

CAREER DEVELOPMENT CENTRE



Date: 6th January 2020

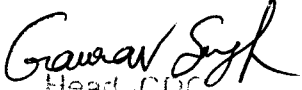
Subject: Value Added Trainings - School of Architecture, Planning & Design

Attention: B.Arch (Session-EVEN-2019-20)

Above mentioned students are hereby informed that as per the approved value added trainings for the academic year 2019-20, Career Development Centre offers the below mentioned trainings in the School of Architecture, Planning & Design, Even Semester (2019-20). Details as follows:

Training	Semester	Program	Duration	Date of Commencing
Professional Development Program- II (VAT-59)	6 th	B.Arch- 3 rd year	36Hrs	13-01-2020

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


Head, CDC
Career Development Cell
DIT University, Dehradun

To:

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

Copy for information to:

- Hon'ble Chairman
- Hon'ble Chancellor
- Hon'ble Vice Chancellor
- Hon'ble Pro Vice Chancellor
- ICT Manager – to upload on website


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Professional Development Program -2 (VAT-59)

Duration: 36 Hrs | From: 13th January to 30th April 2020

The Professional Development Programme II training was conducted for students of B.Arch 3rd year program, the venue for the training was DIT University SoAD- Second floor Architecture lab, and the targeted students for the training were B.Arch-3rd year, it was conducted by the Career Development Centre, DIT University for the School of Architecture, Planning and Design, the main trainer for the training was **Ms. Namrata Mehrawal**.

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

TRAINING OUTLINE:

This module 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.

KEY LEARNING-

UNIT 1: Creative Writing

Essay, Report Writing, Article, Letters, E-mail, difference between formal and informal tone, appropriate use of transition words, creating a signature, understanding different situations and the responses they require (situation- based writing), Proper use of connectors.

UNIT 2: Question Types

Introduction to Question types-I: Fill in the blanks, One word Substitution, Spellings, understanding the right word choice, concept of para jumbles and para completion, reading comprehension, verbal analogies, odd man out, phrases and idioms, commonly confused words.

Introduction to Question types-II: Error identification, Homophones, Usage of the various figures of speech, commonly confused words and phrases, techniques for tackling synonyms and antonyms, Intricacies of cloze test, correct use of specific adjectives, concept of sentence improvement, writing concept, auxiliaries and modals.

UNIT 3: Words & Vocabulary

Concept of consistency, precision, concision in terms of reading and writing, advanced word choice with respect to placement papers, SAP (Subject-Audience-Purpose) approach.



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Revisiting vocabulary- high, medium and low frequency words, organization of ideas and thoughts in order to understand the text- The Pyramid Principle.

UNIT 4: Leadership & Team Building Skills

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

UNIT 5- 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.

UNIT 6: 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 Outcomes:

- Develop Leadership & Team Building Skills.
- Receive hands-on guidance to develop an effective CV.
- The students would be able to understand the basic trends of questions asked in the aptitude part of placements.



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Annexure - II

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

VAT Course Name: Personality Development Program-2

VAT Code: VAT 59

Duration in Hours: 36

Number of Students Enrolled: 57

Number of Students Completed: 56

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

Student ID	Student Name	Program/Course	Year	Passing Grade
170823033	AYUSH CHAUHAN	BArch	3rd Year	S
170823020	BHARAT KANDPAL	BArch	3rd Year	S
170823040	ANUTOSH BAJPAI	BArch	3rd Year	S
170823059	SHIVAM VAGESHWAR	BArch	3rd Year	S
170823032	SHUBHAM KUMAR .	BArch	3rd Year	G
170823028	RADHIKA SINGH	BArch	3rd Year	S
170823018	SANKRITA SIVAM	BArch	3rd Year	S
170823019	MAHAK AGARWAL .	BArch	3rd Year	S
170823023	TUSHAR BHATIA	BArch	3rd Year	G
170823048	VAIBHAVI GOEL	BArch	3rd Year	S
170823049	SNEHA SINGH	BArch	3rd Year	G
170823038	APARNA VERMA	BArch	3rd Year	G
171376006	VANSHITA AERAN	BArch	3rd Year	P
170823044	MOHAMMAD ASIF	BArch	3rd Year	S
170823003	VASHVI K KUMAR	BArch	3rd Year	S
170823052	MUSKAN JAIN .	BArch	3rd Year	S
170823035	PRACHEE BATRA	BArch	3rd Year	G
170823041	YASH SHARMA	BArch	3rd Year	S
170823025	ARCHIT GAKHAR .	BArch	3rd Year	S
170823014	AMRITJEET KAUR	BArch	3rd Year	S
170823051	SURAJ RAWAT	BArch	3rd Year	G
170823002	SHIVANI BASSI	BArch	3rd Year	G
170823046	DISHA CHUGH	BArch	3rd Year	S
170823022	RUCHI RAJ	BArch	3rd Year	S
170823008	SUTANNI CHATTERJEE	BArch	3rd Year	S
170823015	PRASHANT MANOHAR	BArch	3rd Year	S
170823027	TANYA VASUDEVA	BArch	3rd Year	S
170823004	RUPAL NARESH BHARDA	BArch	3rd Year	S
170823037	SHIKHA .	BArch	3rd Year	G
170823050	ABDUL KARIM	BArch	3rd Year	S
170823031	AKANKSHA MITTAL	BArch	3rd Year	S
170823010	PERI VIDYA	BArch	3rd Year	S
170823009	SWARNIM SAWARN	BArch	3rd Year	G
170823026	PRATYUSH MUND	BArch	3rd Year	S
170823029	SHASHANK SHEKHAR PANDEY	BArch	3rd Year	S
170823039	NEHA PRAJAPATI	BArch	3rd Year	S
170823043	PARTH SAXENA	BArch	3rd Year	S
170823042	RANDEEP KAMBOJ	BArch	3rd Year	S
170823007	DEEKSHA PALYAL	BArch	3rd Year	G
170823005	AYUSH KASHYAP DATTA	BArch	3rd Year	S

Submitted

Personality Development Cell
DIT University, Dehradun


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170823054	VANSHIKA AGRAWAL	BArch	3rd Year	S
170823034	KHALIDA PARVEEN .	BArch	3rd Year	S
170823021	SHREYA SINHA	BArch	3rd Year	G
170823045	AMAN CHAUHAN	BArch	3rd Year	S
170823016	SACHI ANAND	BArch	3rd Year	G
170823024	ELSA FATIMA	BArch	3rd Year	G
170823001	BHUMIKA BISHT	BArch	3rd Year	S
170823056	SHWETA SINGH	BArch	3rd Year	S
170823012	SATABDI PAL	BArch	3rd Year	S
170823006	DEVESHWAR SEN	BArch	3rd Year	S
170823036	GAURISHA BHATIA	BArch	3rd Year	G
170823013	SREEJITH .	BArch	3rd Year	S
170823017	PREETI RAWAT	BArch	3rd Year	S
170823055	SHIWANI ARORA	BArch	3rd Year	S
170823058	BHAGYASHREE .	BArch	3rd Year	G
170823057	RUDRAKSH .	BArch	3rd Year	G
170823060	ADITI SONI .	BArch	3rd Year	S


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