



SGT UNIVERSITY

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

Faculty of Commerce and Management

R-1342
20/4/23

Dhc/1208
20/04/23

SGTU/FCAM/DO/03/355/1321

Date: April 17, 2023

The office of Registrar
SGT University, Gurugram

Proposal for Barclays Training and subsequent visit to their office

Respected Sir,

Faculty of Commerce and Management would like to organize a GTTF's **Life Skills Training Program** supported by **Barclays**. The program is aimed at training the youth to enable them to become industry ready as they complete their education. The training program is being implemented in selected colleges across India. Under this program, students will be trained by Corporate Trainers to enhance their life skills which would help them significantly to increase their chances of succeeding in a job interview.

Training dates: 25th April to 27th April 2023

Venue: Room no 318

Students Batch: All 2021 Batch UG students of BBA (G)+BBA(A)+BBA(HA)+IMBA

Total Strength: 141

Upon completion of the program, students will receive the following:

- Certificate of Participation with Barclays Logo
- A One-year mentorship program by GTT Foundation for career support and strength.

Cost of the program: No Cost (sponsored by Barclays)

However, **Accommodation facility with breakfast, lunch and Dinner is required for the trainer.**

Post the training Barclays will select top 30 students for visit to their office.

Faculty Coordinator – Dr Gunjan Tripathi

Kindly accord your approval for the same.

Thanks & regards

Dean
Faculty of Commerce & Management
SGT University
Dean, FCAM
Budhera, Gurugram
Encl: Barclays Program Details

2. Budget
3. Requisition form

Dean FCAM

Registrar
SGT University
Budhera, Gurugram

Submitted for consideration
& approval
ve
20/4/23

Approved
HP
20/4/23
Registrar

JOB READINESS WORKSHOP - Barclays LifeSkills			
Main Topic	Sub Topic	Objectives	Duration
Introduction	Introducing the Life Skills Program	What is in it for me? Understanding the objective of the CwW Program	3 Hours
Interview Skills	Online Image	Building a strong impression online and sustaining online credibility	
	LinkedIn (Profile Management)	To gain knowledge on LinkedIn account management and tips to enhance a profile 1. On Day 1, spend about 30 minutes on training the candidates on how to create LinkedIn profile 2. Explain the significance of LinkedIn 3. Show Sample Profiles of other freshers/Final year students so as to train the batch on creation of LinkedIn profiles 4. Explain the important parts of a profile that need to be created	
	Self-Awareness	To Know your personality	
	Grooming	To study corporate grooming habits (The right attire)	
	Body Language	To imbibe the right body language for a professional environment	
Interview Skills	Confidence	To increase self-belief and faith in one's own abilities	4 Hours
	Interview FAQs	Learn to face frequently asked interview questions	
	Resume	To build strong profiles through effective resume writing	
	Rejections	To understand how to handle interview rejections and come back from setbacks	
Corporate Readiness	Values	An introduction to values in a corporate environment	3 Hours
	Ownership	To learn how to be accountable and own tasks, projects, etc.	
	Respect	To understand the importance of respect as a critical corporate value	
	Teamwork	To understand collaboration and its importance in the corporate world	

	Auto-didacticism	To leverage self-learning and self-directed education	
	Flexibility	To learn how to be flexible while playing multiple roles	
	Time Management	To improve effectiveness at work and achieve a balance	3 Hours
	Stress Management	To understand how stress can be managed and to lower depression	
	Positive Attitude	To take the step towards positive success by adapting the right approach	
	LinkedIn - Practical Check	To gain knowledge on LinkedIn account management and tips to enhance a profile1. On Day 2 , check the LinkedIn profiles of the students2. Encourage the students to like the GTT Page and follow GTT, Avani B and other important profiles of GTT. This serves as a check that the LinkedIn profiles have been created.	
Mock Interviews & Group Discussions	In basket simulation (Learning Application)	Group Discussion rules and enhance Public Speaking skills (Group Discussion)	4 Hours
		Tips to handle Interviews and be able to create the right impression (Mock Interviews)	3 Hours
	SWOT Analysis	To Self-evaluate and analyze strengths and areas of improvement	4 Hours
	Active Listening		
	Probing Skills		
	Aptitude & Logical reasoning	VERBAL – Synonyms, Antonyms, Sentence completion & passage writing , Verbal ability Quantitative Aptitude - Arithmetic & Data Interpretation Analytical & Reasoning – Critical Reasoning, Logical, Verbal & Nonverbal	
TOTAL DURATION		24 Hours	



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(UGC Approved University) GURGAON, Delhi-NCR

