

## **11. Students' Personality Development Activities**

### **Academic year 2022-2023**

#### **(a) PERSONALITY DEVELOPMENT WORKSHOPS**

1. **PDP: Resume Writing:** On February 15, 2023, Mr. Parth Shukla focused on Resume Writing as part of the FDP program.
2. **PDP: Communication Skills:** On February 16, 2023, Dr. Mukta Misra, Chairperson of the American International School Greater Noida, led a session on Communication Skills during the FDP.
3. **PDP: Emotional Intelligence:** Dr. Bindu Kumari, Assistant Professor of Psychology at Hindu Girls College in Sonapat, Haryana, addressed Emotional Intelligence on February 17, 2023.
4. **PDP: Email Etiquettes for Job Applicants:** Mr. Rajeev Jain, Director, Agile Coach, Author, and NASSCOM Certified Master Trainer, conducted a session on Email Etiquettes for Job Applicants on February 18, 2023.
5. **PDP: Assessment and Evaluation - the need for rubrics:** Mrs. Anita Sharma, Council Member of the Literary Arts Council at Women's Indian Chamber of Commerce and Industry (WICCI), discussed the importance of 'Assessment and Evaluation - the need for rubrics' during the FDP on February 23, 2023.

#### **(b) ALUMNI TALKS & GROUP DISCUSSION**

1. **Alumni Talk Series: Alumni Support for Placement:** On February 15, 2023, Mr. Neetesh Kumar, an alumnus from the batch of 2018-2020, delivered a talk on "Alumni Support for Placement" as part of the Alumni Talk Series.
2. **Alumni Talk Series: Guidance for Online Teaching Platforms:** Ms. Anchal Katoch, an educator at Scholastic and an alumna from the batch of 2019-2021, shared insights on "Guidance for Online Teaching Platforms" on February 28, 2023.
3. **Alumni Talk Series: Profile Building & Opportunities after B.Ed:** On March 1, 2023, Ms. Neha Sinha, a teaching fellow at Mayo College Ajmer, Rajasthan, and an alumna from the batch of 2020-2022, conducted a session on "Profile Building & Opportunities after B.Ed" as part of the Alumni Talk Series.



*Abhilasha Gautam*  
**Dr. Abhilasha Gautam**  
Principal  
Army Institute of Education  
Greater Noida

4. **Alumni Talk Series: Insight into Children with Special Needs:** Ms. Priya Pawar, a special educator at The Manthan School, Greater Noida, and an alumna from the batch of 2020-2022, provided an "Insight into Children with Special Needs" during her talk on March 5, 2023.

**(c) MAHINDRA PRIDE CLASS WORKSHOP ON EMPLOYABILITY SKILLS**

Army Institute of Education Conducted a one-week workshop on PDP and to increase the Employability Skills of B.Ed. and B.Ed. SPI Education students. The workshop was conducted from 19-25 Sep 2023. Mr Preetam Nayak, Soft Skills Trainer and Mrs Dimple Narula, Soft Skills trainer were the resource Persons

**(d) AWARENESS PROGRAMME**

1. **Awareness Drive on E-Waste Management System:** The Eco Club of the institute organized an awareness drive on "E-Waste Management System" on April 21, 2023. Ms. Renu Sharma along with her team from HME oriented students and staff towards various issues related to E-waste.



*Abhilasha Gautam*

**Dr. Abhilasha Gautam**

Principal

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## REPORT OF PERSONALITY DEVELOPMENT PROGRAMME 14 FEB- 23 FEB 2023

The Training and Placement Cell of Army Institute of Education, Greater Noida organised Personality Development Program, to help students develop the necessary skills and qualities to excel in their personal and professional lives. This program is tailored to address the needs of students at all levels of education and aims to provide them with the tools to build self-confidence, enhance communication skills, develop leadership qualities, and manage stress and anxiety.

The Personality Development Program will be led by a team of experienced trainers and industry experts who will guide participants through various interactive sessions and activities. The program will cover a wide range of topics including self-awareness, emotional intelligence, effective communication, e portfolio, resume writing, problem-solving skills, and goal setting. Participants will also have the opportunity to participate in mock interviews and group discussions to hone their skills and gain valuable feedback.

Dr. Abhilasha Gautam, Principal, Army Institute of Education welcomed all the resource persons before every session.

### WORKSHOP 1

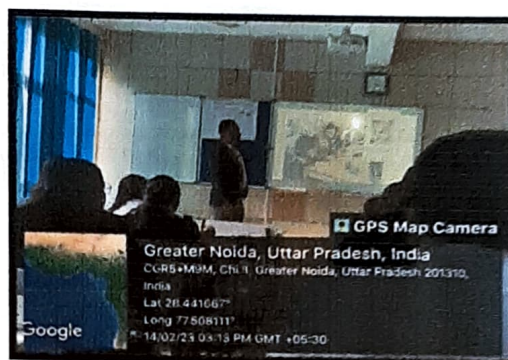
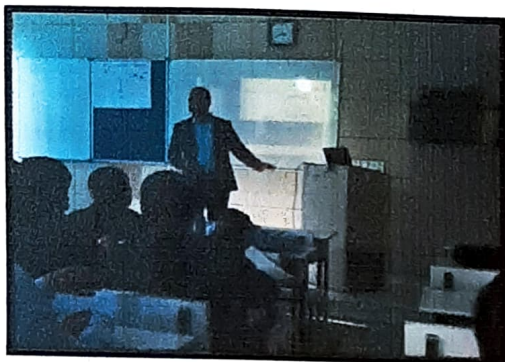
#### ON PORTFOLIO WEBSITE DEVELOPMENT

Training and Placement Cell AIE organized, Personality Development Programme and the topic was on “**ON PORTFOLIO WEBSITE DEVELOPMENT**” on 14 February 2023 from 9.30 am to 10.30 am by **MR.PARTH SHUKLA** MCT, Co-Founder 9ledge Pro . The workshop aimed to provide participants with practical knowledge and skills to create their own portfolio website, which is an essential tool for showcasing their work and skills to potential employers.

Mr. Parth Shukla started the workshop by providing an overview of portfolio websites and their significance in today's digital world. He explained how a well-designed portfolio website can serve as an effective marketing tool to showcase one's skills, work samples, and experience. The participants were given practical demonstrations and exercises on how to build a portfolio website from scratch. Mr. Parth Shukla shared step-by-step guidance on creating a professional-looking portfolio website, including setting up a domain, choosing a website builder, selecting appropriate templates. The workshop concluded with a session on how to deploy and host a portfolio website online. Mr. Parth Shukla provided guidance on selecting a hosting service, transferring the website to a live server, and managing domain settings.



The workshop was well-received by the participants, and they expressed their gratitude to Mr. Parth Shukla for sharing his expertise in web development. The workshop was a resounding success and provided valuable insights into the world of portfolio website development.



