

Central University of Himachal Pradesh

HPKV Business School

School of Commerce and Management Studies

& SPARSH



In collaboration with National Commission for Women (NCW)



had organized an online

Capacity Building and Personality Development sponsored by

National Commission for Women

for UG & PG Girls Students

on

21st December 2021 (Tuesday)

Submitted By

Dr. Gitanjali Upadhaya
Assistant Professor
Chairperson, SPARSH

Prof. Mohinder Singh
Dean

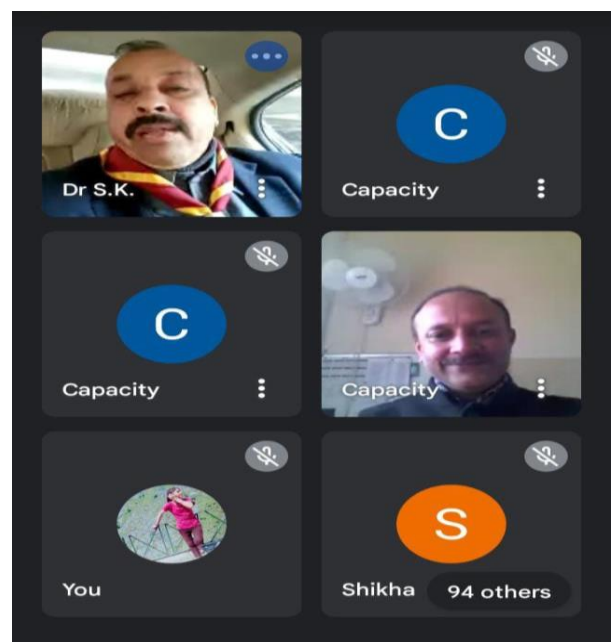
Himachal Pradesh Kendriya Vishwavidyalaya Business School (HPKVBS)

School of Commerce and Management Studies

As on 21st Dec 2021, a program named “**Capacity Building and Personality Development**” was organized by HPKV Business School, School of Commerce and Management, and SPARSH Committee which was sponsored by The National Commission for women for female UG&PG students of Government College Daulatpur Chawk, District Una, Himachal Pradesh.

The main aim of this program was to develop the soft skills of the students which included communication skills, social skills, life skills as well as interpersonal skills which is considered very crucial in today’s working environment.

The program was initiated by **Prof. Mohinder Singh, Dean, HPKV Business School, SCMS, and CUHP**. He welcomed honorable Chief Guest and Guest of Honour all faculty and organizers as well as all the participants and inaugurated the program



In this program, our **Honourable Chief Guest** was **Dr. Amarjeet K. Sharma, Director of Higher Education, and Govt. of Himachal Pradesh**. For some reason, he couldn’t join us. Our **Respected Guest of Honour** for this program was **Dr. Satish Kumar Bansal, Principal, Govt. College Daulatpur Chowk, Una (H.P.)** . He also provided his valuable insights to the gathering and captured the event perfectly.

After that **Dr. Gitanjali Upadhaya, Chairperson SPARSH**, gave an overview of the Capacity Building and Personality Development Program.

Concluding the inaugural session the Vote of Thanks was given by **Prof. Sanjeev Gupta, Head of Department, CUHP**. He addressed the gathering very beautifully and also thanked the Respected Guest of Honour, all faculty, organizers, and participants of the program.