**Faculty of Commerce and Management Budget for GTT Foundation
supported by Barclays**

25th to 27th April 2023

	No of Units	@	Amount
University Guest House	3	800	2400 ✓
Water Bottle (500 ml.)	10	10	100 ✓
Breakfast	3	40	120 ✓
Dinner	3	140	420 ✓
Lunch For Four Persons at Ambrosia (4*3)	12	300	3600 ✓
ing	1	150	150 ✓
Momento	1	650	650 ✓
Banner <i>Flex</i>	1	240	240 ✓
Total			7680

Dr. Gurpreet Singh
13/4/23
Programme Coordinators

[Signature]
Dean (FCAM)
Faculty of Commerce & Management
SGT University
Budhera, Gurugram

Requisition Form

Request for Y/N	Flex & Banner	Photo (Still/video)	Vehicle	Other
Name of the faculty	FCAM		Event title	Training by Backlog.
Name of the Department	FCAM		Event date & time	25/4/23 - 27/4/23
Name of the coordinator	Dr. Gunjan Tripathi		Venue details	318
Contact no. of the coordinator	9899726163		No. of guests	1
E-mail ID of the coordinator	gunjan.fcma@sgtuniversity.org			

Requirement Details

Printing & Promotion (Tick against the requirement)

Design type	<input checked="" type="checkbox"/> Flex	<input checked="" type="checkbox"/> Banner
Whether design proposal attached	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Size Required	A2 6x4	
Estimated Cost		
Quantity Required		

PM
22/4/23

Photo / Video (Tick against the requirement)

Photography	<input checked="" type="checkbox"/> Still	<input type="checkbox"/> Video
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Vehicle Detail

Type of Vehicle		
Estimated Cost		
No. of passengers		
Whether any luggage (Y/N)		
Details of journey	Pick-up point:	Drop point:
Time	From:	To:
Purpose of duty	Office <input type="checkbox"/>	regular Trip <input type="checkbox"/>
	Other <input type="checkbox"/>	

Accommodation / meal

Type of accommodation	University Guest House AC	meal (Y/N)	Y
Estimated Cost	800 x 3 = 2400	Estimated Cost	3 x 40 = 120
Duration	From 25/4/23 To 27/4/23	To	3 x 40 = 120

Breakfast + dinner

Other

please check the items required wrt the above event along with quantity

Item	Y/N	Qty	Description (If any)	Estimated Cost
Memento	Y	1		650
Sapling	Y	1		150
Bouquet	N			
Decoration	N			
projector	N			
Speaker	N			
Screen	N			
Mike	N			
high Tea	N			
Lunch	Y	4 x 3 days	@ 300	3600
Honorarium	N			

Total Cost: 7880 (7680/-)

21/04/2023
MESS

Assigning Details

Name of the assignment:	Designing	Photo/Video	Vehicle	Others
Assigned to:	Registrar			
Department:	SGT University			
Contact number:	Budhera, Gurugram			

Date of submission: 20/04/2023

Signature of Dean: *[Signature]*
Faculty of Commerce & Management

Signature of Coordinator: *[Signature]*

Bibin
21/4/23
HM

- Essential guidelines**
- This requisition shall be raised seven days prior to the event.
 - In case the event is rescheduled, postponed or cancelled, kindly intimate the concerned department immediately.

DWC/1085
10/04/23

R-1230
10/4/23



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

Faculty of Commerce and Management

SGT/FLAM/1314

Date: April 8, 2023

The office of Registrar
SGT University, Gurugram

Proposal for Workshop on Training for Placements

Respected Sir,

Faculty of Commerce and Management in association with CRC proposes to organize a series of Workshop on Training of students for forthcoming placement season. The workshops are proposed as below:

Date	Course	Student Strength	Expert
11/04/2023	UG (BBA+IMBA)	88 (Divided into 2 batches of 44 each)	B1= Vikas Ranjan B2= Atul Dhand
15/04/2023	PG MBA+MBA(HA)	69 (Divided into 2 batches)	B1= Vikas Ranjan B2= Atul Dhand
25/04/2023	UG (BBA+IMBA)	88 (Divided into 2 batches of 44 each)	B1= Vikas Ranjan B2= Atul Dhand
02/05/2023	UG (BBA(HA)+BBA(A) +BCom	53 (Divided into 2 batches)	B1= Vikas Ranjan B2= Atul Dhand

Dean 
Faculty of Commerce & Management
SGT University
Budhera, Gurugram

06/05/2023	PG MBA+MBA(HA)	69 (Divided into 2 batches)	B1= Vikas Ranjan B2= Atul Dhand
09/05/2023	UG (BBA(HA)+BBA(A) +BCom	53 (Divided into 2 batches)	B1= Vikas Ranjan B2= Atul Dhand

Time - 11:00 am to 1:00 pm.

