

**Report on**  
**One Day National Seminar on Personality Development**  
**and**  
**Professional Skills Enhancement**  
**organized by**  
**Gujarat Technological University – College Development Council**  
**on 13<sup>th</sup> April, 2013**

The Gujarat Technological University – College Development Council (GTUCDC) organized one day National Seminar on Personality Development and Professional Skills Enhancement on 13<sup>th</sup> April, 2013 at GTU's Gandhinagar campus, E-4, K-6 Circle, G.I.D.C. Electronics Estate, Sector - 26, Near Gandhinagar Polytechnic, (Old GNLU Campus), Gandhinagar- 382 010.

At the outset, all the Dignitaries on the dias and off the dias were welcomed and requested for *Deep Pragatyam* and simultaneously prayer was sung by the Prayer group of Shree Saraswati Education Sansthan, Rajpur, Ta: Kadi.



Welcome address of the Dignitaries was given by Ms. Neha Mehta and Mr. Mohak Vora. All the Dignitaries were felicitated by the faculty members of various institutions present in the seminar.

**Prepared by Prof. Dr. K. N. Sheth, Director, SSES and Dean, GTU**





**Prof. Dr. K. N. Sheth**, Dean – Advancement, GTU and Director, SSES, Rajpur was then requested for his address on the Seminar. Dr. Sheth in his address motivated the students and explained how to go ahead in career. He said that his goal is to make his students good human beings by making them think and act positively and passionately about their career. He showed presentation wherein he discussed following points:



- Success comes to those who have proceeded to do, what the rest of us have always intended to do
- Saying is one thing and doing is another
- Fatherly Advice: If you want apple, you climb the tree
- Failure comes fastest to those who expects it

### **1<sup>st</sup> step is Attitude-**

- Thinking- determines your attitude

- Asking- increases your information to do your karma well
- Doing- gives you feeling of success and happiness
- Improving- puts you on the road of self satisfaction
- Excelling – if you aim you can achieve it
- Happiness & Stress- Is the result of your action only

## **2<sup>nd</sup> Step is TIME**

- Prioritizing- when you prioritize you achieve success
- Changing- when you change yourself, you change people
- Creativity & innovation- doing things differently in simple ways
- Disciplining- is practicing good habits slowly
- Listening & Communication- makes you result-oriented
- People – my primary job is to get along

## **Last step is GOALS**

- Customerising- keeping Boss happy (Customers happy)
- Learning- from listening, self reflecting, books and people
- Forgiving- when you forgive & forget U become happy
- Encouraging- yourself and people is to achieve your objectives
- Giving – it will give you more happiness
- Success & Satisfaction- Success is accidental. Keep on doing little and small things greatly! Satisfaction will follow

Dr. K. N. Sheth, Dean, GTU then explained ten generic expectations he had for the prefinal/final year students.

## **10 GENERIC EXPECTATIONS- I HAVE FOR YOU**

- **Communication**- written, spoken, email, reports, presentation
- **Professionalism**- Commitment, confidence, preparedness, posture, attire, quality, confidence, ownership
- **Clarity of thought**- inter office memo now is in iphone or blackberry- state your point within the least space
- **Willingness to learn and adapt**- what you have studied becomes obsolete by the time you walk out of Saraswati campus Are you capable of continuous learning and intellectual growth?

- **Leadership qualities-** the time when there was opportunity to organize seminar you have gone for movie. Leaders grab the opportunity
- **Team spirit-** learn to work in teams to achieve a common objective. What do your friends say about you? Can you handle diversity of opinion and view points and still collaborate?
- **Strong in relevant concept-** How deeply do you know your stuff? Can you relate the concepts to real life situations and make them work?
- **Shine beyond academics-** Music?, theatre?, trekking ? Table tennis? Shairies? Who are your support groups? If you have not build the interest build now. This will make you going
- **Humility-** little humility, openness to other view points, willingness to work, sharing of credit can take u much farther
- **Likeability-** Will I like working with this person? Yes this is essentially the key – everything else can be learned.

While concluding his address, Dr. Sheth stated, ‘Personality is not only the outer look but it is also about the inner image of a person.’

