



SCHOOL OF COMMERCE & MANAGEMENT

Department of Commerce

NOTICE

Ref No: AJU/SCoM/DoC/2024/511

Date: 18.02.2024

School of Commerce and Management, Department of Commerce, (B.COM (H)) is organizing Campus Recruitment iN-HOUSE Training. The session is scheduled from 26th – 29th February 2024 for the HR specialization students in the final year of BBA & B.COM (H) (Batch 2021 - 2024)

The interested students can register themselves through the below mentioned link by 24th February 2024. The schedule of the session is attached hereunder.

Link: <https://forms.gle/MUqbbHEmYphDFRAW6>

Event Convenor: Ms. Ankita Singh

Event Coordinator: Mr. Somaditya Majumdar

Ms. Ankita Singh
Program Coordinator
B.COM (H)

Dr. Pompi Das Sengupta
Asst. Dean (UG)
School of Commerce & Management

Program Co-ordinator
School of Commerce & Management

Assistant Dean (UG)
School of Commerce and Management
Arka Jain University Jharkhand

Copy for the information:

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. Controller of Examinations
5. In charge Web services for Website Updation
6. Notice Board
7. Guard File



CAMPUS RECRUITMENT IN-HOUSE TRAINING

We have a centre with experienced and highly talented faculty drawn from the department of Management to extend In-house training to the students. We are sure that our training will certainly boost up the confidence levels of the students, enhance their conceptual knowledge, harness their skills and make them more employable. CRiT will be conducted by ARKA Jain University at its own campus. This will give a major advantage to the students since it will save a lot of time for them when they will attend the programmes at their own college campus. CRiT will be comprehensive programmes with specific modules tailored to suit the requirements of the college/students.

Following are the details of the specific modules which will be covered in a session of 18 hours spread across 4 days starting from **26th February 2024**.

DAY 1: 26.02.2024

Sl. No	TOPIC	NAME OF THE GUEST	Time
1	Social Etiquettes - 1	Dr. Pompei Das Sengupta	120 min
2	Personality Development	Mr. Somaditya Majumdar	60 min
BREAK			
3	Attitude	Dr. Vishakha Joseph	60 min
4	Communication Skills- Written & Verbal	EXTERNAL	60 min

DAY 2: 27.02.2024

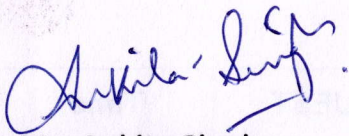
Sl. No	TOPIC	NAME OF THE GUEST	Time
1	Social Etiquettes - 2	Dr. Urvashi Thakur	120 min
2	Communication Skills- Tele & Video Conferencing	Ms. Ankita Singh	60 min
BREAK			
3	Job Search- Finding the best fit	Mr. Himanshu Sinha	60 min
4	Resume Preparation	Mr. Abhishek Upadhyay	60 min

DAY 3: 28.02.2024

SI. No	TOPIC	NAME OF THE GUEST	Time
1	Professional Etiquettes	Dr. Subrato Dey	60 min
2	GD & PI & Negotiation	EXTERNAL	120 min
BREAK			
3	Specific Computer Skills	Mr. Abhishek Israel	120 min

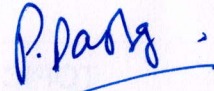
Day 4: 29.02.2024

SI. No	TOPIC	NAME OF THE GUEST	Time
1	Practical Implementation: GD & Mock Interviews	--	120 min



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