











Skill Development Centre Report

October 2023 – April 2024

<i>Sl.</i>	<i>Name of the program</i>	<i>Month</i>	<i>Facilitator</i>	<i>Description</i>
1.	Faculty Induction Program	12 – 18 October 2023	Dr. Sowmya Narayanan	<p>A 4 – day session to induct and orient the new faculty members to the vision, mission and functioning of the organization besides briefing them on HR policies, examinations, accreditations and affiliations, library and infrastructure facilities, classroom management, goal setting and professional development.</p> 
2.	Campus Recruitment Training	17 – 25 November 2023	Mr. Pratik	<p>There were a series of value – based sessions for the Engineering students on resume making, group discussion techniques and personal interviews to prepare them for the campus recruitment season.</p> 
3.	Sargam Training	25 November – 2 December 2023	Dr. Sowmya Narayanan Mr. Pratik	<p>Dr. Sowmya Narayanan – overall fest coordinator. The emcees were guided and trained for putting up the good show that they did during the fest. It involved drafting, editing and proof – reading their scripts and aiding the controlled practice and the freer practice ahead of the event.</p> 

4.	POSH workshop	16 December 2023	Dr. Sowmya Narayanan Mr. Pratik Ms. Uttanshi (One Future Collective)	<p>This workshop was the first in a series on the Prevention of Sexual Harassment at the workplace. This event was curated by Ms. Uttanshi Agarwal from One Future Collective, an organization that empowers women. The first of the series workshop was organized at NHPS. The teachers were briefed about the laws and regulations besides the red flags and escalation policies.</p> 
5.	Energy Conservation Workshop	9 January 2024	Dr. Sowmya Narayanan Mr. Pratik	<p>This workshop had the agenda of briefing the lab instructors to be responsible to take proper care of the labs through effective practices as switching the electronic devices off when not in use; maintaining records, equipments and other necessary files. Dr. Manjunatha and Dr. Sowmya curated this session together.</p> 
6.	Stress Management Workshop (Morning session)	20 January 2024	Dr. Sowmya Narayanan Dr. Priyameet (MBA Dept.) Mr. Pratik	<p>An erstwhile proposal by the Dept. of MBA was executed as this workshop was successfully conducted with the members of the non – teaching fraternity. Several activity - oriented sessions were conducted by Dr. Sowmya and Ms. Suneetha V. who were assisted by Dr. Priyameet (Faculty – MBA). The attendees learnt about the importance of time, stress and relationship management.</p>

7.	Stress Management Workshop (Afternoon session)	20 January 2024	Dr. Sowmya Narayanan Dr. Priyameet (MBA Dept.) Mr. Pratik	<p>The same session was conducted twice on the same day to cater to different employees in two batches.</p> 
8.	POSH workshop	26 January 2024	Dr. Sowmya Narayanan Mr. Pratik Ms. Uttanshi	<p>The second workshop was conducted at New Horizon Gurukul and Vidya Mandir for the staff. An overwhelming feedback was received later on.</p> 
9.	POSH workshop	27 January 2024	Dr. Sowmya Narayanan Mr. Pratik Ms. Uttanshi	<p>A third workshop was conducted at New Horizon International School for the staff and the feedback was equally overwhelming. The Principal had sent a separate feedback through email that cited on the effectiveness of the program.</p> 
10.	Faculty Induction Program	29 January – 1 February 2024	Dr. Sowmya Narayanan Mr. Pratik	<p>A 4 – day session was arranged for the new faculty members. It was in similar lines as the program that was held in October'23. There were sessions by Dr. Manjunatha, Dr. Sowmya, Dr. Anitha, Dr. Anusuya and Dr. Sanjeev.</p> 

11.	Induction : Non - teaching staff	10 February 2024	Dr. Sowmya Narayanan Mr. Pratik	<p>A session was organized for inducting the non – teaching staff members with Ms. Manjula briefed them about HR policies, followed by Mr. Pratik’s sessions on interpersonal skills, grooming, telephone and email etiquette and Ms. Suneetha’s session on time management. The feedback received from the attendees was praise – worthy.</p> 
12.	Company specific HRD training (KPIT induction)	13 February 2024	Dr. Sowmya Narayanan Mr. Pratik	<p>There were separate sessions on various topics conducted by the members of the Life Skills Department along with evaluating the selected students undergoing their induction for KPIT. KPIT had visited NHCE for campus placements and outsourced their induction to NHCE.</p>
13.	Skill Enhancement Workshop – Sports and PE instructors	9 March 2024	Dr. Sowmya Narayanan Mr. Pratik	<p>A one – day session was arranged for sports instructors to understand the strategic aspects of this discipline, including game tactics, positioning, team formations, and decision-making on the field besides providing guidance on fitness training methods tailored to the demands of the sport, including strength, speed, endurance, flexibility, and agility training; The sessions were facilitated by Ms. Bharathi B.L. (Vice President –</p>

14. Skill Enhancement Workshop
– Performing Arts

20 March 2024


Dr. Sowmya
Narayanan
Mr. Pratik

Karnataka Athletic Association) and
Mr. Krishnamurthy S. (International
Athletics Technical Official).



This was an unique workshop conducted for the dance, art and music teachers of Gurukul and Vidya Mandir at MARS Entertainment, Bengaluru, coordinated by the founder, Ms. Rajani in the presence of eminent personalities such as Mr. Praveen Rao (musician and music director), Nirupama Rajendra (dance gurus – Bharatnatyam and Kathak) and Mr. Raghavendra Hegde (sand artist). The sessions were indeed rewarding for the teachers as they were told about the nuances of marketing the streams that they are into besides encouraging students to take up performing arts as career choices. Many a trade secret in the various genres was shared as well.



15.	Induction : Non - teaching staff	13 April 2024	Dr. Sowmya Narayanan Mr. Pratik	<p>A second session was organized for inducting the non – teaching staff members where Ms. Sulochana briefed them about HR policies, followed by Ms. Suneetha’s sessions on interpersonal skills, grooming, telephone and email etiquette.</p> 
16.	Company specific HRD training (Nokia)	12 – 13 April 2024	Mr. Pratik	<p>The engineering students of the 3rd year were trained on grammar essentials such as Subject – Verb Agreement besides being provided with strategies to improve their communication and vocabulary for the campus recruitments. Strategic business policies of Nokia were also discussed.</p>
	<p>MoUs signed:</p> <ul style="list-style-type: none"> • <i>Zf</i> • <i>Vayah Vikas</i> • <i>English Aracde</i> 	Jan – Mar 2024	Dr. Sowmya Narayanan Mr. Pratik	These are MoUs for consultancy and other academic projects.

