



Report of Employability Enhancement Programme

As a part of

Skill Up - Empowering the Next Generation Initiative

(Supported by Infosys Foundation, Implemented by Centum Foundation & ICJ)

Organized by

Department of Chemistry,

In Collaboration with

Human Resource Development Centre, Integral University &

Innovation Comes Jointly (ICJ)

Date: 15th January-31st January, 2025 Duration: 60 hours

Details in a nutshell:

Total Students	Biosciences	Chemistry	Environmental Science	Mathematics & Statistics	Nursing	Pharmacy
200	40	32	2	10	78	38

The Skill Up Empowering the Next Generation Program, supported by Infosys Foundation and implemented by Centum Foundation & ICJ, is a skilling initiative aimed at empowering the youth of India with soft skills, with a strong emphasis on employability. The program runs over two years (FY2024–2026) and focuses on delivering high-quality training in soft skills, with a strong emphasis on employability. In collaboration with the Department of Chemistry and HRDC, Integral University, the Skill Development Program was organized for the final year students, having Science as a subject in 10+2. The objective of the program was to train the students for:

1. Soft Skills / Employability Skills
2. Digital Literacy
3. Financial Literacy
4. Communication skills
5. People & Time Management
6. Interview Skills
7. Planning & prioritizing
8. Email writing
9. Problem Solving & Decision Making

The sessions took place in Hall-1 and 2 of the Central Auditorium Building in the second half, under the guidance of learned and trained soft-skill trainers **Mr. Shivam Kumar** and **Mr. Arpit Khare**. Day-wise details of the sessions are given below

❖ Session I- 15th January, 2025:

Inaugural/Introductory Session

The inaugural session of the Skill Up Program was held at Hall 3 of the central auditorium building at 11:30 am onwards. The session began by welcoming **Professor Syed Aqeel Ahmad**, Director, HRDC, **Mr. Karan Srivastava**, Head HR & Partnership, ICJ, **Mr. Atul Kumar Pandey**, Head-Corporate Relations and Placements, ICJ and **Professor Abdul Rahman Khan**, Dean, Faculty of Science and Head, Department of Chemistry. In his welcome address, Prof. A.R. Khan shared that in a first-of-its-kind initiative students from different streams have come together to learn important soft skills which are crucial for their academic and professional growth. He emphasized the practical implementation and adaptation of theoretical concepts. He motivated the students to attend the sessions in all sincerity for maximal learning. After the welcome address, Professor Syed Aqeel Ahmad addressed the students and congratulated the efforts taken by the Department of Chemistry for hosting the program on such a large scale where students will not only learn and train in soft skills but also get an opportunity of placement in reputed organizations. On behalf of ICJ, Mr. Karan Srivastava, Project Head ICJ explained the structure of the program and the expected outcome to the students. He also clarified that no registration fees will be charged to the students and each of the participants will be given equal opportunity to participate in the placement drive. He ended his briefing by inviting Mr. Atul Kumar Pandey, Placement Coordinator, ICJ who explained the importance of good mannerisms and behaviour which cannot be inculcated, but have a crucial role to play in one's professional and personal life.

The session ended by a vote of thanks which was proposed by **Dr. Tahmeena Khan**, Assistant Professor, Department of Chemistry and coordinator of the program. The dignitaries were invited for a high tea after the inaugural session, which was followed by the formal registration of the students and submission of required documents.



Glimpses from the Inaugural session

❖ Session II- 16th January, 2025:

Know your Star

The second session of the program commenced from 12:30 pm onwards in Hall-1, for students of Nursing (ANM/GNM) and Hall -2, where students from Biosciences, Chemistry, Mathematics and Statistics, Environmental Sciences and Pharmacy were in attendance. The session began with a briefing of the program yet again by Mr. Atul Pandey and Mr. Karan Srivastava. The students completed the formalities and introduced themselves to their peers. we began by asking the students to create name cards, to help them understand the meaning of their names and creatively present them. This activity encouraged creativity and self-expression. After creating the name cards, the students were asked to use them as if they were their ID cards, which helped to overcome their hesitation.

