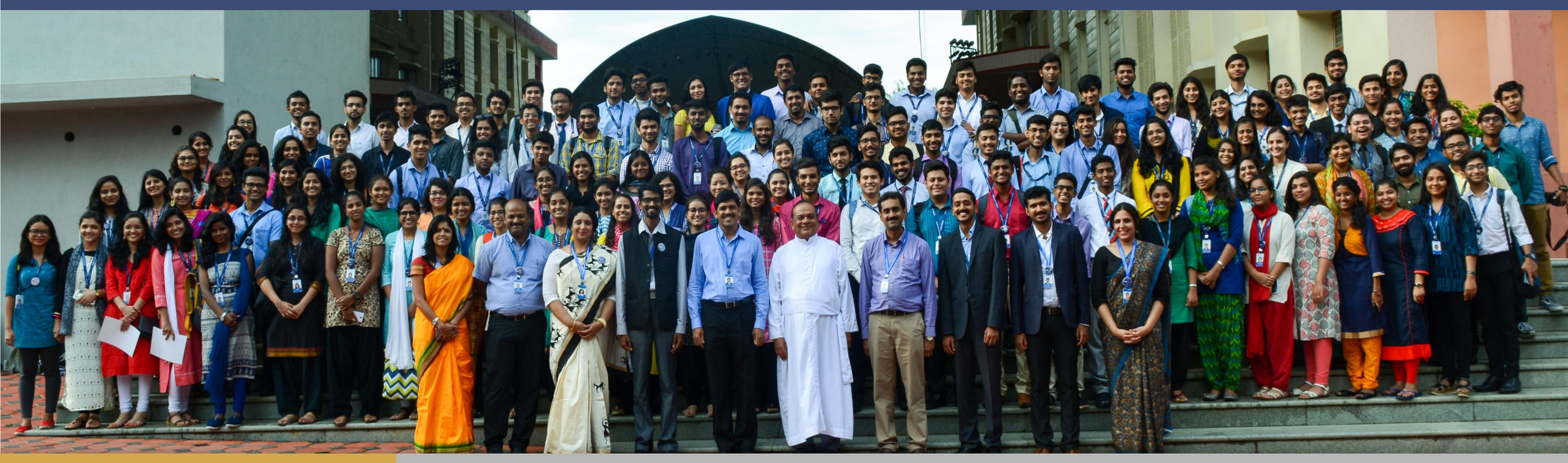
CAPS
CENTRE FOR ACADEMIC & PROFESSIONAL SUPPORT

CHRIST UNIVERSITY
BENGALURU, INDIA
Declared as Deemed to be University under Section 3 of UGC Act 1956

News CAPSule

A CAPS Publication

Vol 4 November 2017



UPCOMING EVENTS

Town Hall III
Dining Etiquette

Corporate Interface
Placement Orientation Program Finale

Professionalisation Skills Week

CAW V
Personality Assessment

CAPS Christmas Celebration

ONGOING EVENTS

Chetna
Child Sensitisation Mission

Career Corridor
Placement Orientation Program Exclusively for Christites

A NEW YEAR- A NEW TEAM

A new year is the welcome mat for new recruits, extensive trainings and exciting workshops. Centre for Academic and Professional Support (CAPS) held its recruitment process in the month of June. Planning for the recruitment started in the month of May.

28th May saw the first formal meeting held by the team involving the faculty, summer interns and senior CAPSTIVISTS. The last week of vacations witnessed a rather intense work schedule for poster and brochure designers. Several rough plans were made, CAPSTIVISTS were called for umpteen meetings, tons of drafts and numerous excel sheets were made, many conference calls were held and a ton of WhatsApp groups were formed. Senior CAPSTIVIST Sarthak Gulati was handed over the Marketing Responsibility. Kapil Thakur, the creator of the Volunteer Management System (VMS), formed the base of the entire Recruitment Drive. Karan Pardal and Debanjana Santra formed several sub teams for Scheduling, Notification, VMS, Scoring, Logistics, Marketing and Query Management. Several teams worked parallel to each other, while some worked sequentially.

