



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

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



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

45
years

CAREER DEVELOPMENT CENTRE

NO: 1129/CBIT/IC/Acd/2023

30.10.2023

CIRCULAR

Barclays as part of CSR initiative is conducting Life skills training for B.E. VII Semester 145 interested and registered students from 31.10.2023 to 03.11.2023 from 09:10 AM to 04:05PM in the Assembly Hall.

The following are the topics to be covered during the training:

1. Organizational Structure
2. Public Speaking
3. Presentation Skill
4. E-mail Etiquette
5. Grooming
6. Group Discussion
7. Personal Interview
8. Assessment will be conducted on Group Discussion and Personal Interview.

Registered Students are instructed to attend the training and submit the certificate of completion. Only those who submit the certificate will be considered for attendance.

Dr T Prathima, Member PCC will coordinate the training.

Note: respective FPCs are required to monitor the programme and ensure attendance to students who submit the certificate of completion.

Enclosed: Registered Students list is attached


PRINCIPAL


To

- i. All Heads of the Departments / Sections /FPC Coordinators for information & with a request to arrange for circulation among their students and faculty.
- ii. C.C. to all Directors, Joint Directors, COE, Head HR, & PRO for information & n/a.
- iii. I/c Electrical maintenance for making all required arrangements for the programme