



Resource Person

Prof Poonam Ranjan, Prof Sudeshna Sarkar, Guest Faculty - Kunal Ranjan.

OUTCOME OF WORKSHOP

1. Market themselves effectively to prospective employers (through written documents, online presence, and skilful interviews)
2. Getting ready for the Campus Placement drive.
3. This course shall work towards increasing confidence & self-esteem among the participants.
4. Obtain career guidance by understanding their own abilities in par with competencies expected by the job market.

VISION OF THE UNIVERSITY

To be among the best of the institutions for managers and technologists with attitudes, skills and knowledge and to become an epicentre of creative solutions.

MISSION OF THE UNIVERSITY

To achieve and impart quality education with an emphasis on practical skills and social relevance.

ELIGIBILITY CRITERIA:

Students and Faculties members of University/Institute Colleges

IMPORTANT DATES

Registration Start Date : 22-02-2023

Registration End Date : 16-03-2023

REGISTRATION FEES:

Registration Fee Rs.200/-

The total number of participants is limited to 40

The Participants will be selected on a first come first serve basis.

Selected candidates will be intimated through Email and Confirmation by the participants can be sent to the Coordinators maid id.

MASTER CLASSES EXPERTS:

A unique blend of Industry Experts and Academic Experts

HANDS ON EXPERIENCE

Practical Sessions/ Worksheets

WHO CAN ENROLL ?

Campus to Corporate training is a soft skills program that helps students transition smoothly into corporate life. This session gives tips to students on how to become efficient through learning the basics of corporate communication, managing time, and the mind-set shift that is required when moving from a college to corporate environment.



CHIEF PATRON

Prof. (Dr.) S.S. Razi, ARKA JAIN University, Jharkhand

PATRON

Mr. Amit Kumar Srivastava, Director, ARKA JAIN University, Jharkhand

ADVISORY COMMITTEE

Mr. Jasbir Dhanjal, Registrar, AJU

Dr. Angad Tiwary, Dean Commerce and Mangement

CO-ORDINATOR

Poonam Dabaria,
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www.arkajainuniversity.ac.in



COURSE DURATION: 30 HOURS
COMMENCEMENT DATE: 20th March,2023

BATCH NO: FIRST



Interested candidates will fill the Enrollment form by downloading the same from the Website of ARKA JAIN University and submit the Form to the Course Head.

The selected students will attend the 30-Hours course, in which 70% attendance will be mandatory. At the end of the each Module, the participant will be submitting an Assignment and at the end of all the modules, there will be an Assessment Paper.

In order to qualify for receiving the Certificate, the participant must submit at least 3 Assignments out of 4 and obtain minimum of 70% marks in the Assessment Paper. After successful submission of Assignments and Assessment Paper, the Certificate from ARKA JAIN University, Jharkhand, will be awarded to the participant.



SHORT TERM CERTIFICATION COURSE IN CAMPUS TO CORPORATE

Starts on : 20th March 2023

School of Commerce and Management,

Arka Jain University, Jharkhand

Registration link

<https://forms.gle/My2hv1ZRvNxxQrNi6>



ABOUT JGI

J G I Group is an education provider and an entrepreneurship incubator in India. The Group successfully operates 85 educational institutions with 51,600 students and 6,450 employees engaged at the K- 12, undergraduate and postgraduate levels spread across 64 campuses pan India. A leader in the education sector and a pioneer in the venture sector, JGI Group are constantly in search of new opportunities to expand its horizon.

About The University

An academic institute ought to set its vision of high noted academic, intellectual and entrepreneurial development. ARKA JAIN University (AJU), Jamshedpur is committed to human development at all levels through education and entrepreneurship. It provides quality education thereby creating human assets for the nation and the globe as well. AJU is a premier private university of Jharkhand with a venerable legacy of the JGI group sprinting ahead for national acclamation for noted academic standards, diverse educational programs, distinguished faculties, varied co-curricular activities and state-of-the-art infrastructures. The University is on the way to sustain the acclaimed standards and best practices in higher education. It is committed to nation building and unflinching adherence to universal university human values. The sprawling university spreads across 25 acres of lush green land leaving no stone unturned in providing state-of- the-art facilities in various sectors including education, sports, entrepreneurship, research, and other academic ventures. The campus of the University is situated at Mohanpur, Gamharia, Dist: Seraikela – Kharsawan, 13 km from the steel city, Jamshedpur. Popularly known as Tatanagar, named after the visionary industrialist Shri J.N.Tata, founder of TATA Groups. The magnificence of the university lies in the enhancement of various courses with leaps and bounds. ARKA JAIN

ABOUT SCHOOL OF COMMERCE AND MANAGEMENT

AJU School of Commerce and Mangement was set up to provide quality education and entrepreneurship development. ARKA JAIN University is an intellectual destination that draws inspired students from diverse background. AJU Bachelor of Business Administration and Bachelor of Commerce is degree of 3 Years duration program offered in 3 different disciplines. Our program offers a variety of programs that involve theoretical and practical learning in equal measure. It is one of the most preferred courses and in great demand by the students looking forward to mould their interest and ambition not only in India but for vacancies abroad aiming for lucrative careers. As this professional course has made developments & created numerous opportunities in the field of Management and Commerce The university is committed to provide excellent Academic curriculum, Laboratory facilities, Workshops, Seminars, Assignments, Industrial visits, and Opportunities for various Experiments, Research and Placement support.

KEY OBJECTIVE:

- 1.To help students improve their communication (Spoken, Written and Presentation Skills)
- 2.To build confidence, develop self-esteem, and to bring positive changes in the attitude and behaviour of the participants.
- 3.To impart career specific practical inputs along with sharing the expectations of corporate.
- 4.To give inputs into writing their resumes to facing interview to learning corporate etiquette.
- 5.To resolve personal development issues through detailed interaction and question answers sessions.

TOPICS INCLUDE:

Module I: Personality Development

Fundamentals of Business Etiquette
How to conduct yourself at business functions, Making a Great First Impression
Social Graces and Proper E-mail and Telephone Etiquette
Fundamentals & techniques of Personal grooming, Body Language

Module II Interpersonal Skills

The Basics of Interpersonal Communication
Interpersonal communication-verbal and nonverbal etiquette
Workplace Relationships
Conflict & Power
Conflict resolution

Module III Time Management

Time Management: A Holistic Approach to Productivity, Stress Reduction, and Effectiveness
Setting goals, organizing, and planning ahead
Task prioritization-Peak physiological performance and time, Importance of breaks.
Dealing with distractions, Procrastination-Why You Do It, and What to Do About It Now

Module IV:Resume building for students

Introduction to resume building course
Components of a good resume, Resume structure
Resume Templates
Resume best practices-review the best practices of writing a good resume, along with an example
Writing a Winning Cover Letter

ModuleV :GD/PI Preparation

Group Discussion (GD)-Introduction, Success Tips
Group Discussion Etiquette
Psychometric test, Building Yourself for Interviews, How to Make Effective Start
Tips for a successful PI, types of questions in a pi and tips to answer them, handling rejection/s

TARGET AUDIENCE:

All the interested Faculty, Staffs and students of ARKA Jain University and other universities, industry experts, research scholars, enthusiastic learners can participate in the event.