The Recruitment was carried out in 2 phases. Phase 1 – Onsite task. Phase 2 – Personal Interview. The Scheduling team had to calculate and manipulate the number of candidates each day, the number of faculty members required for the personal interviews and onsite tasks, allocation of rooms and logistics members for each room, etc. Notifications team had the responsibility of informing the candidates about the venue, date, time, their pre-requisites for the onsite task, etc. The team had to then notify the faculty members about the details of the interviews. Kapil and his team were handling the VMS. It had undergone various changes in system requirements throughout the recruitment drive. The Scoring team was responsible for maintaining confidentially while keeping the scores of each candidate. The Logistics team had to ensure the availability of the required equipment in the allocated rooms and maintain the decorum during the onsite tasks. The Marketing and Query Management team collaborated to reach out to every student of the University. Stalls were put up in the front of Central Block and the CAPS office. The volunteers allotted for the same had to market the recruitment drive and answer queries regarding it.

Christites flooded the CAPS office from 4pm-6pm on weekdays and 1pm-4pm on Saturdays when onsite tasks and Personal Interviews took place. The Recruitment Drive went on for a little more than 2 weeks. CAPS Induction Day marked the end of the Recruitment drive on 25 June and the beginning of CAPS 2017-2018.

By Debanjana Santra (COWL)

Confused on what to Include in a Letter of Recommendation?

- Workshop on Letters of Recommendation

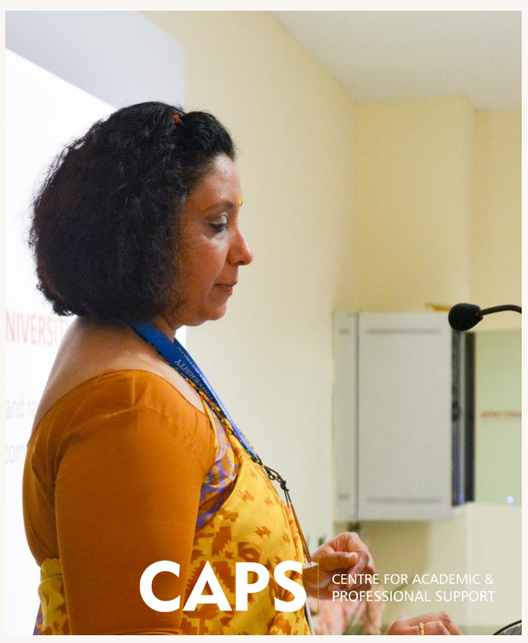
A workshop on techniques of writing Letters of Recommendation was conducted by the Centre for Academic and Professional Support. It was attended by teachers from the Deanery of Science. It was facilitated by CAPS mentors, Ms Anamika Viswanathan and Ms Hargunh Kahlon. Dr. Surendra Kulkarni, Dean of Department of Science, gave the opening statement by talking about the purpose of the workshop. He then mentioned the flaws of previous letters and how they could be overcome so as not to damage institutional reputation.

Ms Anamika took the session forward by using example of coffee vendor Starbucks' cost and worth analysis. Branding is an important aspect for any and everything – it can be coffee or Recommendation letters. A bell curve analysis of different types of students namely High, Average and Low performers was used to present how to approach expression styles to each category of students.

The next part of the session was taken by Ms Hargunh, who presented the audience with a glossary of terms to use in the letters. Ms Anamika spoke about the importance of spell checks, proof reading, and backward reading. Ms Hargunh then presented a few examples of letters of Recommendation where various flaws and strengths were highlighted.

The session witnessed a few questions from the audience on the US/UK styles of writing and responses to casual mails for the same. The event had over 25 attendees and was held with utmost finesse.

By Mahek Mowar (Media & PR)



Teach The Teacher

- A Workshop for the Deanery of Science

CAPS hosted a series of workshops for the teaching faculty called 'Teach the Teacher Training Programme'. These workshops were intended to help teachers to be in sync with current technological advancements. Their purpose was to discuss the challenges faced by professors while they taught in classrooms and identify solutions to overcome such shortcomings. The aim of the workshop was to provide training to teachers so that they could meet the needs and aspirations of a well-informed crowd of students and to groom them to become better professionals. The Teach the Teacher programme included various topics such as Blended Learning, Confidence Building, Personality Enhancement, and Pentium of Pedagogy

The session on Blended Learning was conducted by Professor Harishankar Moosath. It revolved around basic and advanced cognitive functions, learning styles and how technology acts as a catalyst in visual learning. The Personality Enhancement training session was conducted by Mr Antony Williams. He highlighted the importance of a teacher in students' lives, as their young minds face myriads of challenges. In this scenario, a teacher should be approachable and make students feel comfortable enough to seek help from him. Teachers nurture the future leaders of tomorrow and this gives them an important role in the field of academia.