**Mr. Parth Shukla Explained the skills of Portfolio Website Development**

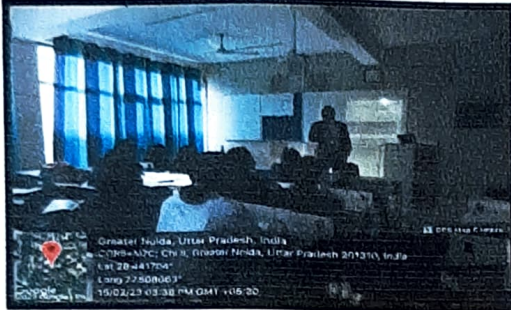
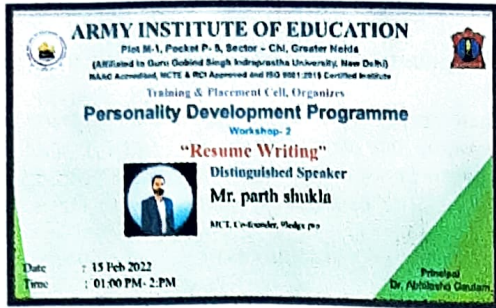
## **WORKSHOP 2**

### **TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON RESUME WRITING**

Second day of the workshop was taken by **MR.PARTH SHUKLA MCT**, Co-Founder 9ledge Pro on the topic "**RESUME WRITING**". on 15 February 2023. The workshop aimed to provide participants with insights and practical tips on how to create an effective resume that stands out to potential employers. Mr.Parth Shukla covered the following topics during the workshop: Understanding the Importance of a Resume, Resume Components, Resume Formats , Resume Writing Techniques

The Resume Writing Workshop by Mr. Parth Shukla was a highly informative and engaging session that provided participants with valuable insights and practical tips on creating an effective resume. The workshop helped participants understand the importance of a well-crafted resume, the different components and formats of a resume, effective resume writing techniques, customization, and tailoring. Participants expressed their appreciation for Mr. Shukla's expertise and guidance, which will undoubtedly enhance their job search and career prospects. The workshop was a resounding success, and the participants left with a better understanding of how to create a standout resume.





**Mr. Parth Shukla shared the Basics of Resume Writing**

### **WORKSHOP 3 ON COMMUNICATION SKILL**

Training and Placement Cell AIE organized, Personality Development Programm On February 16, 2023, a workshop on **COMMUNICATION SKILL** was conducted by Dr. Mukta Misra, the esteemed Chairperson of American International School, Greater Noida. The workshop was aimed at enhancing communication skills among the participants and equipping them with effective communication techniques for personal and professional success.

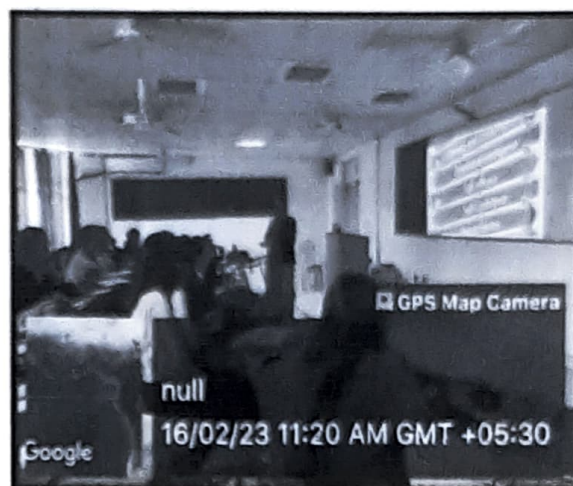
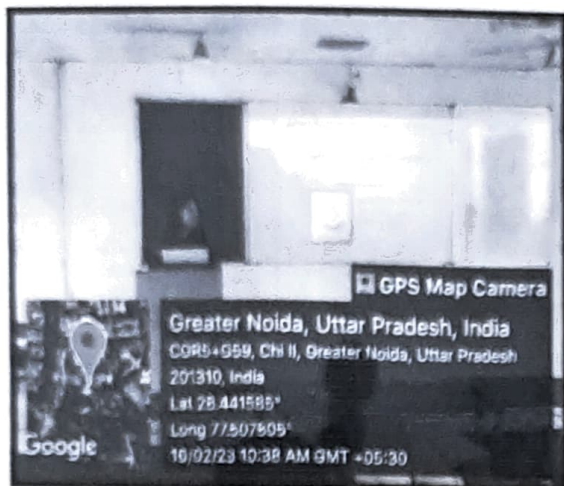
The sessions covered various aspects of communication skills, including verbal and non-verbal communication, active listening, body language, and effective speaking techniques. The participants actively participated in group activities, role-plays, and discussions to practice and enhance their communication skills.

The workshop concluded with an engaging Q&A session where participants had the opportunity to ask questions and seek clarifications on various communication topics. Dr. Mukta Misra provided valuable insights and suggestions, addressing the queries of the participants.

he Communication Skills Workshop conducted by Dr. Mukta Misra was a resounding success. The participants gained valuable insights and practical techniques to improve their communication skills. The workshop was highly informative, engaging, and interactive,



providing a conducive learning environment for all participants. The workshop ended with a vote of thanks to Dr. Mukta Misra for her invaluable guidance and expertise in conducting the workshop.



#### **Dr. Mukta Misra Shared the Importance of Communication Skill**

### **WORKSHOP 4**

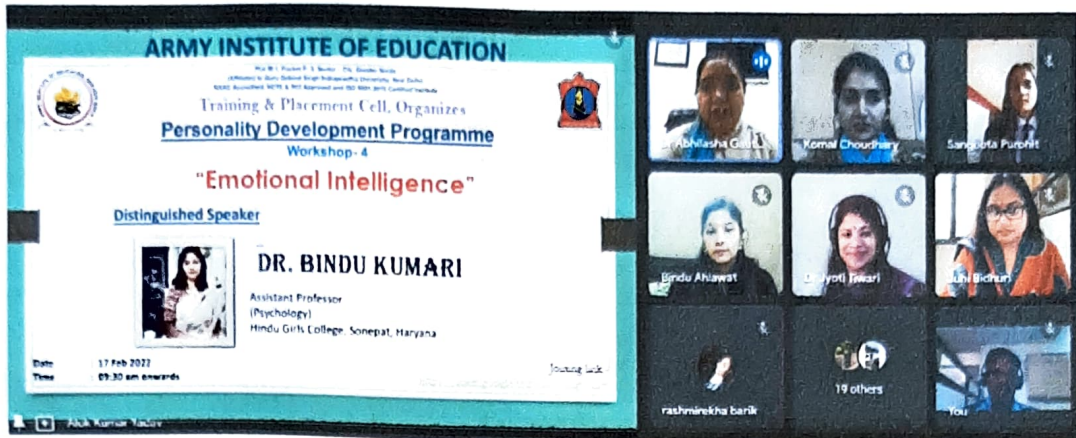
#### **TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON EMOTIONAL INTELLIGENCE**

Training and Placement Cell AIE organized , Personality Development Programme and the topic was on "**Emotional Intelligence**" on 17 February 2023 from 9.30 am to 10.30 am by Dr Bindu Kumari Assistant Professor ( Psychology) Hindu Girls College , Sonapat, Haryana . This workshop's objective was to discuss the significance of Emotional Intelligence for teachers. The information shared by our renowned speaker had such an impact that it made a positive impression on every participant in the workshop.