Students, faculty members as well the speakers and Dr. Akshai Aggarwal, Honorable Vice Chancellor appreciated efforts of Dr. Sheth to motivate the students and sharing his experience with the students.

**Dr. Rajesh Khajuria**, Director of CKSVIM, Baroda was invited for his expert address in the Seminar but due to illness he could not remain present in the seminar. However, Dr. Khajuria had sent a message with Shri Manish Joshi of CKSVIM and one of the speakers of the seminar. In the beginning, he apologized for not being present in the seminar. He had framed his message especially for the students. The message was read by Ms. Neha Mehta and is reproduced as under:

“Once you decide to take ‘leadership’ in any field or activity, your ‘personality is built’. Personality is a direct function of leadership.

Who is a leader and how to engage yourself in leadership (development)?

1. 'A leader is one who takes full responsibility for starting and till finishing task. If you leave a task or activity half way, you are not a good leader.'
2. A leader defines the task from vision, mission, objectives or goals, milestones for achievements, who is to do what, time-frame for completion and so on. A leader, in other words, is strategic, diplomatic, communicate and convincing.
3. A leader is committed to the task. Without commitment, no one follows a leader. Commitment means burning mid-night lamp for years together, not just one night, working hands on with team members and not misting till the goal is achieved, as Swami Vivekannada said – “Arise, awake and stop not, till your goal is achieved”
4. Lastly, a leader must be ethical, truthful and bold. Only such a leader can take care of his/her team members. Remember my friends; nothing can be achieved, without a visionary, ethical, bold and truthful leader and without committed and trust-worthy team members.

I wish you best of leadership and personality in your life.

Though Dr. Rajesh Khajuria was not present but his message made his presence alive among the audience.

In the beginning **Dr. Akshai Aggarwal** expressed his sincere thanks to Dr Sheth for organizing the national seminar for the final year students to enhance their employability of GTU. During his address he motivated students to pay attention on soft skills. He empathized on the communication skills especially interpersonal skills for the career development.



Though the technical part is taught in the classrooms, soft skills cannot be taught likewise. What is most important is the attitude, the body language, character and such other factors play vital importance. In the present education system of GTU

though Communication Skills and Contributor's Personality Development Program (CPDP) have been introduced in the regular academic curriculum of the University, they are not sufficient to bring the students to a standard norm of requisite soft skills. Continuously, all the institutes must work hard for training their students for soft skills.

Further Dr. Akshai Aggarwal said, 'Personality is both outer as well as inner attitude of your mental frame.'

Dr. Akshai Aggarwal stated in his address that the students must consider language proficiency as one of the important areas of career enhancement. Most of the points have been covered by Dr. Sheth and Dr. Khajuria in their addresses; however, Dr. Aggarwal said that there is no option for hard work. No person has been successful without hard work. He said that he has always been saying that, '**success is a painful process**'. It is not mere the degree which is helpful in this cutthroat competition. He then suggested that we must learn from Germany the values of soft skills as has rightly been pointed out by German Professor, Dr. Ajitsingh Shikand.

At the end, he thanked German Professor, Dr. Ajitsingh Shikand and all the speakers.

The inaugural function was ended with Vote of Thanks by Prof. Viral Raval, SSES, Rajpur. He thanked Hon'ble Vice Chancellor, Dr. Akshai Aggarwal Sir, Prof. Dr. K. N. Sheth, all the Speakers, GTU staff members and most importantly the participants without whose participation this seminar could not have been possible to organize successfully.

In the Technical Session 1, the first Speaker was **Prof. Ajitsingh Sikand**, Frankfurt University, Germany. His presentation was on, 'Personality and its Perspectives.' He stated, following important aspects in his oral presentation:



- It is very important for us to understand the difference between what you want to do v/s what should you do v/s what you actually do.
- Your ethics should be the same where you work across the world.
- Time management plays vital role in every body's life, loosing a second even may cause loosing of an opportunity. He gave an example of his own experience when he first time went to Germany. He was late by a minute and he was asked to appear for the exam after six months.
- Your personality is always perceived by others. Your first impression may not be effective all the time but it matters a lot when you appear for an interview.