Venue: Room No 209, A Block/ Respective Classrooms - ~~100~~

Session Expert: Mr Vikas Ranjan (Aptitude Trainer) and Mr Atul Dhand (Soft Skills Trainer)

The requisition form is attached herewith.

Kindly accord your approval for the same.

Thanks & regards

Dean
Faculty of Commerce & Management
SGT University
Budhera, Gurugram
8/4/23
Dean, FCAM

Encl:

Requisition Form

The request may be considered for approval please

Approved
10/4/23

Registrar

Dean FCAM

10/4/23
Registrar
SGT University,
Budhera, Gurugram

10/4/23

Requisition Form

Request for Y/N	Flex & Banner	Photo (Still/video)	Vehicle	Other
Name of the faculty <u>FCAM</u>		Event title _____		
Name of the Department <u>FCAM</u>		Event date & time <u>11/9/23</u>		
Name of the coordinator <u>Dr. Gunjan Tripathi</u>		Venue details <u>209 & Respective Class Room</u>		
Contact no. of the coordinator <u>989937663</u>		No. of guests <u>2</u>		
E-mail ID of the coordinator <u>gunjan.fc@sgtuniversity.org</u>				

Requirement Details

Printing & Promotion (Tick against the requirement)

Design type	<input type="checkbox"/>	Flex	<input checked="" type="checkbox"/>	Banner	<u>e-</u>
Whether design proposal attached	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Size Required	_____				
Estimated Cost	_____				
Quantity Required	_____				

Photo / Video (Tick against the requirement)

Photography	<input checked="" type="checkbox"/>	Still	<input type="checkbox"/>	Video	
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Vehicle Detail

Type of Vehicle	_____				
Estimated Cost	_____				
No. of passengers	_____				
Whether any luggage (Y/N)	_____				
Details of journey	Pick-up point:	_____	Drop point:	_____	
Time	From:	_____	To:	_____	
Purpose of duty	Office	<input type="checkbox"/>	regular Trip	<input type="checkbox"/>	Other <input type="checkbox"/>

Accommodation / meal

Type of accommodation	_____		meal (Y/N)	_____
Estimated Cost	_____		Estimated Cost	_____
Duration	From	_____	To	_____

Other

please check the items required wrt the above event along with quantity

Item	Y/N	Qty	Description (If any)	Estimated Cost
Memento				
Sapling				
Wreath		<u>2</u>	<u>100</u>	<u>200</u>
Floral decoration				
projector				
Speaker				
Screen				
Mike				
high Tea				
Lunch				
Honorarium				
Total				<u>200/-</u>

Cost: _____

Assigning Details

	Designing	Photo/Video	Vehicle	Others
Name of the assignment:				
Assigned to:				
Department:				
Contact number:				

Date of submission: 08/04/23

Registrar
SGT University,
Budheda, Gunagam

Signature of Coordinator 8/4/23

- 1) This requisition shall be raised seven days prior to the event.
- 2) In case the event is rescheduled, postponed or cancelled, kindly intimate the concerned department immediately.


Report on 3 days Training by Barclay's

Training and Placement cell of Faculty of Commerce and Management, SGT University under the aegis of CRC organized a 3 day's training program "Transform your life" for BBA (General), BBA(Hospital Administration), BBA(Analytics), BCom(Hons), BCom and Integrated Masters of Business Administration(IMBA) second year students from 25th to 27th May 2023 in association with Global Talent Track(GTT) Foundation and Barclays. As part of CSR initiative, "Barclays" have partnered with GTT foundation to develop skills of youths as per the industry requirement. The main objective of this training program was to develop communication and employability skills of pre-final year students to prepare them for the forthcoming placement drives. The program focuses on unique skill development program to empower youth to gain required training on skills for work readiness and placement into jobs at high growth companies. For this training program Barclays had invited trainer Mr Maheep Singh, a corporate trainer with 25 years of training experience at top companies in India and international. Dr Tara Shanker, Head CRC and Dr. Rakhi Singh, Associate Dean, FCAM felicitated the trainer by presenting memento and appreciated the team of GTT and Barclay for their initiative. The training was coordinated by Dr Gunjan Tripathi, Training and Placement Coordinator, FCAM. Total 101 students from UG second year participated in this event. It was total 14 hours training program. During this program students were trained on different topics like:


- SWOT Analysis/ Self-Assessment
- Communication Skills
- Grooming
- Body Language
- Interview Skills
- Telephone and Email etiquette
- Group Discussion
- Mock Interviews

The event was based on 3 way philosophy:

- To train an individual
- To improve their skill set
- And to provide an edge to succeed.