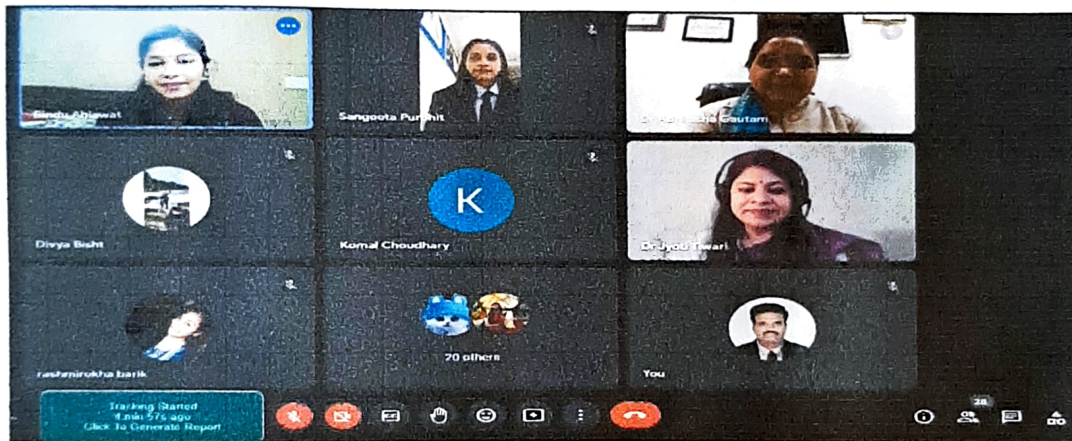
She started by explaining the definition and significance of emotional intelligence, or EI, which is the capacity to comprehend, regulate, and control one's own emotions as well as those of others. When researchers started looking into how emotions affect both personal and professional performance in the 1990s, the idea of emotional intelligence (EI) became more widely accepted. She used an example from the classroom to briefly explain the terms intrapersonal and interpersonal emotion. She further elaborated on handling emotional situations in the classroom. She gave a brief idea about the several models of EI, generally include four core components: self-awareness, self-management, social awareness, and relationship management.

All participants found the training to be more educational and beneficial.





**Dr. Bindu Kumari Addressed the Students in Online Mode on the Topic Emotional Intelligence**



**Dr. Bindu Kumari Addressed the Students in Online Mode on the Topic Emotional Intelligence**

## WORKSHOP 5

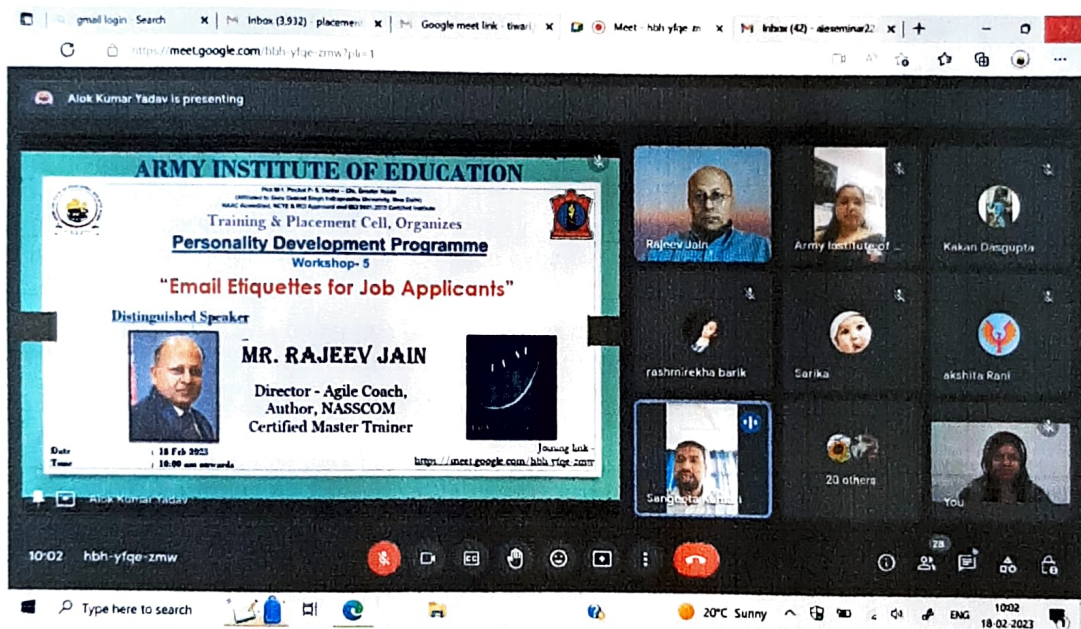
### TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON "EMAIL ETIQUETTES FOR JOB APPLICANTS"

Fifth workshop was taken by Mr. Rajeev Jain Director –Agile Coach, Author, NASSCOM Certified Master Trainer on the topic "Email Etiquettes for Job Applicants" on 18<sup>th</sup> February 2023. He opened by presenting a sample covering letter for a job application for the teacher, and then he went over step-by-step instructions for composing the letter. He also explained the email etiquette is essential when applying for a job by using a professional email address, clear and concise subject line, appropriate salutation, proper language and grammar, keeping the email brief and to the point, and expressing gratitude and professionalism that can increase your chances of getting the job. He also addressed the students' questions, such as

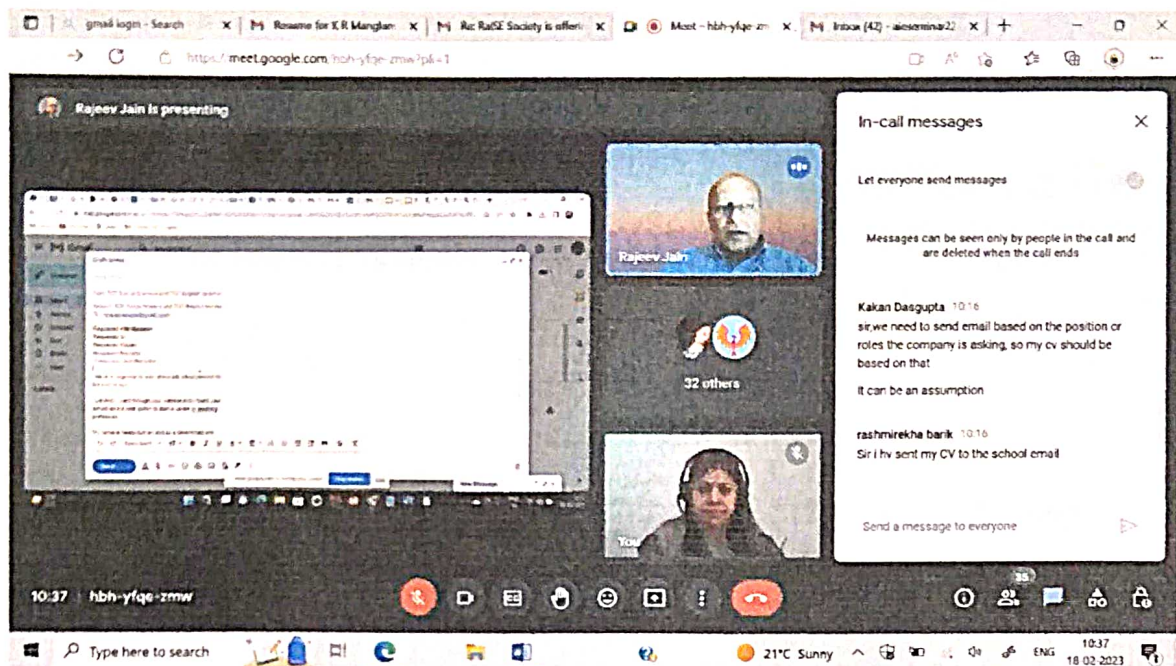


what is the format of the formal covering letter and what qualifications and skills should be provided on a job application.

