A Report On TWO DAYS NATIONAL WORKSHOP

ON the theme

"SOFT SKILL DEVELOPMENT"



Organized By:

Placement Cell & Career Counseling Cell Rajiv Gandhi University (A Central University)

Rono Hills, Doimukh - 791112

Arunachal Pradesh, (INDIA)

20TH &21ST APRIL, 2022 (WEDNESDAY & THURSDAY)

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CHIEF PATRON Prof. Saket Kushwaha Vice Chancellor Rajiv Gandhi University

Organizing Committee



PATRON Prof. Amitava Mitra Pro-Vice Chancellor Rajiv Gandhi University



PATRON Dr. N.T Rikam Registrar Rajiv Gandhi University



Organizing Chairman Prof. Tasi Kaye Prof. In-Charge Placement Cell Rajiv Gandhi University



Organizing Secretary Prof. Reena Boa Tok Coordinator Career Counseling Cell Rajiv Gandhi University



Organizing Secretary Mrs. Susmita Chanda Placement Officer Placement Cell Rajiv Gandhi University

Acknowledgement

I on behalf of Placement Cell, Rajiv Gandhi University (A Central University) Arunachal Pradesh convey my innermost regards & sincere thanks to the Hon'ble Vice Chancellor Prof. Sakat Kushwaha Rajiv Gandhi University, respected Pro-Vice Chancellor, Prof. Amitava Mitra Rajiv Gandhi University and respected Registrar, Dr. N.T Rikam, Rajiv Gandhi University, respected Finanace Officer, Prof. Otem Padung, Rajiv Gandhi University for their tremendous support and guidance for organizing the Two Days National Workshop on Soft Skill Development.

I extend my gratitude to the Resource person Mr. Dipankar Mukherjee, Zonal HR Manager, Aditya Birla Fashion & Retail Group, Prof. M.Gangabhushan, Department Of Social Work, Assam University Silchar, Dr. Arindam Garg, Associate Professor, Department of Management, Rajiv Gandhi University, Prof. Rita Rani Talukder, Department Of Psychology, Guwahati University, Assam, for accepting the invitation as key note speaker in the workshop.

I extend my heartfelt thanks to Prof. Tasi Kaye Prof. In-Charge Placement Cell, Rajiv Gandhi University for his logistic support and the guidance he has extended to all of us to make this workshop a successful one.

I extend my heartfelt thanks to Prof. Reena Boa Tok Coordinator, Career Counseling Cell, Rajiv Gandhi University for her every support and the guidance she has extended to all of us to make this workshop a successful one.

I would like to express my hearty thanks to the technical team of Rajiv Gandhi University for their technical support.

Last but not least I must mention our deep sense of appreciation for all Students/ Respected teachers/ other administrative staffs and the participants who make the webinar a successful one by their active participation.

Mrs. Susmita Chanda Organizing Secretary Placement Officer Placement Cell Rajiv Gandhi University

Executive Summary

Placement Cell, Rajiv Gandhi University always focus on the all round development of the students for making them employable. For upgrading the employability skill of the students the placement cell has organized this Two Days National Workshop on Soft Skill Development. The themes of the workshop are:

1. Resume Building & Interview Technique

Key Note Speaker: Mr. Dipankar Mukherjee

Zonal HR Manager, Aditya Birla Fashion & Retail Group

2. Communication Skill

Key Note Speaker: Prof. M. Gangabhushan

Department Of Social Work Assam University Silchar

3. Personality Development

Key Note Speaker: Dr. Arindam Garg

Associate Professor

Department of Management Rajiv Gandhi University

4. Stress Management

Key Note Speaker: Prof. Rita Rani Talukder

Department Of Psychology

Guwahati University

Total 5 topics are covered in the two day workshop.

The report is divided into four parts- 1.2.3 and 4.

Part 1 contains the details of host Institution, Sponsoring agency and background: About the issue, objectives, expected outcomes, Themes & sub themes, Resource person, Target population, Budget, Modus Operandi.

Part 2 contains session wise details- Inaugural session, plenary session (if any), Technical sessions, Panel Discussion (if any) and valedictory session.

Part 3 contains the major takeaways in Academic context, Research context, policy making and practice context, other (if any).

