



BHARATI VIDYAPEETH DEEMED UNIVERSITY INSTITUTE OF MANAGEMENT & RESEARCH, NEW DELHI

'A' GRADE UNIVERSITY STATUS AWARDED BY MHRD, GOVT. OF INDIA
ACCREDITED WITH 'A' GRADE BY NAAC

An ISO 9001:2008, 14001:2004 Certified Institute



₹PO \$CHOOL£

The finishing school of BVIMR



Bharati Vidyapeeth University
BVIMR
Paschim Vihar, New Delhi

MESSAGE FROM THE FOUNDER

Dr. Patangraoji Kadam

Founder-Bharati Vidyapeeth
Chancellor-Bharati Vidyapeeth Deemed University, Pune



We continually face challenges in life. How we view them defines us. We at **BVDU**, choose to see challenges as stepping stones and opportunities that we have encountered along the way for us to “**step on**”, so that we can achieve more, develop further and ultimately actualize more of our goals!

The new skills and competencies have become a key element in ensuring quality in the process and product alike. Therefore, to cope up with the modern challenges, the development of students and staff at every level and at frequent intervals is imperative.

The stepping stones are here in the form of **CORPOSCHOOL**, the finishing school that **Bharati Vidyapeeth Deemed University Institute of Management and Research**, New Delhi. BVIMR, as we call it, will chisel the students and develop their soft skills' competencies that industry look forward to ,while recruiting, and developing their human resource capital.

Our results attest to this, our work ethic confirms this and our vision underpins this.

A handwritten signature in black ink, appearing to read 'Patangraoji Kadam', with a horizontal line underneath.

Dr. Patangrao Kadam

MESSAGE FROM THE VICE CHANCELLOR



Dr. Shivajirao Kadam

Vice - Chancellor
Bharati Vidyapeeth Deemed University, Pune

“Some are born great, some achieve greatness and some have greatness thrust upon them”.

- William Shakespeare

These words resonate with me personally. As a teacher, I appreciate the premise that an individual's cumulative actions can result in a sustained development process.

We are all destined to make choices, and, these choices do largely control our actions. I am most fortunate that **Bharati Vidyapeeth Deemed University** has so many motivated professionals, who make positive choices, which ultimately lead to so many meaningful and productive outcomes.

We at **Bharati Vidyapeeth** have always followed a team spirit; whether our faculty members, administrative and supporting staff; they all have meaningfully contributed as a well knit family towards society, our nation, and I compliment **Prof. (Dr.) Vikas Nath, Director, BVIMR**, and his team of dedicated professionals at BVIMR, for initiating **CORPOSCHOOL**, to inculcate this very spirit in you, our dear students, through specially designed modules that will groom you with required skill sets for professional world waiting for you after passing out from BVIMR.

A handwritten signature in black ink, appearing to be 'Dr. Patangrao Kadam', with a horizontal line extending to the right.

Dr. Patangrao Kadam

MESSAGE FROM THE SECRETARY

Dr. Vishwajeet Kadam

Secretary - Bharati Vidyapeeth



We have accomplished a great deal- we identified our goals, set aside time to achieve them. Our work ethic and achievements are noteworthy. They are the collective results of each and every one. We aim to hone the academic skills, fine-tune the aesthetic senses and work towards building a holistic culture, that values the individuality of each student, helping them realize their innate potential. The students are encouraged to explore and revel in the joy of learning. At Bharati Vidyapeeth Deemed University, each student is guided through an individualized work plan, in consonance with his/her potential, thereby providing a complete learning experience.

My best wishes to Dr. Vikas Nath and his team for incorporating value added, industry relevant practical grooming programmes through this finishing school; **CORPOSCHOOL** for students. This initiative by BVIMR will definitely bridge the gap between industry and academia that we all deliberate always, and the well researched and developed training programmes will make the students of BVIMR more confident and ready to take on corporate warfare.


Dr. Vishwajeet Kadam

MESSAGE FROM THE DIRECTOR



Dr. Vikas Nath

Director BVIMR, New Delhi

At BVIMR, we opine that when students are groomed to become leaders, they contribute to make a difference to their organizations and to the world around them. We are committed to strengthening this status by inculcating value systems and imbibing a spirit of innovation, thereby ensuring the professional success of our students. Whichever path they follow, they will reap benefits from an education that combines intellectual rigor with a practical orientation, to allow them make a beneficial impact on our world.