The workshop on "Email Etiquettes for Job Applicants" conducted by Mr. Rajeev Jain was highly informative and provided valuable insights on the importance of professional email communication during the job application process. The participants gained knowledge on various aspects of email etiquette, including the significance of a clear subject line, formal tone and language, grammar and spelling, relevant information, formatting, and timely communication. The workshop was well-received by the participants, who found it highly beneficial for enhancing their email communication skills for job applications. The workshop concluded with a vote of thanks to Mr. Rajeev Jain for her valuable guidance and insights.







**Mr. Rajeev Jain Addressed the AIE Students in Online Mode on the topic E Mail Etiquettes**

## **WORKSHOP 6**

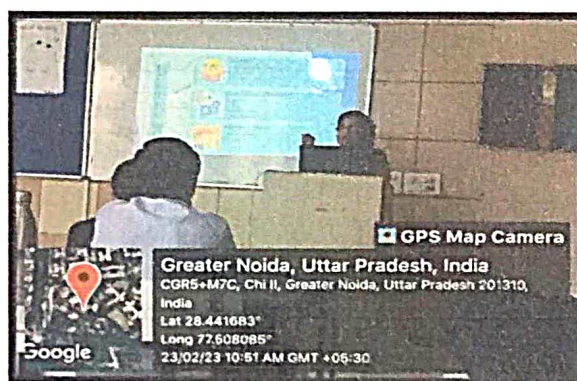
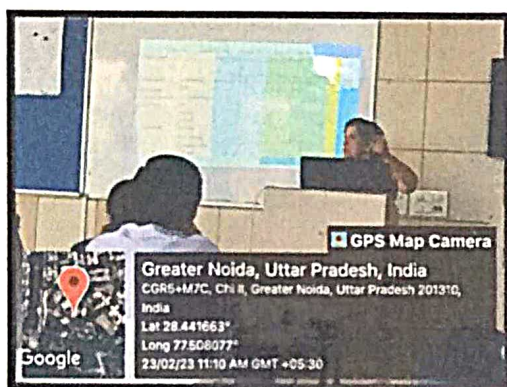
### **TRAINING & PLACEMENT CELL ORGANIZES PERSONALITY DEVELOPMENT PROGRAMME ON "ASSESSMENT AND EVALUATION - THE NEED FOR RUBRICS"**

On February 23, 2023, a workshop on "Assessment and Evaluation - The Need for Rubrics" was conducted by Mrs Anita Sharma, Council Member of the Literary Arts Council at the Women's Indian Chamber of Commerce and Industry (WICCI). The workshop aimed to highlight the importance of rubrics in the assessment and evaluation process and provide participants with practical insights on how to create effective rubrics for various domains.

The workshop began with Mrs. Anita Sharma emphasizing the significance of rubrics in the assessment and evaluation process. She highlighted that rubrics are structured tools that provide clear guidelines for assessing and evaluating performances, assignments, or projects. They help in setting expectations, providing constructive feedback, and ensuring consistency in the evaluation process.



The workshop on "Assessment and Evaluation - The Need for Rubrics" was a valuable learning experience for the participants. Mrs. Anita Sharma's insights and practical tips on designing effective rubrics for assessments were well-received. The participants gained a deeper understanding of the benefits of using rubrics and learned how to create rubrics that align with learning objectives and ensure consistency and transparency in the assessment process. The workshop concluded with a Q&A session, where Mrs. Sharma addressed the queries of the participants and provided further guidance on implementing rubrics in their respective domains.

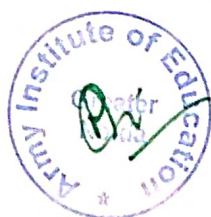


**Ms. Anita Sharma addressed the students on the Topic "Assessment and Evaluation - The Need for Rubrics"**

**Learning outcomes:** The personality development program, participants will have acquired practical skills and knowledge in portfolio website development, resume writing, communication skills, emotional intelligence, email etiquettes for job applicants, and the use of rubrics for assessment and evaluation. These learning outcomes will enable participants to enhance their employability, present themselves professionally, and effectively navigate the job market.

All the students of BEd and BEdSplEd Batch 2021-23 along with faculty members have been participated in this PDP.

Dr. Jyoti Tiwari, convener TPC has conveyed vote of thanks to all the resource persons for their valuable time and precious inputs on the topic after every session.





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## TRAINING & PLACEMENT CELL ORGANIZES ALUMNI TALK SERIES (15 February - 05 March 2023)

The Training and Placement Cell of Army Institute of Education, Greater Noida, has taken a significant initiative by organizing an Alumni Talk Series to facilitate the placement process for its students. The Alumni Talk Series is a platform that brings together alumni of the institute, who have successfully established their careers in various domains, to share their experiences, insights, and guidance with the current students.

Through this series of talks, the students will get an opportunity to interact with the alumni and learn about their career trajectories, the challenges they faced, and the strategies they employed to overcome them. This will help the students to gain valuable insights into the current job market, understand the expectations of the employers, and prepare themselves accordingly.

### ALUMNI TALK-1 On the topic ALUMNI SUPPORT FOR PLACEMENT

On 15th February 2023, Army Institute of Education organized an Alumni Series Talk on the topic "Alumni Support for Placement." The guest speaker for the event was Mr. Neetesh Kumar, an esteemed alumnus who completed his studies at the institute in the years 2018-2020. The event was attended by current students, faculty, and staff members of the institute.

During his talk, Mr. Kumar shared his personal experience of how the alumni network of Army Institute of Education helped him in his career. He mentioned that the alumni network served as a valuable resource for networking, job referrals, and professional guidance. He shared that he was able to secure his first job after graduating from the institute through a referral from an alumnus who was working in a reputed organization. He also highlighted how alumni can provide insights into the job market, share their experiences, and provide guidance on career choices.

