



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, www.cbit.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

45
years

No. 202/CBIT/AEC/IC/2024

Dt. 27.04.2024

CIRCULAR

Career Development Centre of CBIT in association with Rubicon is conducting a “Life Skills” Program, supported by Barclays to enhance students Life skills which would help them significantly to increase their chance of succeeding in a job interviews, from 30.04.2024 to 03.05.2024 from 9:10AM to 4:00 PM. Batch and Venue details will be communicated later. The following topics will be covered in the program:

| S.No | Topic | No. of hours |
|---------------------------|---|--------------|
| 1. | Expectation setting: To learn Industry expectations from fresher's | 1 |
| 2. | Ice breaking: To know more about the trainer & candidates | 1 |
| 3. | Organizational Structure: To learn Organizational structure | 2 |
| 4. | SWOT Analysis: To identify their Strength/Weakness/Opportunities/ Threat | 2 |
| 5. | Corporate Jargons: To learn most used words in corporates | 1 |
| 6. | Public Speaking: To eliminate stage fear | 2 |
| 7. | Presentation Skills: To articulate your thoughts through Power point presentation | 2 |
| 8. | E-mail Etiquette: To learn E-mail writing skills | 2 |
| 9. | Grooming: Dress to impress/ Proximity/ Personal hygiene | 2 |
| 10. | Body language: To learn positive body language | 1 |
| 11. | Telephone Etiquette: To handle telephonic round of interview/ To learn call mechanics | 2 |
| 12. | Group Discussion: To assess candidates public speaking skills | 2 |
| 13. | Personal Interview: To perform well during interviews | 4 |
| Total No. of Hours | | 24 |

All the 331 registered VI Sem Students shall attend the training. Attendance will be shared with respective FPCs and HoD's. For any information and further clarifications in this regard, contact **Dr. T.Prathima, Assistant Professor, IT (CDC)**, Mobile No 9441044722. Student Coordinators for the program:

| S.No | Name | Roll No | Branch | Contact No | E-mail |
|------|--------------|--------------|----------|------------|-----------------------------------|
| 1 | Harshil | 160121749033 | CSE(IOT) | 8790790223 | ugs21033_cic.harshil@cbit.org.in |
| 2 | Laya Mahitha | 160121747090 | AI&DS | 9704753958 | ugs21090_aids.mahitha@cbit.org.in |
| 3 | Vonteri Laya | 160121733029 | CSE | 8143742967 | ugs21029_cse.laya@cbit.org.in |

NOTE: All registered students must attend all 4 days of training without fail. The details of registered students are shared for your reference.


PRINCIPAL

To

All Heads of the Departments / Sections / FPC Coordinators for information & with a request to arrange for circulation among the registered students.

CC: The I/Cs - General & Electrical Maintenance / Security - to make necessary arrangements.

C.C. to all Directors, Joint Directors, COE, Head HR, & PRO for information & n/a.