SHRI KHANDERAI PRATISHTHAN'S
DNYANSAGAR INSTITUTE OF MANAGEMENT & RESEARCH
(Approved by AICTE, New Delhi, Recognized By Govt. of Maharashtra, Affiliated to S. P. Pune University)
(AISHE Code : C - 41293, PUN Code - IMMP014030)

DIMR

Criteria 5- Student Progression

5.1.2

In-House Trainings
Soft Skills
Communication Skills

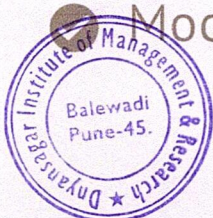# DNYANSAGAR INSTITUTE OF MANAGEMENT & RESEARCH

IN-HOUSE TRAININGS

TRAINING PROGRAM

- ✓ Personal Effectiveness
- ✓ Grooming
- ✓ Employability Enhancement
- ✓ Employability Skills
- ✓ Mock Interview and GD

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MOCK INTERVIEW SESSIONS

Date : 18th Aug 2023 to 30th Sep 2023
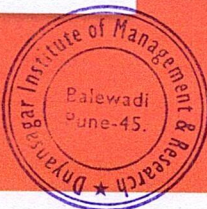Timing : 11 AM to 1.30 PM
3.30 PM to 5.30 PM

For MBA II year Students

Conducted By

- Dr. Govind Nandkumar
- Dr. Rachna Shikare

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Notice

Date: 15/08/2023

Dear Students,

DIMR is conducting mock interview sessions on daily basis for all the unplaced students for their placement preparation. All the students are required to attend these sessions.

The sessions will be conducted by Dr Govind Nandkumar and Dr. Rachna Shikare .

Below are the details –

Date - 18/08/2023 to 30 /09/2023

Time- 11.00 am to 1.30 pm
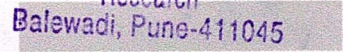 & 3.30 pm to 5.30 pm

Venue- DIMR Conference Hall

All the students are advised to attend these sessions in their formal uniform.

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Report on Grooming Session

DIMR had conducted grooming sessions from 18th August 2023- 30th Sept.2023 for students the felicitator were Dr Govind Nand Kumar and Dr Rachna Shikare

Objective –

The objective of the grooming session was to equip participants with the necessary skills and knowledge to excel in job interviews. This included understanding the interview process, mastering common interview questions, and developing effective communication and presentation techniques.

1. Groomed 12 students of batch 2021- 2023

2. During the period 18th Aug. 2023 to 30th Sep. 2023

3. The sessions were organized on daily basis.

Activities:

I.General Mock Interviews

II.Specific specialization wise mock interviews

III.Specific inputs for the positions in Sales department

IV.Specific inputs for the positions in HR department

V.Each student prepared SWOT analysis of self

VI.How to answer tricky question in an Interview

Following students participated during various sessions conducted

1.Mitali K,

2.Nisha s

3.Sayali K

4.Shubhangi B

5.Urmila S

6.Aniket Kamble

7.Ayush Awasare

8.Rutik Umbarkar

9.Aishwarya Koshti

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10. Ratnadeep Ingale
11. Ajay Dharmik
12. Mayuri Mahapure

Outcome:

Participants demonstrated increased confidence in their interview skills.

They acquired practical strategies for effectively communicating their qualifications and experiences to potential employers.

Through mock interviews and feedback, participants identified areas of strengths and areas needing improvement, enabling them to refine their interview techniques.

The session fostered a supportive learning environment where participants could learn from each other's experiences and insights.

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PLACEMENT

ENHANCEMENT

PROGRAM

January to March 2023

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DIMR

DESCRIPTIVE REPORT

ON

PLACEMENT ENHANCEMENT PROGRAM

Objective- To equip individuals with the necessary skills, attitudes and knowledge to thrive at the work place.

