



**HEADS AND
HANDS CLUB**
THE HR CLUB

HR CLUB

AY 2022-23

Faculty mentor: Dr. Sonu Kumari

Assistant Professor

Department of Management studies

Panipat Institute of Engineering and Technology

Student president/coordinators:

Mr. Vishnu (2021-23)

Mr. Tushar Gupta (2022-24)

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THE PEOPLE

Dr. Sonu Kumari

Faculty Mentor

HR Club, DMS



Dr. Navita

Faculty Coordinator

HR Club, DMS



Dr. Preeti Gugnani

Faculty Coordinator

HR Club, DMS



Mr. Vishnu

President

HR Club, Batch 2021-23



Mr. Tushar Gupta

President

HR Club, Batch 2022-24



Ms. Saloni

Vice president

HR Club, Batch 2022-24



Ms. Monika Mehra

Vice president

HR Club, Batch 2022-24





ABOUT THE CLUB

OVERALL OBJECTIVE OF THE CLUB: The club intends to inculcate necessary skills by way of activities like mock interview sessions, role plays, quiz exercises etc. The analytical skills are also being aimed to be enhanced and developed via a series of lectures and demonstrations of HR Analytics.

The HR Club at Department of Management Studies is popularly known as '**Heads and Hands Club**'. The club name denotes two of the intense skills needed by human resource authorities of 21st century organizations; where 'Heads' represent 'what and why' and 'Hands' represent 'skills and tools' needed. Hence, the club primarily aims to enhance the employability skills of students in concerned domain. The club has a membership of MBA students from the HR domain as major specialization. The club intends to inculcate necessary skills by way of activities like mock interview sessions, role plays, quiz exercises etc. The analytical skills are also being aimed to be enhanced and developed via a series of lectures and demonstrations of HR Analytics.

Till date, the club has prominently organized following activities:

- Mock interviews
- HR glossary
- Psychometric tests
- Group Discussions (Ethical Dilemma for women)
- Role play (handling boss)
- Brainstorming
- Group Discussions (employee mindset after pandemic)
- HR Tales
- HR Round of Interview

**Some activities that are yet to be conducted have been stated in the activity list attached*

HR CLUB BATCH 2022-24
LIST OF STUDENTS

S.NO.	ROLL.NO.	NAME	SEC
1	220104	Harshit	A
2	220111	Tushar Gupta	C
3	220112	Muskan	A
4	220114	Rahul	A
5	220115	Sachin	A
7	220122	Saloni	A
8	220125	Prachi	A
9	220139	Vidhi	C
10	220146	Shiva	A
11	220147	Rashi	B
12	220154	Sweety	A
13	220156	Shruti	A
14	220163	Divya	C
15	220165	Riha	C
16	220172	Aarzoo	C
17	220173	Khushi	C
18	220180	Prathna	C
19	220181	pawan	A
20	220183	Cheshta	C
21	220186	Ishika	C
22	220188	kunika	C
23	220190	Divya	C
24	220193	Prachi Goel	C

S.NO.	ROLL.NO.	NAME	SEC
25	220199	Tripti	C
26	220200	Lakshita	A
27	220202	Nancy	C
28	220203	Ritu	C
29	220211	Pratima	A
30	220234	Monika	C
31	220236	Parul Tyagi	B
32	220240	Bhavna	B
33	220247	Simran	B
34	220264	Sachin	B
35	220272	Himanshu	B
36	220273	Surbhi	B
37	220280	Nitesh	A
38	220296	Saloni	B
39	220307	Amrita	B
40	220148	Rinki	A
41	220162	Ananya	A
42	220277	Aparna	B
43	220249	Ritika	B
44	220284	Neha	C
45	220192	Taniya	C
46	220301	Armaan	C
47	220135	Shrestha	A
48	220244	Ritika	C
49	220286	Anukriti	A

LIST OF ACTIVITIES

Session No.	Session Description	Objective
1.	Group debate: work from home vs work from office	To help students develop sense of unity and teamwork. To make them know about office and work from home.
2.	Cost to company	To help them understand the financial implications of business decisions.
3.	Brainstorming	To generate creative ideas and solutions to HR-related problems or challenges.
4.	Survey on job satisfaction among employees	To make the students conscious and familiar with the corporate world, so that they are able to interact with people in a much more effective way.
5.	E-mail writing	The purpose of this session was to help students understand the key elements of an email, the appropriate tone and style, and how to compose an email that is clear, concise, and professional.
6.	Resume writing	The purpose of this session was to help students understand what a resume is, why it is essential, and how to create an effective one.
7.	Writing research paper/article/case	To make the students aware of contemporary research domains of hr and pursue research
8.	International happiness day	To promote the importance of happiness and well-being as a fundamental human goal.
9.	Learnings from: chalk and duster	To inspire and sensitize them towards the challenges faced by teachers and to emphasize the significance of human resource management in education.
10.	Team building	To sensitize the students towards various challenges and ways to overcome that pertain to working in a team
11.	Workplace spirituality	To increase their awareness and understanding of the role of spirituality and mindfulness in promoting employee well-being, engagement, and organizational effectiveness.
12.	Personality tests	To help them understand the various personality assessment tools and how to use them effectively in recruitment, selection, and employee development.

GROUP DEBATE: WORK FROM HOME VS WORK FROM OFFICE

30th September 2022



The poster features logos for P.I.E.T. (top left), HEADS AND HANDS CLUB THE HR CLUB (center), and DMS (Department of Management Studies, विद्या ददाति विजयं) (top right). The central text reads: 'Organises DEBATE ON: "HOW WORK FROM OFFICE IS BETTER THAN WORK FROM HOME"'. Below this, it lists the venue as Room no. 101, Ground floor, Block D, P.I.E.T. and the date & time as 30th September 2022 from 9:05 to 10:55. Faculty coordinators are Dr. Navita and Ms. Sonu, while student coordinators are HR club members.

OBJECTIVE: *To help students develop sense of unity and teamwork. To make them know about office and work from home.*

A debate was organized in HR CLUB on 30th September 2022. The topic of the debate was WORK FROM HOME vs WORK FROM OFFICE. The students were divided into groups the one was in favor of work from home and another was in favor of work from office.

The major points of discussion were time constraints, while work from office and more liberty during work from home hours.

GROUP 1: -they were focused on practical training and execution of practical training and execution of training is more effective, it boosts the understanding towards companies and it also plays an important role to help people in mental health exposure while travelling and also

employee feels active and can enhance their communication skills while interacting with others colleagues in office.

Whereas in

Group 2: - They were focused on comfort zone, minimization of conflict, reduces stress, reduces expenses of individual, productivity and access of information about companies. It also saves the time of travelling and connect people on time.

Conclusion: -

It was argued and reached towards a conclusion that “work from home” has a negative impact on the mental health and productivity of employees and the group who was in favor of “work from office” wins the debate.

COST TO COMPANY

4th October 2022

P.I.E.T.

DMS
Department of Management Studies
विद्या ददाति विजयं

HEADS AND HANDS CLUB
THE HR CLUB

ORGANIZES

A Workshop on Basics of Cost to Company and Payroll

COST to COMPANY

FACULTY CO-ORDINATORS

- Ms. PREETI
- Mrs. JAYTI

STUDENT CO-ORDINATORS

HR Club Students

04 October 2022 11:50 a.m. to 12:45p.m. Seminar hall, block-D, Panipat Institute of Engineering and Technology

Objective: To help students understand the financial implications of business decisions.