This program consisted of three modules –

Module A- 10.30 am to 12.00 pm

Module B- 12.30 pm to 2.00 pm

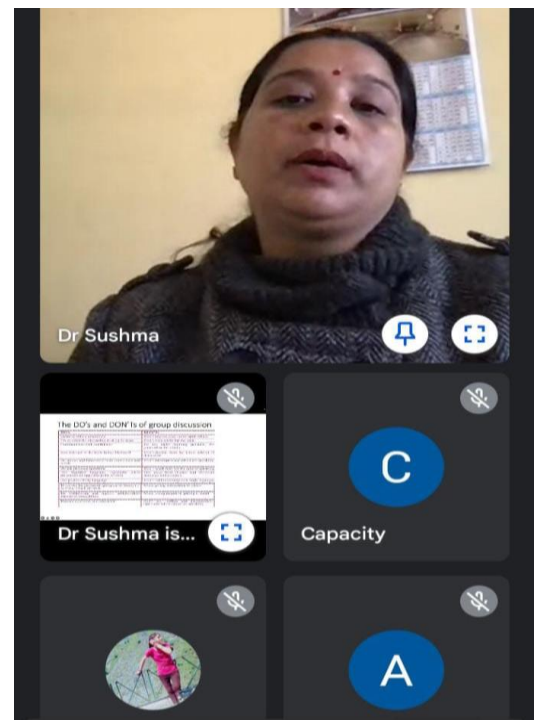
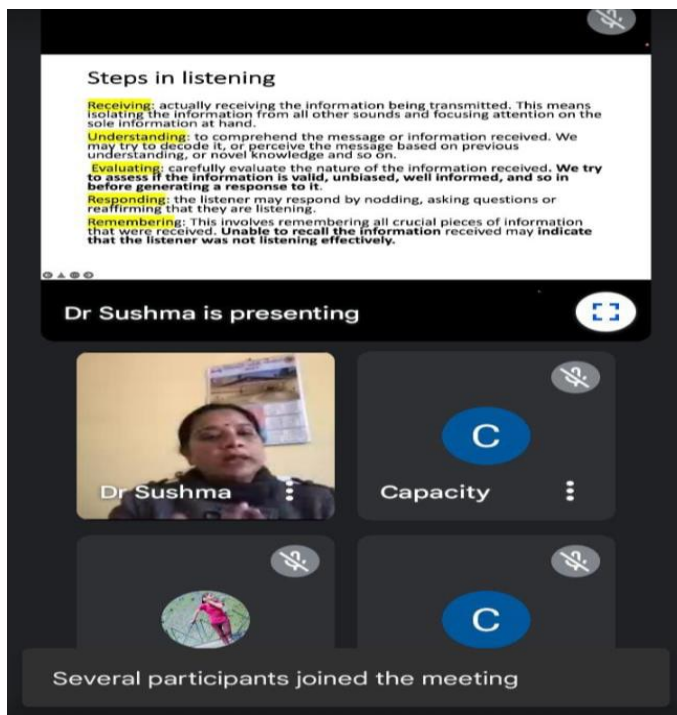
Module C- 2.30 pm to 4.00 pm

Module A – The main emphasis of the module was ‘**Personal Capacity Building**’ which focused on-

1. Listening and Brainstorming.
2. Time Management and Stress Management
3. Internal Communication and Group Discussion.

The objective of the session was to make learners engage in effective communication by respecting diversity and embracing good listening skills. Practice interpersonal skills for better relations with seniors, juniors, peers, and stakeholders. Understand the importance of documentation of key critical ideas/thoughts articulated and action points to be implemented. Learning effective time management skills; thereby avoiding unwarranted stress.

Dr. Sushma Swaraj, Assistant Professor, Rajendra Prasad Govt. Medical College, Tanda Distt. Kangra (H.P.). She gave her valuable insights on **Module A** which was about **Personal Capacity Building**. She told how to manage stress and time, what the importance of listening is and how essential communication is in today’s era.



