

Central University of Himachal Pradesh

HPKV Business School

School of Commerce and Management Studies

& SPARSH



In collaboration with National Commission for Women (NCW)



had organized an online

Capacity Building and Personality Development sponsored by

National Commission for Women

for UG & PG Girls Students

on

18th December 2021 (Sunday)

Submitted By

Dr. Gitanjali Upadhaya

Assistant Professor

Chairperson, SPARSH

Prof. Mohinder Singh

Dean, SCMS

Himachal Pradesh Kendriya Vishwavidayala Business School (HPKVBS)

School of Commerce and Management Studies

As on 18th Dec 2021, a program named “**Capacity Building and Personality Development**” was organized by HPKV Business School, School of Commerce and Management, and SPARSH Committee which was sponsored by The National Commission for women for females UG&PG students of Government College Lunj, District- Una, Himachal Pradesh.

The main objective of this program was to develop the soft skills of the students which included communication skills, social skills, life skills as well as interpersonal skills which are considered very crucial in today’s working environment.

The program was initiated by **Prof. Mohinder Singh, Dean, HPKV Business School, SCMS, CUHP**. He welcomed the honourable Chief Guest and all faculty and organizers as well as all the participants and inaugurated the program.

In this program, our **Honourable Chief Guest was Mrs. Raksha Jaswal, President of the Women's Welfare and Development Association (H.P)**. She addressed the gathering with her kind words and encouraged our students with her blessings.

After this Dr. Gitanjali Upadhaya Chairperson, SPARSH gave a brief overview of the program.

Concluding the inaugural session, the Vote of Thanks was given by **Prof. Sanjeev Gupta, Head of Department, CUHP**. He addressed the gathering very beautifully and also thanked the honourable chief guest, all faculties, organizers, and participants of the program.

This program consisted of three modules –

Module A- 10.30 am to 12.00 pm

Module B- 12.30 pm to 2.00 pm

Module C- 2.30 pm to 4.00 pm

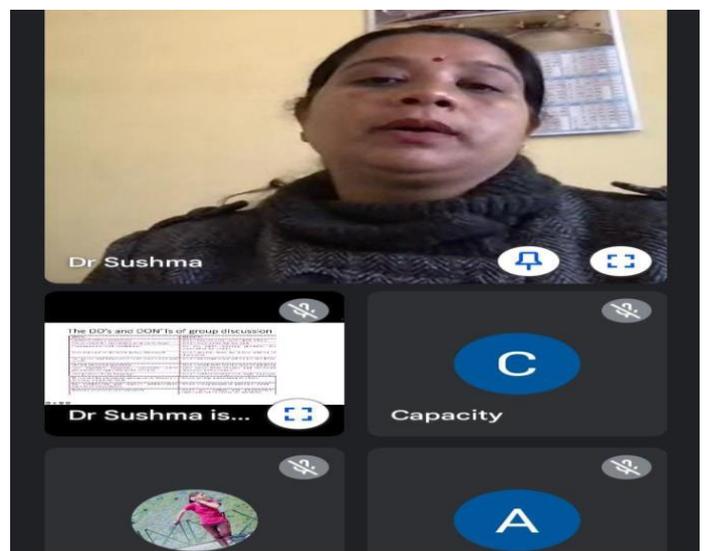
Module A – The main emphasis of the module was ‘Personal Capacity Building’ which focused on-

1. Listening and Brainstorming.
2. Time Management and Stress Management.
3. Internal Communication and Group Discussion.

The objective of the session was to make learners engage in effective communication by respecting diversity and embracing good listening skills. Practice interpersonal skills for better relations with seniors, juniors, peers, and stakeholders. Understand the importance of documentation of key critical ideas/thoughts articulated and action points to be implemented. Learning effective time management skills; thereby avoiding unwarranted stress.

This session was taken by-

Dr. Sushma Swaraj, Assistant Professor, Rajendra Prasad Govt. Medical College & Hospital Tanda, Distt. Kangra (H.P).



She gave her valuable insights on Module A which was about Personal Capacity building. She explains to us how to manage stress and time, what the importance of listening is and how essential communication is in today's era.