A discussion was done on 4th October 2022 regarding the CTC which is provided in corporate and government jobs. The topic was well discussed by teachers in the HR club. Students got to know about the difference between CTC and basic salary. On the first day of this discussion, the components of CTC were discussed i.e., Basic salary, Dearness allowance, bonuses, house rent allowance, medical allowance, LTC, LTA, free wi-fi facility for work from home, travelling allowance, special allowance, etc. Then, some basic questions regarding the calculation of CTC were done to check whether the students have completely understood that or not. Students showed great interest in the topic and actively participated in the discussion.

In the next class, students studied the formula of calculation that are done in the salary slips. The components of salary slip were well discussed in class by taking an imaginary figure. The components of gross salary, net salary was discussed.

Example of salary slip: -

SAG INFOTECH PVT LTD
468, BASEMENT, ACHARYA KRIPLANI MARG, BEES DUKAN JAIPUR-302004
HARYANA
Phone : 0141-3225005 e-Mail : info@saginotech.com
Web-Site : www.saginotech.com
PAY SLIP

Employee Name	: ABC	Code	: 0004
Father's Name	:	DOJ	: 01/04/2021
PAN	:	Bank A/c No.	:
ESI A/c No	: N.A.	Branch	:
Department	: BLED SAW ING	Designation	:
Category	: UNIVERSAL	Scale	: A
Bank Name	:	Pay Mode	: TRANSFER
Gender	: MALE	Address (Perm.)	:
Shift	:	Work Location	:
UAN	:	Aadhar No.	:
Month Days	: 31	Total Paid Days	: 31
Weekly-Off	: 0	Max Payable Days	: 31
LWP	: 5	Net Paid Days	: 26

Earnings	Amount Rs.	Deductions	Amount Rs.
BASIC SALARY	6,989.00	PF	1,800.00
HRA	2,796.00		
TRANSPORT ALLOWANCE	1,118.00		
MEDICAL ALLOWANCE	874.00		
LEAVE TRAVEL ALLOWANCE	699.00		
VARRIOUS ALLOWANCE	3,197.00		
Total Earnings	15,673.00	Total Deductions	1,800.00
Net Pay : Rs. 13,873.00			
In Words : Rs. Thirteen Thousand Eight Hundred Seventy Three Only			
Employer's Contribution (CTC)			
GROSS EARNING			15,673.00
EMPLOYER'S PROVIDENT FUND			1,800.00
--> PENSION FUND		Nil	
--> PROVIDENT FUND		1,800.00	
EMPLOYER'S STATE INSURANCE			Nil
		Total :	17,473.00
Total CTC : Rs. 17,473.00			
In Words : Rs. Seventeen Thousand Four Hundred Seventy Three Only			
Miscellaneous Information			
GROSS SALARY			15673

Conclusion:

- Understanding the cost to company is essential for effective decision-making in HR, and it can help HR professionals to optimize their organization's resources.
- By understanding the cost of various HR processes, such as recruitment, training, and retention, HR professionals can evaluate the ROI of these processes and make informed decisions accordingly.
- Knowledge of cost to company can help HR professionals to negotiate effectively with vendors and service providers, leading to cost savings for the organization.
- Effective cost management can contribute to the financial health of the organization, making it a more stable and sustainable place to work.
- Cost to company analysis can be used to determine the market value of a job, which is important for ensuring fair and competitive compensation packages.

- Understanding the cost to company can help HR professionals to communicate more effectively with other departments and stakeholders, such as finance and senior management.
- By understanding the cost to company, HR professionals can make more data-driven decisions, reducing the risk of making costly mistakes.
- Knowledge of cost to company can help HR professionals to develop more accurate budgets and forecasts, leading to better financial planning for the organization.
- Cost to company analysis can help HR professionals to identify inefficiencies and areas for improvement, leading to a more streamlined and effective HR function.
- Finally, by understanding the cost to company, HR professionals can play a more strategic role in the organization, contributing to its overall success and growth.

BRAINSTROMING

7th October 2022



ORGANIZES

"BRAIN STORMING ON HYPOTHETICAL SITUATIONS IN HUMAN RESOURCE MANAGEMENT"

FACULTY CO-ORDINATORS
DR. NAVITA
MS. SONU

STUDENT CO-ORDINATORS
HR CLUB STUDENTS

VENUE
7 October 2022
09:05 am to 10:55 am
Ground Floor, D-Block,
Room No. 101
Panipat Institute of
Engineering & Technology

Objective: To generate creative ideas and solutions to HR-related problems or challenges.

A brainstorming session was organized on 7th October, 2022. In this different situation was given to students and they had to solve the situations in limited time. There were 5 teams each team has 5 members and each team get different case in which they had to present the solutions.

- **Team-1 (Believers):** Shiva, Pratima, Bhavna, Rinki and Aparna

Situation: -10-month experienced employee in I.T sector wants to join as a teacher. After resigning she trained fresher's for 20 days for that post. After 1 day as a teacher, she again wants to join the I.T sector Now who will be hired by/ retined by HR. A fresher or experienced one?

- **Team-2 (The punch):** Sejal, Muskan, Saloni, Surbhi, Aditi

Situation: Two friends join same company as finance and HR post. After some time there is an issue regarding the behavior of their colleagues with them. So finance person ready to resign. How manager will convince to stop finance person to resign?

- **Team-3(Sparkler):** Vidhi, Kunika, Ritu, Monika, Prathna

Situation: To retain person in I.T. sector.

- **Team: 4(Fantastic five):** Aarzo, Tripti, Nancy, Chestha, Divya

Situation: Switching of HR into marketing team.

- **Team-5(Visionary masters):** Shreshta, Ananya, Amrita, Himanshu, Kashish

Situation: Indiscipline in organization. How to deal with that?.

All the teams presented their point of view and ideas, what they would do if they were in HR in company. But in the end team 1(believer) had given best solution which is genuine and attractive. And they beat all others teams and won the game.

Team-1(Believers): - *Shiva, Rinki, Pratima, Bhavna, and Aparna were the winner of this brainstorming session.*

Conclusion:

- Brainstorming is an effective technique for generating creative and innovative ideas to solve HR-related challenges and problems.
- By engaging in brainstorming sessions, HR professionals can leverage the collective knowledge and creativity of their team, leading to more effective solutions.
- Brainstorming can help HR professionals to think outside the box and challenge conventional thinking, leading to breakthrough ideas and solutions.
- Effective brainstorming sessions can improve team collaboration and communication, leading to a more cohesive and productive HR function.
- Brainstorming sessions can help HR professionals to build their problem-solving and critical thinking skills, leading to more effective decision-making.
- By conducting brainstorming sessions, HR professionals can create a culture of innovation and continuous improvement, leading to a more agile and adaptive organization.
- Brainstorming sessions can help HR professionals to identify potential risks and opportunities, leading to proactive and strategic HR planning.
- Brainstorming sessions can be used to improve HR processes and policies, leading to more efficient and effective HR operations.
- Effective brainstorming sessions can help HR professionals to engage and motivate employees, leading to improved job satisfaction and retention.
- Finally, by engaging in regular brainstorming sessions, HR professionals can keep their skills and knowledge up to date, leading to a more capable and confident HR function.