**Dr. Vikas Arora** is a Dean-MBA/MCA- Academics of Atmiya Institute of Technology and Science, Rajkot and motivational speaker & corporate trainer of international repute. Dr. Arora presented on Personality Enhancement. From the beginning itself he made the audience mentally awake. He showed many motivational videos and the participants were highly motivated. He discussed following points in his presentation:



- Personality development is overall development in terms of: Physical, Emotional, Mental, Spiritual and Professional.

Dr. Arora motivated the audience by saying that 2% of us create history and 98% follow them. He said that you all are here to create history, to be a unique character. He said that personality is not only to look perfect appearance wise, it is also to be perfect physical, emotionally, mentally, spiritually and professionally. He stated a quote given by Swami Vivekananda that, “you have to grow from the inside out. None can teach you, none can make you spiritual. There is no other teacher than your own soul. We are what our thoughts have made us; so take care about what you think. Words are secondary. Thoughts live; they travel far!”

- Nothing great has ever been achieved without great enthusiasm.



He asked many students from the audience about their area of interest. He stated that without interest and enthusiasm you cannot achieve anything in your life. Enthusiasm is all about excitement, interest and devotion.

He stated that knowledge is a power but enthusiasm pulls the switch. Enthusiasm is a combination of physical and mental energy which is seldom found in an ailing body. It is a mother of efforts.

- Passion in you

Dr. Arora stated that chase down your passion like it's the last bus of the night. It is a genius of genius. He said that success is not possible without passion and enthusiasm. To success, you have to believe in something with such a passion that it becomes reality.

- Attitude is everything

Dr. Vikas Arora said that your attitude always play major role to define your inner personality. At the workplace, you should be always ready to accept the changes taken place. Your mind should be open to accept the challenges. To be a leader among your team, your attitude should be such which appreciated by all.

At the end, Dr. Arora wished the participants best wishes and successful life ahead.

In the Technical Session 2, **Ms. Abida Durani**, Corporate Trainer and Motivator started by sharing her Common Feedback of Employers after Screening Round as

- The candidate knew about his field but less about himself
- The candidate knew the answer but could not explain well
- The candidate lacks in awareness about current affairs
- The candidate was not interactive and considered interview as quiz competition



She said that they try to find out in the candidates.

- Personal disposition
- Clarity of career goals
- Academic knowledge
- General knowledge / Current Affairs
- Questions based on lateral/cross thinking
- Ability to perform under pressure

She concluded that required skill sets are

- Language skills
- Reading skills
- Logical reasoning
- General/Contextual awareness
- A Good personality.....What is that???

A good personality which is evident in 10 to 15 minutes of screening is:

- Pleasant Appearance (Well groomed)
- Communication Skills
- Leadership /Team Building Skills
- Clarity of Career Goal and Personal Goal

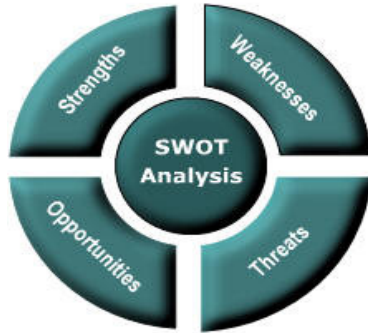
To Develop Remaining Skills, she suggested to

- Be a voracious reader
- Speak in Public, Groups
- Watch quality programs in TV
- Think about your career  
Career goals  
Build interest areas, hobbies.
- Participate in extracurricular activities.

She further discussed on homework, the students must undertake before personal interview:

- Knowledge about self - Strengths / Weaknesses, Hobbies / Interests
- Knowledge about the company where you are being interviewed
- Knowledge about your career goals
- Knowledge about subject area

- Current Affairs / General Knowledge



- Self Analysis
- Goal Setting
- Career Objective
- Personality to match with the market requirement

She very interestingly said that the interviewer drives the show but only as per your directions, “He is the pilot and the candidates are the Navigator”.