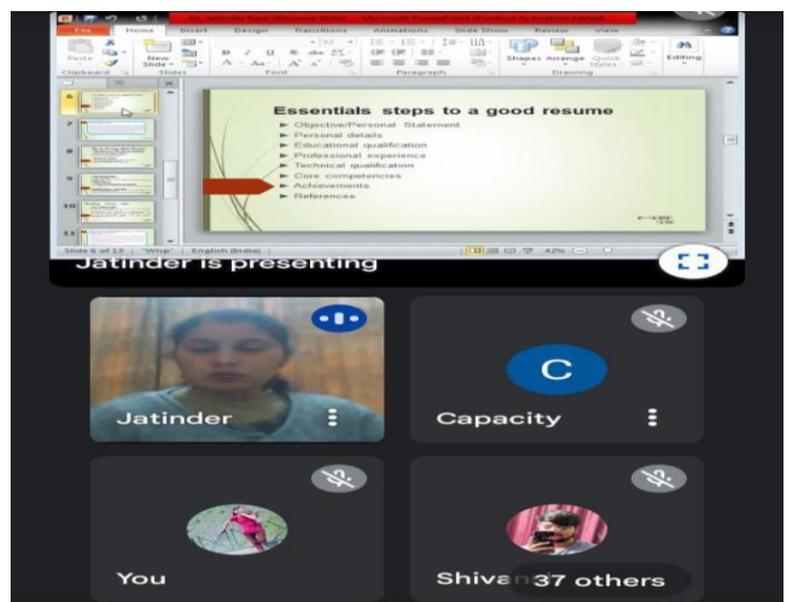
Module B – 'Professional Career Skills' which involved,

1. Identifying career opportunities.
2. Resume Skill.
3. Interview Skills.
4. Presentation Skills.

The main focus of the session was to empower an individual with the ability to prepare an appropriate resume, addressing the necessary gaps for facing interviews and actively and effectively presenting their skill set thereof, etc. It was also of significant importance that students /individuals possess the knowledge and how the aspect of exploring career opportunities for themselves, considering their innate strengths and weaknesses

Session was taken by:

Dr. Jatinder Kaur, Assistant Professor, Department of MBA, HPU Regional Centre, Dharamshala.



She gave the thought-provoking discussion on Module B and taught students about how to prepare their resumes, how to prepare for interviews. What is the best way to present yourself and how to grab and identify the best career opportunities?

Module C – Digital Literacy and effective use of social media.

This session aimed at generating awareness among women on safe usage of the internet and social media platforms; raising awareness about cyber-crimes, and advising users about the resources available to women to prevent the problems and also how to handle such crimes.

Session taken by-

Dr. Monica Bansal, Director of Punjab University Rural Centre, Kauni Shri Muktsar Sahib. She was the third resource person for the program who talked about Module C which was mainly about the safe usage of social media platforms as well as cyber-crimes. And she captured the moment very beautifully by teaching the students about tackling the problems regarding cyber-crimes.

HERE ARE SOME KEY HIGHLIGHTS OF THE PROGRAM WHICH WERE CAPTURED DURING THE ONGOING SESSIONS OF THE PROGRAM.



Key techniques to become an effective listener (contd...)

- **Provide feedback:** Our personal filters, assumptions, judgments, and beliefs can distort what we hear. As a listener, your role is to understand what is being said. This may require you to reflect on what is being said and to ask questions.
- **Reflect on what has been said by paraphrasing.** "What I'm hearing is..." and "Sounds like you are saying..." are great ways to reflect back.
- **Ask questions to clarify certain points.** "What do you mean when you say..." "Is this what you mean?"
- **Summarize the speaker's comments periodically.**



At last the program was concluded by Dr. Gitanjali Upadhaya, Chairperson, SPARSH Committee with the Vote of Thanks to all the participants of the program. Feedback of the students was also taken by the end of the program. And very positive feedback was given by each one of them. Certificates were also provided to the participants of the program.

Dr. Gitanjali Upadhaya
Assistant Professor
Chairperson, SPARSH

Prof. Mohinder Singh
Dean, SCMS