



# SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved University) GURGAON, Delhi-NCR

Event/Activities under Academic Association  
Pre-Event / Completion Report (Tick the  
appropriate one)

#	Scope	Description
1	Faculty	Faculty of Education
2	Name of Academic Association	TUTELAGE
3	Title of the Event/Activity	Guest Lecture on "Resume Writing"
4	Objective of the event	To develop students' ability to prepare a professional resume that reflects their skills, knowledge and education
5	Date - Time/Duration	2 hrs. (10-12)
6	Place/Venue	E-Block, 3rd floor, Room No. 308
7	Name of Faculty Coordinator	Dr. Manita Devi Dr. Neha Sharma
8	Name of Students' Organizer(s)	B.Ed. 1st year students
9	Brief Report of the event	<p>The faculty of education at SGT University organized a Workshop on "Resume Writing" on 20.05.2023 under the academic Association "Tutelage". The programme was started with an inaugural note by Dean, Faculty of Education Prof. (Dr.) Madhavi Sharma. The event took place from 10:00 a.m. to 12:00 p.m. on the 3rd floor (308), at E-block.</p> <p>The main purpose of the workshop was to develop students' ability to prepare a professional resume that reflects their skills, knowledge and education that are relevant to the job they are seeking. The workshop was delivered by Ms. Alka Wahi who provided insights into the preparedness for Resume Writing. She also gave awareness about various methods and strategies to enhance the skill to write a resume.</p> <p>The event was attended by students and faculties. The session was very informative and handy, participants appreciated the activities presentation and interaction during the workshop. The workshop was invaluable to anyone who wants to improve their resume. Workshop was a great success and proved to be a valuable learning experience for all participants.</p>
10	Role of participating students	Nandani - Anchor Anjali- Prepare a writeup. Barkha- Report Writing Ridhi- Vote of Thanks Keshav Kumar Mishra- Attendance Collection
11	Expected outcome as understood by the students. (Bullet points -max of 3-5 points)	After the session students will be Aware about the main features of resume Understand that how their personality helpful for their growth and development. Apply their learning experience in real life.
12	Suggestions/Remarks	We will plan one more session on this topic based on student's feedback.

Manita  
22 May 2023

Sharma  
Dean

Faculty of Education  
SGT University, Gurugram.

\*1 List of Students Participated

Faculty of Education			
Workshop on Resume Writing			
Date : 20th May 2023			
S. No.	Reg. No.	Students Name	Course
1	221013005	PRASHANT MALIK	D.Ed. ( VI)
2	221013006	SNEHA	D.Ed. ( VI)
3	221007033	GARIMA	D.Ed. ( HI)
4	221013004	KHUSHI	D.Ed. ( VI)
5	221013002	VARSHA KUMARI	D.Ed. ( VI)
6	221013003	DEEPALI	D.Ed. ( VI)
7	221007031	YOGITA KUMARI	D.Ed. ( HI)
8	221008011	RADHIKA RISHI	D.Ed.(IDD)
9	221007006	SHIVAM	D.Ed. ( HI)
10	221007032	DIVYA	D.Ed. ( HI)
11	221007035	RIYA	D.Ed. ( HI)
12	221007007	JASWEEN	D.Ed. ( HI)
13	221007026	NEHA	D.Ed. ( HI)
14	211923028	SHWETA YADAV	D.Ed.(IDD)
15	211920009	JATIN	D.Ed. ( HI)
16	211923022	ROHIT HANS	D.Ed.(IDD)
17	221008003	SONALI	D.Ed.(IDD)
18	221008027	HIMANSHU	D.Ed.(IDD)
19	211920020	SURAJ DAGAR	D.Ed. ( HI)
20	221007022	SNEHA	D.Ed. ( HI)
21	221008009	TUSHAR	D.Ed.(IDD)
22	221008018	KUNAL	D.Ed.(IDD)
23	221013001	TAMMNA YADAV	D.Ed. ( VI)
24	221008016	ANNU	D.Ed.(IDD)
25	221008038	SHRISTY	D.Ed.(IDD)
26	221008031	DINESH	D.Ed.(IDD)
27	221008032	KUSUM	D.Ed.(IDD)
28	221008017	VARSHA DAGAR	D.Ed.(IDD)
29	221007017	TANNU	D.Ed. ( HI)
30	221008006	NEHA	D.Ed.(IDD)
31	221008020	PRIYA DAGAR	D.Ed.(IDD)

Mou 14  
22 May 2023

Sharma  
Dean

\*2 Add photographs with captions (Total 7 photographs including 2 geo tagged)

