

Date: 14th October 2019

Subject: Value Added Trainings - SoPPHI

Attention: B. Pharm- V Semester (Session-ODD-2019-20)

The above students are hereby informed that, Career Development Centre, DIT University is commencing training for the following program:

- **Understanding of Speech and Resume Building for B. Pharm – V Semester**

The skills to be taught in the respective training programs are Logical Aptitude/Quantitative Aptitude/ Verbal Aptitude and English Communication. The training programs for M. Pharm and B. Pharm will commence from **21st October 2019**. The classes will run from 5 PM to 7 PM. Duration of this course will be 36 Hrs. The course targets the development of life-skills and professional etiquettes. Also, enrich mind-sets of students towards establishing their own career

NOTE: The Department concerned shall notify the details about timings and platform/ batch of the training sessions. In case of any query please contact the Career Development Centre, DIT University.

Gaurav Singh
Gaurav Singh
Head- CDC
Career Development Centre
DIT University, Dehradun

To:

- All Deans / Directors
 - HoDs
 - Head CDC
- With the request to bring the above to the notice of the students

Copy to:

- Chairman
 - Chancellor
 - Vice Chancellor
 - Pro Vice Chancellor
- For information please

VS
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DIT University, Dehradun

Understanding of Speech and Resume Building

Venue: Vishveshwarya 506 | **Duration:** 36 Hrs. (21st October 2019 – 9th November 2019)

VAT-91

The training on 'Understanding of Speech and Resume Building' was conducted for students of Bachelor of Pharmacy program (6th Semester), the targeted students for the training were those who had to be skilled for on interview and Public speaking techniques. It was conducted by the Career Development Centre, DIT University, the coordinator for the training was **Ms. Jasneet Kaur Kohli (Soft Skills Trainer- Career Development Centre- DIT University)**.

Course Outline: This course is focuses on providing students various Employability Skills. It emphasizes more on professional grooming and verbal communication in order to help them achieve their potential.

Course Objective: Prepare them for becoming confident and corporate-culture fit as present-day workplace requires professionals who are not only well qualified and competent but also possess Soft Skills like interpersonal skills and good presentation skills

Course Pre/Co requisite (if any): Basic understanding of grammar and presentation skills.

Prerequisite:

The training module is aimed at the promotion of the strategies for the personality development of the participants. The rationale behind this endeavor is the recognition of the multifaceted influence of the personality of the employees upon organizational effectiveness. Person having Active mindset which can involve himself in the problem solving process.



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Overview of Training:

The personality development course polishes & improves your presentation & communication skills. The course will help you groom your personality & deal with people effectively. During the course, you will also receive focused guidance on persona management, grooming, health & nutrition, and soft skills.

Course Outline:

Leadership & Team Building Skills

Importance of Leadership & Team Building Skills for Job Candidates, How to Develop Leadership Skills? Best Leadership & Team Building Examples.

Suggested Activities & Exercises: (i) Leadership Pizza, (ii) Minefield, (iii) Leaders You Admire

CV Writing & Personal Interview

What Skills Do Employers Expect From Graduates? CV vs. Resume, How to write a CV, CV writing Do's & Don'ts, Tips with Best CV Examples/ Samples, Feedback Sharing & Error Analysis.

Personality Traits to be Analyzed During a Personal Interview, How to Prepare for a Personal Interview. Personal Interview Etiquette Rules, FAQs to prepare for Personal Interviews, Mock Personal Interviews, Feedback Sharing & Error Correction.

Suggested Activities & Exercises: (i) Relevant Videos on 'Employability', (ii) Group Discussions on Newspaper Articles, (iii) Sample CV correction, (iv) CV writing exercise.

Group Discussion

Personality Traits to be Analyzed During a Group Discussion, Types of Group Discussions, Tips & Strategies, GD Rules to Follow (Do's Don'ts), Frequently Asked GD Topics, Mock Group Discussions, Feedback Sharing & Error Correction.



Training Outcome:

Personality is the first thing that is noticed in a job interview, in any company, any field. Having a good personality is essential to get ahead in today's world. CDC's Personality Development course polish the presentation and communication skills of the students and prepare them to have a successful career in any field of your choice.