Part 4 contains Appendices & Annexure 1- programme schedule, Annexure 2- list of participants, Annexure 3- feedback from participants, Annexure 4- photographs and Annexure 5- programme flyer

Preface

1.1. About the Host Institution

Rajiv Gandhi University: A brief Introduction

Rajiv Gandhi University (formerly Arunachal University) is the premier institution for higher education in the state of Arunachal Pradesh located at the picturesque tabloid of Rono Hills approximately 25 km away from the state capital Itanagar. Late Smt. Indira Gandhi, the then Prime Minister of India, laid the foundation stone of the University on 4th February 1984 at Rono Hills. Ever since its inception the university has been trying to achieve excellence and fulfill the objectives as envisaged in the university Act. The University was recognized as a central university in the year 2007 established under the Act of Parliament. The university has been maintaining its Academic excellence and individuals from its alumni group are contributing at significant positions not only in state and central Government services, but also in various Institution, Industries and organization. The University has continuously maintained its premier states among educational institutions across India.

Placement Cell: A Brief Introduction.

Rajiv Gandhi University placement cell was created on 19th February 2019 under the chairmanship of Prof. Saket Kushwaha, Hon'ble Vice Chancellor Rajiv Gandhi University with the Dean, Faculty of commerce and management as a Prof. In- charge and the Jt. Registrar (Academic & Conference) as the convenor, coordinator career counseling cell as the member coordinator. The main activity of the placement cell is to promote and provide employment opportunity to the interested students through campus recruitment and up skill their employability skill through various workshops/ trainings/ webinar and seminar etc.

Career Counseling Cell: A Brief Introduction

The Career Counseling Cell (CCC) started on 21st August 2012 with an objective to set up an educational counseling services offered for the post-graduate students of Rajiv Gandhi University with the aim to help the students redefine their passion in their career, develop essential

employability skills and strategies and to understand different competitive examination related to job opportunities in current market scenario.

1.2About the Sponsoring Agency

The workshop was sponsored by the Rajiv Gandhi University.

1.3Background: About the issue

Soft Skill ate also called as non-technical skills, soft skills are those personal values and interpersonal skills that determine a person's ability to work in a collaborative environment. Soft skill development must be carried out as they are vital to one's professional life as they help individuals to excel in the workplace. However, they are not just <u>career skills</u> but are also needed to deal with the external world and to work cohesively with one's associates. In this workshop 5 major types of soft skill are covered up. They are: Resume Building, Interview Technique, Communication Skill, Personality Development, Stress Management.

1.4 Objectives

- 1. To gain knowledge on resume preparation.
- 2. To gain knowledge on Communication skill and personality development.
- 3. To understand the interview techniques for better performance in the campus placement process.
- 4. To gain knowledge on defense mechanism and stress management

1.5Expected Outcomes

After the workshop the participants will gain knowledge how to prepare the Resume according to the job need and skill oriented, will able to understand the interview process and the preparing steps for the interview to land the job of dreams. The participants will acquire the depth knowledge on communication skills & personality development and also the management mechanism of stress in personal & professional life.

1.6Themes and Sub-themes

The workshop was conducted on the theme Soft Skill. The sub themes are:

- > Resume Building
- > Interview Techniques
- > Communication Skill
- > Personality Development
- > Stress Management

1.7 Resource persons

Details about the resource persons are as follows:

- 1. Mr. Dipankar Mukherjee Zonal HR Manager, Aditya Birla Fashion & Retail Group, Kolkata
- 2. Prof. M. Gangabhushan Department Of Social Work Assam University Silchar
- 3. Dr. Arindam Garg
 Associate Professor
 Department of Management
 Rajiv Gandhi University
- 4. Prof. Rita Rani Talukder Department Of Psychology Guwahati University

1.8 Target population

Near about 200 students from various departments of Rajiv Gandhi University are participated.