Next, we used the example of a pen to explain to the students that just like a simple pen has many qualities, each of us also has unique qualities. We conducted a palm activity where students drew their hands on a page and wrote their unique qualities on each finger. Then, the students folded the page and circulated it among their peers in a group, asking them to write what they think are their hidden qualities. This activity helped the students understand which of their qualities are visible to others and which ones they need to work on. Through this exercise, the students gained insight into their hidden qualities and how others perceive them. A total of 190 students attended the session.



Glimpses of Session II

❖ Session III- 17th January, 2025:

Batch Launch/Introduction

The third session was held in D113. Today, students interacted with an associate from the Centum Foundation through a visual session. The associate provided in-depth information about the project, including:

- What CSR (Corporate Social Responsibility) entails
- The role of the Infosys Foundation in the project
- The Centum Foundation's involvement and objectives

The associate also explained how this training will benefit the students and the various opportunities they can expect. During the interaction, students were encouraged to ask questions and clarify any doubts they may have had. Following the interaction, the topic of communication was explained, covering various aspects such as:

- Types of communication: verbal and non-verbal.

This comprehensive session provided students with valuable insights and knowledge. The session was attended by 184 students.



Glimpses of Session III

❖ Session IV-18th January, 2025:

Topic covered:

1. Communication
2. Soft skills

The session began with the topic “Soft Skills”, focusing on the backbone of effective communication and discussing the importance of communication, the backbone of soft skills. Students were first asked about their perspectives on the role of communication in their careers, and they shared their diverse opinions. The elements of verbal communication, including words, tone, and body language, were elaborated on. It was emphasized that words account for 7% of the impact during communication, tone for 38%, and body language for 55%.

To illustrate nonverbal communication, a Chinese Whisper activity was conducted. Students stood in a line, and the last person was shown an action to forward without using words. This activity helped students understand the barriers of nonverbal communication and how people communicate accordingly. The session was attended by 164 students.



Glimpses of Session IV

❖ Session V- 20th January, 2025:

Topics covered:

1. Effective Communication
2. Active Listening
3. Barriers of Communication
4. Communication Personality Types

Today's session began with a recap of the topics covered in the previous session. After gaining knowledge about communication, the students were taught how to achieve effective communication and were introduced to the 10 principles of active listening. Active listening plays a crucial role in communication. The students were then educated about the different types of barriers to communication, including language barriers, psychological barriers, physical barriers, and emotional barriers. The students were explained in detail how each of these barriers can hinder effective communication and lead to miscommunication. This understanding will enable them to overcome these barriers and communicate effectively. The session was attended by 179 students.





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Glimpses of Session V

❖ Session VI-21st January, 2025:

Topics covered:

1. How to communicate with different types of communication, personality types,
2. Effective Communication

Today's session focused entirely on how to strengthen effective communication. We began by understanding how different individuals communicate in unique ways, exploring various communication styles. The students learned about each style in depth. Next, we discussed how to communicate effectively, using animal analogies to represent different personality types: Monkey, Horse, Owl, and Lion. The students were explained each category and participated in an engaging activity called the Balloon Activity. In this activity, students were instructed to blow up a balloon and then walk to a designated point while maintaining the balloon's structure, as guided by the instructor. The session was attended by 154 students.



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Glimpses of Session VI

❖ Session VII- 22nd January, 2025:

Topics covered:

1. Creativity,
2. Goal Planning,
3. SMART Goal,
4. SWOT analysis

Today, students were asked to design a superhero that addresses a problem they've observed in their surroundings. The class was divided into 10 groups, and each group designed a unique superhero, showcasing their creativity.

This activity led to the next topic: **creativity**. It was emphasized that by focusing on their work, students can create anything they set their minds to. Next, students were encouraged to set a life objective. To do this, it was first explained why goals are essential in life. They were guided through the process of setting a goal, starting with planning. The students learned that a goal should be **SMART: Specific, Measurable, Achievable, Relevant, and Time-bound**. Students were asked to write down their goals, ensuring they met these criteria. To create an effective goal, students must first analyze themselves using **SWOT analysis: Strengths, Weaknesses, Opportunities, and Threats**. As homework, students were asked to identify their strengths and weaknesses and bring them to class written down.