Employability Enhancement program was conducted by Prof Nadeem Kazi and Prof Vishal Nicholas from Jan 2023 to Mar 2023 . The session comprised of 30 hours of training covering all the major aspect for making a student employable

One of the prime objectives of the DIMR placement cell is to deliver continuous training to the students and make them ready to enter into corporate world. This Program objective was to

- To impart Employability Skills.
- Express themselves effectively in routine and special real world business interactions.
- Demonstrate appropriate use of body language.
- To impart Interview Skills.
- To develop student's personality.
- To improve English Language Communication

Personality Development and Soft Skills

1. How communication skills and soft skills are inter-related,

2. Body language-posture, eye-contact, handling hand movements, gait - Voice and tone,

3. Meeting and Boardroom Protocol - Guidelines for planning a meeting, Before the meeting, On the day of the Meeting, Guidelines for Attending the meeting, For the Chairperson, For attendees, for Presenters,

4. Telephone Etiquette, Cell phone etiquette, Telephone etiquette guidelines, Mastering the telephone courtesy, Active listening, Putting callers on hold, Transferring a call,

English Communication

Enhancing verbal and written communication, including public speaking and professional writing.

Grooming Session

- Importance of Grooming

- Self Confidence

- Health and Hygiene

- Attire and Appearance

Placement Readiness Training

- Resume Writing, Aptitude Training
- Group Discussion, Mock GD

- Personal Interview, Mock Interviews

Social Media Presence

- Visibility and Reach

- Social Media Profiles

- Career Advancement

- Engagement and Interaction

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Prof. Vishal Nicholas interacting with students during session

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Prof.Nadeem Kazi conducting activity during Session

Outcome -

- Increased Employment
- Improved Confidence and Preparedness
- Enhanced Placement Opportunities

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EMPLOYABILITY

SKILLS TRAINING

12TH OCTOBER 2021

Notice

Date: 11/10/2021

Dear Students,

This is to inform all the students that DIMR is conducting a session on Employability Skills to prepare the students for upcoming placement season.

All the students are required to attend these sessions. The sessions will be conducted by Prof Nadeem Kazi and Prof Vishal Nicholas .

Below are the details –

Date - 12/10/2021

Time- 11.00am to 1.30 pm

Venue- DIMR Seminar Hall

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DESCRIPTIVE   REPORT   ON EMPLOYABILITY

Objective :- To equip students with necessary knowledge, skills and attitude

Introduction

The Employability Skills Session was conducted on 12th October 2021. It was to enhance the job readiness and employability of student at DIMR Institute. The session aimed to equip students with essential skills that are highly valued by employers

 The session covered a wide range of topics, including communication skills, problem-solving, teamwork, and professional etiquette.

Objectives

The primary objectives of the Employability Skills Session were:

Skill Development -   To develop critical skills required in the workplace.

Job Readiness-   To prepare students for the job search process and professional environments.

Confidence Building - To boost the confidence of students in their abilities to succeed in job interviews

                And careers.

Awareness-   To increase awareness of the expectations of employers and the demands of
                Different industries.

Communication Skills

Verbal Communication - Techniques for effective speaking, active listening, and presenting ideas clearly and confidently.

Written Communication-Writing professional emails, reports, and resumes; emphasis on clarity, brevity, and correctness.

<u>Public Speaking-</u> Strategies to overcome anxiety, engage the audience, and deliver impactful presentations.

Problem-Solving and Critical Thinking:

<u>Analytical Skills-</u>   Methods to approach and solve complex problems logically and efficiently.

Creativity- Encouraging innovative thinking and solutions.

Decision Making- Frameworks for making informed and effective decisions under pressure.

Teamwork and Collaboration

<u>Team Dynamics-</u> Understanding roles, responsibilities, and effective collaboration within a team.

Conflict Resolution- Techniques to manage and resolve conflicts constructively.

Leadership -Developing leadership qualities and understanding different leadership styles.

Professional Etiquette

Workplace Conduct -   Understanding workplace norms, behaviours, and expectations.

Networking - Building and maintaining professional relationships; strategies for effective networking.

Interview Etiquette - Preparing for interviews, including dress code, body language, and post-interview follow-up.

Time Management – How to manage time.

Prioritization -   Techniques for prioritizing tasks and managing workloads.

Goal Setting - Setting SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) for career development

Productivity Tools- Utilizing tools and technologies to enhance productivity and efficiency.

Interactive Workshops-   Hands-on activities and role-plays to practice communication, problem-solving, and teamwork skills.