Insert  
Photographs/Images



**SGT UNIVERSITY**  
SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY  
(UGC Approved) Gurugram, Haryana



Faculty of Education  
Department of Special Education,  
is Organizing a

**Workshop**  
ON

**Resume Writing**

20 May 2023

10:00 AM to 12:00 PM

Venue: E-Block, 3rd floor 308

\_\_\_\_\_  
Patron  
Prof. (Dr.) Madhavi Sharma  
Dean,  
Faculty of Education

\_\_\_\_\_  
Co-Ordinator  
Dr. Manita Devi  
Assistant Professor



**Ms. Alka Wahi**

Soft skill and  
Communication Trainer

E Banner

2

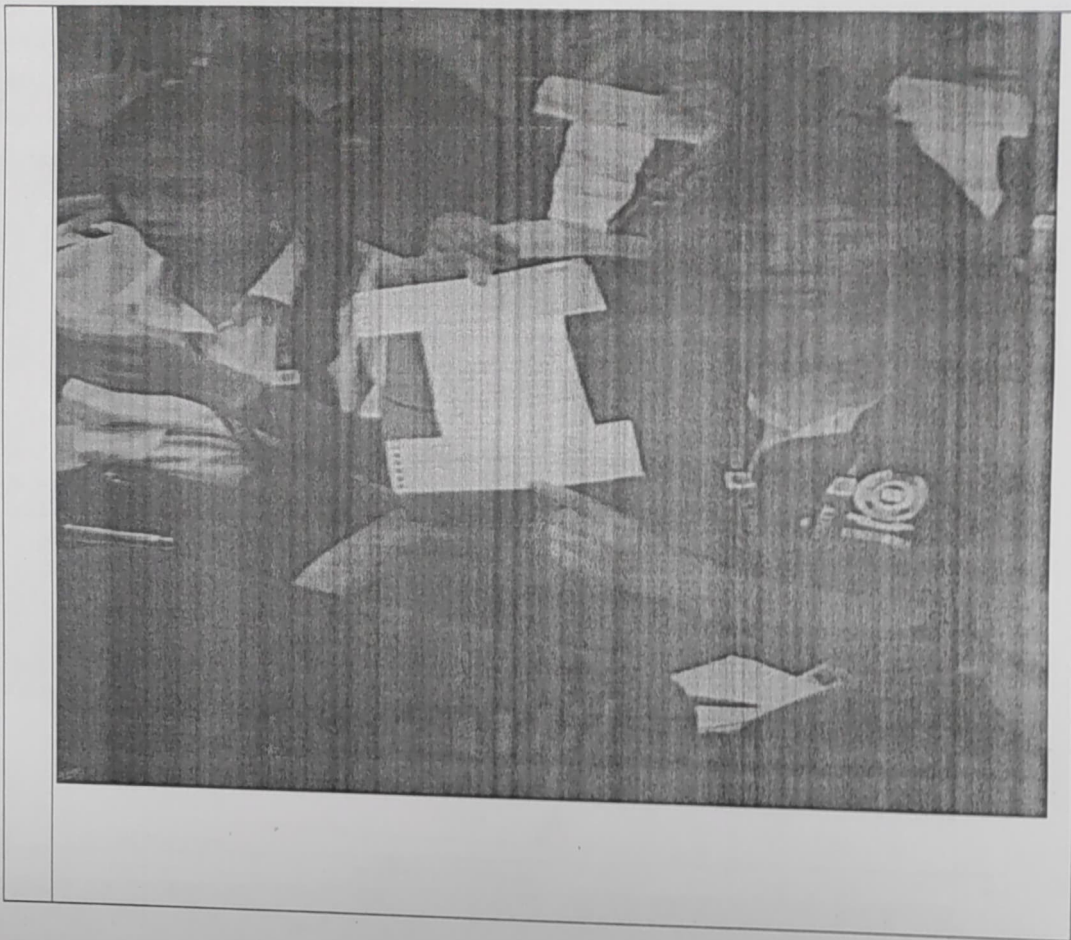
Interactive Session



*Madhavi  
22 May 2023*

*Sharma*  
Dean

Faculty of Education  
SGT University, Gurugram



Advisor /Co-advisor Name:

Dr. Manita Devi

Dr. Neha Sharma

Date: 30/03/2023

Please mail the filled information to: ACADEMIC ASSOCIATION ([acad.assoc@sgtuniversity.org](mailto:acad.assoc@sgtuniversity.org)).

Send the

- 'Pre Event Report' at least a week before the eventdate
- For 'Completion Report' send the report within a week of the eventconducted
- 200 words for media to be attached

Manita  
22 May 2023

Shamir  
Dean  
Faculty of Education  
SGT University, Gurugram