

DATE: 25th - 27th October, 2020

EVENT: CEWS One To One Sessions (Resume writing, Communication skills, and Academic Writing)

Report:

CEWS REPORT OCTOBER 2020

Initially on 9th October (Friday) in the common CAPS Meeting the idea of CEWS Sessions was

brought forward which was worked upon by the CEWS volunteers with the help of other members

There was an internal CEWS Meeting on 10th October (Saturday) in which the ideas of how the

sessions should be taken was decided on and this was brought forward in the meeting with Rincy

Ma'am on 12th October (Monday) it was finalized that we will first start with about 5 modules and our

aim was at least 5 sessions by the end of October.

The Modules Decided by the team were: -

- Academic Writing
- Resume Writing
- Statement of Purpose (S.O.P)
- How to write a Research Paper
- Formal Presentation
- Communication

Internal wing training:

First, we had planned an internal training where the CEWS volunteers would train each other. All the CEWS Volunteers were trained by Rincy Ma'am on the topic of SOP and we were told how the CEWS session should be conducted on 16th October (Friday) from 6-7 pm. Then there was a training for the topic of Research Paper which was conducted By

Rinika on 17th October (Saturday) from 4-5 PM. The topic of Resume writing was given by Monica and Manvi to all the CEWS Volunteers.

CAPS volunteer training:

After the internal training, the CEWS volunteers were allotted volunteers from CLASS and CG/QC to be trained who were supposed to be kept ready as a backup due to the number of members in CEWS wing.

This was the allotment for the same: -

Unni - Sidhvija,Deepiga,Alan

Srilekha- Anthony ,Naga ,Ananya

Manavi- gulnar, wasiq

Shreyansh- aabha Pauline

Monica - Murali ,atah

Praphullita - sajal ,tanya

Elizabeth - arzash

Sidhvija- anushka

Deepiga- Ashwin

This training was supposed to be completed by 22nd October (Thursday).

Promotions:

Elizabeth was tasked to come up with ideas for promotional content. These contents were sent for QC to the CG team on 22nd October (Thursday) at 11 am and changes were made for the same. The First promotion was sent at 6:30 pm on 23rd October (Friday). On 24th the video was released and circulated for the sessions. There was training for all volunteers by Rincy Ma'am on Academic Writing at 5 PM. Where all the volunteers were explained a brief about the sessions.

Main CEWS sessions:

The volunteers were allotted the respective clients/students by the E.O.D. They were asked to send an initial mail about the session, call the student and set up a session on or before 28th October (Wednesday) and then send a Confirmation Mail regarding the same with the Gmeet link. Volunteers also were asked to circulate the feedback forms and take screenshots of their sessions. The documentation of the sessions was done by Sidhvija and was submitted on 29th October.

A total of 30 one to one sessions were conducted.

Sr No.	Volunteer	Student	Topic
1	Alan	Aswathy K Varrier	Communication skills
2	Alan	SANGEETH S NAIR	Formal Presentation
3	Anthony	Pallavi Gupta	Communication Skills
4	Anthony	Gladwin	Communication Skills
5	Anushka	Aiswarya Suresh	Resume Writing
6	Arzash	Sai Swetha B S	Research Paper Writing (IEEE)
7	Arzash	Sulagna Datta	Academic Writing
8	Ashwin	Rvs Thanay	Formal Presentation
9	Ashwin	Akash K	Communication
10	Atah	Elvin Varghese	Formal Presentation
11	Deepiga	Meit Worah	Resume Writing
12	Deepiga	AbhiRam	Communication Skills
13	Elizabeth	Prakhar Singh Kushwah	Communication Skills
14	Elizabeth	Vyshnavi S B	Communication Skills
15	Elizabeth	Rakshit P	Formal Presentation
16	Gulnar	Ankita Singh	Communication Skills
17	Manvi	Nikhil R	Research Paper Writing (IEEE)

18	Pauline	K. Pallavi	Formal Presentation
19	Sajal	S SHRINITHI	Formal Presentation
20	Sajal	Tejaswat Rathore	Communication Skills
21	Shreyansh	Aishwarya V	Communication Skills
22	Shreyansh	Aparna	Academic Writing
23	Srilekha	Narayanareddigari Deepika	Communication Skills
24	Srilekha	GOWTHAM	Communication Skills
25	Tanya	Reuben Roy	SOP
26	Unni	Shaik Sadiq Ali	SOP
27	Unni	Arinjay Agarwal	Formal Presentation
28	Unni	Abishek	Communication Skills
29	Unni	Gargi Karnwal	Academic Writing
30	Wasiq	Tanya Kulshreshth	Research Paper Writing