



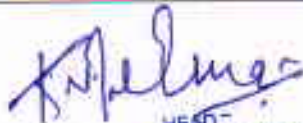
SHARDA
UNIVERSITY
Beyond Boundaries

EVENT COMPLETION REPORT

Please prepare the report signed by the program Secretariat / Program coordinator within 10 days of event completion for record. Reports should be 2-4 pages.

SECTION A: Event Detail

Event title:	Job Readiness		
Starting date of event:	21 st February 2019	Duration of Event (in days)	1
Name of the event organizing School	School of Basic Sciences & Reserch		
Name of the event organizing Department	Chemistry and Biochemistry		
Sponsor of the Event (Sharda University in case of internal sponsorship)	Sharda University		
Committee Members:	Convener/Coordinator	Convener-Dr Geeta Durga Coordinator: Dr. Mridula Guin Dr. Harsimrut Kaur , Dr Anupam Agarwal	
	Organizing Secretary	NA	
	Organizing Committee Members	NA	
Chief Guest/ Guest of Honor with affiliation (If any)	NA	Email:	Contact No:
Name of Speaker/s with affiliation (If any)	Ms. Sujtha Singh/Director PSDC/ Sharda University	Email: sujatha.singh@sharda.ac.in	
			Contact No: 9910505790


HEAD
Department of Chemistry and Biochemistry
School of Basic Sciences and Research
Sharda University
Greater Noida


Program Secretariat
Sharda University

SECTION B: Event report and reflection

1. **Event objectives:** To prepare the students to face the Job interviews.
2. **Event description:** The students were trained on the following modules.

Module 1 Resume Writing- 1:00 to 1:45-Tips and Actual Points

Module 2-Personal Branding-The 3 V's with videos and media -1:45 to 2:30

Module 3-Interview Handling Skills-Ace the Interview-Role Plays and Do's and Dont's-2:30-3:45

Action Planning-3:45 to 4:00 PM

3. **Participants** (compulsory for events):

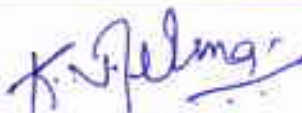
S. No	Total Participants	Number of Male	Number of Female
1	23	15	08

4. **Budget distribution from University/any other agency:** No
5. **Appendices**

Please attach the following details in the report (DON'T SEND ANY OTHER ATTACHMENTS)

Note that the participant contact list is a mandatory requirement .

✓	Appendices
1	Participant contact list: Attached Annexure-1
2	Participants feedback on the organized program. Attached Annexure-2
3	Event Agenda: To prepare the students to face Job interviews. Attached Annexure 3
4	Photographs of the events: Attached Annexure-4
5	Web sites link (If created): No
6	Other information (If Any) NA


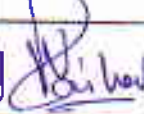






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 Greater Noida


 Sharda University

Department of Chemistry and Biochemistry

Attendance Sheet

Name of the Event- Job Readiness
 Date of the Event- Job Readiness
 Coordinator- Dr. Anubam
Dr. Mridula 21/02/2019

S.N.	Name of Student	Program/year	Signature and Phone Number
1	ANKUSH YADAV	BSc (H) Biochemistry 3rd Year	 9643494551
2	Nishal Parhal	BSc (H) Biochemistry 3rd Year	 9953048386
3	Athen Chingebam	BSc (H) Biochem 3rd year	 8860572014
4	Papna Lhadol.	BSc Biochemistry	 .8375013580
5	Garima Khandagiri	BSc Biochemistry	 9971403005
6	Pooja Yadav	BSc (H) Biochemistry	 9643570062
7	Richa Kaurhik	BSc (H) Biochem	 991169366
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Signature of Coordinator- 

Signature of HOD- 



Department of Chemistry and Biochemistry

Attendance Sheet

Name of the Event- *Job Readiness*
 Date of the Event- *Job readiness*
 Coordinator- *Dr. Anupam / Dr. Mohan* *1/02/2019*

S.N.	Name of Student	Program/year	Signature and Phone Number
1	Jagvinder Kaur	M-sc chem 2nd yr	<i>Jagvinder</i> 9897855890
2	Nishakha	"	<i>Nishakha</i> 8527805007
3	Rupali	"	<i>Rupali</i> 8377950336
4	Ruvarashe Nardana	"	<i>Ruvarashe</i> 9290875659
5	Nokozo Naube	BSc (H) Biochem	<i>Nokozo</i> 98717 10850
6	Zainab Ahmed	BSc (H) Biochem	<i>Zainab</i> 8191029033
7	Kaynat Wani	BSc (H) Biochem	<i>Kaynat</i> 7217811818
8	Tanuja Pant	B.Sc (H) Biochem	<i>Tanuja</i> 9990592795
9	Pragati Singh	Bsc (H) Biochem	<i>Pragati</i> 9873489811
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Signature of Coordinator- *Anupam*

Signature of HOD- *Mohan*

Department of Chemistry and Biochemistry

Attendance Sheet

Name of the Event- Job Readiness

Date of the Event- Job readiness

Coordinator- Dr. Anupam Dr. Mridula

21/02/2019

S.N.	Name of Student	Program/year	Signature and Phone Number
1	PRYYESH SHUKLA	B.Sc. (H) CHEMISTRY	<u>PRYYESH</u> 9205536042
2	Jatin	B.Sc (H) Chemistry	<u>Jatin</u> 8447799761
3	Kriti	BSc chemistry	<u>Kriti</u> 994008805
4	Vaasu Pipal	B.Sc. chem	<u>Vaasu</u> 8447395994
5	Sundaram	B sc chem	<u>Sundaram</u> 9821189770
6	Uinag Tyagi	Bsc chem	<u>Uinag Tyagi</u> 9910408361
7	Shyam B Patel	BSC CHEM	<u>Shyam</u> 9717429381
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Signature of Coordinator- Anupam

Signature of HOD- K. Sharma

M. M.



**School of Basic Sciences & Research
Department of Chemistry and Biochemistry**
Notice

SU/SBSR/DOC/Notification/2018/022

February 21, 2019

Chemistry Club is organizing a workshop "Job Readiness". The Final year students of B.Sc. (Chemistry), B.Sc. (Bio-chemistry) and M.Sc. (Chemistry) will be trained on the following modules:

- Module 1 Resume Writing-** Tips and Actual Points - 1:00 to 1:45 PM
Module 2-Personal Branding- The 3 V's with videos and media -1:45 to 2:30 PM
Module 3-Interview Handling Skills- Ace the Interview-Role Plays and Do's and Don'ts -2:30-3:45 PM
Action Planning- 3:45 to 4:00 PM

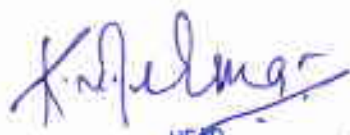
All the final year students of B.Sc. (Chemistry), B.Sc. (Bio-chemistry) and M.Sc. (Chemistry) are required to be present and take the seats by 12:45 PM. Students are supposed to submit their individual Action Plans at the end of the session.

Date 21/02/2019
Time 1:00-4:00 PM
Venue Auditorium 014, Block-III

Trainer: Sujatha Singh, Director -Organizational Development-Sharda Skills

Dr. Mridula Guin
 Dr. Anupam Agarwal
 Dr. Harshvrat Kaur
 (Coordinator)

Dr. Geeta Datta
 (Head)


 HEAD
 Department of Chemistry and Biochemistry
 School of Basic Sciences and Research
 Sharda University
 Greater Noida


 K. P. Singh
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