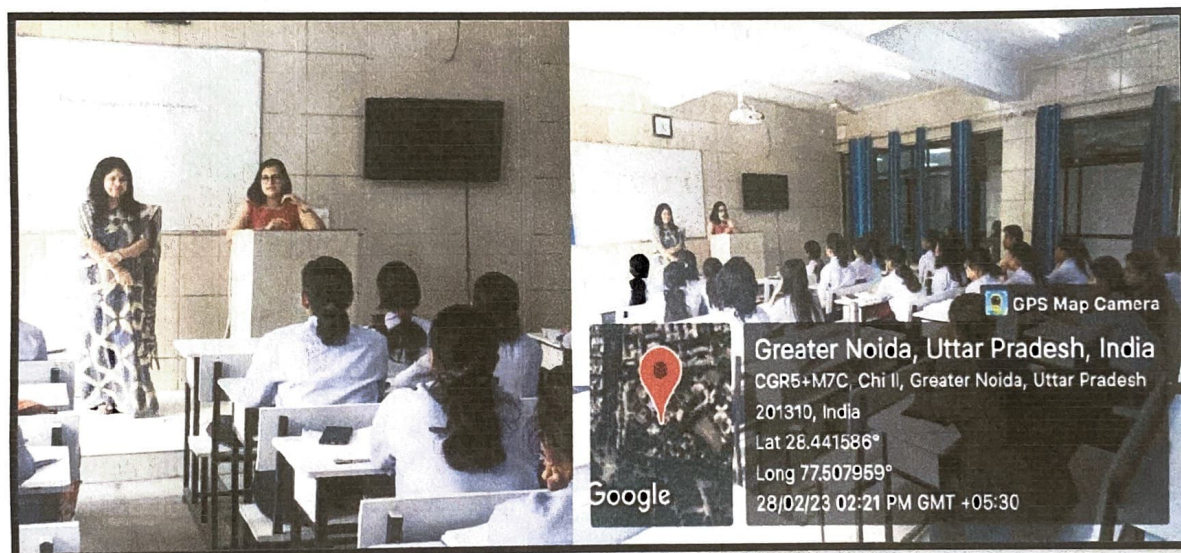


**Mr. Neetesh Kumar During his session**

**ALUMNI TALK-2**  
**On the topic**  
**"GUIDANCE FOR ONLINE TEACHING PLATFORMS"**

On 28th February 2023, the Army Institute of Education organized an alumni talk series as part of its ongoing efforts to provide valuable insights and guidance to its students. The guest speaker for the event was Ms. Anchal Katoch, an esteemed alumna of the institution from the batch of 2017-19.

Ms. Katoch delivered a comprehensive session on "Guidance for Online Teaching Platforms," aiming to equip the audience with practical strategies and insights into effective online teaching practices. She emphasized the relevance of online platforms in education, highlighting their flexibility, accessibility, and resources for enhanced learning. Ms. Katoch also stressed the importance of creating a sense of community through student-teacher and student-student interactions. Additionally, she shared knowledge about various technological tools and platforms, encouraging educators to explore and leverage them to enhance the teaching and learning experience. The alumni talk proved to be highly informative and engaging for the Army Institute of Education community.



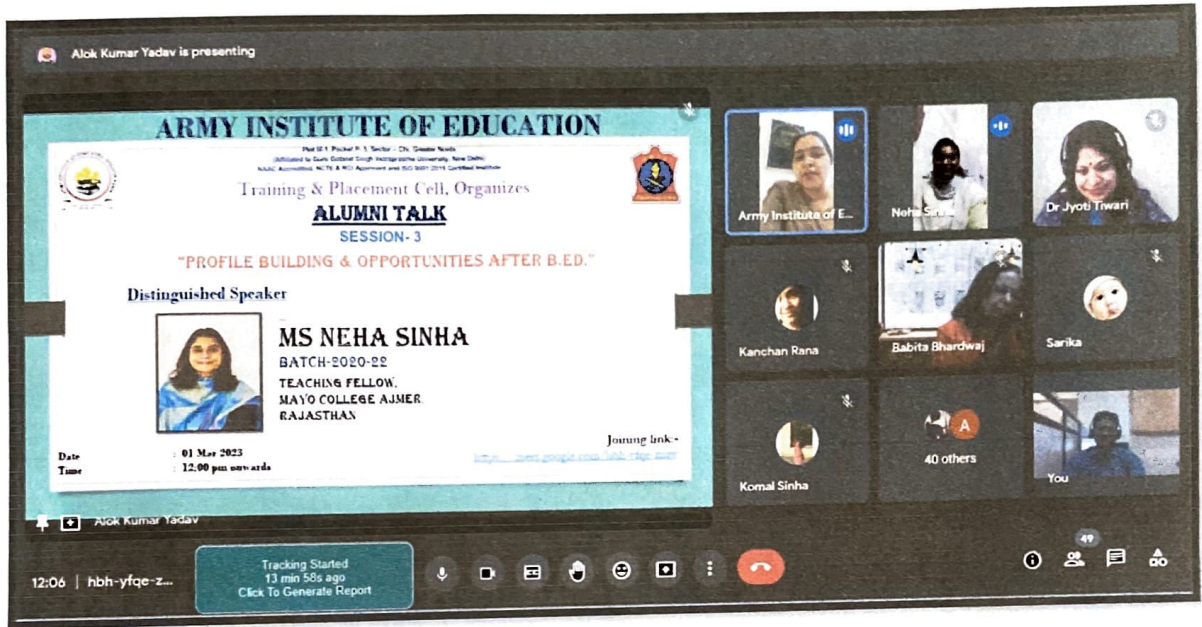
**Ms. Anchal Katoch Suggested Various Online Teaching Platforms During her Address**

**ALUMNI TALK 3**  
**On the topic**  
**PROFILE BUILDING & OPPORTUNITIES AFTER B.ED.**

Ms. Neha Sinha, a distinguished alumni of Mayo College Ajmer, Rajasthan, who completed her B.Ed. from the college in 2022, delivered an engaging talk on "Profile Building & Opportunities after B.Ed." as part of the Alumni Series at Mayo College. The talk was conducted on March 01, 2023, and was aimed at providing valuable insights to the current batch of B.Ed. students who aspire to secure placements in the prestigious Army Institute of Education.

During the talk, Ms. Neha Sinha shared her personal experiences and learnings from her journey after completing B.Ed. She emphasized the importance of building a strong profile to enhance the chances of getting a placement in a reputed institution like Army Institute of

Education. Her talk emphasized the significance of building a strong profile through academic excellence, skill development, and participation in co-curricular and extra-curricular activities. It also highlighted the diverse opportunities available in the field of education beyond teaching. The talk was informative and inspiring, and it motivated the students to work towards enhancing their profile and exploring the vast possibilities in the field of education.