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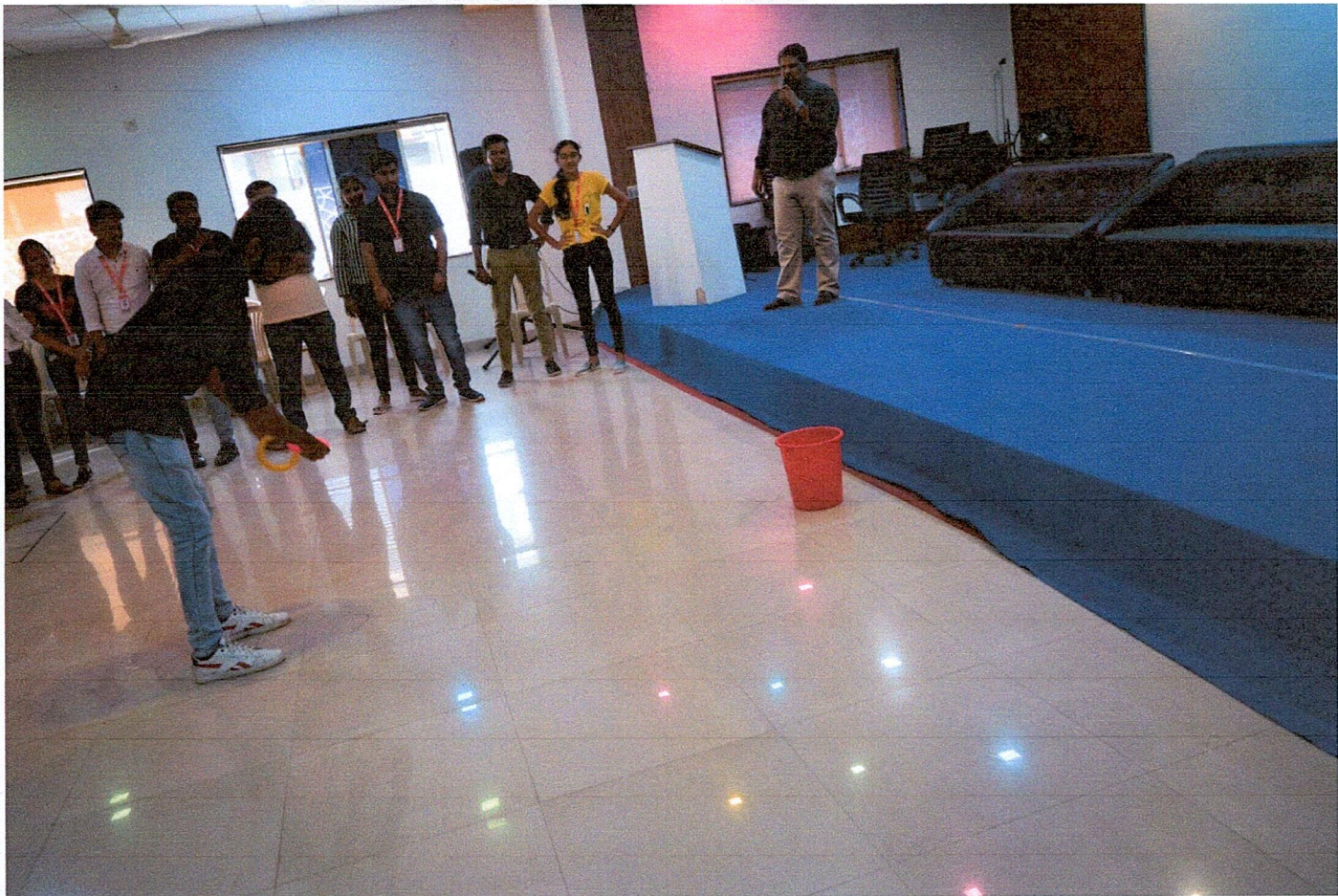
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Group Discussions- Facilitated discussions on various topics to foster critical thinking and

Collaborative learning.

Mock Interviews - Simulated interviews with immediate feedback to improve interview performance.

Case Studies - Analysis of real-world business scenarios to apply problem-solving and Decision- making skills.

