



SHDCHE



SANT HARI DASS COLLEGE OF HIGHER EDUCATION

(RECOGNIZED BY NCTE, GOVT. OF INDIA, APPROVED BY DHE, GOVT. OF NCT OF DELHI, & AFFILIATED TO GGSIP University, DELHI)

A REPORT ON SEMINAR ON “HOW TO DO WELL IN CAT AND APTITUDE TEST ON CAT PATTERN”

SantHariDass College of Higher Education organized a **Seminar** on *“How to do well in CAT and Aptitude Test on CAT Pattern”* on **31st August 2018** in collaboration with **T.I.M.E. Education Pvt. Ltd., Delhi Centre** (Triumphant Institute of Management Education Pvt. Ltd.).

It was a 3 hours session for the students of BBA(G) and B.Com(H) programme. The Seminar and Aptitude Test was conducted by Mr. Brij Kishore and Mr. Sankalp. They explained in details on the CAT Examination pattern and its benefits for the Management Students. They also highlighted on the eligibility criteria, skills& techniques that play a vital role towards success. They were of the view that being one of the most coveted entrance exams- CAT is a tough nut to crack, although, with right study schedule and guidance one can easily achieve success. So, they motivated the students to be super disciplined, prepare well, work on developing the ability to grasp and apply concepts in different scenarios and to know your limitations and work on how to overcome them. The session was followed by Aptitude Test on CAT examination pattern. All the scored well in the Aptitude Test.



Jai Bhagwan
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Internal Quality Assurance Cell

Date:12/06/2019

NOTICE

This is to inform all the Faculty members of Education and Management Department that the College is going to organize a **Workshop on "Curriculum Planning & Implementation"** on **15th June, 2019**. All the Faculty members are required to report at below mentioned venue and time:

Venue : Conference Room
Time : 10:30AM to 02:00PM

This Workshop would cover the following topics:

- Subject Preference by Faculty
- Subject Allocation to Faculty
- Lesson Plan
- Time Table
- Orientation Programme
- Presentation/Test
- Internal Examination/Assessment (Written)
- Identification of Weak Students
- Mentor-Mentee System
- Training & Development and Corporate Grooming Classes
- Guest/Extension Lecture Classes
- Workshop
- Student Feedback
- Action on Feedback
- Guidance for Forthcoming Project, if any
- Remedial Classes
- Result Analysis

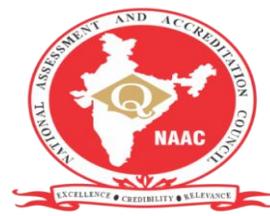
All the Faculty members are hereby requested to attend the same.

Jai Bhagwan

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A REPORT ON CORPORATE GROOMING PROGRAMME

" Good manners will open doors that the best education cannot. "

- Clarence Thomas

A Corporate Grooming Programme was conducted for the students of BBA(G) Programme by Dr. A.K. Choudhary, Director, Sant Hari Dass College of Higher Education. The objective of the Programme was to augment the self-image, vibrancy and personal style of students to marketable standards by building self-confidence, enhancing self-esteem and improving overall personality of the participants. The programme aims at grooming the participants through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances by providing training in social and business etiquette, corporate & international protocol and good manners.

The Programme was held under Four sessions-

Day-1: April 05, 2019

Topic: Presentation Skills & Platform Skills (Confidence Building & Self Esteem)

Rules of Presentation, Communicating with Confidence, Overcoming Stage Fear, Planning & Organizing the Presentation, Use of Power point, Audio Visuals, Managing Audience, Handling Questions, Opening & Closing the Presentation, Use of Icebreakers, Body Language & Voice Modulation

Day-2: April 12, 2019

Topic: Corporate Etiquette & Personal Grooming

Introductions, Language Etiquette, Presenting Business Cards, Dressing, Personal Hygiene, Dining Etiquette, Introduction to International Culture & Sensitivity & Gender Sensitivity

Day-3: April 19, 2019

Topic: Communication Essentials

Communication with Seniors, Juniors, Clients & Stakeholders, Writing Skills, Writing E-Mails, Business Letters

Day-4: April 26, 2019

Topic: Attitude, Interpersonal Relationships & Team Working

Understanding Attitude, Importance of Changing Attitude, Impact of Positive Attitude on our lives, Step by Step Approach towards Learning to Talk, Vocabulary Building & Listening & Learning, Team Working & Interpersonal Relationships

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