



SCHOOL OF HUMANITIES  
Department of Fashion Design

Notice No: AJU/BA FD/218

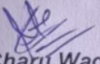
Date: 02.07.2024

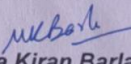
CIRCULAR

**Subject: 5-Day Staff Development Program on Personal Grooming and Development**

This is hereby notified that the Department of Fashion Design in collaboration with center for capacity Building and Human Resource Development, will organize a **5-Day Staff Development Program on The Personal Grooming and Development**, for the Non-teaching staff members of ARKA JAIN University, from 22.07.2024 to 26.07.2024 at JEH Auditorium, Aryabhata Block, 10.00 am onwards on all five days. Mark of a professional: The personal grooming & development Program from 22-26 July, 2024. The conveners are Prof. Usha Kiran Barla and Dr. Charu Wadhwa.

Interested Staff Members should fill the Registration form with the link: [https://docs.google.com/forms/d/e/1FAIpQLScyNX-xUqD9it-erAjiXN0CGGgaC\\_V-T9mdfBfYyJ2OTZUxDA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScyNX-xUqD9it-erAjiXN0CGGgaC_V-T9mdfBfYyJ2OTZUxDA/viewform?usp=sf_link), by 19.07.2024.

  
**Dr. Charu Wadhwa**  
Assistant Director  
Centre for Capacity Building and Human resource Development

  
**Usha Kiran Barla**  
Program Coordinator  
Department of Fashion Design

Program Co-ordinator  
School of Humanities

Copy to:

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. In charge Web services for Website
5. Notice Board
6. Guard File

## SDP ON PERSONAL GROOMING & DEVELOPMENT

<b>Date of Event</b>	<b>22.07.2024 to 26.07.2024</b>
<b>Name of the Event</b>	<b>SDP on Personal grooming &amp; development</b>
<b>Type of the Event</b>	<b>Code of Conduct for Students, Faculty &amp; Staff Members related</b>
<b>Conducted by</b>	<b>BA Fashion Design (H)</b>
<b>No. of Participants</b>	<b>9</b>

### **OBJECTIVES:**

The primary objective of the Staff Development Program (SDP) was to enhance personal grooming and professional development skills among faculty members, ensuring they are better equipped to present themselves effectively and advance their careers.

### **ABOUT THE EVENT:**

#### **Day 1: Introduction to Personal Grooming & Body Language**

Understand the importance of personal grooming and body language in creating a positive impression and enhancing self-confidence.

- Presented by: Dr. Charu Wadhwa
- Provided an overview of the FDP's goals and agenda.

#### **Day 2: Session on Formal Wear: Fabrics; Gender; Seasons by Ms. Usha Kiran Barla**

- Definition and importance of formal wear
- Brief history of formal wear
- Overview of common fabrics used in formal wear (e.g., cotton, silk, wool, polyester)
- Properties and characteristics of each fabric
- How to choose the right fabric for formal wear

- Traditional gender roles in formal wear
- Modern approaches to gender-neutral formal wear
- Tips for styling formal wear across genders
- How to dress for different seasons (e.g., summer, winter, spring, fall)
- Seasonal fabrics and colors
- Tips for transitioning formal wear between seasons
- Tips for styling formal wear for different occasions (e.g., weddings, job interviews, formal events)
- How to accessorize formal wear
- Common mistakes to avoid when styling formal wear

### **Day 3 Session on Power Dressing by Prof. Usha Kiran Barla**

- Definition and importance of power dressing
- How clothing affects confidence and perception
- Identifying your body shape and proportions
- Determining your personal color palette
- Exploring your fashion preferences and lifestyle needs
- Essential items for a power wardrobe (e.g., classic white shirt, tailored blazer, quality trousers)
- Investing in quality over quantity
- Tips for mixing and matching pieces
- How clothing can enhance or detract from confidence
- Tips for dressing to boost self-assurance
- Practicing positive self-talk and body language
- Dressing for job interviews
- Dressing for networking events
- Dressing for leadership roles

### **Day 4 Session on Professional Dressing as per Body Type by Prof. Usha Kiran Barla**

- Overview of common body types (e.g., hourglass, pear, rectangular, inverted triangle)

- Measuring and determining your body type
- Hourglass: accentuating curves, balancing bust and hips
- Pear: drawing attention to upper body, balancing hips and thighs
- Rectangular: adding curves, creating definition
- Inverted Triangle: balancing shoulders, emphasizing lower body
- Classic pieces for a professional wardrobe (e.g., blazer, trousers, blouse)
- Dressing for different industries and work environments
- Tips for petite, tall, and plus-size professionals
- Emphasizing assets and balancing proportions
- Creating a personalized professional style
- Mixing and matching pieces for versatility

### **Day 5 Saree Draping & Neck-Tie Demo by Prof. Usha Kiran Barla and Ms. Manisha Singh**

Introduction to saree draping

Understanding saree types and fabrics

Tips and tricks for perfect saree draping

Hands-on practice and assistance

Necktie Demo

Introduction to necktie styling

Understanding necktie types and materials

Demonstration of basic necktie knots

Tips for pairing neckties with shirts and suits

Hands-on practice and assistance

### **Conclusion**

- Participants engaged in a self-assessment activity to identify areas for improvement.
- Practical demonstrations on grooming techniques
- Dress for success and confidence
- Understand and work with our body types

- Master saree draping and necktie styling
- Develop a personalized professional style

**TAKEAWAY (OUTCOME):**

- Develop a stronger understanding of formal wear, power dressing, and professional styling
- Learn how to dress for confidence, success, and self-expression
- Understand how to work with your body type and develop a personalized style
- Take away practical tips and skills to enhance your wardrobe and dressing routine.