Prof. Suresh Pai conducted the session on Pentium of Pedagogy which involved several elements like the new age 'networked teacher' and the key point was to focus on sourcing and putting together the best quality content rather than focus on quantity. Then, the session titled 'Confidence Building: Body Talk' was taken by Dr. Naveen I. Thomas, who The facilitator had ample knowledge and experience in the field of Non- Verbal Communication. He had a series of activities planned for the teachers and the prime focus of the session was communication.

All these sessions conducted as part of Teach the Teacher programme were found to be fruitful for the professional and holistic development of all the attendees and the programme was declared to be of great value by teachers and Dr S Kulkarni, Dean - Sciences.

By Jeffy Johnson (Media & PR), Sandhya Sivamurugan (QCCM)

Chat On Chetna

-Child Sensitisation Mission

Odyssey- Hey Shuv! Can you believe it's almost been a whole year at Christ University?

Shuvadarshan - I definitely cannot. I am still trying to figure out how time went by so swiftly. Christ surely knows how to keep us busy.

Odyssey- Indeed. One year and it has already given me experiences of a lifetime - the multicultural environment, the dynamic set-up and Chetna.

Shuvadarshan- Chetna was truly the best decision I have ever taken in my one year of study at Christ University. I expected to just take the position of a mentor to underprivileged children but it ended up being much more than that. I cannot thank Shivli Shrivashtava enough for initiating and coordinating Chetna.

Odyssey- True. Chetna is much more than just a student initiative of a Child Sensitization Mission. It is an exchange of experiences. Hasn't it been almost 7 months since we joined Chetna?

Shuvadarshan- Do you remember our recruitment for Chetna started in September 2017, followed by training sessions in November, and finally the outreach in April 2017.

Odyssey- Woah! Did we go through all of that? One can never feel when one is going through it all!

Shuvadarshan- Of course it had to happen. We were a part of a social initiative collaborated with CAPS and CSA.

Odyssey- Moreover, it was about volunteerism. Look at the topics we handled- Adolescence and Puberty, Prevention of Child Sexual Abuse, Personal Safety and Substance Abuse. These issues were so sensitive that they changed me as a person.

Shuvadarshan- Me too. I will never forget those days. I believe it is not an obligation but a duty to help the needy. My team and I went to Janakiram to sensitize the children residing in the slums.

Odyssey- Oh! I am glad you brought this up. My sessions were a big hit. I conducted them in government schools in Assam. In one session, the children wanted me to teach them for an hour beyond my permitted time!

Shuvadarshan- Really? All thanks goes to the planning and training given by Chetna.

Odyssey- Undoubtedly. It is not a walk in a park to talk about such sensitive issues with children but Chetna successfully trained us. The interactive games, fun activities and all the pep talks, all worked!

Shuvadarshan- I was a different person during the sessions. I lost myself in the children and almost became one of them. I might never be able to describe it accurately. It was surreal!

Odyssey- It was enlightening wasn't it? There is a lot to learn by just talking to children who idolize and wish to be like you. The experience made me more humble and empathetic.

Shuvadarshan- Empathy! Yes, that will be the right word. I believe this word captures the true essence of Chetna. It cannot be taught through books. What you need is a real life experience. It is life changing to know that I contributed towards betterment in the lives of those children, even if it was for a short while.

Odyssey- I think we can pat our backs. We did a great job, didn't we?

Shuvadarshan- No doubt about it. Luckily we got the opportunity to coordinate Chetna for this year. We will not let Shivli down. What say?

Odyssey- I cannot tell you how excited I am Shuv. I am sure we will get dedicated volunteers this time as well. Chetna is all about selflessness and giving at the end of the day. I am sure, the future change makers at Christ University are waiting for Chetna as much as Chetna is waiting for them.

Shuvadarshan- And let's not forget, the kids are waiting too.

By Odyssey Gohain (CHAL),
Shuvadarshan Bhual (CHAL)

How To Cite And Format?