SURVEY ON JOB SATISFACTION AMONG EMPLOYEES

18th-29th November 2022

The poster is titled "Organising HR SURVEY". It features three logos at the top: DIET (green and white), Heads and Hands club (black and blue), and DMS (blue and green). Below the logos, the text reads "Heads and Hands club The HR club". The main title "Organising HR SURVEY" is prominently displayed. Below the title is an illustration of people interacting with a large screen and various icons. At the bottom, it lists "Faculty coordinators: Dr. Navita, Ms. Sonu" and "Student coordinators: HR club members". The venue is "Piet Campus" on "18 November 2022" from "09:05am to 10:55am".

Objective: To make the students conscious and familiar with the corporate world, so that they are able to interact with people in a much more effective way.

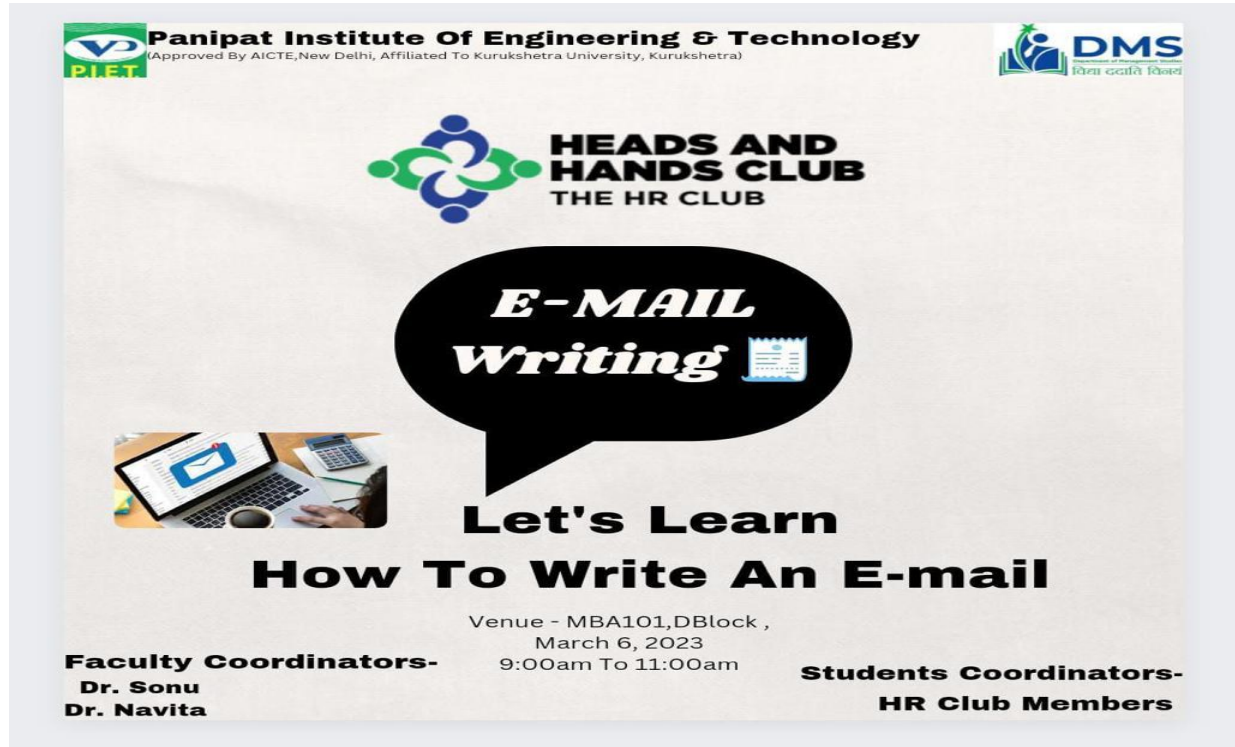
A Survey was conducted on 18th November 2022 under the guidance of Dr. Sonu and Dr. Navita. The topic of the survey was 'Job Satisfaction' in which students were formed into teams and allotted different blocks of college. Each team had 4 to 5 members and they had to collect at least fifteen responses along with some suggestions (if any) and qualitative answers as well from both teaching and non-teaching staff. The layout of questions, which were to be asked, was already designed by the faculty because the students had no experience and it would have been difficult for them to come up with instant, relevant and presentable queries.

Each team had 50 minutes to complete the survey and report to their faculty coordinators. All the students did very well in teamwork as well as had a great experience as they have not interacted with other faculties apart from their own management faculty before. All the students came up with great responses.

The students had to analyze the responses before stating any statement and every team is already a winner as they all gained a lot of knowledge and experience.

E-MAIL WRITING

6th March 2023



Panipat Institute Of Engineering & Technology
(Approved By AICTE, New Delhi, Affiliated To Kurukshetra University, Kurukshetra)

DMS
विद्या दत्ते विद्या

HEADS AND HANDS CLUB
THE HR CLUB

E-MAIL Writing

Let's Learn
How To Write An E-mail

Venue - MBA101, DBlock ,
March 6, 2023
9:00am To 11:00am

Faculty Coordinators-
Dr. Sonu
Dr. Navita

Students Coordinators-
HR Club Members

Objective: The purpose of this session was to help students understand the key elements of an email, the appropriate tone and style, and how to compose an email that is clear, concise, and professional.

Introduction:

In this session, we discussed the basics of email communication. Email is one of the most widely used modes of communication in the professional world, and it is essential to understand how to compose and send an effective email.

➤ **Key Elements of an Email:**

Students were advised to follow these guidelines when composing an email:

- **Subject Line:** The subject line is the first thing that the recipient sees, and it should clearly state the purpose of the email.

- **Salutation:** The salutation should be appropriate for the recipient. If the recipient is known to the sender, the email can begin with "Dear (Recipient's Name)." If the recipient is unknown, "Dear Sir/Madam" or "To Whom It May Concern" can be used.
- **Body:** The body of the email should be clear, concise, and to the point. Students were advised to use short paragraphs, bullet points, and headings to make the email easier to read.
- **Closing:** The closing should be polite and professional. "Thank you," "Best regards," or "Sincerely" can be used.
- **Signature:** The email should end with the sender's name, title, and contact information.

➤ ***Composing an Effective Email:***

To compose an effective email, students were advised to follow these guidelines:

- Start with a clear and concise subject line that summarizes the purpose of the email.
- Use a professional and appropriate salutation.
- Keep the body of the email short and to the point.
- Use headings, bullet points, and short paragraphs to make the email easier to read.
- End with a polite and professional closing.
- Proofread and edit the email carefully before sending it.

Conclusion:

In conclusion, email is an essential mode of communication in the professional world, and it is essential to understand how to compose an effective email. Students were advised to follow the key elements of an email, maintain a professional tone and style, and compose emails that are clear, concise, and professional. By following these guidelines, students will be able to communicate effectively via email and build their professional reputation.

RESUME WRITING

13th March 2023

Objective: *The purpose of this session was to help students understand what a resume is, why it is essential, and how to create an effective one.*

Introduction:

In this session, we discussed resumes, which are one of the most critical documents when it comes to job searching. A resume is a summary of an individual's education, skills, experiences, and accomplishments that are relevant to the job they are applying for.

What is a Resume?

As mentioned earlier, a resume is a document that provides an overview of an individual's education, skills, experiences, and accomplishments. It serves as a marketing tool for job seekers, providing potential employers with an idea of the applicant's qualifications and suitability for the job.

