

Requisition Form

Request for	Flex & Banner	Photo (Still/video)	Vehicle	Other
Y/N	Y	Y	N	
Name of the faculty	FCAM		Event title	Resume Building Workshop (work shop)
Name of the Department	FCAM		Event date & time	06-04-23, 11:30 am - 1:00 pm
Name of the coordinator	Dr. Namita & Ms. Shipra		Venue details	209, A-Block
Contact no. of the coordinator	9582512850		No. of guests	75 (For Final Year Students)
E-mail ID of the coordinator	namita_fm@sgtuniversity.org			

Requirement Details

Printing & Promotion (Tick against the requirement)

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

Photo / Video (Tick against the requirement)

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

Type of Vehicle	NA		
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	NA		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	N			
Sapling	Y	1		
Bouquet	Y			100/-
Decoration	Y			
Projector	Y		AV Check, Pen, Stationery	500/-
Printer	Y		Local Post etc	
Screen	Y			
Mike	Y			
High Tea	N			
Lunch	N			
Honorarium	N			

Total Cost: 600/-

Assigning Details

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

Date of submission: / /

Signature of Dean
 Faculty of Commerce & Management
 SGT University
 Budhera, Gurugram

Registrar
 SGT University
 Budhera, Gurugram
 11/6/23

Signature of Coordinator
 06-04-23

Essential guidelines

- 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.



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 Commerce & Management																					
2	Name of Academic Association	HR & CSR Association																					
3	Title of the Event/Activity	Workshop on Resume Building																					
4	Objective of the event :	<p>Events and Workshops has become an integral part of Learning. The objective of this workshop was educating students about the significance of creating a resume.</p> <p>A resume is a statement of your skills, achievements, and career goals. It as a short summary of why you're applying for a specific position and why you'd be a good candidate for it.</p> <p>A resume communicates your qualifications and your brand—who you are and what makes you different—to employers and recruiters. In a tough job market, you need a resume that helps you stand out in a sea of applicants. The purpose of a strategically targeted, polished resume is to get you an interview.</p>																					
5	Date – Time/Duration	06/04/2023 , (11:00AM to 1:00 PM)																					
6	Place/Venue	Room no. 318 , A-block , SGT University																					
7	Name of Faculty Coordinator	1. Dr. Namita Mangla (FCAM Faculty) 2. Mrs. Shipra Kumari (FCAM Faculty)																					
8	Name of Students' Organizer(s) ¹	<table border="1"> <thead> <tr> <th>S .NO.</th> <th>NAME OF STUDENTS</th> <th>COURSE/ SEMESTER</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Arshiya Ranger</td> <td>MBA 2nd Sem</td> </tr> <tr> <td>2</td> <td>Payal Yadav</td> <td>MBA 2nd Sem</td> </tr> <tr> <td>3</td> <td>Sheetal Chauhan</td> <td>MBA 2nd Sem</td> </tr> <tr> <td>4</td> <td>Anuj</td> <td>MBA 2nd Sem</td> </tr> <tr> <td>5</td> <td>Ashish kumar</td> <td>MBA 2nd Sem</td> </tr> <tr> <td>6</td> <td>Mansi</td> <td>MBA 6th sem</td> </tr> </tbody> </table>	S .NO.	NAME OF STUDENTS	COURSE/ SEMESTER	1	Arshiya Ranger	MBA 2 nd Sem	2	Payal Yadav	MBA 2 nd Sem	3	Sheetal Chauhan	MBA 2 nd Sem	4	Anuj	MBA 2 nd Sem	5	Ashish kumar	MBA 2 nd Sem	6	Mansi	MBA 6 th sem
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9	Brief Report of the event *2 <small>(should not exceed 500 words)</small>	<p>Resume Building workshop was held at SGT University on 6th April, 2022 from 11:00 AM - 1:00 PM. The HR and CSR Association organized this workshop for the students of FCAM. Dr. Alka Wahi as guest speaker commenced the session with introduction to resume, importance, primary goals, area of growth, etc.</p> <p>Dr. Wahi helped the students to understand the format and do's and don't in a resume followed by S.W.O.T Analysis. Key words to be used from the job description were also discussed.</p> <p>Some fun activities were initiated so as to make students learn practically. Students interaction was the highlight of this event where every student shared their goals and skills they feel they have through stickers.</p> <p>On a concluding note, MBA 1 Year student thanked the Resource person for delivering such an important and necessary topic, and also showed gratitude to the faculty coordinator for their support in organizing the workshop.</p>																																		
10	Role of participating students organisers	<table border="1"> <thead> <tr> <th>S. No.</th> <th>NAME OF STUDENTS</th> <th>COURSE/ SEMESTER</th> <th>Roles</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Arshiya Ranger</td> <td>MBA 2nd Sem</td> <td>Student coordinator</td> </tr> <tr> <td>2</td> <td>Payal Yadav</td> <td>MBA 2nd Sem</td> <td>Student coordinator</td> </tr> <tr> <td>3</td> <td>Sheetal Chauhan</td> <td>MBA 2nd Sem</td> <td>Anchor</td> </tr> <tr> <td>4</td> <td>Anuj</td> <td>MBA 2nd Sem</td> <td>Anchor</td> </tr> <tr> <td>5</td> <td>Ashish kumar</td> <td>MBA 2nd Sem</td> <td>Anchor</td> </tr> <tr> <td>6</td> <td>Mansi</td> <td>MBA 6th sem</td> <td>Discipline coordinator</td> </tr> <tr> <td>7</td> <td>Nitin</td> <td>IMBA 8th Sem</td> <td>Discipline</td> </tr> </tbody> </table>	S. No.	NAME OF STUDENTS	COURSE/ SEMESTER	Roles	1	Arshiya Ranger	MBA 2 nd Sem	Student coordinator	2	Payal Yadav	MBA 2 nd Sem	Student coordinator	3	Sheetal Chauhan	MBA 2 nd Sem	Anchor	4	Anuj	MBA 2 nd Sem	Anchor	5	Ashish kumar	MBA 2 nd Sem	Anchor	6	Mansi	MBA 6 th sem	Discipline coordinator	7	Nitin	IMBA 8 th Sem	Discipline		
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11	Expected outcome as understood by the students <small>(Bullet points – max of 3-5 points)</small>	<ul style="list-style-type: none"> ● Students can produce a resume that describes their education, skills, experiences and measurable achievements with proper grammar, format and brevity. ● Students demonstrate an ability to target the resume to the presenting purpose. ● Students learn about the importance of building a good resume ● They learnt about what to expect in job interviews. 																																		
12	Suggestions/Remarks																																			