Our endeavour at BVIMR is to prepare students for life, by developing in them, an analytical mind, the right attitude and a spirit of goodness, backed by academic excellence. For this, the Institute is working towards broadening the students' horizons and enabling them to carve an integrated, enlightened world, a world that fosters unity, yet celebrates the uniqueness of each individual. **CORPOSCHOOL** is being initiated with this spirit, and, I congratulate Mrs. Seema Chowdhary, Mrs. Gagan Deep Kaur, and Dr. Ajay Sahni for conceiving, developing and executing this finishing school with the spool of skill sets. The industry oriented modules will definitely equip you, my dear students, to becoming a whole brain thinker, so that you take decisions according to the situations and contexts, taking into consideration the overall perspective. Yes! I want you to be empathic as well, but in no way should you compromise with your value system(s) and ethics.

The future embraces incredible assurance for the Institute. We foresee being acknowledged as one of the premier management institutes globally.

Dr. Vikas Nath

MESSAGE FROM THE COPS OF CORPOSCHOOL

THE SPOOL OF SKILLS BY BVIMR.....



Our dear students,

We feel privileged to interact with you through this wonderful medium. **CORPOSCHOOL**. As the title reflects its spirit, which is corporate oriented, the school is synonymous with the academic launch pad as well as. But, what we envision is, to improvise you all according to the contexts and situations, so that you are able to connect with all, as the prevalent global village concept is projected at your work place, your academic, entertainment, social, cultural, in fact almost all facets of daily life.

Are there any norms to be followed? some modus- operandi, how to be in inter cultural and intra cultural ambience? Yes there definitely are! And, we at **CORPOSCHOOL**, have researched all these aspects and offer you a bouquet of such well researched, identified, analyzed, comprehended and experiential tools, in collaboration with corporate level professional trainers.

Our team of dedicated, determined and developing professionals include; Mrs. Seema Chowdhary, Faculty Member; English Language and Literature, Mrs. Gagan Deep Kaur - a professional level trainer with rich industry experience, and Dr. Ajay Sahni, a linguist and marketing communications specialist, with rich industry, consultancy, academic and research experience.

We all have Prof.(Dr.)Vikas Nath, Director i/c, BVIMR, as our Chief Mentor and Guide, who knows this aspect of management-industry connect inside out. So welcome aboard, we will take you places. At **CORPOSCHOOL**, we have a spool of skills for your smooth take off towards a progressive corporate career.

Dr. Ajay Sahni

Chairman

Mrs. Seema Chowdhary

Member

Mrs. Gagan Deep Kaur

Project in-charge (Corporate)

Mrs. Neelam Sharma

Member

€₹PO \$CHOOL£

THE SPOOL OF SKILLS BY BVIMR

Corposchool is the first of its kind endeavor by Bharati Vidyapeeth Deemed University Institute of Management And Research, (BVIMR), with a vision of enhancing and sharpening employability skill sets, (both remuneration and option wise) amongst management learners by imparting world-class business orientation for sustained performance and career success. From a corporate perspective, this initiative helps meet the ever-growing industry demand for right brain driven management professionals, having a right blend of eastern and western cultures after developing their intelligence quotient with value added management education. This finishing school is another most notable service initiative by Bharati Vidyapeeth University, Pune, under the corporate vision of "Leadership in management education through innovaton and excellence".

Bharati Vidyapeeth University has always served the nation by developing leaders through its value added management education under the trinity of its Chancellor; Honourable Dr. Patangrao Kadam, Vice-Chancellor; Dr. Vishwajit Kadam and Secretary; Honourable Dr. Vishwajit Kadam.

With Prof. (Dr.) Vikas Nath; Director- Bharati Vidyapeeth University Institute of Management And Research, (BVIMR), New Delhi; as its Chief Mentor and Guide, this CORPOSCHOOL, has the following objectives, to

- + Bridge gap(s) between industry and academia by providing vistas for personality development, last minute grooming;
- + Enhance employability skills of BVIMR's students;
- + Extend contexts and situations for personal and professional skills and development of students so as to develop and nurture their entrepreneurial spirit.
- + Enable students to carve out their niche in job market by developing their right brain hemisphere along with the left brain's, so that they become whole brain thinkers.

This **CORPOSCHOOL** offers a spool of personality development programs aimed at sharpening the soft skills of students, thus equipping them to have the requisite armory to take on the professional warfare at global level with a local approach i.e. think globally, act locally; thereby being GLOCAL .



CREATING A POOL OF TALENT AND SKILLS



We chisel management learners and nurture them to be

PROFESSIONALS PAR EXCELLENCE

As a diamond acquires its true worth after experiencing immense heat and hard times, our students have attained their true worth after rigorous training, assiduous preparation and dedication. They are sincere, committed, with clear academic as well as career orientation.