Why is a Resume Important?

A well-written resume is essential as it provides the first impression that potential employers have of a job seeker. A resume that is well-organized, concise, and tailored to the job requirements increases the chances of an applicant being shortlisted for an interview.



Creating an Effective Resume:

- To create an effective resume, students were advised to follow these guidelines:
- Tailor your resume to the job: A one-size-fits-all approach to resumes is not effective. Instead, job seekers should customize their resumes for each job application. This can be done by analyzing the job description and including relevant skills and experience in the resume.
- Use bullet points: Bullet points are a great way to make a resume easy to read and highlight key accomplishments. They also make it easier for the employer to quickly scan the resume and find the relevant information.
- Highlight achievements, not just duties: Employers want to know what an applicant has achieved in their previous roles, not just what their duties were. Therefore, it is important to use action verbs and specific examples to highlight accomplishments in each role.
- Keep it concise: A resume should be no more than two pages. It is important to be concise and only include relevant information. Employers do not have time to read lengthy resumes.
- Use keywords: Many employers use applicant tracking systems (ATS) to filter resumes. Therefore, it is important to use keywords that match the job description to ensure that the resume is not filtered out.
- Proofread: Spelling and grammar errors can be a turn-off to employers. It is important to proofread the resume carefully and have someone else review it as well.

Conclusion:

In conclusion, a well-written resume is an essential tool in the job search process. Job seekers should tailor their resume to the job, use bullet points, highlight achievements, keep it concise, use keywords, and proofread carefully. By following these guidelines, job seekers can increase their chances of landing an interview and ultimately securing a job.

WRITING RESEARCH PAPER/ARTICLE/CASE

6th & 9th March 2023

**Let us learn how to write
Research Paper**

Research Paper Writing

Venue:
MBA 102
Ground floor, d block,
P.I.E.T.

Faculty Coordinators:
Dr. Navita
Dr. Sonu

6th & 9th March, 2023
09:05 am to 10:55 am

Student Coordinators:
HR club members

Objective: *To make the students aware of contemporary research domains of HR and pursue research*

Introduction:

Writing is a crucial part of HR education and practice, including research reports, essays, and case studies. These forms of writing are used to disseminate information and understanding obtained through study, analysis, and hands-on experience.

Research is frequently required of HR professionals and students in order to better understand and address workplace problems and challenges. They can share their research with colleagues in the industry and advance HR knowledge and best practices by writing research reports.

Importance:

Research report, article, and case study writing are important in HR for a number of reasons. First of all, it gives HR specialists a chance to impart their knowledge and skills to others in the

industry. HR practitioners can advance industry best practices and add to the body of knowledge in HR by publishing their work.

Second, research papers, publications, and case studies can aid HR professionals in determining where HR procedures need to be improved. HR experts can spot trends, patterns, and concerns that might not be immediately obvious by analyzing data and conducting research. In order to better meet the demands of the organization and its people, HR policies, procedures, and practices can then be improved using this understanding.

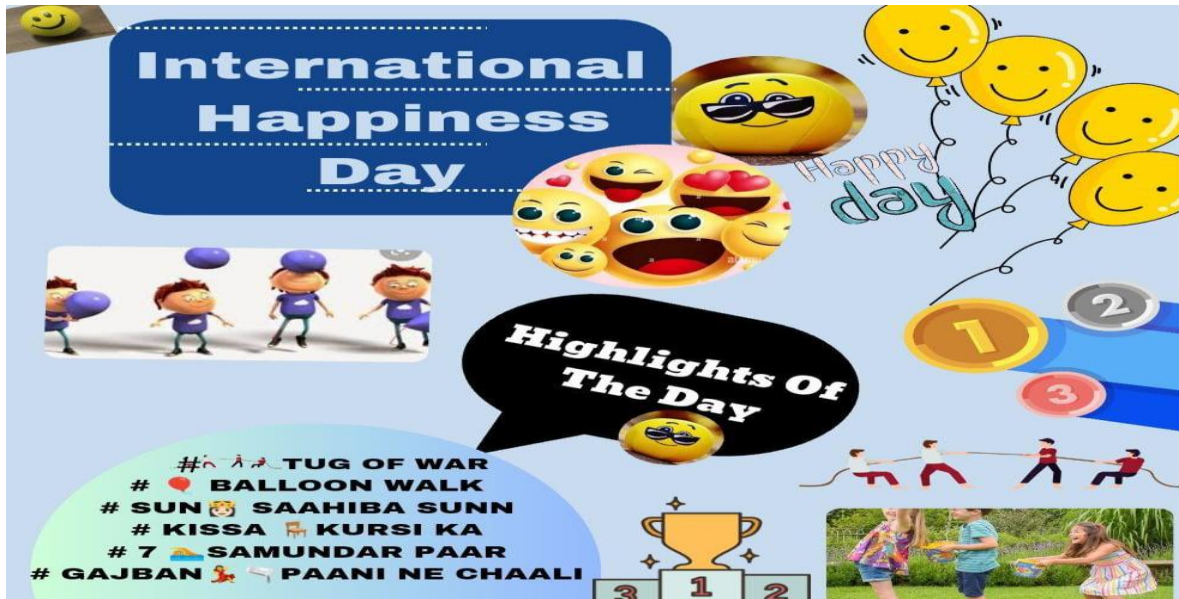
Finally, HR professionals can establish themselves as subject-matter authorities by writing research papers, articles, and case studies. HR professionals may position themselves as thought leaders and win respect from colleagues and industry leaders by putting out high-caliber work.

Conclusion:

In conclusion, HR professionals must write research reports, articles, and case studies in order to contribute to the subject, pinpoint areas that need development, and establish their credentials as authorities. HR specialists can promote best practices, enhance HR procedures, and ultimately assist the success of the company and its people by sharing their knowledge and skills in these areas.

INTERNATIONAL HAPPINESS DAY

20TH MARCH 2023



Objective: *To promote the importance of happiness and well-being as a fundamental human goal.*

Introduction:

The International Day of Happiness is celebrated on March 20th every year, with the goal of promoting happiness and well-being worldwide. One of the ways to celebrate this day is by engaging in playful activities that not only entertain but also provide an opportunity to bond and create memories.

Benefits of Celebrating the International Day of Happiness:

Celebrating the International Day of Happiness has several benefits that impact our mental, emotional, and physical well-being. Firstly, it provides an opportunity to reflect on positive experiences, acknowledge achievements, and express gratitude. This reflection and expression of positive emotions lead to increased happiness and well-being.

Secondly, celebrating the International Day of Happiness promotes a sense of community and belonging. It provides an opportunity to connect with others who share the same values and

beliefs about happiness, and it strengthens bonds. Celebrating with family, friends, or colleagues creates a shared experience and creates memories that will last a lifetime.

Lastly, celebrating the International Day of Happiness promotes positive thinking, improves mood, and reduces stress levels. It can be a form of self-care that helps to rejuvenate and recharge our batteries, which is crucial for maintaining good mental and emotional health.

