



# Assam Rajiv Gandhi University of Cooperative Management

(A Govt. of Assam University)

Recognised by UGC and member of Association of Indian Universities

Basic Tinali, Gadadhar Nagar, Joysagar, Sivasagar

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RUCM/Acad/Students' Activities/32/2023/16

Date: 27/04/2023

## Programme schedule for the Two Days' Workshop on "Personality Development & Interview Skills"

Date	Time	Particulars
28.04.2023	10:00 a.m to 10:05 a.m.	Inaugural session followed by felicitation of the guest
	10:05 a.m. to 10:15 a.m.	Speech by Hon'ble Vice Chancellor
	10:15 a.m. to 11:45 a.m.	Introductory session by the expert (How to crack Group Discussion & Personal Interview)
	11:45 a.m. 12:00 p.m.	Light refreshment (Tea & snack break)
	12: 00 p.m. to 1:30 p.m.	Session by expert (CV preparation)
	1:30 p.m. to 2:30 p.m.	Lunch Break
	2:30 p.m. to 4:00 p.m.	Soft skills session
29.04.2023	10:00 a.m to 11:30 a.m.	Soft skills session
	11:30 a.m. 11:45 a.m.	Light refreshment (Tea & snack break)
	11:45 a.m. to 1:15 p.m.	Sub themes by expert { Transformational Leadership at workplace - Case Study, Future emerging job areas and how to prepare for them, Key workplace skills to acquire, understanding job descriptions – going beyond generic job titles, Entrepreneurship: Time Compounding and Effort Multiplier (exploring students' leadership and managerial skills), etc. }
	1:15 p.m. to 2:15 p.m.	Lunch Break
	2:15 p.m. to 3:45 p.m.	Continuation of the sub themes by expert
	3:45 p.m. to 4:00 p.m.	Valedictory session

NB: All the sessions will be practical oriented. After each session tentatively 5 minutes break may be given to the students.

Dr. Mridusmita Das  
Dean (Academic) i/c

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Copy to:

- Registrar for information
- All faculties for information & necessary action.
- External expert for information & necessary action.
- FAO for information & necessary action
- OSD to Vice Chancellor for record
- ✓ Notice Board & Website for circulation among students.
- Guard File: Vice Chancellor's Office
- Office File

Dr. Mridusmita Das  
Dean (Academic) i/c  
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OF CO-OPERATIVE MANAGEMENT