

**DATE: 1st - 10th February, 2021**

**EVENT: CEWS One To One Sessions (SOP, Formal Presentations, and Research Paper writing)**

**Report:**

**CEWS REPORT FEBRUARY 2021**

In the common meet on 19.01.2021 (Tuesday) CAPS members and Rincy Ma'am met and the idea to promote the website to book CEWS sessions was brought forward.

On 21.01.2021 ( Thursday) in the internal CEWS meeting , the plan to start the conduction of sessions was laid out and dates were finalised as February 1st to 10th. Further, another module approved by ma'am was added to the already existent ones and the final list included -

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

On 24.01.2021 (Sunday) a meeting was held with the Media and PR team to discuss the promotion of the website. A promo video , an instructive volunteer voice-over video and an interactive poster were finalised. These were to be done and quality checked by 27th January.

### **CAPS volunteer training**

To meet the number of volunteers needed for the CEWS sessions, the following members of other wings were assigned to CEWS volunteers for training

- Elizabeth - Saharsh
- Sidhvija - Angelin, Shaba

- Deepiga - Sanjana
- Unni - Paul , Aabha
- Shreyansh - Sarvesh, Ishan.

## **Promotions**

After the meet with the Media and PR team , the promotions developed were finally put forward at 12:00 pm on 28th January 2020. This included the WhatsApp forward message, the instructive video and the promotional video.

## **Main CEWS sessions**

Through the CEWS booking website each volunteer was assigned to take the session requested by the benefactor. The recognition was done when the session was booked and further , each volunteer set up a Google meet on the Google calendar with the assigned person and on the requested date and time.

After conducting a session , each volunteer was asked to send a feedback form and take screenshots. Then, a report was uploaded either through the website itself or on Google drive and then uploading a hyper link of the uploaded document on the website.

## **Findings at the end of sessions -**

1. MBA beneficiaries are to be allotted to MBA volunteers or higher alone.
2. Website updates
  - Volunteers to get the contact details of the beneficiaries to allow for better communication in terms of conduction as well as cancellation.
  - Problems with report submission.
3. Improving the magnitude of promotional work on a constant basis to make sure that the website can be efficiently utilised.

## **Invitation Email:**

Dear Christites ,

Greetings from the Centre for Academic and Professional Support - CAPS

“If you aren't in over your head, how do you know how tall you are?” - T.S. Eliot

Despite an unforeseen pandemic, we have progressed through several months of online classes. With hours of lectures, assignments and deadlines the online mode has gotten quite overwhelming. Academic responsibilities have never felt more piled up. On that account, it is vital to be informed and equipped with the basic obligatory skill sets that can allow you to reach your set standards. Keeping your requirements and benefits in mind, CEWS - CAPS English and Writing support has come up with one-on-one sessions specifically formulated with the goal of helping you step further and improve your academic profile.

Losing all the motivation towards work is an ongoing issue. We are now living the NEW normal leaving all our goals behind but CEWS has got one such opportunity to move a step forward to help you achieve your goals through the one on one sessions on topics like professional communication, delivering a formal presentation, how to write a research paper, resume writing, academic writing, how to write a statement of purpose, and stress management.

Utilise this great chance and join CEWS online outreach to learn the modules.

Together we can try to learn and prove that no pandemic can stop us from learning new skills and achieving our goals.

Details of the events are of follows:

Date: From the 1st of February to the 10th of February, 2021

Register on the CEWS website through the link given below

Link: <https://bookings-capskengeri.epizy.com/>