Benefits of Playing Games:

Playing games is an excellent way to celebrate the International Day of Happiness, as it provides entertainment, socialization, and mental stimulation. Games also have several benefits, including:

- **Enhancing cognitive abilities:** Games require critical thinking, problem-solving, and decision-making, which improve cognitive abilities.
- **Developing social skills:** Playing games with others improves communication, teamwork, and socialization skills.
- **Reducing stress:** Playing games provides an escape from the stresses of daily life and helps to relax and unwind.
- **Boosting creativity:** Some games require creativity and imagination, which can enhance creative thinking.
- **Promoting physical activity:** Some games require physical activity, which promotes physical health and well-being.

Games Celebrated on the International Day of Happiness:

There are several games that we organised to celebrate the International Day of Happiness. These games include:

1. Balloon walk
2. Tug of war
3. Saat (7) Samunder Paar

4. Sun Sahiba Sun

5. Kissa kursi ka

6. Gajban Paani Le Chali

Winners of the Games: -

1. Balloon Walk:

Winners: Vaishali, Mansi, Rinki.

2. Tug of War

Winners:- (boys) Abhishek, karan , sahil, ritesh, Sanchit, Deepanshu, manoj, Anurag, pawan, vinay.

Girls:- Prathna , Riha, Chavi, Ritika, Aarzo, Ishika, Muskan, Palavi, Kajal, Deepali.

3. Kissa kursi ka.

Winner:- Tushar singla Dr. Sonu ma'am

4. Gajban paani le chali

Winners: Vidhi, Neha, Muskan, Aarzo, Chavi, Parul, Ishika, kajal, Mansi.

5. Saat (7) samandar paar

Winners: - Aman, Aarushi, Shiv.

6. Sunn sahiba Sunn.

Winners: - Mukul, Aditi, Saloni, Gourav





Conclusion:

Celebrating the International Day of Happiness and playing games are essential aspects of life that promote well-being, socialization, and mental stimulation. There are several benefits to engaging in these activities, including enhancing cognitive abilities, developing social skills, reducing stress levels, boosting creativity, and promoting physical activity. With so many games to choose from, one can easily find a game that fits their interests and preferences.

Celebrating the International Day of Happiness and playing games are simple yet effective ways to improve overall well-being and create lasting memories.

LEARNINGS FROM: CHALK AND DUSTER

27th March 2023

Venue:
MBA 102
Ground floor, d block,
P.I.E.T.

Faculty Coordinators:
Dr. Navita
Dr. Sonu

27th March, 2023
09:05 am to 10:55 am

Student Coordinators:
HR club members

Objective: To inspire and sensitize them towards the challenges faced by teachers and to emphasize the significance of human resource management in education.

Introduction:

A creative and successful technique to encourage learning and development within a company is by using films as an HR activity. As it allows workers to relate to characters and situations, watching films can be an engaging and enjoyable way to learn. Employees can learn about crucial HR subjects including diversity and inclusion, conflict resolution, teamwork, leadership, and communication by watching films as part of an HR activity.

Importance:

The film "Chalk and Duster" tells the tale of two teachers who encounter difficulties in their line of work and emphasizes the value of education and the contribution of teachers to the development of young minds. There are certain important lessons that HR professionals may take from this movie, despite the fact that they might not be immediately apparent. Here are some things we could learn:

1. Importance of Training
2. Communication
3. Empathy
4. Advocacy

Learnings for Students:

Organisational changes (leadership)



Cultural changes

- Employee welfare and Health
- Employee productivity due to infrastructural changes(class adjustment)
- Increased workload and SPECIALISATION
- Worklife balance
- Extra burden vs multitasking
- Communication hurdle from superior
- Work stroke
- Employee burnout
- The Power of MEDIA
- RESPECT your employee
- Allowance, subsidy
- ETHICS + empathy
- Realtionship management
- Team work
- Trust
- Co-worker support
- Full form of GOOGLE and YAHOO
- Not playing for 'money' but 'Self respect'
(social media quote- "Do not tolerate a rude boss, you deserve many more things than money"
- Respect diversity

(Shahana Azmi is a Muslim actress playing a Hindu teacher, reading Hanuman Chalisa and Justifying)

Conclusion:

HR workers can learn more about successful communication, talent development, and employee wellbeing by exploring the themes in the film, all of which are essential facts of HR.

TEAM BUILDING

13th APRIL 2023



Venue:
MBA 102
Ground floor, d block,
P.I.E.T.

Faculty Coordinators:
Dr. Navita
Dr. Sonu

13th April, 2023
09:05 am to 10:55 am

Student Coordinators:
HR club members

Objective: To sensitize the students towards various challenges and ways to overcome that pertain to working in a team

Introduction:

Team building games are a popular HR activity designed to improve communication, collaboration, and morale within a team. These games involve structured activities that encourage employees to work together and develop a deeper understanding of each other's strengths, weaknesses, and work styles.

Benefits:

Increased productivity, better job satisfaction, and a stronger sense of workplace community are all advantages of team-building exercises. Employees can improve their communication skills, establish trust and respect, and collaborate more successfully to accomplish shared goals by playing team-building activities. The regularity of the workday can also be broken up by playing team building games, which can be entertaining and engaging while also enhancing employee wellbeing.

Teams:

Total 5 teams were made of 4 members each.

Every team tried to build the longest chain of papers in their own way in a given span of time. Some build the chain small due to non-coordination among their teams. Whereas, some teams made it really long, this shows their team work and coordination. Winners of this game were appreciated by the teachers as well as by the others teams.



Learnings:

1. Improved communication
2. Increased collaboration
3. Enhanced morale
4. Improved productivity
5. Increased trust and respect

Conclusion:

Team building exercises can break up the daily grind and foster a sense of camaraderie among employees, which can improve job satisfaction and general well-being. HR professionals can utilise team building games as a tool to improve team performance and boost organisational success by keeping these advantages in mind.

Team building exercises can be a powerful tool for improving team cohesion and communication, leading to a more effective and productive HR function.

By engaging in team building exercises, HR professionals can improve their problem-solving and conflict resolution skills, leading to a more resilient and adaptable team.

Effective team building exercises can help HR professionals to identify and leverage each team member's strengths and weaknesses, leading to a more balanced and diverse team.

Team building exercises can help HR professionals to create a culture of trust and psychological safety, leading to improved employee engagement and job satisfaction.

Finally, by conducting team building exercises, HR professionals can demonstrate their commitment to employee well-being and development, leading to a more supportive and fulfilling work environment.

WORKPLACE SPIRITUALITY

17th April 2023



The poster features logos for P.I.E.T. (Punjab Institute of Engineering and Technology) and DMS (Dr. Manjit Singh) at the top. The central text reads: "HEADS AND HANDS CLUB THE HR CLUB Organised a lecture On Workplace Spirituality". Below this is a photograph of a woman speaking at a podium with the text "Spirituality at the workplace" overlaid. At the bottom, the venue is listed as "MBA 102 Ground floor, d block, P.I.E.T." with coordinators "Dr. Navita" and "Dr. Sonu". The date and time are "17th April, 2023 09:05 am to 10:55 am" with student coordinators "HR club members".

Objective: *To increase their awareness and understanding of the role of spirituality and mindfulness in promoting employee well-being, engagement, and organizational effectiveness.*

Introduction:

The idea that individuals can find meaning and purpose in their work beyond simply collecting a paycheck is known as workplace spirituality. It entails developing a work environment that values and respects employees' spiritual life, regardless of their religion or philosophical ideas. This can involve routines like mindfulness, meditation, gratitude, and compassion.

