



CIRCULAR



SCHOOL OF HUMANITIES
Department of Fashion Design

Notice No: AJU/BA FD/217

Date: 02.07.2024

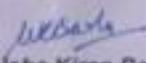
CIRCULAR

Subject: 5-Day Faculty 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 Faculty Development Program on The Personal Grooming and Development**, for the faculty 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-erAjIXNDCCGGaC_V-T9mdfBfyJ2OTZUxDA/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

FDP ON PERSONAL GROOMING & DEVELOPMENT

Date of Event	22.08.2024 to 26.08.2024
Name of the Event	FDP on Personal grooming & development
Type of the Event	Code of Conduct for Students, Faculty & Staff Members related
Conducted by	BA Fashion Design (H)
No. of Participants	30

OBJECTIVES:

The primary objective of the Faculty Development Program (FDP) 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.

- o Presented by: Dr. Charu Wadhwa
- o 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.



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POSTER OF THE EVENT



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RANKED 3rd
IN "TOP-15 EMERGING
PRIVATE UNIVERSITIES IN INDIA" CATEGORY



DEPARTMENT OF FASHION DESIGN

in association with

**CENTRE FOR CAPACITY BUILDING AND HUMAN RESOURCE
DEVELOPMENT**

Presents

5-DAY FACULTY 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: Faculty Members of ARKA JAIN University and other Schools,
Colleges and Universities

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

**Last date of
Registration : July 19, 2024**

**REGISTER
NOW**



**No Registration
Fees.**

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



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GLIMPSES OF THE EVENT





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www.arkajainuniversity.ac.in







List of Participants



Department of Fashion Design

&

Centre for Capacity Building & Human Resource Development

5-Day Faculty Development Program

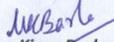
On

Mark of a Professional: The Personal grooming & Dressing Program

Date: 22-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
01	Jyeghanani behero	School of pharmacy	Jyeghanani
02	Purnima Mahato	School of Pharmacy	Purnima
03	Gowri Santan Chintapali	School of pharmacy	Chintapali
04	Ratan K. Singh	School of Commerce and Management	Ratan K. Singh
05	Dr. Shweta	School of Pharmacy	Shweta
06	Dr. Manoj Kumar	School of Commerce and Management	Manoj Kumar
07	Dr. Rajkumari Ghosh	School of Humanities	Rajkumari Ghosh
08	Sachin Kishor Barwal	School of eeg & IT	Sachin Kishor Barwal


Usha Kiran Barla
HoD- Dept. of FD


Dr. Charu Wadhwa
Asst. Director, CCHR

5-Day Faculty Development Program

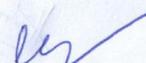
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Date: 22-07-2024

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S. No.	Name of the participant	Name of the School/College/University	Signature
07.	Sarbojit Dasgupta	ARKA JAIN University	Sarbojit Dasgupta
10 07	Sunil Kumar	ARKA Jain university	Sunil
11 08	Gayatri Kumari Das	ARKA Jain University	Gayatri
12 09	Aditi Keshari	ARKA JAIN UNIVERSITY	Aditi Keshari
13 10	Nikita Kumari	ARKA JAIN UNIVERSITY	Nikita
14 11	Dharna Kumari	ARKA JAIN UNIVERSITY	Dharna
15 12	Deepa Mandal	Arka Jain University	Deepa
16 13	Rachmi Kumari	Arka Jain University	Rachmi
17.	Dr. Rupa Sarkar	Arka Jain University	Rupa Sarkar


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Date: 23-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
01	Snigdha Reeni Behara	School of Pharmacy	Snigdha
02	Gauri Sankar Chintapalli	School of pharmacy	Chintapalli
3	Dr. Santosh Kr Singh	School of Health & Allied Sci	Santosh
4.	Dr. Shweta	School of Pharmacy	Shweta
5.	Parna Dhara	School of Health & Allied Science	Parna Dhara
6.	Bhavana Kumari	School of Health & Allied Science	Bhavana
7.	Nisha Panda	School of pharmacy	Nisha
8.	Purnima Mahato	School of Pharmacy	Purnima
9.	Soumya Choudhary	School of Health & Allied Science	Soumya
10.	Ratan K. Singh	School of Commerce and Management	Ratan
11	Rashmi Kumari	School of Commerce and Management	Rashmi
12	Gayu Kr Dha	School of Com & Mgt	Gayu Dha
13	Dr. Manoj Kumar	School of Com & Mgt	Manoj