**Neha Sinha during her Online Address on the Topic Profile Building and Opportunities after B.Ed.**

# ALUMNI TALK-4

## On the topic INSIGHT TO CHILDREN WITH SPECIAL NEEDS

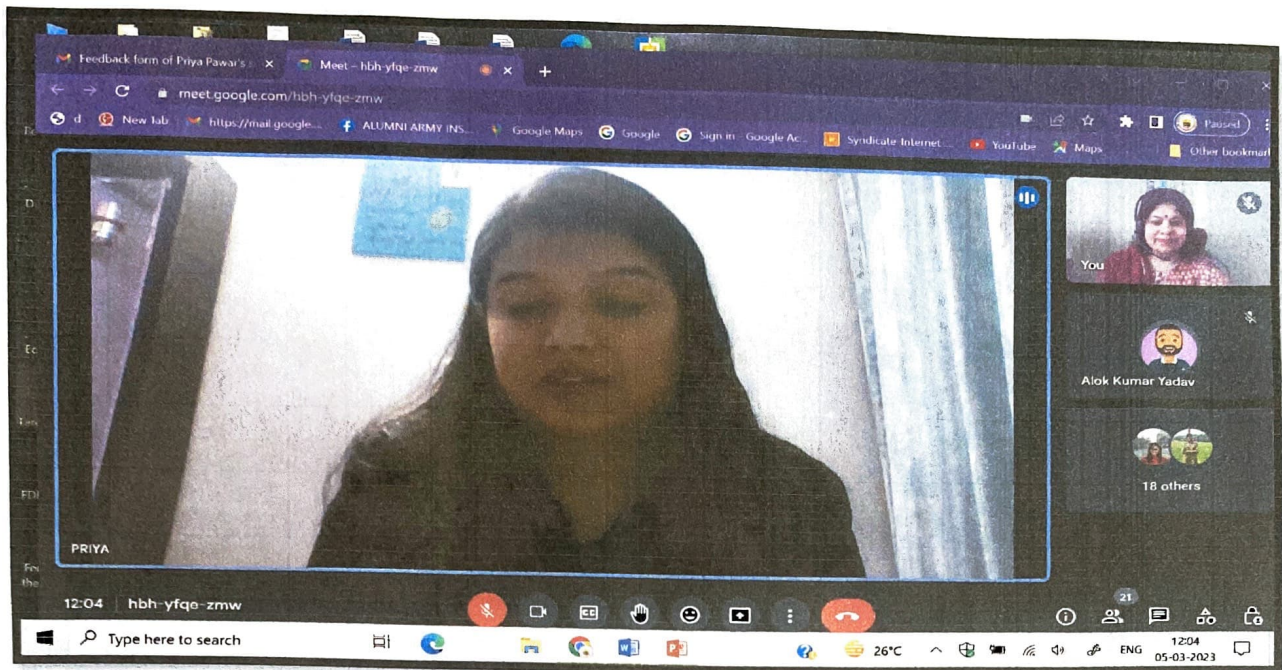
On 5th March 2023, The Manthan School, Greater Noida, organized an Alumni Series Talk by Ms. Priya Pawar, a renowned Special Educator, on the topic "Insight to Children with Special Needs" for Placement at Army Institute of Education. The talk was aimed at providing insights and guidance to the students of the Alumni batch of 2020-2022 who were seeking placements in the Army Institute of Education.

Ms. Priya Pawar, an expert in the field of special education, shared her extensive knowledge and experience on working with children with special needs. She discussed various types of special needs, including learning disabilities, speech and language disorders, autism spectrum disorders, and intellectual disabilities, among others. She highlighted the challenges faced by children with special needs and the strategies that can be employed to support their learning and development. The talk concluded with an interactive Q&A session, where Ms. Pawar addressed queries from the alumni students and provided further guidance on working with children with special needs in an educational setting.

The screenshot shows a Google Meet interface. At the top, the browser address bar displays the meeting link: [meet.google.com/hbh-yfqe-zmw?pli=1](https://meet.google.com/hbh-yfqe-zmw?pli=1). The main content area features a presentation slide from the Army Institute of Education. The slide text includes:

- ARMY INSTITUTE OF EDUCATION**
- Post 611, Pooled P. E. Sector - Ghaziabad, India
- Affiliated to Gurukul Kangri Institute of Technology, Haridwar
- NAAC Accredited, NCTE & RD Approved and ISO 9001:2015 Certified Institute
- Training & Placement Cell, Organizes
- ALUMNI TALK**
- SESSION-4
- "INSIGHT TO CHILDREN WITH SPECIAL NEEDS"**
- Distinguished Speaker**
- MS PRIYA BHAKRE PAWAR**
- BEDSPLD BATCH-2020-22
- SPECIAL EDUCATOR
- THE MANTHAN SCHOOL,
- GREATER NOIDA WEST
- Date : 05 Mar 2023
- Time : 11:09 Am Onwards
- Joining Link- <https://meet.google.com/hbh-yfqe-zmw>

On the right side of the screen, there are video thumbnails for participants: 'You' (Ms. Priya Pawar), 'Abhilasha Gautam', and '26 others'. The bottom of the screen shows the Windows taskbar with the time 11:10, date 05-03-2023, and temperature 23°C.



## **Ms Priya Pawar Addressing the Students on the Topic Insight to Children with Special Needs**

### **Learning outcomes of Alumni Talk Series:**

- Understand the value of alumni support in career placement and utilize alumniconnections effectively.
- Gain practical guidance and strategies for effective teaching through online platforms.
- Develop skills in profile building to enhance career opportunities after B.Ed.
- Acquire knowledge and insights into working with children with special needs, fostering inclusivity in education.

All the students of BEd Batch 2021-23 along with faculty members have been participated in this Alumni Talk series.

Dr. Jyoti Tiwari, convener TPC has conveyed vote of thanks to all the alumni for their valuable time and precious inputs on the topic.

Dr. Abhilasha Gautam, Principal Army Institute of Education conveyed her best wishes to all the alumni after every talk.



*Abhilasha Gautam*

**Dr. Abhilasha Gautam**  
Principal  
Army Institute of Education  
Greater Noida



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# REPORT ON WORKSHOP

**Workshop Organized by:** Mahindra Pride Classroom  
**From 19<sup>th</sup> to 25<sup>th</sup> September**

**Mahindra**  
PRIDE CLASSROOM



*Abhilasha Gautam*

**Dr. Abhilasha Gautam**  
Principal  
Army Institute of Education  
Greater Noida



### **Context:-**

It was a good platform which gave an opportunity to the student teacher how to improve the personality work on their appearance, communication skills, boost their confidence & how to make resume for an interview.

### **Background & Need:-**

It was the workshop conducted by Mahindra Pride classroom for the Student teachers of Army Institute Of Education the workshop was based on:-

1. Personality Development Course.
2. How to Improve the Communication skill?
3. What are the things to be remember during a Group Discussion?
4. How to make a Resume?

<b>Date</b>	<b>September 19<sup>th</sup> to 25<sup>th</sup> (6 days workshop)</b>
<b>No. of participants</b>	<b>148</b>
<b>Facilitators</b>	<b>Mr. Preetam Nayak, Ms. Dimple Narula</b>
<b>Venue</b>	<b>Army Institute Of Education, Greater Noida</b>



## Objective of the workshop

- To develop an impressive personality and makes you stand apart from the rest.
- To improve your thinking, listening and speaking skills. It also promotes your confidence level. It is an effective tool in problem solving, decision making and personality assessment.
- How to write an objective for a resume that will land you the interview even if you have no experience.



## Schedule of the Workshop

Day Session Wise	Topic	Mode	RP's
Day 1- (19 <sup>th</sup> Sep)	How to Introduce Yourself?	Discussion	Preetam Nayak , Dimple Naurla
Day 2- (20 <sup>th</sup> Sep)	Best Out Of Waste	Demonstration, Discussion	Preetam Nayak , Dimple Naurla
Day 3- (21 <sup>th</sup> Sep)	Ideal Teacher/Situation Reaction Based on 7 Hats	Discussion	Preetam Nayak , Dimple Naurla
Day 4- (22 <sup>th</sup> Sep)	How To Make a Resume?	Demonstration , Discussion	Preetam Nayak , Dimple Naurla
Day 5- (23 <sup>th</sup> Sep)	Entrepreneurs Skills /Group Discussion	Discussion	Preetam Nayak , Dimple Naurla
Day 6- (24 <sup>th</sup> Sep)	Prize Distribution	—	Preetam Nayak , Dimple Naurla , Dr Abhilasha Gautam (Principal ,AIE)



## Day-1 (19/09/2022) How to Introduce Yourself?

The workshop was started at 9:00 AM on 19<sup>th</sup> Sep 2022. The resource person were Ms. Dimple Narula and Mr. Preetam Nayak, They introduce about themselves and they explain the activities, which will be conducted during one week of workshop. After that the classes was divided into two section and student were sent to their respective classes. Ms Dimple ma'am tooked introduction of each student present in the class and after that, she tells the correct way how to introduce our self. She tells some points to be remember during self-introduction like:

- Introduce yourself casually to new friends with a handshake and a smile. Then, offer your name and ask for theirs.
- If you are giving a speech, offer your name and relevant credentials. For example, if you are giving an academic speech, mention your research.
- At professional events, give your name and a quick description of your work. Make sure to follow up with thoughtful questions, too.