CORPOSCHOOL has crafted Specific Training Curriculum that is part and parcel of the last stage preparation for the management learners. This curriculum is designed, developed and executed with finesse by BVIMR's own Trainers, Teachers, Academicians and Researchers who have diverse experience encompassing almost all areas of management, technology, social sciences, linguistics, foreign languages and most importantly, a battery of industry professionals as External Trainers. They all come together and offer a bouquet of skills that provide the finishing touches to BVIMRites. But these finishing touches are everlasting impressions that these management learners make in the corporate arena.

The curriculum encompasses modules focusing on:

Professional Skills

CORPOFINE

Professional Skills' Trainings: Training that impart excellence via Extensive Practicals, Expert Lectures and Exclusive Videos, Role Plays and Simulations

Communication skills

CORPOREAL

The more elaborate our means of communication, the less we communicate.

- ★ Understanding Communication (Verbal and non-Verbal)
- ★ Overcoming barriers, Listening Skills
- ★ Understanding communication model
- ★ Creating everlasting Impression
- ★ Official and social Etiquettes



Body language (Hearing what isn't said)

CORPORATEMICS

- ★ Reading non-verbal cues
- ★ How to carry oneself professionally
- ★ Understanding the benefits and purpose of interpreting body language
- ★ Learning to interpret basic body language movements
- ★ Recognizing common mistakes when interpreting body language
- ★ Understanding one's own body language and what one is communicating



Telephone Etiquettes

CORPONORMS



- ★ Creating a good first impression that become ever lasting
- ★ Taking phone message (s)
- ★ Handling rude/impatient callers
- ★ Good telephonic habits
- ★ Effective words and phrases

Presentation skills

CORPONEXT

Presentation skills' workshop to make oneself become more efficient and proficient with the skills of providing information to others.

- ★ Effective presentation
- ★ Body language
- ★ How to design power point presentation



Developing Corporate Behavior

CORPODEAL



Human behavior flows from three main sources: desire, emotion, and knowledge

- ★ Most common categories of corporate behavior
- ★ Employee accountability
- ★ Company values and ethics
- ★ Substance abuse and workplace violence
- ★ Benefits for corporate behavior

Interview skills:

CORPOFINE

FORRAYS Good impression counts, Awkwardness can occur, outcomes are unpredictable.

- ★ Job search strategies
- ★ Résumé building
- ★ Mock interviews
- ★ Do's and don'ts during interviews
- ★ Exploring employment opportunities



Group Discussions

CORPOTENTIAL



VISTAS The real influencers of an organization are the people who often intersect with others as network nodes

Benefits of A GD

- ★ Planning and preparation
- ★ Do's and don'ts of group discussion

Teamwork and Team Building

CORPOSSIBLE

ACADORATE Coming together is a beginning; keeping together is progress; working together is success

- ★ Defining success
- ★ An overview of Tuckman and Jensen's Four-Phase Model
- ★ Team building activities
- ★ Solving problems as a team
- ★ Encouraging teamwork



Assertiveness and Self Confidence

CORPOFIDENCE



When you engage in systematic, purposeful action, using and stretching your abilities to the maximum, you cannot help but feel positive and confident about yourself.

- ★ What does self-confidence mean to you
- ★ The importance of goal setting
- ★ Feeling the part, looking the part, sounding the part

Public Speaking

CORPOSPEAK

The very best presentation is one that's well thought out and anticipates any questions, answering them in advance

- ★ Identifying your audience
- ★ Creating a basic outline
- ★ Overcoming nervousness
- ★ Delivering one's speech



Life skills

CORPOSKILLS



Skills that are related to the head, heart, hands and health i.e. highly personal and behavioral skills which reflect one's personality and naturally helps in personality development

- ★ Anger management
- ★ Stress management
- ★ How to remain positive while dealing with people
- ★ Personal SWOT analysis
- ★ Developing EQ (Emotional Quotient)

Essential Know

CORPONOW

How about dining etiquettes, self-skill, personal hygiene: Decorum, elegance, societal savoir-faire and a cosmopolitan view on the world, uniquely distinguishing oneself in all that one does

- ★ Dining etiquettes
- ★ Skin and hair care (herbal and home remedies)
- ★ Power dressing (Saree and formal wear)
- ★ Image make - over
- ★ Nutrition and diet planning
- ★ First aid and hygiene



Value of life (Because some questions can't be answered by GOOGLE)

CORPODEAL



- ★ Success and happiness; balancing the two
- ★ Spiritual fulfillment
- ★ Values and ethics
- ★ Respecting social norms
- ★ Understanding cultural difference(s)

CORPORATE CONNECT

PERSONAL AND PROFESSIONAL TRAINING



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