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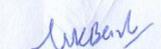
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Mark of a Professional: The Personal grooming & Dressing Program

Date: 23-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
14	Aditi Keshvi	Arka Jain University	Aditi Keshvi
15	Shikha Kumari	Arka Jain University	Shikha
16	Deepa Barla	ARKA JAIN UNIVERSITY	Deepa
17	Bhukumari Ghosh		Bhukumari
18	Shreya Sarkar	AJU	Shreya Sarkar



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5-Day Faculty Development Program

On

Mark of a Professional: The Personal grooming & Dressing Program

Date: 24-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
1.	Sushita Jha	S. Comf, ASU	
2.	Ratan K. Singh	SCOM, ASU	
3.	Rishi Kumar	School of Comm & Man	
4.	Atul Pattnak.	S. com, ASU	
5.	Dr. Manoj Kumar Jha	S. Com, ASU	
6.	Gayatri K. Jha	S. COM, ASU	
7.	Purnima Mahato	School of Pharmacy	
8.	Deepa Mahto	ARKA JAIN UNIVERSITY	
9.	Parna Dhara	Department of optometry	
10.	Nisha Panda	School of pharmacy	
11.	Dr. Shweta	School of pharmacy	
12.	Sanjyothamani Behera	School of pharmacy	
13.	Dr. Santosh K. Singh	S.H.A.S	

 Usha Kiran Barla

HoD- Dept. of FD

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Date: 24-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
14.	Mr. Gowri Sankar Chintapalli	School of pharmacy	
15.	Sarbojeet Goswami	School of Health & Allied Sciences	
16.	Aditi Keekhi	School of Engg & IT	
17.	Nikita Kumari	School of Engg & IT	
18.	Dr. Rupa Sankar	Dept of Engg	

Usha Kiran Barla
 HoD- Dept. of FD

Dr. Charu Wadhwa
 Asst. Director, CCHR

5-Day Faculty Development Program

On

Mark of a Professional: The Personal grooming & Dressing Program

Date: 25-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
1.	Sumita Jha	SCOM AJU	Jha
2.	Rashmi Kumari	School of Com & Man.	Rave
3.	Ratan Ks. Singh	SCOM, AJU	R Singh
4.	Snigdha Ranjan	School of pharmacy	Snigdha
5.	Achiti Keshvi	School of Engg & IT	Achiti
6.	Nikita Kumar	School of Engg & IT	Nikita
7.	Bharna Kumar	School of Health & Allied sciences	Bharna
8.	Deepa Mahto	School of Engg & IT	Deepa
9.	Parma Dhara	Department of Optometry	P Dhara
10.	Nisha Panda	School of pharmacy	Nisha
11.	Di. Shukla	School of Pharmacy	Shukla
12.	Gowri Santan Chintapalli	School of pharmacy	Chint
13.	Purnima Mahato	School of Pharmacy	P Mahato


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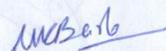
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S. No.	Name of the participant	Name of the School/College/University	Signature
14.	Sulajit Goswami	School of Health & Allied Sciences	Sulajit
15.	Dr. Santosh Kr. Singh	SCHAS	Dr. Santosh
16.	Gayatri Kr. Datta	S. COE, A. J. U.	Gayatri
17.	Maulay Kr. Datta	S. COE, A. J. U.	Maulay
18.	Dr. Rupa Sarban	Dept. of Engg	Rupa Sarban
19.	S. K. Barua	Dept. of CS&IT	S. K. Barua
20.	VISHAL VIMAL	dept. of CS&IT	Vf
21.	ANUP KR. SINGH	Dept. of P. D.	Anup


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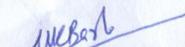
On