### **How to introduce yourself professionally**

1. State your purpose

2. Consider your body language

3. Explain why you are valuable

4. Understand the culture.



## Glimpses of Workshop Day 1 (19/09/2022)



## Day-2 (20.09.2022) Best Out Of Waste

We started our day with some motivational quotes **“Some Injuries heal more quickly if you keep moving”** After that Mr. Preetam Nayak wants to explain the importance of cooperation and team efforts so he divided the student into four group and asked student to get old newspaper from the library & gave us fifteen minutes of time to make the best use of those newspaper in designing the costume so we decided to design the costume based on Indian traditional wears.

## Glimpses of Workshop Day 2 (20/09/2022)

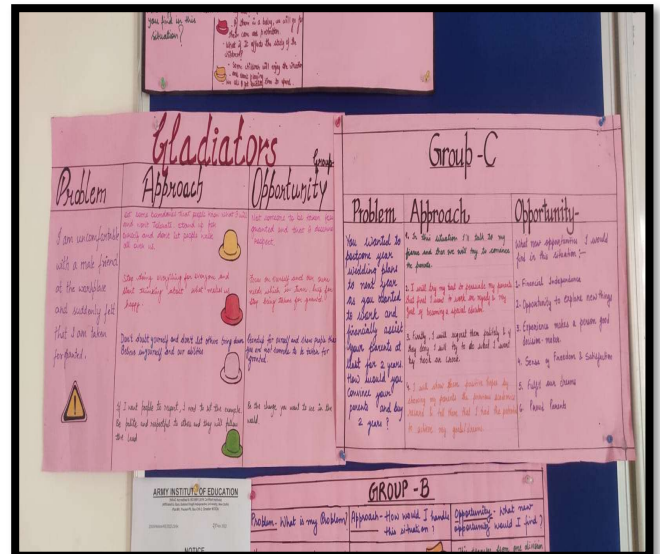
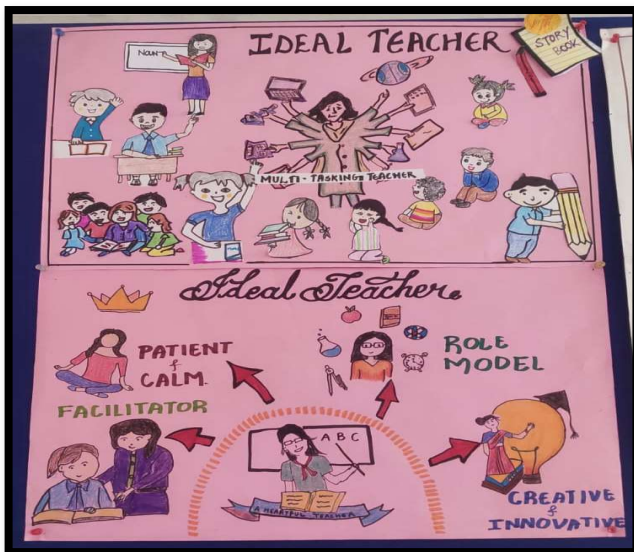


With proper team effort and cooperation, we were able to complete the given task on time and enjoyed the activity.

### Day-3 (21.09.2022) Ideal Teacher/Situation Reaction Based on 7 Hats

Day 3 was started with some question related to ideal teacher so Ms Dimple Narola divided the groups and asked each student to make a chart of How an ideal teacher should be & each group member they contributed their ideas and made a beautiful chart showing examples of ideal teacher.

#### Glimpses of Workshop Day 3 (20/09/2022)



After that Maam give us another activity which was baased on situation so every group got different situation and they have to make a chart showing the solution by using seven different

hat colours with team efforts we were able to complete both the activities given by ma'am and learned new things for the day.

## DAY 4 (22.09.2022) HOW TO MAKE RESUME?

On Day 4 Mr. Preetam Nayak explained us How to make a attractive resume so these are the steps shown by him and he told each individual to make a resume.

### Steps to make a resume:

1. Add your contact information.
2. Include a professional summary
3. Add your work experience
4. Include your education.
5. List relevant skills.
6. Explain your achievements and awards.
7. Use a business Format.
8. Include Keywords.

**VISHAL KUMAR SHAW**

**CONTACT INFORMATION**

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Greater Noida - 201506  
vishalshaw1204@gmail.com

**ABOUT**

I consider myself a suitable candidate for your prestigious organisation as I am keen to work with a motivating team, fully leveraging my go-getter attitude and commitment to excel in the field chosen.

**EDUCATIONAL HISTORY**

ARMY INSTITUTE OF EDUCATION  
B.ED  
BANGALORE UNIVERSITY  
B.SC, CLASS OF 2018  
JYOTHI COMPOSITE PU COLLEGE  
INTERMEDIATE, CLASS OF 2014  
ARMY PUBLIC SCHOOL  
MATRICULATION, CLASS OF 2012

**EXTRA-CURRICULAR**

- Participated in various college-level quizzes and sports competitions.
- 2009 - 2017 Played Basketball, Represented Bangalore university
- 2007 - Present Athletic
- 2014 - 2016 Boxing, Represented boxing
- 2018 - Participated in MR Bangalore men's physique
- Passed NCC 'B' and 'C' Certificate Exam

**PROFESSIONAL EXPERIENCE**

**CUSTOMER SERVICE REPRESENTATIVE**  
ADOBE | APR 2021 - MAR 2022

- Worked closely with customers to help them understand and resolve billing, tax issues.

**SALES OPERATIONS SPECIALIST**  
DELL TECHNOLOGIES | OCT 2020 - JAN 2021

- Worked with internal teams to resolve production issues (forecasting, scheduling, and shipping/invoicing) to ensure the highest level of supply continuity.
- Managed assigned project implementations, changes, and significant operational issues.
- Created and maintained a variety of reports (shipping, backlog, forecast, and rebate).
- Analyzed data and made recommendations to resolve gaps.
- Assisted Sales Management and team in all aspects of supporting the customer.

**LANGUAGES**

- Hindi
- English
- Kannada

**HARD SKILLS**

- Microsoft Office (Word & Excel)
- Internet browsing & Email
- 35 WPM typist

**SOFT SKILLS**

- Teamwork
- Adaptability
- Problem-Solving
- Effective communication
- Active listening
- Strong work ethic



## **DAY 5 (25.09.2022) Entrepreneurs Skills/Group Discussion**

On day 5 Ms Dimple Narula discuss with us about entrepreneur skills and how to participate in a group discussion during an interview after this she gave a definition of Entrepreneurial skills and explain how to improve Entrepreneurial skills.