1.9 Budget: The approximate budget for the two days National Workshop are Rupees One Lakh Thirty Five Thousand only.

1.10 Modus Operandi

The workshop was conducted in blended mode. The venue was Smart Theatre, Department of Computer Science & Engineering, Rajiv Gandhi University

Part-2

Session wise Deliberations

2.1 **Inaugural Session**

The Workshop started with the ritual "Lighting the Lamp" by the Hon,ble Vice Chancellor as well as Chief Guest of the Programme along with other guests and resource persons. At the very outset the Organizing Chairman Prof. Tasi Kaye alongith organizing Secretary Prof. Reena Boa Tok felicitate the Chief Guest, Special guests and the resource persons with Memnto and Uttariyo. and welcome the Chief guest Prof. Saket Kushwaha, Hon'ble Vice Chancellor Rajiv Gandhi University, , three special guests: prof. A.Mitra Pro-Vice Chancellor Rajiv Gandhi University, Dr. N.T Rikam, Registrar, Rajiv Gandhi University and Prof. Otem Padung. Finance Officer, Rajiv Gandhi University, The invited resource persons and all the participants in the workshop. Prof. T. Kaye expressed his hearty welcome to all in his inaugural speech and wishes the workshop a grand success.

Special Guest Prof. Otem Padung, Finance Officer Rajiv Gandhi University delivered his word of encouragement. He encouraged the participants to participate in the workshop sincerely and congratulate the placement cell for organizing this webinar.

Special Guest Prof. A. Mitra Pro-vice Chancellor, Rajiv Gandhi University delivered his motivational speech where he congratulates placement cell and encouraged for organizing such an important workshop. He also emphasized the important aspect of soft skill development and the need of preparation for campus interview.

Chief Guest Prof. Saket Kushwaha Hon'ble Vice Chancellor, Rajiv Gandhi University delivered his inspirational speech where he congratulates placement cell and encouraged the participants and resource person. He emphasized the value of resume in the job market. He also emphasized that resume should be much focused and give a clear note about the skills one have while going for job interview. His key sentence "Life is all about format" has encouraged the students a lot to participate actively in the workshop.

2.2 Plenary Session (if any): N/A

2.3 Technical Session

DAY 1

On the day 1 i.e. 20th April 2022 the two topics Resume Building and Interview Techniques has been covered up by the key note speaker Mr. Dipankar Mukherjee, Zonal HR Manager, Aditya Birla Fashion &Retail Group, Kolkata. On the topic Resume Building he spot light on the key aspect of the topic and the following points to be remembered while making a simple and attractive resume.

- > Resume shall be clear & concise
- ➤ It shall create an impactful summary
- > Social media activeness shall shown in the resume
- ➤ Key competencies shall shown in the resume for the position offered.
- ➤ Limitation of the pages into two
- Tailoring the resume according to the job need
- ➤ Highlighting the accomplishment
- ➤ Must maintain honesty
- Quantify the achievements

> Using of simple words

After the lunch the topic no 2 i.e. Interview Techniques has been covered up by the resource person where he spotted light on the key aspect of the topic.

- > Different types of Interview
 - o The Telephonic Interview
 - Screening Interview
 - Face to Face Interview
 - o Group Interviews through discussions
- General Interview Preparation
- Behavioral Interview Preparation
- Interview Question about You
- Useful Interview Tips
 - Non Essential Skills
 - Essential Skills
 - o Turn a negative into positive

The participants participated in the Day 1 workshop very sincerely and actively.

DAY 2

On the day 2 i.e 21st April 2022, the workshop started with the felicitation of Resource Person Prof. M. Gangabhushan, Department Of Social Work, Assam University Silchar by Prof. Tasi Kaye. The key note speaker Prof. M. Gangabhushan has covered up the topic no 3 Communication skills where he spotted light on the key aspect of the topics with various examples:

- > Communication & communication skill
- Various forms of communication skill
- Why communication is important
- How we communicate
- ➤ Goals of communication
- ➤ Why effective communication
- > 7Cs of effective communication
- > Active listening
- Missed communication

- ➤ How to practice active listening
- ➤ Non Verbal Communication
- > Barriers of communication
- Tips for effective use of new communication Technologies.