A total of 164 students were present in the session.



Glimpses of Session VII

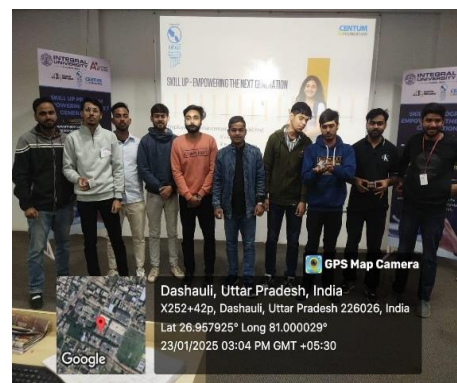
❖ Session VIII-23rd January, 2025:

Topics covered:

1. Value of time, life
2. Time management

Session VIII began with an activity where students were asked to create a box using only paper, without using staples, tape, or Fevicol. This challenge helped students set a specific goal and work towards achieving it within a given

timeframe. After the activity, it was observed that some students achieved their goals, while others did not. This led to a discussion on the importance of time management in achieving goals. The students learned that setting time-oriented goals and prioritizing tasks are crucial for success. The next topic was time management, where the students were taught the value of time and its significance in achieving goals. A video on the concept of time management was shown (<https://youtu.be/n5rr6sHOTUE?si=OZY05gv3oXW60k6J>), and the students were guided on how to set priorities and create a time matrix to manage their time effectively. By creating a timetable and prioritizing tasks, students can achieve their goals systematically and efficiently. A total of 163 students were present in the session.



Glimpses of Session VIII

❖ Session IX-24th January, 2025:

Topics covered:

1. Teamwork
2. People Management

The session began by revising previous topics through a free call session with students. Later they interacted with an associate from the Centum Foundation. The students chosen for the interaction were **Mohammad Tauqeer Raza, Muskan, Diksha Srivastava, Riya Shukla and Asim Rahman**. The response of the students was very well received as they faced and answered all the questions posed to them correctly and thoughtfully. The associate from the Centum team appreciated and encouraged the students. After the interaction, the students were engaged in a role-play activity focusing on People Management. The session was attended by 177 students.



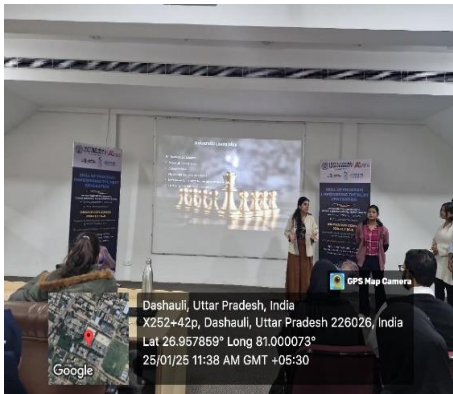
Glimpses of Session IX

❖ Session X- 25th January, 2025:

Topics covered:

1. People Management
2. Types of people
3. Leadership quality
4. Types of leadership quality

The session began by briefly revisiting People management with the students. Following this, types of human personalities and dealing with different personalities was discussed. Additionally, they were taught leadership qualities and various types of leadership, highlighting both the advantages and disadvantages of each. 169 students were present at the session.



Glimpses of Session X

❖ Session XI- 27th January, 2025:

Topics covered:

1. Problem Solving and Decision Making
2. Email writing
3. The 4C of email
4. ABC format
5. The five tools of decision-making

The session started with “**Problem Solving and Decision Making**”. We used two stories to convey the concepts to the students. The first story was about Helen Keller, which inspired the students and helped develop a problem-solving attitude in them. The second story was about Mansukh Bhai, who successfully established a business making handmade clay utensils. His innovative solutions, such as creating a fridge without electricity, were highlighted. Both stories guided the students towards decision-making and problem-solving. We also explained the five tools of decision-making: **Fishbone Diagram, Flow Chart, Strategy Maps, Mind Maps, and Six Thinking Hats**. The session was attended by 162 students.