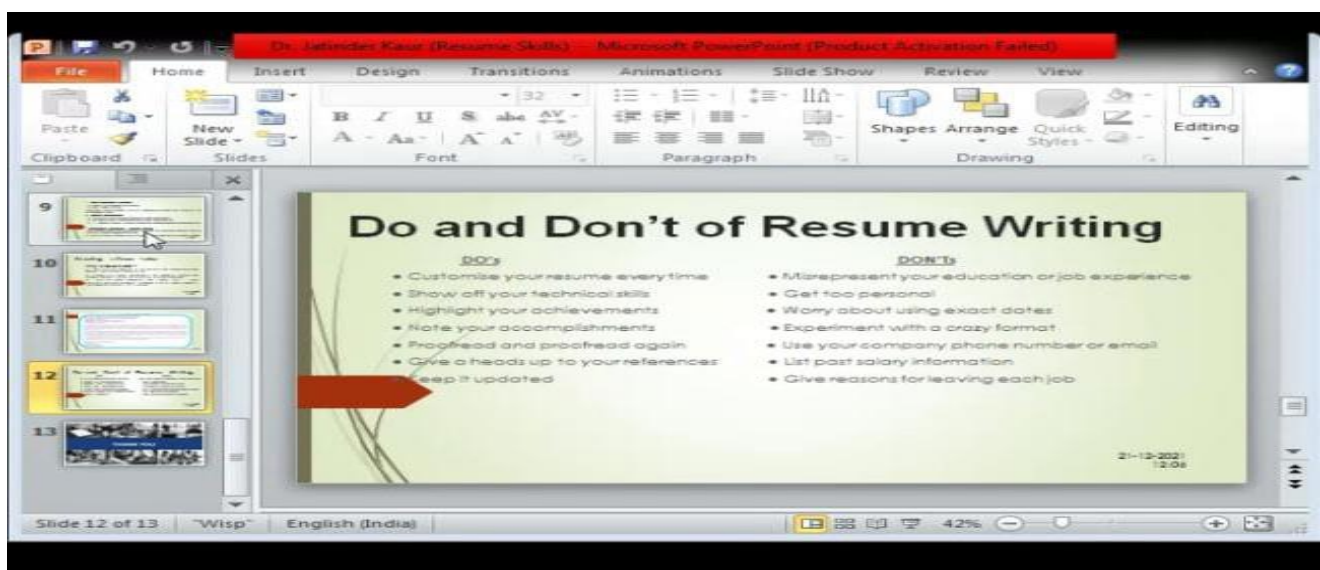
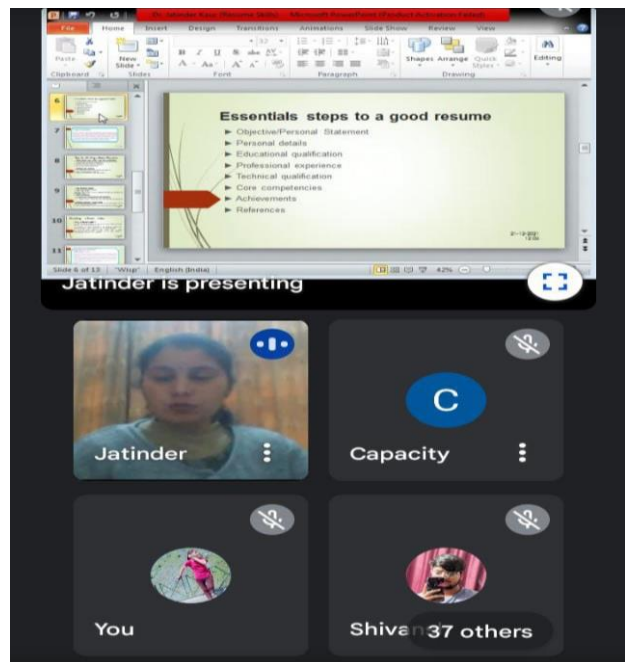
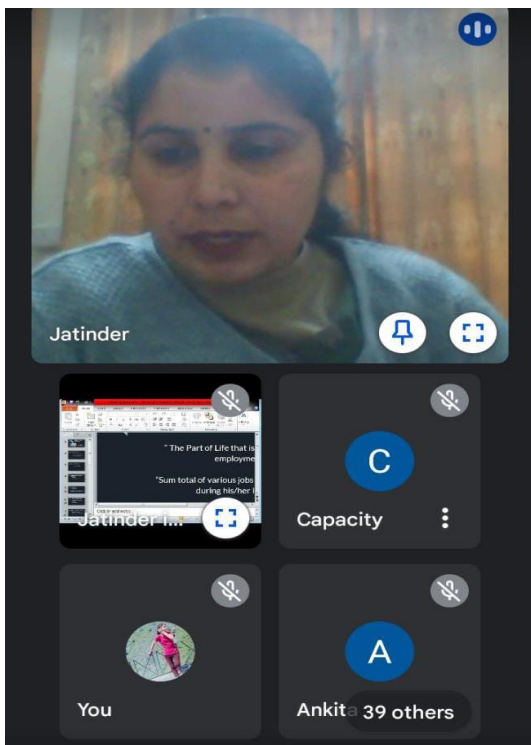
Module B – ‘Professional Career Skills’ which involved-

1. Identifying career opportunities.
2. Resume Skill.
3. Interview Skills.
4. Presentation Skills.

The main focus of the session was to empower an individual with the ability to prepare an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively presenting their skill set thereof, etc. It was also of significant importance that students /individuals possess the knowledge and how the aspect of exploring career opportunities for themselves, considering their innate strengths and weaknesses.