List of Students Participated

#	Name of Participating Student	Registration	COURSE	semester
1.	Payal yadav	220609001	MBA(G)	2
2.	Ashish kumar	220609039	MBA(G)	2
3.	Sheetal	220609021	MBA(G)	2
4.	Seema	220609029	MBA(G)	2
5.	Nidhi	220609011	MBA(G)	2
6.	Tinu	220609028	MBA(G)	2

7.	Parshant	220609030	MBA(G)	2
8.	Anuj	220609037	MBA(G)	2
9.	Sahana	220609024	MBA(G)	2
10	Tripti	220609004	MBA(G)	2
11	Muskan Pahuja	220609020	MBA(G)	2
12	Rishav	220609007	MBA(G)	2
13	Deepanshu	220609006	MBA(G)	2
14	Meenu raghav	220609012	MBA(G)	2
15	Bhavya	220609019	MBA(G)	2
16	Asif	220609010	MBA(G)	2
17	Vinay kumar	220609018	MBA(G)	2
18	Sanjeev	220609045	MBA(G)	2
19	Deepika	220609034	MBA(G)	2
20	Dishu kataria	220609040	MBA(G)	2
21	Prachi	220612002	MBA(HA)	2
22	Utsav	220612001	MBA(HA)	2
23	Vikas	220612012	MBA(HA)	2
24	Muskan	220612007	MBA(HA)	2
25	Sheetal	220612011	MBA(HA)	2
26	Shubham	220612008	MBA(HA)	2
27	Binita	220612013	MBA(HA)	2
28	Hitesh	220612016	MBA(HA)	2
29	Sunil kumar	200611008	IMBA	6
30	Aditya Gupta	20061017	IMBA	6
31	Bhawna	200611004	IMBA	6
32	Aman	200611013	IMBA	6
33	Shahil gupta	200617002	BBA(A)	6
34	Vanshak	200617004	BBA(A)	6
35	Prabhdeep	200617005	BBA(A)	6
36	Kasak	2001617007	BBA(A)	6
37	Jasmine	200617001	BBA(A)	6
38	Jatin	200617008	BBA(A)	4
39	Ayush	210605006	BBA (HA)	4
40	Awanish	210605005	BBA (HA)	4
41	Shakshi	210605007	BBA(HA)	4
42	Sahil	200617006	BBA(A)	4
43	Harsh yadav	200604005	BBA(A)	6
44	Sandeep	200605003	BBA(HA)	6
45	Vipin	200605004	BBA(HA)	6
46	Bhawna	220604052	BBA	2

