



**INTEGRAL
UNIVERSITY**



Report

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**. 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. 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.



❖ 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.

❖ 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



❖ Session IV-18th January, 2025:

Topic covered:

1. Communication
2. Soft skills

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.



❖ Session V- 20th January, 2025:

Topics covered:

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

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.



Session VI-21st January, 2025:

Topics covered:

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

The session focused entirely on how to strengthen effective communication. 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.



❖ Session VII- 22nd January, 2025:

Topics covered:

1. Creativity,
2. Goal Planning,

3. SMART Goal,

4. SWOT analysis

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.

❖ 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. 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.



❖ 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.



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.



❖ 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.

❖ Session XII-28th January, 2025:

Topics covered:

1. CV writing
2. Group Discussion

The students were 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.

❖ Session XIII- 29th January. 2025:

Topics covered:

1. Debate
2. Interaction with Centum

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. Ms. Pallavi Basu from Centum Foundation also interacted with the students, Ms. Basu asked questions on various topics such as types of communication, email writing, employability skills, and resume making. Both classes attempted the entire program together.

Session XIV- 30th January, 2025:

Topics covered:

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

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. The feedback and assessment focused on the topics discussed during the training, with multiple-choice questions (MCQs) based on these subjects.

❖ 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. Rekhit 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 shared their feedback with the gathering. The vote of thanks was proposed by **Dr. Shahla Tanveer**.



1. Placement drive by GTT Healthcare Staffing Solutions on 31st January, 2025

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.

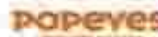
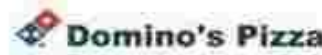


2. Placement drive by Jubilant FoodWorks on 22nd February, 2025

Jubilant Foodworks visited the Department of Chemistry for a 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 61 students** were selected and received their offer letters. Overall, the initiative was very successful.



SAMPLE OFFER LETTER



Date: 22-Feb-2025

Ms. KULSUM ARA
D/o Mr. FAJALE IMAM
Address- Integral University, Lucknow

This has reference to your request for providing Training in our organization and the subsequent discussions you had with us. We are pleased to engage you as **GRADUATE APPRENTICE TRAINEE (Non Eng.)** under **National Apprentice Scheme (NATS)** for our Factory on the terms and conditions discussed with you. The Apprentice training period is 1 Year from your date of joining subject to satisfactory performance and conduct.

	Description	Monthly	Qtr. Attendance award and Retention Bonus
A	Monthly Stipend	13500	
B	Living Allowance	1500	
C	Quarterly attendance award	1000	RS-3000/- Attendance award Paid Per Quarter.
D	Yearly Retention Bonus	500	Rs-6000 /-Paid Yearly, In Last Month Stipend after Apprenticeship Completion.
A+B+C+D	Total Monthly Stipend Cost	16500	
A+B	Monthly Stipend Cash in hand	15000	

You will be paid a **monthly Stipend and Allowances** given above during the Training period.
You are advised to report on **10-June-2025** at **10:00 AM** at the following address:

Jubilant FoodWorks Limited
Plot No. 58 Adinarayana, Hosahalli Industrial Area, Doddaballapur, Bengaluru Rural, Karnataka - 561203

Please contact at our Factory, for completing the joining formalities.

Please arrange to produce the following documents in original and a photocopy at the time of joining:

1. High School / Sr. Secondary/BA. Bsc. B.com/ Mark sheet and Certificate.
2. Aadhar Card (Mobile No Linked with Aadhar card)
- 3- PAN Card.
4. Aadhar Seeded Bank Account.
- 5 - Bank detail Cancel Cheque or passbook with Name, account No and IFSC Code Clearly printed and visible.
6. 02 Color passport size photographs.
- 7- Register on NATS portal

Please note that this is a letter of Intent only, the apprentice needs to get the contract registered with Apprenticeship Advisor.

This offer is valid only if you are found medically fit & join on or before the above mentioned joining date, failing which it shall stand automatically withdrawn.

Thanking You
For Jubilant FoodWork Limited

Amar Deep Yadav

DGM- Human Resources

A Jubilant Bhartia Company
Jubilant FoodWorks Limited
Corporate Office:
Floor 15 th, 16th, & 17th,
Skymark One Tower E, Plot H 10/A,
Sector 98, Noida, District Gautam Budh Nagar,
Uttar Pradesh - 201301

Jubilant FoodWorks Limited
Plot No. 58, Adinarayana Hosahalli
Industrial Area, Doddaballapur,
Bengaluru Rural, Karnataka - 561203