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Annexure - II

Value added course Details (Academic Year: 2019-20)

VAT Course Name: Understanding of Speech and Resume Building

VAT Code: VAT 91

Duration in Hours: 36

Number of Students Enrolled: 47

Number of Students Completed: 45

Grades: G= GOOD ; S = Satisfactory ; P = Poor ; W = Withdraw

Student ID	Student Name	Program/Course	Year	Passing Grade
170921004	TANNU KUMARI	BPharm	3rd Year	G
170921032	KRISHNA MADHESIYA	BPharm	3rd Year	S
170921039	PRASHANT KUMAR	BPharm	3rd Year	S
170921044	TWINKLE CHATTERJEE	BPharm	3rd Year	S
170921018	RITIKA YADAV	BPharm	3rd Year	S
170921008	SUMANTA KUMAR SINGH	BPharm	3rd Year	S
170921010	PRIYANKA PAL	BPharm	3rd Year	P
170921058	NEETU KUMARI	BPharm	3rd Year	G
170921041	SHADAB SIDDIQUI	BPharm	3rd Year	S
170921033	AGRIM SRIVASTAVA	BPharm	3rd Year	S
170921036	SIMRAN KUMARI	BPharm	3rd Year	S
170921046	SAMYANK GAUTAM	BPharm	3rd Year	G
170921023	UMANG .	BPharm	3rd Year	S
170921026	SAURAV PANWAR	BPharm	3rd Year	P
170921038	GAURI GUPTA	BPharm	3rd Year	G
170921006	PRAJJWAL SINGH	BPharm	3rd Year	S
170921007	PRIYA UNIYAL	BPharm	3rd Year	S
170921043	SIMRAN SINGH RATHORE	BPharm	3rd Year	S
170921056	ABHISHEK SHARMA	BPharm	3rd Year	S
170921027	NISCHAY PANDITA	BPharm	3rd Year	G
170921031	ADITYA RAJ JOSHI	BPharm	3rd Year	S
170921021	KUNAL BISHT	BPharm	3rd Year	S
170921029	MUSKAN MADAN	BPharm	3rd Year	S
170921049	HIMANSHU SINGH	BPharm	3rd Year	G
170921016	ANKIT BHARDWAJ	BPharm	3rd Year	G
170921024	POONAM SINGH	BPharm	3rd Year	S
170921059	SAWAN BAJAJ	BPharm	3rd Year	S
170921003	ADITYA RANA	BPharm	3rd Year	S
170921022	UTSAV TYAGI	BPharm	3rd Year	S
170921042	SARA CHAUHAN	BPharm	3rd Year	S
170921037	ABHINAV CHAUDHARY	BPharm	3rd Year	S
170921045	SAURABH KUMAR	BPharm	3rd Year	G
170921057	ABHAY SIROHI	BPharm	3rd Year	S
170921053	RAJESH KUMAR CHOUBEY	BPharm	3rd Year	S
170921034	PUJA KUMARI	BPharm	3rd Year	S
170921009	NITESH KAPRI	BPharm	3rd Year	G
170921054	NISHANT NIRWAL	BPharm	3rd Year	S
170921015	KRITIKA BADOLA	BPharm	3rd Year	G
170921020	MONIKA .	BPharm	3rd Year	G
170921025	ANKITA CHATURVEDI	BPharm	3rd Year	S

Revised
Akshay
Head, CDC
Career Development Cell
DIT University, Dehradun

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170921014	PATHSARTHAK SAXENA	BPharm	3rd Year	S
170921040	DEVANSHI GUPTA	BPharm	3rd Year	S
170921005	ZAINUB SAALEHA FIRDAUS	BPharm	3rd Year	S
170921055	SAKSHI ANAND	BPharm	3rd Year	G
170921060	CHARUL BAHUKHANDI	BPharm	3rd Year	S
170921062	AADITYA CHAUHAN	BPharm	3rd Year	S
180921901	MAYANK RAWAT	BPharm	3rd Year	S



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