Benefits:

Workplace spirituality benefits include: Fostering workplace spirituality has a number of possible advantages, including:

1. More job involvement and satisfaction
2. Better physical and mental health
3. Increased originality and inventiveness
4. A stronger sense of belonging and community
5. Better performance inside the organisation.

About the speaker:

A student from the HR club named Nitesh gave a presentation on the subject of workplace spirituality, and the class learned a lot as a result. He discussed the distinctions between religion and spirituality as well as the characteristics, elements, and guiding principles of workplace spirituality.



Key Learnings:

1. The significance of appreciating and respecting the entire person
2. The importance of reflection and mindfulness.
3. The part that leadership plays in fostering a positive work environment.

Conclusion:

In conclusion, workplace spirituality entails developing a workplace environment that values and respects employees' spiritual lives. This has a positive impact on a variety of workplace outcomes, including increased job satisfaction and engagement, better physical and mental health, increased creativity and innovation, a stronger sense of belonging and community, and improved organisational performance. Workplace spirituality can enhance the wellbeing and personal development of employees while also fostering a more positive and productive workplace through the recognition of the full person, encouragement of mindfulness and self-reflection, value of community and connection, and emphasis on leadership.

PERSONALITY TESTS

20th April 2023

HEADS AND HANDS CLUB
THE HR CLUB

Organised a lecture
On
Personality Test

MBTI LEARNING STYLE
MYERS-BRIGGS
TYPE INDICATOR

INFJ Idealist	INFP Idealist	ISTJ Sentinel	ISFJ Sentinel
ROMANTIC		DEFENDER	
ENFJ Diplomat	ENFP Diplomat	ESTJ Executive	ESFJ Executive
RATIONALIST		CREATOR	
INTJ Architect	INTP Architect	ISTP Sentinel	ISFP Sentinel
ENTJ Executive	ENTP Executive	ESTP Sentinel	ESFP Sentinel

Venue:
MBA 102
Ground floor, d block,
P.I.E.T.

Faculty Coordinators:
Dr. Navita
Dr. Sonu

Student Coordinators:
HR club members

20th April, 2023
09:05 am to 10:55 am

Objective: To help them understand the various personality assessment tools and how to use them effectively in recruitment, selection, and employee development.

Introduction:

Employees' talents, weaknesses, and preferred types of work can all be learned a great deal by administering personality tests as part of HR activities. Personality assessments can aid HR professionals in making wise choices regarding hiring, team building, and career advancement. To make sure that the results are used ethically and not in a way that is discriminatory, it is crucial to use reliable and validated testing.

Personality Test Used:

1. MBTI personality test
2. FIRO (Fundamental Interpersonal Relations Orientation-Behaviors)

Benefits:

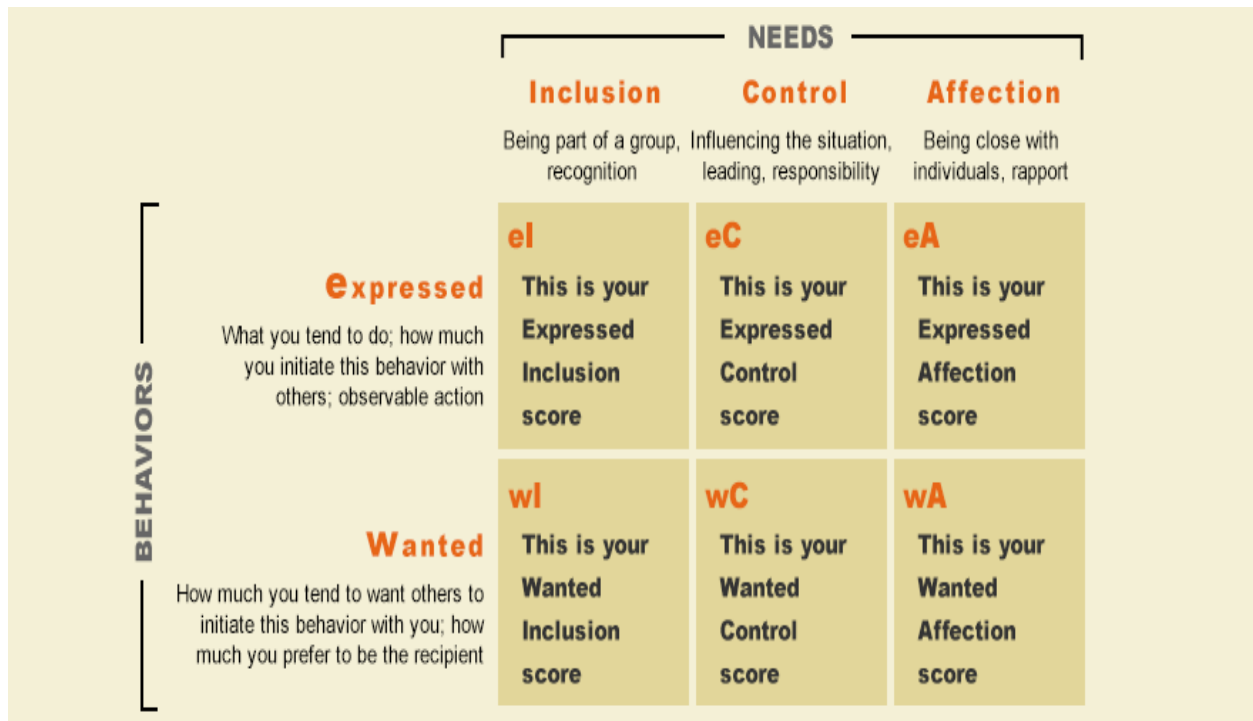
Using personality testing as an HR activity has a number of advantages, including:

1. Choosing who to hire
2. Team Building
3. Career Development
4. Improved Communication
5. Increased job Satisfaction

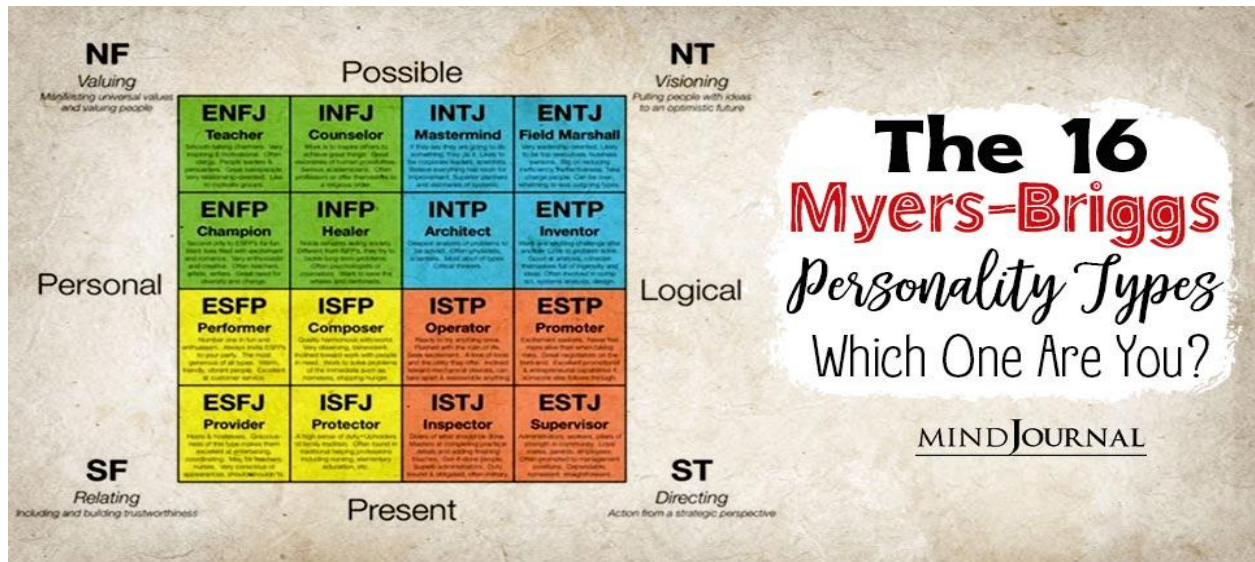
Key Learnings:

1. It's importance to use reputable and validated tests.
2. Important to use tests in ethical manner and to avoid any kind of discrimination
3. Clear communication is the key when it comes to using personality tests.
4. Personality assessments can be used to create a plan for both personal and professional improvement by offering insightful information about a person's strengths and shortcomings.

FIRO-B



MBTI



Conclusion:

Personality tests should be utilised with caution and consideration as one tool among many in the HR arsenal to prevent any unintended outcomes. HR practitioners can use personality tests to assist employee development and organisational performance by bearing these factors in mind.

MBA 4TH SEMESTER

BATCH 2021-23

HR CLUB

Faculty Coordinators: Dr.Navita and Dr. Preeti

The club intends to inculcate necessary skills by way of activities like mock interview sessions, role plays, quiz exercises etc. The analytical skills are also being aimed to be enhanced and developed via a series of lectures and demonstrations of HR Analytics. The HR Club at Department of Management Studies is popularly known as 'Heads and Hands Club'. The Club name denotes two of the intense skills needed by human resource authorities of 21st century organizations; where 'Heads' represent 'what and why' and 'Hands' represent 'skills and tools' needed. Hence, the club primarily aims to enhance the employability skills of students in concerned domain. The club has a membership of MBA students from the HR domain as major specialization. The club intends to inculcate necessary skills by way of activities like mock interview sessions, role plays, quiz exercises etc. The analytical skills are also being aimed to be enhanced and developed via a series of lectures and demonstrations of HR Analytics.

Till date, the club has prominently organized following activities:

- HR Quiz
- Learning with fun
- Team Building
- Management development programme
- Expectation from first Job

HR CLUB BATCH 2021-23
LIST OF STUDENTS

S.NO.	NAME	ROLL.NO.	SEC
1	Payal	210106	A
2	Neha	210107	A
3	Simran	210109	A
4	Himanshi Rana	210121	A
5	AMITHA M	210111	A
7	Anu sharma	210122	A
8	Aarti sharma	210136	A
9	Sonia	210137	A
10	Vishal Dahiya	210139	A
11	Sawannegi	210156	A
12	Komal Jain	210158	A
13	TAMANNA MALIK	210314	A
14	Radhika Singhal	210199	B
15	Shubhangi	210179	B
16	diyabatra	210166	B
17	Kirti Jain	210198	B
18	Kavya	210153	B
19	gunjan rani	210230	B
20	Bharti Garg	210180	B
21	Anchalsomani	210185	B
22	Vishnu Saraswat	210264	C
23	Kanika	210196	C
24	Saloni	210168	C
25	Priyanka	210146	C
26	KUSH KINDRA	210194	C
27	Kanika Bhatia	210229	C
28	Komal	210286	C
29	Vanshika Goyal	210259	C
30	Ekta	210260	C
31	Jyoti	210277	C
32	Anshu	210280	C
33	Neha	210288	C

S.NO.	NAME	ROLL.NO.	SEC
34	Deepti singh	210258	C
35	Vanshika Sachdeva	210284	C
36	Udit Pruthi	210279	C
37	Baby Rani	210276	C
38	Sagar	210262	C
39	MIR WAIS	210102	A
40	Priya	210222	C
41	Aarushi	210242	C
42	DevkiNand	210213	C
43	Shivani Singla	210268	C
44	Jyoti Garg	210299	C
45	Vanshika	210217	C
46	Saurav	210182	A
47	Vartika Jain	210191	A
48	Anshika	210231	A
49	Ajay Yashraj	210162	B
50	Naina Grover	210257	B
51	Yukta	210110	B
52	Raksha	210205	B

List of Activities With their Objectives

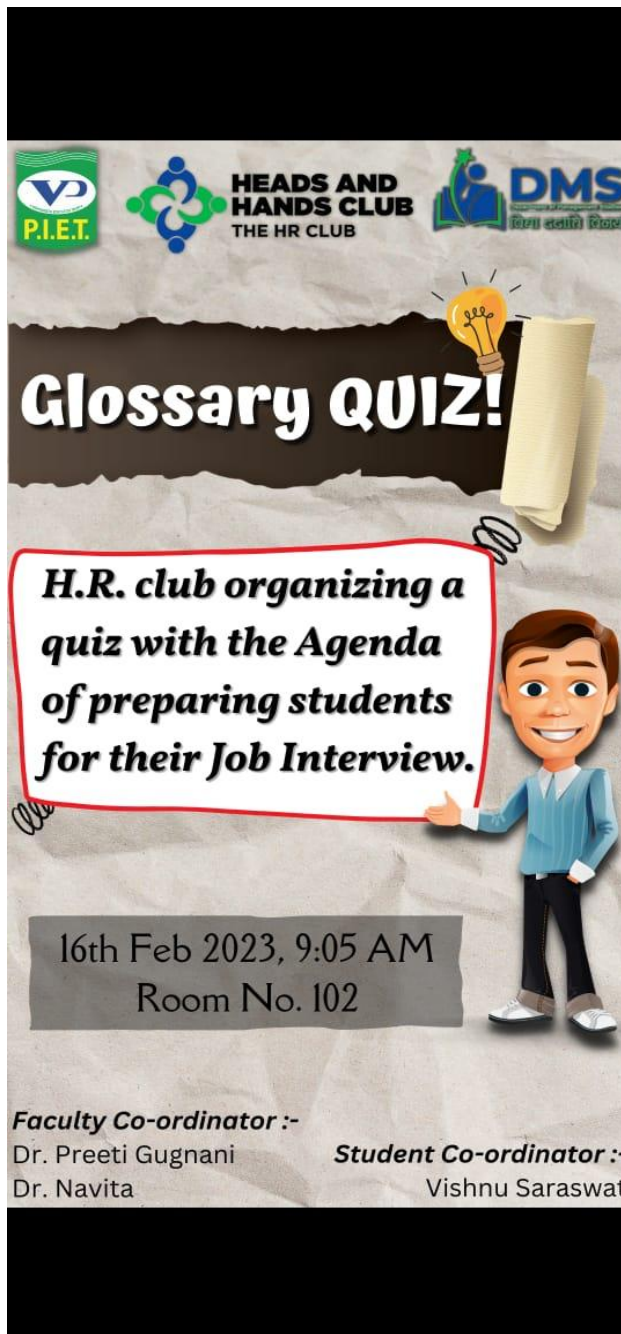
Session No.	Session Description	Objective
1	H.R. Quiz	To learn the HR Glossary(Jargan)
2	Learning with Fun	To stay mentally and physically fit
3	Team Building	To improve the morale and leadership skills
4	ManagementDevelopment Programme	To streamline the recruitment process
5	Expectation from first Job	To enhance the communication skills and confidence

HR CLUB ACTIVITY 1

GLOSSARY QUIZ

Agenda of Activity

Glossaries can be useful for helping students identify and acquire the vocabulary of the discipline. Having students intuitively understood the words from their use in readings or in the class.



