

(UGC Approved University) GURGAON, Delhi-NCR

Faculty of Commerce and Management

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

Buchean, FCAM

Encl: Barclays Program Details

Budhera: Gurugram

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		ORKSHOP - Barclays LifeSkills			
Main Topic	Sub Topic	Objectives	Duration		
Introduction	Introducing the Life Skills Program Online Image	What is in it for me? Understanding the objective of the CwW Program Building a strong impression online and sustaining online credibility			
Interview Skills	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	3 Hours		
	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			
	Confidence	To increase self-belief and faith in one's own abilities			
	Interview FAQs	Learn to face frequently asked interview questions	4 Hours		
	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			
	Ownership	To learn how to be accountable and own tasks, projects, etc.			
	Respect	To understand the importance of respect as a critical corporate value	3 Hours		
	Teamwork	To understand collaboration and its importance in the corporate world			

Training TOC

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	Auto-didactism	To leverage self-learning and self- directed education	FOUNDAT
	Flexibility	To learn how to be flexible while playing multiple roles	
	Time Management	To improve effectiveness at work and achieve a balance	
	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.	3 Hours
	In basket simulation	Group Discussion rules and enhance Public Speaking skills (Group Discussion)	4 Hours
	(Learning Application)	Tips to handle Interviews and be able to create the right impression (Mock Interviews)	3 Hours
Mock Interviews &	SWOT Analysis	To Self-evaluate and analyze strengths and areas of improvement	
Group Discussions	Active Listening		
	Probing Skills		
	Apritude & Logical reasoning	VERBAL – Synonyms, Antonyms, Sentence completion & passage writing, Verbal ability Quantitative Aptitude - Arithmetic & Data Interpretation Analytical & Reasoning – Critical Reasoning, Logical, Verbal & Nonverbal	4 Hours
TOTAL DURATION			24 Hours



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY (UGC Approved University)

GURGAON, Delhi-NCR

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

25th to 27th April 2023

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 Flex	1	240	240			
Total			7680			

Programme Coordinators

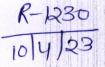
De Dean (FCAM)

Faculty of Commerce & Management SGT University

Budhera, Gurugram

	Requisit	ion Form		
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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)	(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

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

time - 11:00 am to d:00 pm.

Venue: Room No 209, A Block/ Respective Classrooms —

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 Company Cop & Planagement

Budher Dean, IFCAM

Encl:

Requisition Form

The request may be Consider for applied

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Budhera, Gurugram

# 1	Requis	ition Form		
Request for	Flex & Banner	Photo (Still/video) Vehicle	Other
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E-mail ID of the coordinator	gunjan-tona	2 Sqt wiveesity o		
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SGT University Assential guidelines This requisition shall be raised seven on case the event is rescheduled, post	days prior to the event. Doned or cancelled, kindly inti	mate the concerned depart	ment immediately.	' 1

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(Analystics), 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 momento 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: action at some control of the action o

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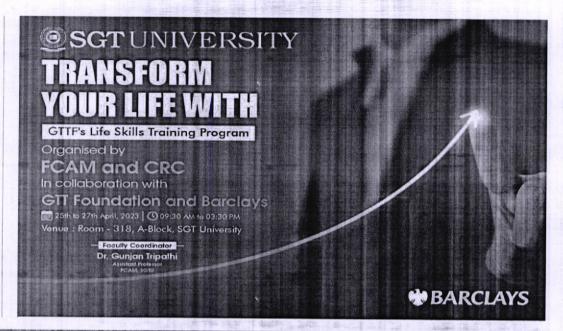
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- SWOT Analysis/ Self-Assessment
- Communication Skills
- Grooming
- Body Language
- Interview Skills
- Telephone and Email etiquette
- Group Discussion
- Mock Interviews

The event was based on 3 way philosophy:

- To train an individual and the first of the interrive. The interring was coordinated by the company
- To improve their skill set and Commencer PCAN To the Unit of Authors of Francisco Commencer (Author)
- And to provide an edge to succeed. Tours training programs that the line this droman students.

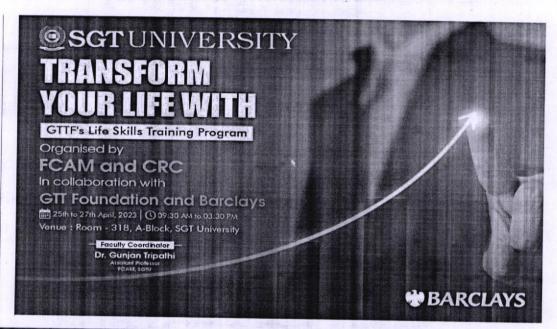




Students attending the Motivation Session

S No	Registration	Course	Sem	ning Day-2 (26/04/	Mobile Number	Email Id
1	210617001	BBA Analytics	4	Upender Thakur	INIODIIE MUITIBET	Email id
2	210617013	BBA Analytics	4	Varjot Singh Bhatia		
3	210617014	BBA Analytics	4	Puneet	1	-
4	210617007	BBA Analytics	4	Priyank		
5	210617003	BBA Analytics	4	Vasu		
6	210605007	ВВА- НА	4	Shakshi	-	-
7	210605002	ВВА- НА	4	Siya Thakran	-	
8	210617011	BBA Analytics	4	Nikhil Bharadwaj		-
9	210605003	ВВА- НА	4	Bhanu		
10	200604012	BBA-g	6	Isna Saini	1	-
11	200604016	BBA-g	6	Sanjana		
12	210607003	Bcom H	4	Leeza	· · · · · · · · · · · · · · · · · · ·	
13	200611015	IMBA	6	Rohit Garg		
14	210605005	ВВА- НА	4	Awnish Kumar	-	-
15	210605006	ВВА- НА	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		Harsh		
29	210604036	BBA-G	4	Riya Punia		
30	210604053	BBA-G		Tannu		
31	200604011	BBA-G		Tanu Kataria		
32	200604009	BBA-G	_	Ritu Bhati		
33	200604027	BBA-G		Chetna Saini		
34	210604015	BBA-G	-	Nirmit Malik		
35	210607008	Bcom H	_	Avni Sharma		
86	220607018	Bcom H	_	Daksh Kadian		
37	210611001	IMBA	_	Saurabh		-
88	210611021	MBÁ	-	Riya		•
9	210611009	MBA	-	Sukirti Gupta		-
0	210617010	BBA Analytics		Sneh Anjana		
1	210611004	MBA		Rahul		
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3	210611015 I	МВА	-	Nidhi		
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5	210611008 I	MBA		Ritika Anjana		-
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7	210611006	MBA		Ruchi		
8 :	210611005	MBA	_	bhishek		

Barclay's Training Day-2 (26/04/2023)							
S No	Registration	Course		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	7	1	
54	210611003	IMBA	4	Puspender		-	
55	210611018	IMBA	4	Harshit		1	
56	210604034	BBA-G	4	Apurva		-	
57	210604031	BBA-G	4	Parvez			
58	210604032	BBA-G	4	Manjeet Yadav		1	
59		BBA-G	_	Ishika		-	
60		Bcom H	4	Harsh Goyal		-	





Students attending the session

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(Analystics), 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 momento 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.