47	Sakshi	220607024	B.COM(H)	1
48	Shivanand	220607026	B.COM(H)	1
49	Harish	220607011	B.COM(H)	1
50	Kashish	220607032	B.COM(H)	1
51	Yuvraj	220607006	B.COM(H)	2
52	Vedant	220607014	B.COM(H)	2
53	Payal	200607011	B.COM(H)	6
54	Swati	200607012	B.COM(H)	6
55	Sapna	200607017	B.COM(H)	6
56	Sanjana	220607030	B.COM(H)	6
57	Priyanshi	220607034	B.COM(H)	6
58	Nishita	200602007	B.COM(p)	6



SGT UNIVERSITY

HR & CSR Society

Under the aegis of

FACULTY OF COMMERCE AND MANAGEMENT

Is organizing a **Workshop** ON

RESUME BUILDING

📅 06th April, 2023 | 🕒 11:00 AM to 01:00 PM

Venue : Room 209, A-Block, SGT University

SPEAKER



Dr. Alka Wahi

#

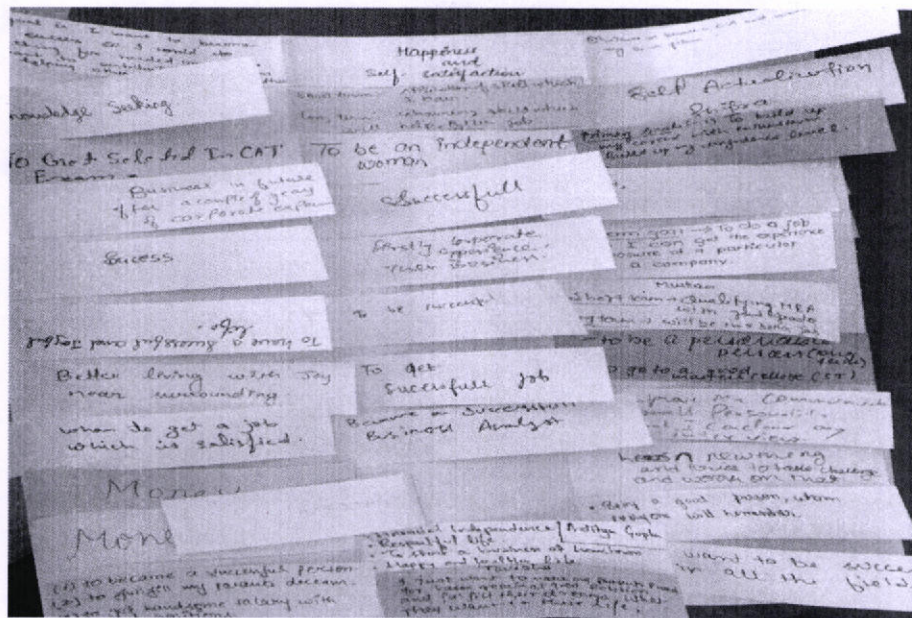
Insert Photographs/Images



Students listening to the insightful talk delivered by the speaker



Activity Done by the students



Activity Done by the students



Advisor /Co-advisorName :

Xhawth

Date:

Please mail the filled information to: ACADEMIC ASSOCIATION (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