P.I.E.T. **HEADS AND HANDS CLUB** **DMS**
THE HR CLUB

Glossary QUIZ!

H.R. club organizing a quiz with the Agenda of preparing students for their Job Interview.

16th Feb 2023, 9:05 AM
Room No. 102

Faculty Co-ordinator :-
Dr. Preeti Gugnani
Dr. Navita

Student Co-ordinator :-
Vishnu Saraswat



Objective: To learn the HR Glossaries

Theme: Glossary Quiz organized with the agenda of preparing students for their Job Interview

Overview:

- This competition was held with the objective of preparing students for their job interview.
- There were 9 students participated in the quiz.
- Students are given the questionnaire in hard copy and then asked to fill the answers of the questions and 1 hour timing is given to all students.
- Thereafter the questionnaires were collected from the students and checked by their teachers.
- Total 50 questions were asked from the students
- Thereafter Result for the competition were announced.
- Thereafter each question in detail was explained by the teachers.
- Finally, students were got to know the logical answers of all the questions.

Conclusion:

In short, this competition provides a platform to students to get practical exposure of interview questions to students Studentget learned about the type of questions that are being asked by the interviewer in the interview. Students also get aware about how to get ready for interview and students get real exposure of what kind of questions are asked and how to crack the interview by answering the questions. In last, students have learned questions of different topics being asked in interview and this activity feedback is taken by teachers & students really enjoyed the activity & learned important aspects of interview questions.

HR CLUB ACTIVITY 2

LEARNING WITH FUN

Agenda of the Activity

Activities that make learning engaging and fun, Students are more willing to and fun, students are more willing to participate and take risks. Having fun while learning also helps students retain information better because the process is enjoyable and memorable.

Glimpses



Objective: To stay mentally and physically fit.

What we learn from it?

The students started the session with playing few games in the beginning which was fun for them and entertaining. The activities were planned with time limit. Some of the activities planned are Filing of Nuts in a straight line, transferring balloon to bucket at a distance without touching in hand and Pyramid Forming with cups. All the activities planned for students will be helpful in Team bonding, also these activities improve workplace projects that involve teamwork. After completing team building activities together, students better understand each other's strengths, weaknesses, and interests. This understanding helps them even better together on future progress. Certain activities can be designed to improve communication and limit conflict in a group. Collaboration within a group can help solve difficult problems. Brainstorming is a good opportunity for the team to exchange ideas and come up with creative ways of doing things. By working together, teams can find the solutions that work best. The success of most organisations depends on the ability of individuals to build effective teams. The main goals of team-building are to improve productivity and motivation. Taking students out of the classroom occasionally helps to eliminate distractions and have fun.

HR CLUB ACTIVITY 3

TEAM BUILDING

Agenda of the Activity

- Increased the productivity among students by this activity.
- Better communication
- Better relationship among students to managing the functions.

Glimpses



Objective : To improve morale and leadership skills

In this session the students had perform the team building activities and learnt that:

- Build trust and team bonds
- Foster innovation and creativity
- Improve morale
- Establishment connections
- Encourage competition
- Encourage team work

HR CLUB ACTIVITY 4
BEST RECRUITER COMPETITION

Agenda of Activity

To know the importance of hiring the right person at right person at right time at right job. To understand that it helps business to find suitable candidates for vacant position, adapt to change, reduce turnover and improve morale.

Glimpses



Objective: To streamline the recruitment and hiring process

Panel 1: Bharti Group

Profile – HR Recruiter Panel Members :- Bharti , Ekta , Suruchi

Company Name – HABS Corporation

Shortlisted Students of Bharti Panel

1. Shiva Sharma
2. Simran Kaur
3. Sagar Chokkar
4. SaloniPopli
5. Rinki Yadav
6. Sachin Singh Gujjar
7. SaloniUpneja

Selected candidates

1. Shiva Sharma
2. SaloniPopli
3. Simran Kaur

Panel 2: Yukta Group

Profile – Marketing Executive Panel

Members:-

1. Yukta,
2. Kanika Bhatia,
3. Rohan,
4. Aarushi

Shortlisted students of Yukta Panel:-

Company Name – Sunshine Pvt Ltd.

1. Manav Goyal
2. Arpit Lamba
3. Karan Malhotra
4. Vaishali

5. Amrita Thareja
6. Srishti bhagat
7. ShivamSoni

Selected candidates-

1. Amrita Thareja
2. Srishti Bhagat

*Panel 3:

Shubhangi Group* Profile :

HR executive Panel Members:-

1. Shubhangi,
2. Komal,
3. Neha

Shortlisted students for Shubhangi Group:-

Company Name :-Leadtech management consulting pvt. Ltd.

1. Ishpreetkaur
2. Prachi Gupta
3. Chesta Narang
4. Khushi Sammi
5. Muskaan choudhary
6. DivyaChugh
7. Rhia Tyagi

Selected candidate

Panel 4: Vartika Group

Profile: HR Associate Panel Members:-

1. Vartika,

2. Anshu,
3. Priyanka,
4. Kanika Chugh

Shortlisted students for VartikaGroup :- Company Name:-SafieVetmed Pvt Ltd.

1. Aditi Bhardwaj
2. Vidhi Deshwal
3. Neha Goel
4. Ankur Deswal
5. Janvi Bansal
6. Simran Chugh
7. Monika Mehra

Selected Candidates :

1. Janvi Bansal
2. Neha Goel

*Panel 5:

Baby' group* Profile: Training and Development manager

Panel Members:-

1. Baby,
2. Jyoti,
3. Simran

Shortlisted students for Baby's panel:- Company Name:- SSJB Pvt. Ltd.

1. Shubham Verma
2. Tushar Gupta
3. Sinha Dhiman
4. Yashika Ahuja
5. Ishika Jain

6. Arjun Tyagi
7. Rahul Jangra

Selected candidates :

1. Shubham Verma
2. Arjun Tyagi

Result of BEST RECRUITER COMPETITION

First position

Vartika group Panel no.4

Name of the students: Vartika Jain Anshu Priyanka Kanika Chugh

Runner up Baby's Group Panel no- 5

HR ACTIVITY 5

EXPECTATION FROM FIRST JOB

Agenda of Activity

To understand better environment conditions and to make students know career security and help the students to understand their interest and passion.

Glimpses



Objective: To enhance the confidence and communication skills among Students and awareness about HR policy

There were three groups in discussion.

The aim of this group discussion was to enhance the confidence, communication skills, leadership quality and thinking capacity. The points discussed in the favour of the topic were like ", Leave policy, festive celebration, events organisation, informal communication, formal communication, Trips and Tour, Development programs, training, sleeping facility, member, positive Attitude, Positive work culture" and the points against it were like " concerns for employees.

Overall, the discussion was positive because each one of us contributed good information and everyone listened with the utmost interest when other members were sharing their ideas. Speaking in the group discussion is gradually bringing everyone in mainstream by boosting their self-confidence.

****End of report****