## Poster of the Event



ARKA JAIN University  
Jharkhand



### DEPARTMENT OF FASHION DESIGN

in association with

CENTRE FOR CAPACITY BUILDING AND HUMAN RESOURCE DEVELOPMENT

*Presents*

### 5-DAY STAFF DEVELOPMENT PROGRAM

## MARK OF A PROFESSIONAL : THE PERSONAL GROOMING AND DEVELOPMENT PROGRAM

- TOPICS :**
1. Formal wear- Seasons, Fabrics, Gender.
  2. Understanding DNA of Clothes: Power dressing.
  3. Professional Styling as per body type.
  4. Professional formal dressing: Indian, Western & Indo western.
  5. Professional body language.

*Open for:* Non-Teaching Staff Members of ARKA JAIN University

**Dates: 22-26 July, 2024**

**Time: 10:00 am onwards**

**Venue: JEH Auditorium, Aryabhata Block**

Registration link :

[https://docs.google.com/forms/d/e/1FAIpQLSfdt7we8kpb038NgZBC7VnlZzU5VSVXEzwmH5A5Xzvg7b\\_A/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfdt7we8kpb038NgZBC7VnlZzU5VSVXEzwmH5A5Xzvg7b_A/viewform?usp=sf_link)



**No Registration Fees.**

Last date of  
Registration : July 19, 2024

**REGISTER NOW**

**Convenors : Dr. Usha Kiran Barla &  
Dr. Charu Wadhwa : 8797785569, 9771187677**

## Glimpses of the Event









## List of Participants



Department of Fashion Design

&

Centre for Capacity Building & Human Resource Development

### 5-Day Staff Development Program

on

Mark of a Professional: The Personal grooming & Dressing Program

Date: 22-07-2024

Attendance Sheet: List of participants

S. No.	Name of the staff member	Employee ID	Signature
1.	Nahid Akhtar	1050	
2.	Leba Butchley	5081	
3.	Md. Iqbal Ansari	1404	
4.	Shubha Verma	1420	
5.	Sanjay Kr. Thakur	1160	

Usha Kiran Barla

HoD- Dept. of FD

Dr. Charu Wadhwa

Asst. Director, CCHRD

## 5-Day Staff Development Program

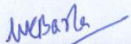
On

## Mark of a Professional: The Personal grooming &amp; Dressing Program


Date: 23-07-2024

## Attendance Sheet: List of participants

S. No.	Name of the staff member	Employee ID	Signature
1	Nahid Akhtar	1050	Nahid
2	Sanjay Kr. Thakur	1160	Sanjay
3	Rahul Roy	1132	Rahul
4	Zeba Bukhloja	5081	Zeba
5	Swati Mahendru	1511	Swati 23/7/24
6	Rana Jifat Perween	1484	Rana 23/7/24
7	Aalim	1083	Aalim 23/7/24

  
Usha Kiran Barla

HoD- Dept. of FD

  
Dr. Charu Wadhwa

Asst. Director, CCHRD

## 5-Day Staff Development Program

On

## Mark of a Professional: The Personal grooming &amp; Dressing Program


Date: 24-07-2024

## Attendance Sheet: List of participants

S. No.	Name of the staff member	Employee ID	Signature
1.	Bhavana Kumari	1661	Bhavna
2.	Swati Mahendru	1511	Swati 24/7/2024
3.	Sanjay kr. Thakur	1160	@bhakur 24/7/24
4.	Nahid Akhtar	1050	Nahid
5.	Zeba Bhattaraj	5081	Zeba
6.	Md. Iqbal Ansari	1404	Iqbal
7.	Rahul Rey	1132	R Rey.
8.	Aashir Kame	1083	Aashir
9.	Rana Jffat Peruseen	1484	Rana 24/7/24.