### **What are entrepreneurial skills?**

Entrepreneurial skills can encompass a broad range of various skill sets like technical skills, leadership and business management skills and creative thinking.

Following skill sets help you to develop your entrepreneurial skills

- Business management skills
- Teamwork and leadership skills
- Communication and listening
- Customer service skills
- Financial skills
- Analytical and problem-solving skills
- Critical thinking skills
- Strategic thinking and planning skills
- Technical skills
- Time management and organizational skills
- Branding, marketing and networking skills

### **How to improve entrepreneurial skills?**

There can be many different methods that you can use to develop your entrepreneurial skills. You might take a class, attend a seminar or participate in a networking workshop. You might also consider the following steps to help you improve your skill set.





1. Take a course.

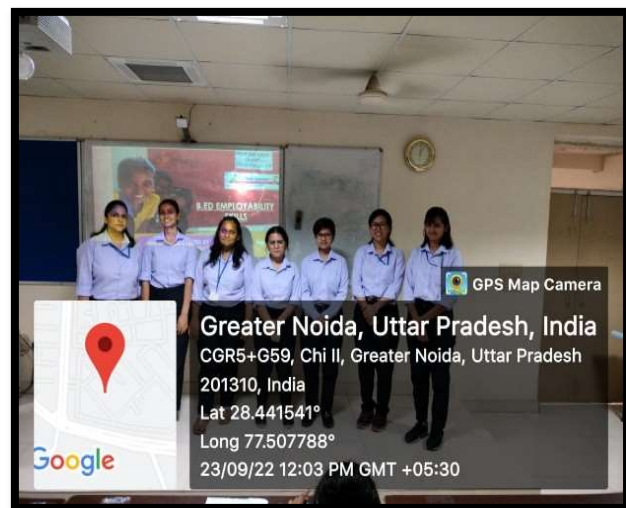
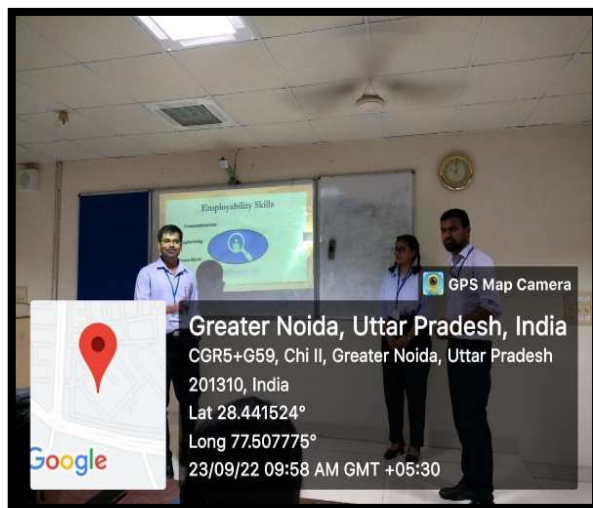
2. Attend events and workshops.

3. Seek out experienced mentors.

4. Build your leadership skills.

5. Learn how to manage finances.

Glimpses of Workshop Day 5 (25/09/2022)



Now Ma'am made two group for group discussion and she gave topic to discuss on " Life after Covid " she called both group on the podium and gave us 10 min of time to discuss on the topic and ask the observer to judge who were more logical during the time of group discussion. This way we learnt how to take part in a group discussion and show our leadership quality.

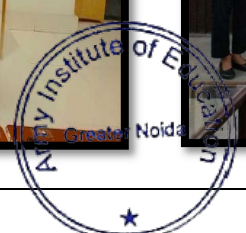


## Day 6 (Prize Distribution)

As it was the last day of the workshop, it was time for the prize distribution ceremony the prize was given on the base of the performance of the participants in the various activities conducted by Mahindra Pride. Ms. Dimple Narula and Mr. Preetam Nayak they had the list of the winners who had performed well during the workshop. we were very much excited for the results .

Dr Abhilash Gautam ( Principal AIE ) came for the prize distribution ceremony were prize is distributed among the individuals and each individuals gave their individual feedback regarding the workshop about what they have learnt during this one week of workshop and after that we had photo session with principal ma'am and resource person.

### Glimpses of Workshop Day 6 (25/09/2022)



## CONCLUSION

Over all this workshop was very much helpful for the student teacher, which gave them the opportunity to learn new things about how to overcome stage fear, improve communication skill, how to face an interview this workshop taught us how to work in a team and also build a leadership quality.



*Abhilasha Gautam*

**Dr. Abhilasha Gautam**  
**Principal**  
**Army Institute of Education**  
**Greater Noida**



# ARMY INSTITUTE OF EDUCATION

Awarded 'A' Grade & Affiliated to Guru Gobind Singh Indraprastha University, New Delhi  
NAAC Accredited and Approved by NCTE, RCI



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Affiliated to GGSIP University, Delhi

ISO 9001:2015 Certified, NAAC Accredited, NCTE & RCI Approved Institute

### **Report on “Guest Lecture cum Awareness Session & E-waste Donation Drive” on 21<sup>st</sup> April 2023, Friday**

On the 21st of April 2023, Friday, Army Institute of Education successfully organized a Guest Lecture cum Awareness Session & E-Waste Donation Drive in collaboration with H.M.E. – Waste Management. This event was part of the institution's Green Campaign #BeAGreenWarrior, aiming to instil environmental consciousness among students and the community.

The Save the Environment drive primarily focused on the hazards posed by E-Waste and ways to mitigate its detrimental impacts. The event commenced at 10:00 AM in the institute's seminar hall and witnessed the enthusiastic participation of students, and faculty members.

The Guest Lecture, delivered by experts from H.M.E. – Waste Management, provided comprehensive insights into the pressing issue of electronic waste. The discussion revolved around the exponential growth of E-Waste, its hazardous components, and the significance of responsible disposal and recycling methods.

The Awareness Session encompassed informative presentations, engaging discussions, and interactive activities. It aimed to enhance the understanding of the environmental repercussions of improper E-Waste management and motivated attendees to adopt sustainable practices in their daily lives.

Simultaneously, the E-Waste Donation Drive garnered considerable attention and support from the participants. Students and staff actively contributed old, unused electronic devices such as mobile phones, laptops, and chargers. The collected E-Waste was handed over to H.M.E. – Waste Management for proper recycling and disposal, aligning with eco-friendly practices.

The event concluded with a pledge-taking ceremony where attendees vowed to become vigilant guardians of the environment and pledged to promote responsible E-Waste disposal methods. Certificates of participation were distributed to acknowledge the active involvement of individuals in the noble cause of environmental conservation.

The Army Institute of Education expresses its gratitude to H.M.E. – Waste Management for their collaboration and expertise in making this event a success. The institution remains committed to fostering a culture of sustainability and environmental stewardship among its members and the wider community.



*Abhilasha Gautam*

**Dr. Abhilasha Gautam**  
Principal  
Army Institute of Education  
Greater Noida



**Ms. Juhi Bidhuri**  
**(Eco Club I/C)**



*Abhilasha Gautam*  
**Dr. Abhilasha Gautam**  
**(Principal)**