Dr. Jatinder Kaur, Assistant Professor, Department of MBA, HPU Regional Centre Dharamshala.

She gave the thought-provoking discussion on **Module B** and taught students about how to prepare their resumes, how to prepare for interviews. What is the best way to present yourself and how to grab and identify the best career opportunities?



Module C – Digital Literacy and effective use of social media.

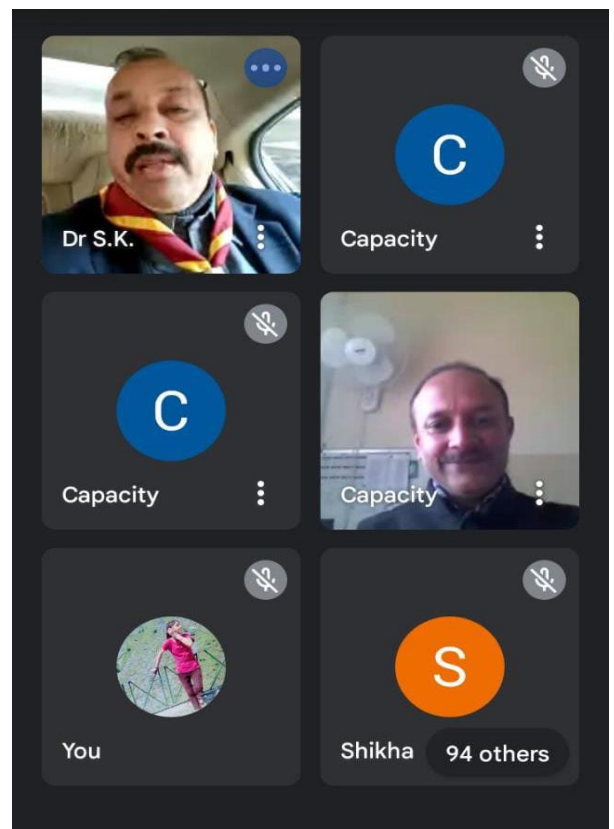
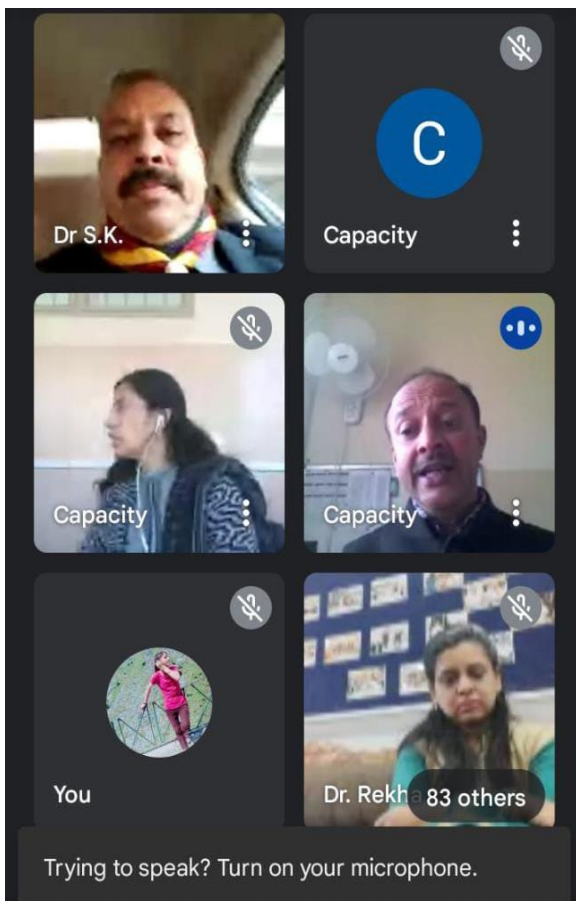
This session aimed at generating awareness among women on safe usage of the internet and social media platforms; raising awareness about cyber-crimes, and advising users about the resources available to women to prevent the problems and also how to handle such crimes.