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Date: 26-07-2024

Attendance Sheet: List of participants

S. No.	Name of the participant	Name of the School/College/University	Signature
1.	Dr. Santosh Kr. Singh	SoHAS	(Signature)
2.	Dr. Rupadewan	SOH/English	(Signature)
3.	Pashini Kumar	School of Commerce Man.	(Signature)
4.	Atul Pathak	S.Com	(Signature)
5.	Gayatri Kr. Oha	SCOM, AJU	(Signature)
6.	Dr. Manoj Kumar Doshi	S.Com.	(Signature)
7.	Nisha Panda	School of pharmacy	(Signature)
8.	Gouri Sankar Chintapalli	School of pharmacy	(Signature)
9.	Parna Dhara	Department of Optometry	(Signature)
10.	Sujdhanvishew	School of pharmacy	(Signature)
11.	Dr. Shweta	School of Pharmacy	(Signature)
12.	Purnima Mahato	School of Pharmacy	(Signature)
13.	Deepa Mudal	School of Engineering	(Signature)


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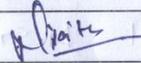
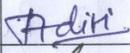
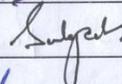
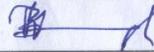
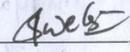
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14	Nikita Kumari	Arka Jain University	
15	Aditi Keshri	Arka Jain University	
16	Sarbojeet Dasgupta	SOHAS, Arka Jain University	
17	Susmita Jha	SCOM	
18	Ratan K. Singh	SCOM, ASU	
	Sweety Koiri Barua	School of CS&IT	

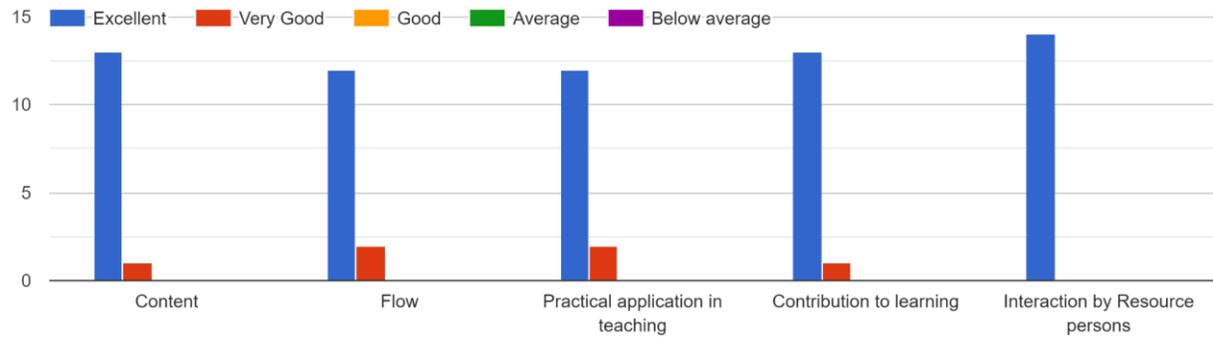

 Usha Kiran Barla

HoD- Dept. of FD


 Dr. Charu Wadhwa
 Asst. Director, CCHR

Feedback

Rate the FDP Session on 'Introduction to Personal Grooming & Body language '





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Sample Certificates



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**DEPARTMENT OF FASHION DESIGN
&
CENTRE FOR CAPACITY BUILDING AND HUMAN
RESOURCE DEVELOPMENT**

Presents

5-DAY FACULTY DEVELOPMENT PROGRAM

On

**MARK OF A PROFESSIONAL:
THE PERSONAL
GROOMING & DEVELOPMENT PROGRAM**

CERTIFICATE OF PARTICIPATION

THIS IS TO CERTIFY THAT

Prof. Usha Kiran Barla

WAS AN ESTEEMED RESOURCE PERSON
DURING THE

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

HELD ON 22-26 JULY, 2024




PROF. (DR.) ANGAD TIWARI
DIRECTOR, CAMPUS,
ARKA JAIN UNIVERSITY



ARKA JAIN
University
Jharkhand



ARKA JAIN
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RANKED 3rd
IN "TOP-15 EMERGING
PRIVATE UNIVERSITIES IN INDIA" CATEGORY



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CERTIFICATE OF PARTICIPATION**

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

Anup Kumar Singh

PARTICIPATED IN

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

HELD ON 22-26 JULY, 2024

DR. CHARU WADHWA
ASSISTANT DIRECTOR
CCHR



USHA KIRAN BARLA
HOD, DEPT. OF
FASHION DESIGN



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RANKED 3rd
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Atul Pathak

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DR. CHARU WADHWA
ASSISTANT DIRECTOR
CCHR



USHA KIRAN BARLA
HOD, DEPT. OF
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