SGT UNIVERSITY
**TRANSFORM
YOUR LIFE WITH**
GTF's Life Skills Training Program
Organised by
FCAM and CRC
In collaboration with
GTF Foundation and Barclays
25th to 27th April, 2023 | 09:30 AM to 03:30 PM
Venue : Room - 318, A-Block, SGT University
Faculty Coordinator
Dr. Gunjan Tripathi
Assistant Professor
FCAM, SGTU




Students attending the Motivation Session

Barclay's Training Day-2 (26/04/2023)


S No	Registration	Course	Sem	Name	Mobile Number	Email Id
1	210617001	BBA Analytics	4	Upender Thakur		
2	210617013	BBA Analytics	4	Varjot Singh Bhatia		
3	210617014	BBA Analytics	4	Puneet		
4	210617007	BBA Analytics	4	Priyank		
5	210617003	BBA Analytics	4	Vasu		
6	210605007	BBA- HA	4	Shakshi		
7	210605002	BBA- HA	4	Siya Thakran		
8	210617011	BBA Analytics	4	Nikhil Bharadwaj		
9	210605003	BBA- HA	4	Bhanu		
10	200604012	BBA-g	6	Isia Saini		
11	200604016	BBA-g	6	Sanjana		
12	210607003	Bcom H	4	Leeza		
13	200611015	IMBA	6	Rohit Garg		
14	210605005	BBA- HA	4	Awnish Kumar		
15	210605006	BBA- HA	4	Ayush		
16	210607023	Bcom H	4	Manish Kumar Gupta		
17	210607018	Bcom H	4	Vikash		
18	210607021	Bcom H	4	Vabotosh Pillai		
19	210607007	Bcom H	4	Tanu		
20	210607022	Bcom H	4	Annu		
21	210604011	BBA-g	4	Nidhi		
22	210604004	BBA-g	4	Himanshu Saini		
23	210607006	Bcom H	4	Teena		
24	210602008	Bcom P	4	Vaishnavi		
25	210617002	BBA Analytics	4	Sahil Raghav		
26	210611017	IMBA	4	Jatin Dhankar		
27	210604013	BBA-G	4	Shivani Maurya		
28	210604043	BBA-G	4	Harsh		
29	210604036	BBA-G	4	Riya Punia		
30	210604053	BBA-G	4	Tannu		
31	200604011	BBA-G	6	Tanu Kataria		
32	200604009	BBA-G	6	Ritu Bhati		
33	200604027	BBA-G	6	Chetna Saini		
34	210604015	BBA-G	4	Nirmit Malik		
35	210607008	Bcom H	4	Avni Sharma		
36	220607018	Bcom H	4	Daksh Kadian		
37	210611001	IMBA	4	Saurabh		
38	210611021	IMBA	4	Riya		
39	210611009	IMBA	4	Sukirti Gupta		
40	210617010	BBA Analytics	4	Sneh Anjana		
41	210611004	IMBA	4	Rahul		
42	210611022	IMBA	4	Kanishka		
43	210611015	IMBA	4	Nidhi		
44	210611013	IMBA	4	Khushi Yadav		
45	210611008	IMBA	4	Ritika Anjana		
46	210611016	IMBA	4	Tiya Verma		
47	210611006	IMBA	4	Ruchi		
48	210611005	IMBA	4	Abhishek		

Barclay's Training Day-2 (26/04/2023)						
S No	Registration	Course	Sem	Name	Mobile Number	Email Id
49	210611012	IMBA	4	Harsh		
50	210604019	BBA-G	4	Samridhi		
51	210611020	IMBA	4	Sachin Kumar		
52	210611019	IMBA	4	Lalit Sharma		
53	210611007	IMBA	4	Nitish Kumar		
54	210611003	IMBA	4	Puspender		
55	210611018	IMBA	4	Harshit		
56	210604034	BBA-G	4	Apurva		
57	210604031	BBA-G	4	Parvez		
58	210604032	BBA-G	4	Manjeet Yadav		
59		BBA-G	4	Ishika		
60		Bcom H	4	Harsh Goyal		



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Faculty Coordinator
Dr. Gunjan Tripathi
Assistant Professor
FCAM, SGTU



Students attending the session

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