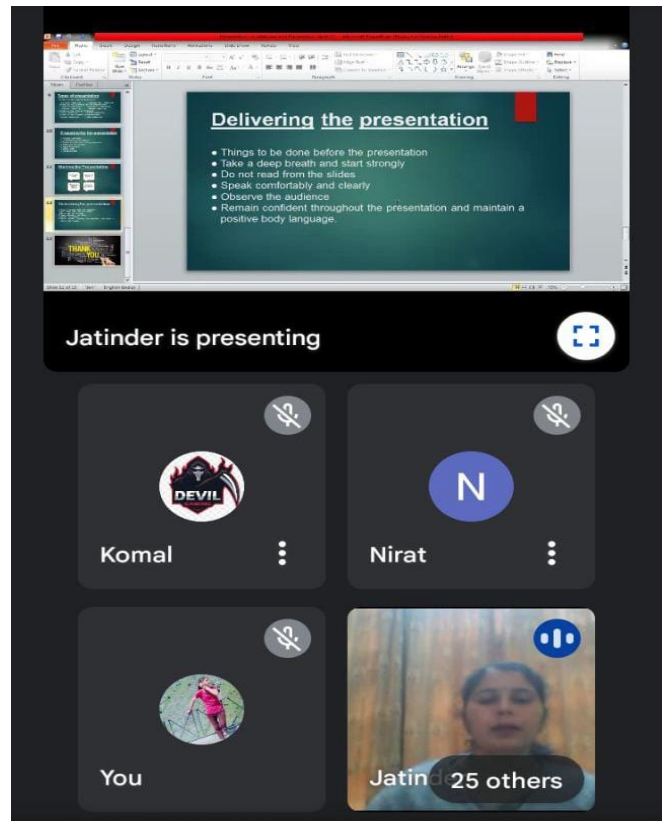
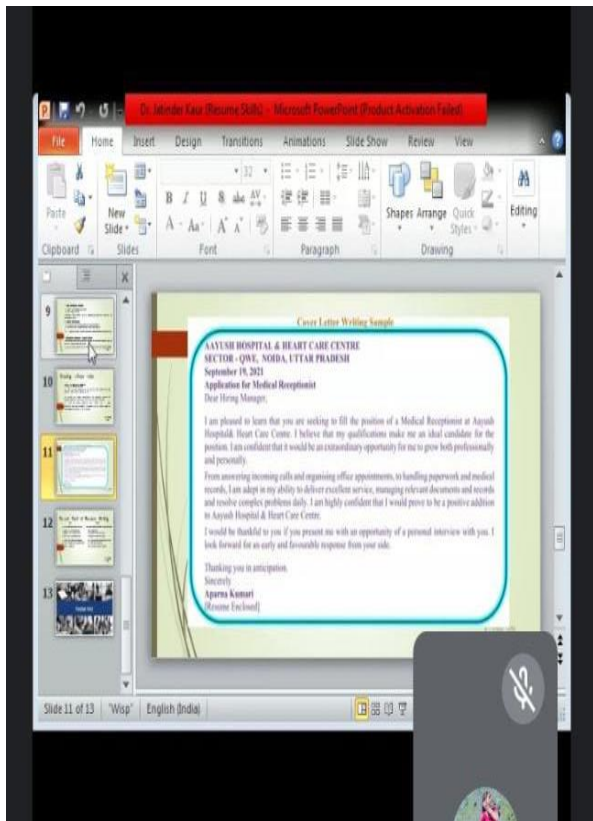
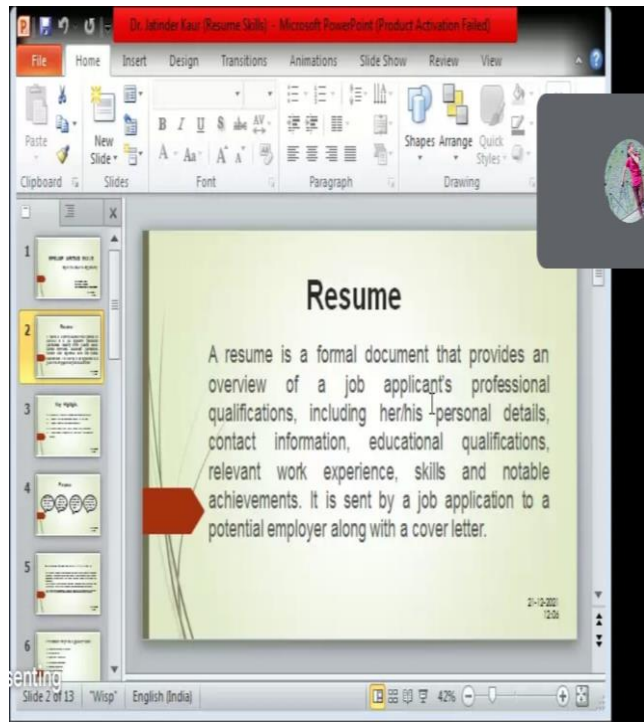
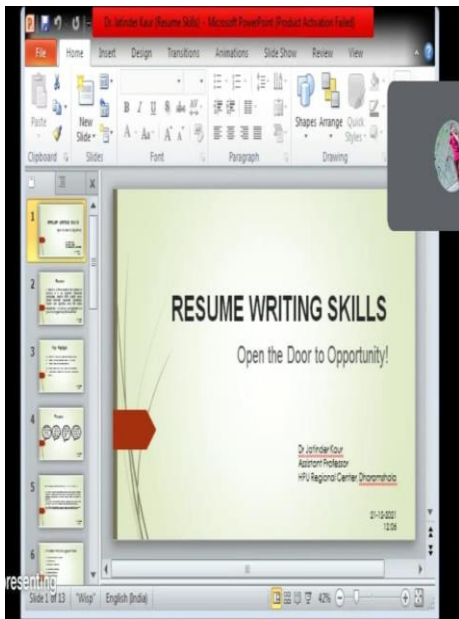
Dr. Suneel Kumar Kashyap, Associate Professor at Shaheed Bhagat Singh College, Department of Commerce, University of Delhi. He was the third resource person for the program who talked about