Glimpses of Session XI

❖ Session XII-28th January, 2025:

Topics covered:

1. CV writing
2. Group Discussion

The XIIth session began with a group discussion, during which students were provided with comprehensive information about the topic. The students then divided into 10 groups and actively contributed to the conversation. Areas that required improvement were highlighted, and students gained a better understanding of how to effectively communicate during a group discussion, including the importance of body language and eye contact. Following the group discussion, students were introduced to the concept of debates and were assigned topics to prepare and present. The students were then taught about **the differences between CV, resume, and biodata**, and how to use each in various situations. Additionally, students were guided on how to create an effective resume, and a format was provided to help them get started. A total of 173 students attended the session.



Glimpses of Session XII

❖ Session XIII- 29th January, 2025:

Topics covered:

1. Debate
2. Interaction with Centum

The students were asked about the important aspects they learned from the group discussion held the previous day. The students highlighted several points and shared their thoughts. Following this, the concept of debate was introduced to them, explaining what a debate is, how it's conducted, and the importance of polite language, tone, and body language. We also guided them on how to effectively present their points using facts and figures. After this, the students were given a topic to debate, and they presented their views and ideas impressively. Ms. Pallavi Basu from Centum Foundation also interacted with the students, and four of them participated in the discussion. Pallavi ma'am asked questions on various topics such as types of communication, email writing, employability skills, and resume making. Both classes attempted the entire program together. A total of 160 students attended the session.



Glimpses of Session XIII

❖ Session XIV- 30th January, 2025:

Topics covered:

1. Finance and Non-Finance Interview Preparation.
2. Assessment, and Feedback

During the session, students were taught about financial literacy, covering topics such as budgeting, profit and loss, capital, and share market. The session provided information on these key points, and students' queries were addressed to clarify how these concepts can benefit them. Additionally, the session covered essential aspects of interview preparation, including dressing appropriately, presenting oneself confidently, and other crucial tips. The students also

underwent an assessment exam and provided feedback on the training program, sharing the benefits they gained and areas that require improvement. The feedback and assessment focused on the topics discussed during the training, with multiple-choice questions (MCQs) based on these subjects. A total of 173 students attended the session.



Glimpses of Session XIV

❖ Session XV- 31st January, 2025:

Valedictory

The session began with the welcome address by **Professor Abdul Rahman Khan**, Dean, Faculty of Science and Head, Department of Chemistry. The session was also graced by **Prof. Syed Aqeel Ahmad**, Director, HRDC, Integral University, Lucknow, **Mr. Irfan Siddiqui**, Project Head, Centum Foundation, **Mr. Abhilash Gupta**, Founder and CEO, Innovation Comes, Jointly (ICJ), **Mr. Rekhith Lawaniya**, Project Head, Centum Foundation, and **Mr. Karan Srivastava**, Project Head, ICJ. The representatives from ICJ and Centum lauded the efforts of the Department of Chemistry for the successful execution of the 60-hour programme. The report was presented by **Dr. Tahmeena Khan**, and **Mr. Atul Kumar Pandey**, Coordinators of the programme. A short video of the sessions was also screened for the guests. Students including **Riya Shukla** and **Asim Rahman** from Pharmacy, **Khushi Maheshwari** and **Sumbul Fatima** from Biosciences and **Mantasha Mirza** from Chemistry shared their feedback with the gathering. The distinguished guests were felicitated with mementoes of appreciation, and certificates of completion were distributed to the students. The vote of thanks was proposed by **Dr. Shahla Tanveer**. The session was attended by 180 students.



Glimpses of the valedictory session-XV

Overall, the programme was a great success with tremendous appreciation received by the participants.

❖ Placement Drive by GTT Healthcare Staffing Solution on 31st January 2025

Earlier on the same day, **GTT Healthcare Staffing Solutions** visited the campus to conduct a placement with the students trained through the initiative. **Mr. Rahul Kumar**, Director of GTT Healthcare, Mr. Himanshu Pandey, HR Manager, and Ms. Anisha Mishra, Senior Account Manager, visited the university. Approximately ninety students registered for the screening, which was conducted through a written test, followed by a group discussion and personal interview. A total of 07 students were selected through a rigorous screening.