  
Usha Kiran Barla

HoD- Dept. of FD

  
Dr. Charu Wadhwa

Asst. Director, CCHR


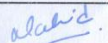
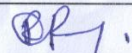
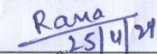
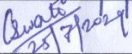
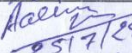
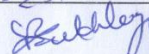
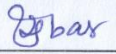
**5-Day Staff Development Program**

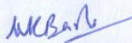
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**Mark of a Professional: The Personal grooming & Dressing Program**

Date: 25-07-2024

**Attendance Sheet: List of participants**

S. No.	Name of the staff member	Employee ID	Signature
1.	Sanjay Kr. Thakur	1160	
2.	Nahid Akhtar	1050	
3.	Rahul Rij	1132	
4.	Rama Jhat Perveen	1484	
5.	Swati Mahendru	1511	
6.	Aashir Khan	1083	
7.	Zeba Buthley	5081	
8.	Md. Iqbal Ansari	1404	

  
Usha Kiran Barla  
HoD- Dept. of FD

  
Dr. Charu Wadhwa  
Asst. Director, CCHR

## 5-Day Staff Development Program

On

## Mark of a Professional: The Personal grooming &amp; Dressing Program

Date: 26-07-2024

## Attendance Sheet: List of participants

S. No.	Name of the staff member	Employee ID	Signature
1	Swati Mahendru	45 1511	Swati 26/7/24
2	Sanjay Kr. Thakur	1160	Sanjay 26/7/24
3	Rahul Roy	1132	Rahul 26/7/24
4	Aashish Kumar	1083	Aashish 26/7/24
5	Rana Jffat Perveen	1484	Rana 26/7/24
6	Zeba Bukhtiya	5081	Zeba 26/7/24
7	Bhavana	1661	Bhavana 26/7/24

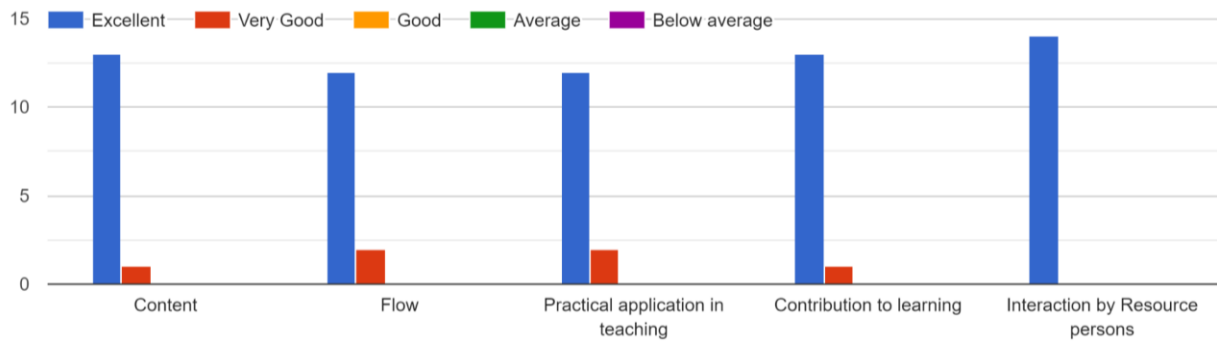
  
Usha Kiran Barla

HoD- Dept. of FD

  
Dr. Charu Wadhwa

Asst. Director, CCHR

# Feedback



## Sample Certificates



**DEPARTMENT OF FASHION DESIGN**  
&  
**CENTRE FOR CAPACITY BUILDING AND HUMAN  
RESOURCE DEVELOPMENT**  
Presents  
**5-DAY STAFF DEVELOPMENT PROGRAM**  
On  
**MARK OF A PROFESSIONAL:  
THE PERSONAL  
GROOMING & DEVELOPMENT PROGRAM**  
**CERTIFICATE OF PARTICIPATION**

THIS IS TO CERTIFY THAT DR./MR./MS.

*Ashish Kumar*

PARTICIPATED IN  
5-DAY STAFF DEVELOPMENT PROGRAM ON  
**MARK OF A PROFESSIONAL: THE PERSONAL GROOMING  
& DEVELOPMENT PROGRAM**  
HELD ON 22-26 JULY, 2024

  
**DR. CHARU WADHWA**  
ASSISTANT DIRECTOR  
CCHR D



  
**USHA KIRAN BARLA**  
HOD, DEPT. OF  
FASHION DESIGN



ARKA JAIN  
University  
Jharkhand



ARKA JAIN  
University  
Jharkhand



RANKED 3<sup>rd</sup>  
IN "TOP-15 EMERGING  
PRIVATE UNIVERSITIES IN INDIA" CATEGORY



DEPARTMENT OF FASHION DESIGN

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THE PERSONAL  
GROOMING & DEVELOPMENT PROGRAM  
CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT DR./MR./MS.

*Nahid Akhtar*

PARTICIPATED IN

5-DAY STAFF DEVELOPMENT PROGRAM ON  
MARK OF A PROFESSIONAL: THE PERSONAL GROOMING  
& DEVELOPMENT PROGRAM

HELD ON 22-26 JULY, 2024

DR. CHARU WADHWA  
ASSISTANT DIRECTOR  
CCHR



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ARKA JAIN  
University  
Jharkhand



ARKA JAIN  
University  
Jharkhand



RANKED 3<sup>rd</sup>  
IN "TOP-15 EMERGING  
PRIVATE UNIVERSITIES IN INDIA" CATEGORY



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