Prof Vishal Nicholas conducting a session on Employability Skills

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7767800401 - 10 ✉ director@dimr.edu.in ⊕ www.dimr.edu.in

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Prof Nadeem Kazi conducting a session on Employability Skills

Outcome :-

- **Improved Communication Skills**
- **Heightened Professionalism**
- **Increased Self Awareness**
- **Greater Confidence**

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LEARN SKILLS NEEDED FOR WINNING IN INTERVIEWS & LIFE!

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PERSONAL EFFECTIVENESS FOR SUCCESS

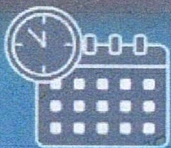**Communication Skills**
Group Discussion

Interview Preparation
Confidence Building

Motivation

Sign up for an *inspiring workshop*

REGISTER ONLINE

LINK IN BIO

13 DEC 2021 TO 18 DEC 2021
AT 2:30 PM TO 4:30PM

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Notice

Date: 15/12/2021

Dear Students,

DIMR is conducting a session on Personal Effectiveness for Success to prepare the students for upcoming placement season. All the students are required to attend these sessions.

The session will be conducted by Prof Nadeem Kazi and Prof Vishal Nicholas .

Below are the details –

Date - 13/12/2021 to 18 /12/2021

Time- 11.00am to 1.30 pm

Venue- DIMR Seminar Hall

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Report

On

Personal Effectiveness for Success I

Activity Name: - Sessions on Personal Effectiveness for Success I

Date:- 13th Dec to 18th Dec 2021 .

Venue: - DIMR, Seminar Hall

Objective: - To make the students industry ready and employable

In a professional context, personal effectiveness is crucial for success as it directly impacts productivity, job satisfaction, and career advancement. Prof Nadeem Kazi and Prof Vishal Nicholas explained and covered the below points in the sessions of Personal Effectiveness for Success on 13th Dec to 18th Dec 2021.

Key Components of Personal Effectiveness

Self-Awareness- Understanding one's strengths, weaknesses, values, and motivations. Self-awareness allows individuals to leverage their strengths and work on their areas for improvement.

Goal Setting- The ability to set clear, achievable goals and devise actionable plans to attain them. Effective goal setting involves identifying short-term and long-term objectives, prioritizing tasks, and tracking progress.

Time Management- Efficiently managing one's time to balance work, personal life, and leisure. Key strategies include prioritizing tasks, avoiding procrastination, and using tools like calendars and to-do lists.

Emotional Intelligence- The capacity to recognize, understands, and manages one's own emotions, as well as the emotions of others. High emotional intelligence leads to better interpersonal relationships, conflict resolution, and communication.

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Key Components of Personality Effectiveness

Emotional Intelligence (EI)

Self-Awareness- Recognizing and understanding one's emotions, strengths, and weaknesses.

Self-Regulation- Managing emotions and behaviours in a healthy and productive manner.

Motivation- Maintaining a positive attitude and drive to achieve goals.

Empathy- Understanding and sharing the feelings of others.

Social Skills- Building and maintaining healthy relationships through effective communication and collaboration.

Communication Skills

Verbal Communication- Articulating thoughts clearly and confidently in both personal and professional contexts.

Non-Verbal Communication- Using body language, facial expressions, and gestures to convey messages effectively.

Active Listening: Fully engaging with and understanding others' perspectives before responding.

Problem-Solving and Decision-Making

Critical Thinking- Analysing situations logically and making informed decisions.

Creativity- Generating innovative solutions to challenges.

Decisiveness: Making timely and effective decisions even under pressure.

Adaptability and Resilience

Flexibility- Adjusting to new situations and challenges with a positive attitude.

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Resilience- Bouncing back from setbacks and maintaining focus on goals.

Self-Discipline

Goal Setting -   Establishing clear, achievable goals and creating plans to achieve them.

Time Management- Prioritizing tasks and managing time efficiently.

Consistency- Maintaining regular habits and routines that support goal achievement.

Impact on Success

Career Advancement

Promotion Opportunities- Individuals with strong personality effectiveness are more likely to be promoted and given leadership roles.

Job Performance- Traits such as self-discipline, emotional intelligence, and effective communication lead to better job performance and productivity.