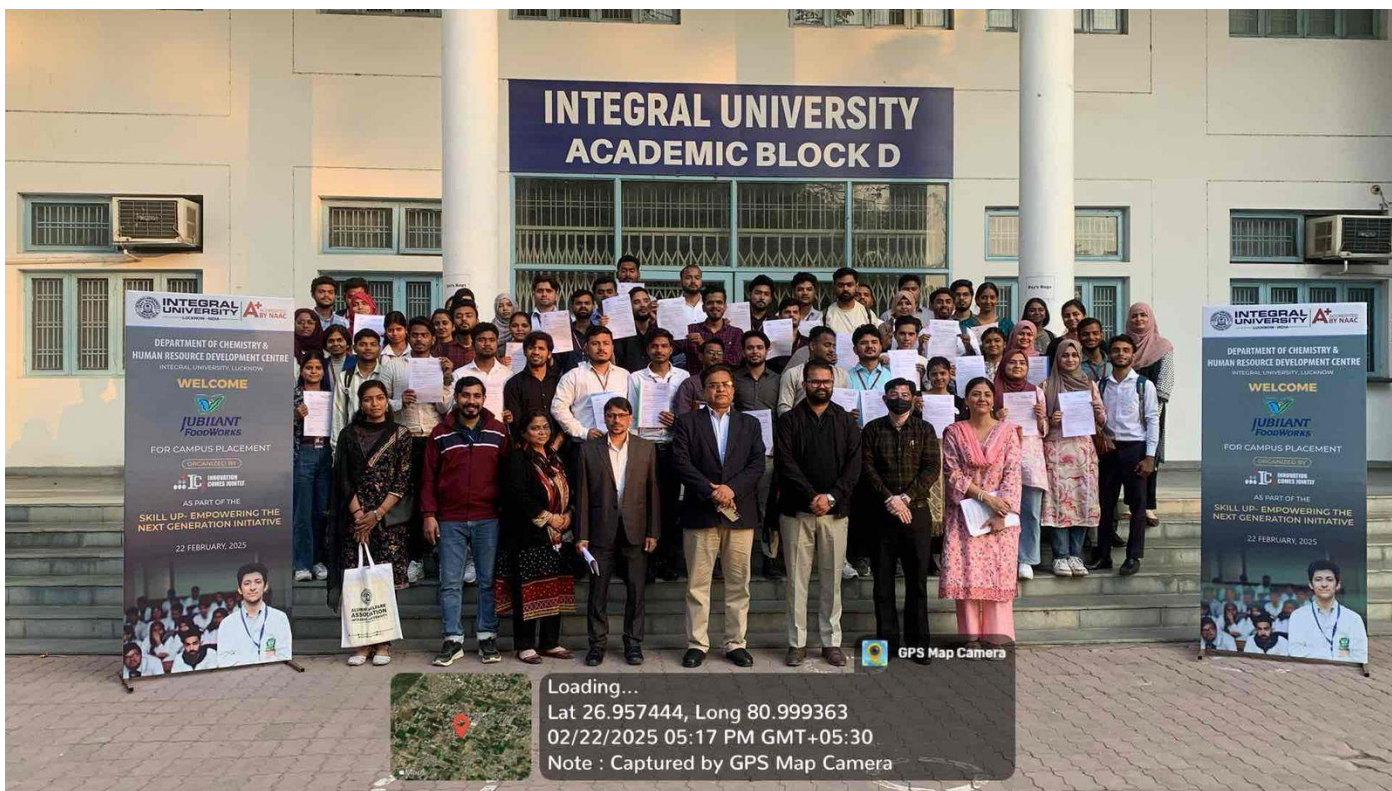


Glimpses of the placement drive

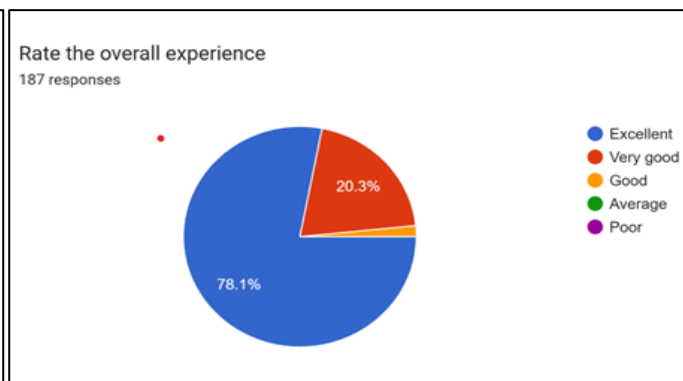
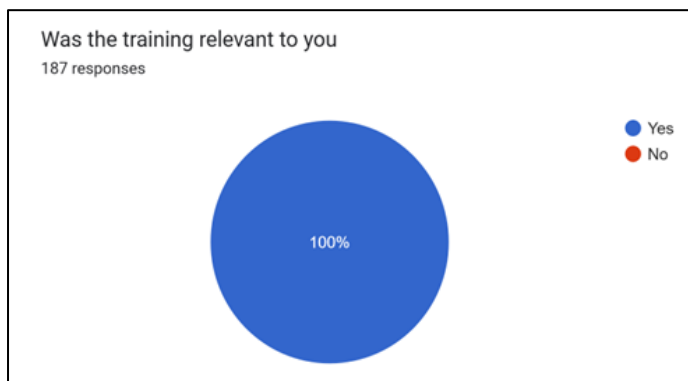
❖ Placement drive by Jubilant FoodWorks on 22nd February, 2025

Jubilant Foodworks visited the Department of Chemistry for recruitment drive. After the pre-placement talk by **Mr. Ashwani Jaiswal, HR, Manager, Jubilant FoodWorks**, an interview was conducted with the registered students for the post of Graduate Apprentice Trainee and Diploma Apprentice Trainee. **A total of 60 students** were selected and received their offer letters. Overall, the initiative was very successful.





❖ Feedback analysis:





❖ **Key takeaways:**

- Confidence improvement
- Communication skills, interview skills planning and priorities etc.
- Enhanced confidence including body language, communication skills and decision-making ability.

❖ **Some suggestions:**

- More Interactive Sessions:** Include live Q&A, group discussions, and hands-on activities to increase engagement.
- Real-World Case Studies:** Incorporate industry-specific examples to make learning more practical.
- Skill-Based Assessments:** Regular quizzes, assignments, and projects to track progress effectively.
- Personalized Learning Paths:** Offer optional modules based on participants' interests and career goals.
- Post-Training Support:** Provide access to learning materials, mentorship, or follow-up sessions for continued learning.
- Technology Integration:** Use digital tools, simulations, or gamification for a more engaging experience