Module C which was mainly about the safe usage of social media platforms as well as cybercrimes. And He captured the moment very nicely by teaching the students about tackling the problems regarding cybercrimes.



HERE ARE SOME KEY HIGHLIGHTS OF THE PROGRAM WHICH WERE CAPTURED DURING THE ONGOING SESSIONS OF THE PROGRAM.





People	Information
	anchal sharma
	Anika Bhatia
	Ankita Dogra
	Anu bala
	Anushka
	Ashima Katoch
	bhoomika Choudhary
	Damini Jamwal
	Deepika kaushal
	Diksha Bhatia
	Diksha Jambala
	Dr S.K. Bansal
	Dr Sushma Sar

Several participants joined the meeting Dr S.K. +95

← About this call

People	Information
	Ses Ram 75
	shalvi rana
	Sharda Devi
	Sheetal Thakur
	Shikha Choudhary
	Shiva Chauhan
	Shivam Sharma
	Shivani Shivu
	Shivani Thakur
	Shivansh Dhiman
	Shreya Thakur
	Som dutt Sand
	Srijan Sharma

You Capaci +89

Cover Letter Writing Sample

ANUSH HOSPITAL & HEART CARE CENTRE
SECTOR - QW, NOIDA, UTTAR PRADESH
September 19, 2021
Application for Medical Receptionist
Dear Hiring Manager,

I am pleased to learn that you are seeking to fill the position of a Medical Receptionist at Anush Hospital & Heart Care Centre. I believe that my qualifications make me an ideal candidate for the position. I am confident that it would be an extraordinary opportunity for me to grow both professionally and personally.

From answering incoming calls and organizing office appointments, to handling paperwork and medical records, I am adept in my ability to deliver excellent service, managing relevant documents and records and resolve complex problems daily. I am highly confident that I would prove to be a positive addition to Anush Hospital & Heart Care Centre.

I would be thankful to you if you present me with an opportunity of a personal interview with you. I look forward to an early and favourable response from your side.

Thanking you in anticipation,
Sincerely,
Aparna Kaur
(Phone No. 9810012345)

Delivering the presentation

- Things to be done before the presentation
- Take a deep breath and start strongly
- Do not read from the slides
- Speak comfortably and clearly
- Observe the audience
- Remain confident throughout the presentation and maintain a positive body language.

Jatinder is presenting

Komal

Nirat

You

Jatin & 25 others

At last, the program was concluded by Dr. Gitanjali Upadhaya, Chairperson SPARSH with the Vote of Thanks to all the participants of the program. Feedback of the students was also taken by the end of the program. Certificates were also provided to the participants of the program.

Dr. Gitanjali Upadhaya
Assistant Professor
Chairperson, SPARSH

Prof. Mohinder Singh
Dean, SCMS