She said remember:

- The interviewer knows you only as much as you have written about yourself in the form
- What question to ask is decided on the basis of what you have told him about yourself

She stated that your resume is your brochure because

- It speaks volumes about you and gives away your personality
- Skill Set, Extra Curricular and Additional Qualification are helpful in adding value
- Brief enough to go through with completely and apt enough to give a clear idea
- Update the format of resume and customize as per the requirement
- Most important – Check the website of the company you are applying in

She had narrated that first impression is “You never get a second chance to create First Impression”, i.e. 60% Attitude and 40% Skills.

Be confident before entering the interview hall – Half the battle is won!

- Most Important Smile – Its Infectious
- Formal Dressing
- Handshake Etiquette
- Posture Management
- Learn to differentiate between “Nervousness and Nervous energy”

She put forth the Standard questions normally asked in the interview as under:

Tell me something about yourself

What are the points that you can cover?

- ✓ Name
- ✓ Acads
- ✓ Place
- ✓ Strengths
- ✓ Career goals
- ✓ Family
- ✓ Work Ex
- ✓ Role Model
- ✓ Hobbies
- ✓ Achievements

- First Impression might not be a last impression but definitely is a Long Lasting Impression
- Greet with Smile, it costs you nothing moreover increases your face value
- Use words like *Thanks*, *Sorry* and *Please* as much as you can in your conversations
- Be humble enough to say you do not know the answer
- Never argue with interviewer but try to convince your point

She ended up her address by saying, “All The Best to the participants for the Next Endeavor”.

**Mr. Manish Joshi** is a mentor for Business Etiquette and Trainer in India and abroad. He discussed about the Business Etiquette which plays important role to define personality. He discussed about following points:

- How to introduce yourself
  - ✓ Stand up
  - ✓ Look the person in the eye
  - ✓ Extend your hand for a firm web-to-web handshake. Avoid:
    - Bone-crushing handshakes



- “Wet fish” handshakes
- Grabbing someone’s fingers
- ✓ Say your name and something about yourself
- When a client is involved, mention him or her first.
- A proper business introduction should include first and last names.
- Avoid loud phone conversations, especially of a personal nature
- Do not wear strong perfume or cologne
- Do not eat smelly food (e.g. fish)
- Do not stand in front of someone’s cubicle and carry on a conversation
- Do not walk into a cubicle when someone is on the phone (leave them a note or email instead)
- Learn everyone’s names quickly and use them.
- Accept and initiate lunch invitations
- Recognize others’ accomplishments
- Keep nice notecards and/or a variety of cards (sympathy, get well, new baby) and use them
- Figure out what you’re comfortable with and do it
- Don’t try to be someone you’re not
- Don’t discount the importance of such gestures just because you’re uncomfortable – find your own style and be authentic

Shri Manish Joshi then discussed about the etiquettes at the restaurant:

- Know how to use a standard table setting. Start with utensils on the outside and work your way “in”.
- Don’t order an expensive entrée
- Don’t order anything crunchy or messy, or that you eat have to eat with your fingers
- Don’t put your elbows on the table, but you may rest your hands there
- Don’t start eating until your host or hostess does, or until everyone has been served
- Rest silverware on your plate when speaking
- Don’t bring your face down to the plate – bring your utensil up to you
- Don’t help yourself to an item you’ve been asked to pass until the person who requested it has served him or herself

- Pace yourself so that you finish about the same time as everyone else
- Don't push your dishes away to signal you have finished. When you're done, put your utensils in a 4:00 position.

Shri Manish Joshi ended his presentation by saying Etiquette makes the workplace more enjoyable and he wished the participants a great success.

Prof. Lalit Chande, Asst. Director, T N Rao College –Rajkot and Executive Director, Win ++ Academy discussed about Group Discussion- The Gate Way To Successful Career. His entire session was based on question – answers as under:



- ▶ What is the normal duration of a GD?  
A GD is usually of 15-20 minutes duration.
- ▶ How many panel members are there to evaluate?  
There are usually 3-4 members to evaluate.
- ▶ Is there time given for preparation after the topic is given and before starting the GD?  
Usually some time (2-5 minutes) is given to collect one's thoughts, but there could be instances when this does not happen, so it is best not to bank on this.
- ▶ Should I address the panel or the group members?  
Don't ever make the mistake of addressing the panel members. The Group Discussion is between you and the other members, not the panel members. You must avoid even looking at the panel members while the GD is in progress. Just ignore their existence.
- ▶ What is the seating arrangement like?  
It could be semi-circular, or circular, or seating along side a rectangular table, depending upon the venue. It is best not to bother about trivial issues like this, which you have no control over.