Sample certificate

Framework of the programme

Sl.No.	Session Title	Duration	Skills	Session Mode
1	Orientation	2 hrs	-	Offline
2	Registration	2 hrs	-	Offline
3	Basic Lectures	2 hrs	-	Offline
4	Know Your Stars	2 hrs	Employability skills	Offline
5	Goal setting	3 hrs	Planning and Prioritizing	Offline
6	Body language & Professional Grooming	3 hrs	Communication Skills	Offline
7	Time Management & Calendar	3 hrs	Communication Skills	Offline
8	Effective Speaking	3 hrs	Communication Skills	Offline
9	Time Management	3 hrs	Time Management	Offline
10	Problem Solving	3 hrs	Problem Solving and Decision Making	Offline
11	Team Work	3 hrs	People Management	Offline
12	Case of Life	3 hrs	People Management	Offline
13	Financial Management	3 hrs	Finance for non-finance	Offline
14	Small Writing and Small E-portfolio	3 hrs	Small Writing and Small E-portfolio	Offline
15	Perspectives	3 hrs	Employability skills	Offline
16	Personal hygiene and grooming	3 hrs	Employability skills	Offline
17	No Bounds	3 hrs	Employability skills	Offline
18	Interview Preparation & Resume Building	4 hrs	Employability skills	Offline
19	Mock Interview Sessions	3 hrs	Employability skills	Offline
20	Group Discussion	3 hrs	Employability skills	Offline
21	Recap and closing	3 hrs	Recap and closing	Offline
[Total 60 hours]				

Mandatory Requirement for Completion: 80% attendance in offline sessions plus MCQs Based Assessment, Group Discussion and Debate

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