Personal Growth

Continuous Improvement- Individuals with high personality effectiveness are committed to personal growth and lifelong learning.

Fulfilment- Achieving personal and professional goals leads to a sense of fulfilment and well-being.

Relationship Building

Professional Networks- Strong interpersonal skills help builds valuable professional networks.

Personal Relationships -Effective communication and empathy enhance personal relationships and social support systems.

Outcome : -
- Students were ready for future upcoming campus placement opportunities.
- Long term Carer Development
- Improved Personality

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Prof Nadeem Kazi conducting a session on Personal Effectiveness for Success

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Prof Vishal Nicholas addressing students on Personal Effectiveness for Success

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LEARN SKILLS NEEDED FOR WINNING IN INTERVIEWS & LIFE!

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PERSONAL EFFECTIVENESS FOR SUCCESS PART II
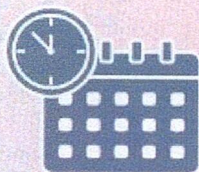
Communication Skills

Interview Preparation

Group Discussion

Confidence Building

Motivation

Sign up for an *inspiring workshop*

REGISTER ONLINE

LINK IN BIO

30 DEC 2021 TO 31 DEC 2021 AT 11:00 AM TO 1:3 PM

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DIMR

Notice

Date: 15/12/2021

Dear Students,

      DIMR is conducting a session on Personal Effectiveness for Success to prepare the students for upcoming placement season. All the students are required to attend these sessions.

The session will be conducted by Prof Nadeem Kazi and Prof Vishal Nicholas .

Below are the details –

Date - 30/12/2021 to 31 /12/2021

Time- 11.00am to 1.30 pm

Venue- DIMR Seminar Hall

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Report

On

Personal Effectiveness for Success II

Activity Name: - *Sessions on Personal Effectiveness for Success II*

Dat :- 30th Dec to 31st Dec 2021 .

Venue : -DIMR, Seminar Hall

Objective: - To make the students employable

In a professional context, personal effectiveness is crucial for success as it directly impacts productivity, job satisfaction, and career advancement. Prof Nadeem Kazi and Prof Vishal Nicholas explained and covered the below points in the sessions of Personal Effectiveness for Success on 30th Dec to 31st Dec 2021 .

Key Components of Personal Effectiveness

Communication Skills- The ability to convey information clearly and effectively, both verbally and in writing. Strong communication skills enhance teamwork, reduce misunderstandings, and foster positive interactions.

Adaptability- The ability to adjust to new conditions and handle change effectively. Adaptability involves being open to new ideas, learning from experiences, and maintaining resilience in the face of challenges.

Problem-Solving Skills -The capability to identify issues, analyse problems, and devise effective solutions. Strong problem-solving skills involve critical thinking, creativity, and decision-making.

Self-Motivation- The drive to take initiative and pursue goals with enthusiasm and persistence. Self-motivated individuals are proactive, disciplined, and committed to continuous improvement.

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Critical thinking- Developing critical thinking skills.

Key Components of Personality Effectiveness

Self-Awareness- Recognizing and understanding one's emotions, strengths, and weaknesses.

Self-Regulation- Managing emotions and behaviours in a healthy and productive manner

Motivation- Maintaining a positive attitude and drive to achieve goals.

Empathy- Understanding and sharing the feelings of others.

Social Skills- Building and maintaining healthy relationships through effective communication and collaboration.

Career Advancement

Promotion Opportunities- Individuals with strong personality effectiveness are more likely to be promoted and given leadership roles.

Job Performance- Traits such as self-discipline, emotional intelligence, and effective communication lead to better job performance and productivity.

Personal Growth

Continuous Improvement- Individuals with high personality effectiveness are committed to personal growth and lifelong learning.

Fulfilment- Achieving personal and professional goals leads to a sense of fulfilment and well-being.

Relationship Building

Professional Networks- Strong interpersonal skills help builds valuable professional networks.

Personal Relationships -Effective communication and empathy enhance personal relationships and social support systems.