After that the topic no 4 i.e Personality Development has been covered up by the key note speaker Dr. Arindam Garg, Associate Professor, Department Of Management, Rajiv Gandhi University. The resource person has taught some key concepts of the personality development where he covered up the following area:

- > Personality & personality development
- Major components of personality development
 - o Smile and be kind
 - o Choose the words carefully
 - o Be a good listener
 - Accept Responsibility
 - Show Consideration
 - Teamwork
 - No criticize & complain attitude
 - o Positive Interpretation on other's behavior
 - Be enthusiastic
 - o Give honest & sincere appreciation
 - o Etc

After that the topic no 5 i.e stress management has been covered up by the key note speaker Prof. Rita Rani Talukder, Department of Psychology, Guwahati University. The resource person has taught some key concepts of the stress management in personal & professional life where she covered up the following area:

- What is stress
- Meaning of stress
- > EUSTRESS VS DISTRESS
- ➤ Positive stress results
- > Symptom of stress
- > Effects of chronic stress
- Causes of stress

- ➤ Added causes of stress during the pandemic
- ➤ Challenges of working from home for students
- ➤ Pre placements stress
- > Post placement stress
- ➤ How to handle stress during placement
- > Stress management

Participants attended the workshop very actively and sincerely.

The last session on stress management was conducted on virtual mode in the Smart theatre.

2.4Panel Discussion

In the interactive session, the participants had actively involved in question & answer session. Many showed great satisfaction with the responses of the resource persons which marks that the intent of conducting workshop was successful.

2.5 Valedictory session

In the valedictory session Prof. T. Kaye welcomes all the participants and resource persons. Prof. M. Gangabhushan sang a beautiful song. The workshop ended with the vote of thanks by Mrs. Susmita Chanda Organizing Secretary as well as placement Officer, Placement Cell, Rajiv Gandhi University.

The overall workshop was moderated by the Organizing Secretary Prof. Reena Boa Tok & Mrs. Susmita Chanda.

Part 3-

Major Takeaways

3.1. Academic context

We received very positive feedback from the participants stating how much they have benefitted by the interactive session with the resource person. The workshop has provided good exposure to the participants to groom their soft skills in the area of Resume Building, Interview Techniques, Communication Skills, Personality Development & Stress Management.

3.2. Policy making & practice context

It is going to be very useful for up skilling their employability skill through various aspects of soft skill development.

Part 4-

Appendices & Annexure

Annexure 1- Programme Schedule

Annexure 2- List of participants with their feedback comment

Annexure 3- Photographs

Annexure 4- Programme flyer

Annexure 1- Programme Schedule

Programme schedule:

Host By: Mrs. Susmita Chanda, Placement Officer, Placement Cell, RGU

Day: 1

Sl. No	Programme	Time
1	Lighting Lamp & Welcome Speech by Pro. Tasi Kaye and	9.45 AM to 9.50 AM
	felicitation to Guests & Resource persons	
2	Speech Hon'ble Finance Officer, Prof. Otem Padung	9.50 AM to 9.55 AM
3	Speech Hon'ble Registrar Dr. N.T Rikam	9.55 AM to 10.00 AM
4	Speech Hon'ble PVC, Prfo. A.Mitra	10.00 AM to 10.07 AM
5	Speech Hon'ble VC Prof. Saket Kushwaha	10.07 AM to 10.15 AM
6	HIGH TEA BREAK	10.30 AM to 11.00 AM
7	Technical Session 1 by Mr. Dipankar Mukharjee	11.00 AM to 12.30 PM
8	LUNCH BREAK	12.30 PM to 1.30 PM
9	Technical Session 2 by Mr. Dipankar Mukharjee	2.30 PM to 3.30 PM

Day: 2

Sl. No	Programme	Time
1	Felicitation to Resource person	9.30 AM to 9.35 AM
2	Technical Session 3 by Mr. Prof. M. Gangabhusan	9.35 AM to 11.00 AM
3	High Tea Break	11.00 AM to 11.30 AM
4	Technical Session 4 by Dr. Arindam Garg	11.30 AM to 1.00 PM
5	Lunch Break	1.00 PM to 2.00 PM
6	Technical Session 5 by Prof. Rita Rani Talukder (Virtual	2.00 PM to 3.30 PM
	Mode)	

Valedictory Session

Sl .No	Programme	Time
1	Welcome Speech by Prof. Tasi Kaye	3.30 PM to 3.35 PM
2	Feedback from students	3.35 PM to 4.00 PM
3	Certificate distribution & Vote of thanks by Placement	4.00 PM onwards
	Officer	

Attendance

<u>DAY 1</u>

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Attendance

<u>DAY 2</u>

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