- ▶ How should I address the other group members?  
If you are initiating the discussion, you could do so by collectively addressing the group as "Friends". Subsequently, you could use names (if the group has had a round of self-introduction prior to starting the discussion and you remember the names) or simply use pronouns like "he" or "she".
- ▶ Suppose I have a lot to say on the topic, should I say all of it?  
You would not be looked upon favorably if you kept speaking all the time and did not take note to anyone else. Contrary to the misconception, the person who talks the most is not necessarily the one who is judged the best. The quality and not the quantity of your contribution is the success factor.
- ▶ Should I encourage others to speak up?  
Do not honestly put somebody who is constantly silent on the spot by asking him/her to speak up. If someone has been trying to speak and has a good point but is cut off constantly, you may push him / her to continue with her point as you would like to hear her out.
- ▶ Are the group members supposed to keep track of the time or will the panel keep track?  
It would be good, if you are aware of the time, but not to the point of getting so distracted looking at you, watch that you do not contribute to the discussion.

He then said that the skills that are usually assessed in a Group Discussion are:

- ▶ Communication Skills
- ▶ Interpersonal Skills
- ▶ Leadership Skills
- ▶ Motivational Skills
- ▶ Team Building Skills
- ▶ Tolerance
- ▶ Clarity over Ambiguity
- ▶ Divergent Thinking
- ▶ Listening skills
- ▶ Presentation Skills
- ▶ Analytical / Logical skills

Shri Lalit Chande then gave some tips some tips for effective participation of GD:

- ▶ Understand - Understand the topic before attempting to contribute.
- ▶ Speak - Try and get a chance to speak. If you can't get a chance to speak make your chance.
- ▶ Initiate - Take the initiative to begin the discussion, if possible.
- ▶ Structure - Structure arguments logically - justify your stand.
- ▶ Summaries- Summaries the discussion effectively
- ▶ Involve- Take active part throughout the GD.
- ▶ Assert- Be assertive.
- ▶ Articulate- Work continuously towards articulating your ideas into meaningful sentences to make the best impact. Be clear in your speech.
- ▶ Emphasize.-Use non-verbal communication to emphasize points.
- ▶ Listen- Be an attentive listener.
- ▶ Quality, not quantity matters- it's not 'how much' you say, but 'what' you say that's important.

He then said that you will have to pursue the following points if you want to be successful in a group discussion. The points are as follows:

- ▶ Make sure that you read as much news as possible. Generally the topic is chosen from some of the current happenings. Hence you should make sure that you have a look at all of them.
- ▶ Make sure that you speak loudly and clearly. This is one of the most important things and you could find yourself in difficulty if you do not speak loudly and clearly in a GD.
- ▶ You should know that you are not really bounded to think in one way. You are free to think on your own and put forward some new ideas. It is good for your chances and also for the GD since new ideas will definitely make it interesting.
- ▶ You should know what the topic is really about. If you have some confusion then you should wait for some time and let the other speak at first. When the matter is quiet clear and the GD is in midst then you should start speaking with new ideas in mind.

At the end he thanked all the participants and wished them, 'all the best'.

Dr. M. N. Patel, Director, GTU, Principal LDCE and Member Secretary, ACPC specially attended the Valedictory function immediately after his return from AICTE Calcutta trip. His presence itself motivated all the students. In his address,



he congratulated all the speakers and Dr. Sheth for organizing useful program for final year students of GTU.

Dr. M. N. Patel had invited students to give their feedback and it was learnt that the feedback of the students were excellent for the seminar organized by College Development Council (CDC). Dr. M. N. Patel wished that such program should be regularly conducted under CDC.



After, “Ashirvachan”, the Valedictory session followed the distribution of institute wise certificates by Dr. M. N. Patel.





**Prepared by Prof. Dr. K. N. Sheth, Director, SSES and Dean, GTU**