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Outcome :-

- Students were placed in various companies after attending the sessions.
- Enhancement of overall skills.
- Personality Development

Photos

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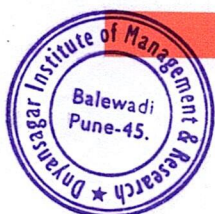
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Prof Nadeem Kazi conducting a session on Personal Effectiveness for Success II

Prof Vishal Nicholas conducting a session on Personal Effectiveness for Success II

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WRITTEN

ANALYSIS

AND

COMMUNICATION

Written Analysis and Communication

This is a university course designed to enhance students' ability to critically analyse information, communicate effectively, and present findings in a clear and persuasive manner. Below is an outline of the objectives and topics typically covered in such a course?

Course Description

Written Analysis and Communication is a foundational course that focuses on developing students' skills in analysing complex information, synthesizing key insights, and communicating findings effectively through written communication. Through a combination of theoretical instruction, practical exercises, and real-world applications, students will learn to critically evaluate written texts, craft persuasive arguments, and present information in a clear and concise manner.

Course Objectives

To enhance student's critical thinking skills through the analysis of written texts, data, and arguments.

To develop student's ability to synthesize information from multiple sources and draw well-supported conclusions.

To improve students' written communication skills, including clarity, coherence, and conciseness.

To familiarize students with various genres of writing commonly used in academic, professional, and public contexts.

To equip students with the tools and techniques necessary to conduct effective research and integrate evidence into their writing.

To cultivate students' ability to tailor their writing to different audiences and purposes, including academic, professional, and public audiences.

To foster students' awareness of ethical considerations in written communication, including issues related to plagiarism, bias, and credibility.

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Written Analysis and Communication

In DIMR we had conducted 30 hours session on Written Analysis and Communication wherein the students were taught about written communication, Writing techniques, Recruitment and employment correspondence, Internal Communication.

Writing Techniques

Writing techniques are essential strategies that improve the clarity, engagement, and effectiveness of written communication. Key techniques include:

Clarity and Conciseness-Avoiding unnecessary jargon and complex sentences to ensure the message is easily understood.

Active Voice- Using active voice over passive voice to make sentences more direct and dynamic.

Proper Formatting- Utilizing headings, bullet points, and paragraphs to organize information and make it accessible.

Tone and Style-   Adjusting the tone and style according to the audience and purpose of the message.

Proofreading and Editing- Reviewing the text to correct grammatical errors and improve overall readability.

Recruitment and Employment Correspondence

Recruitment and employment correspondence involves various forms of communication during the hiring process, including:

Job Advertisements- Clear and detailed descriptions of job responsibilities, qualifications, and application procedures.
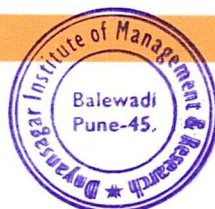
Cover Letters- Personalized letters from applicants highlighting their suitability for a position.

Resumes- Structured documents summarizing an applicant's education, experience, and skills.

Interview Invitations: Professional messages inviting candidates to interviews and providing

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necessary details.

Job Offers and Rejections- Formal letters extending employment offers or notifying candidates of rejection with professionalism and sensitivity.

On boarding Documents- Information provided to new hires about company policies, roles, and expectations.

Internal Communication

Internal communication refers to the exchange of information within an organization. Effective internal communication is critical for ensuring that employees are informed, motivated, and aligned with organizational goals. Types include:

Memos and Notices-   Informative documents about policies, procedures, or upcoming events.

Emails- Commonly used for day-to-day communication, updates, and coordination.

Reports- Detailed documents presenting analysis, findings, and recommendations on specific topics.

Meetings and Briefings- Oral communications supplemented by written agendas, minutes, and follow-up emails.

Intranet and Newsletters- Digital platforms and periodic publications to disseminate information and foster community.

External Communications

External communication involves interactions between the organization and external entities, such as customers, partners, suppliers, and the public. Effective external communication builds relationships and enhances the organization's reputation. Types include:

Business Letters- Formal letters to clients, suppliers, and other stakeholders.

Emails- Professional electronic correspondence for various purposes, including inquiries, confirmations, and negotiations.

Marketing Materials- Brochures, advertisements, and social media content aimed at promoting the organization's products or services.

Customer Service Communication- Responses to customer inquiries, complaints, and feedback.