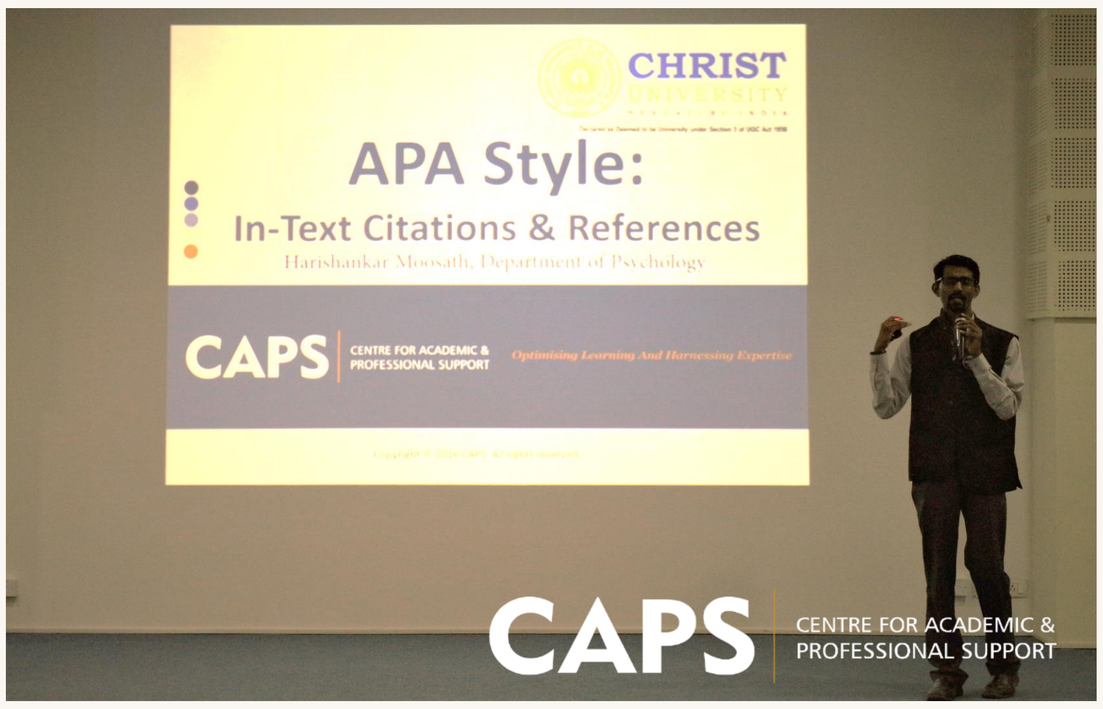
- Workshop on APA style

CAPS conducted a workshop on APA style of writing with added emphasis on in-text references and citations. The session commenced with a detailed and well-explained introduction provided by Mr Harishankar Moosath, Assistant Professor from the Department of Psychology and a Mentor at CAPS. He introduced the lively audience to utilitarian software to automate the entire process. With a goal to optimize learning, the session was aimed at instilling confidence in students with respect to the APA style of writing.

The session bridged the gap between classroom learning and career-oriented, application-based knowledge. On a larger scale, since CAPS aims to equip the individuals with various skills in a holistic sense, this enriching workshop catered to this commitment by tutoring participants in one such aspect.

The workshop received plaudits and buoyant feedback from the attendees who stated that the workshop was precise and rich information was provided about the topic. The success of the workshop was a testament to all the work done by the CHAL and Media & PR teams at CAPS.

By Shanvi Aggarwal
(Media & PR)



Discover The Panelist In You!

- Workshop on Panel Discussion

What is a panel discussion? It's a word we've all heard of but hesitate to explain. To resolve this, CAPS came up with a workshop on panel discussion in order to help 'DISCOVER THE PANELIST IN YOU!'

The event began with a panel discussion, to give the audience a gist of how it works. The question posed was, "Do you think demonetization was a smart move to increase transparency in India?" The moderator of the discussion was Anushree and the 6 panelists were Manisha, Kaushik, Anand, Jeffy, Gautam and Rushil.

The whole discussion generated a sense of curiosity among the audience as each panelist came up with different points to justify his/her stance. Few people talked about laws and a few others focused on the suffering of common people. The discussion came to an end with a small session of cross questioning. Then, the facilitator gave a clear understanding of panel discussions, their ideal duration and then developed into topics like group discussions, debate, forum, symposium, Q&A, and round table discussion. He also explained the pivotal role of a moderator which is to be a good listener, unbiased, neutral and knowledgeable. Lastly, he pointed out the mistakes made by both, the panelists and the moderator. After this, another panel discussion took place on the topic, "Would a liquor ban actually quell drunk driving related accidents or is it a lose-lose intervention?" in which the audience participated too.

With this, the workshop came to an end with concluding remarks from the facilitator.

By Karan Pardal
(Market Research)

Taking the Big Leap

CAPS Hut For Augmented Learning (CHAL) conducted a workshop on 17th August on taking the Big Leap from UG to Foreign based Post-Graduate Programs with emphasis on UK and US Universities. The session began with the opening address given by Ms. Anamika Viswanathan on the proceedings of the workshop. The guest speaker Mr. Anamay Viswanathan, a Morehead-Cain Scholar at The University of North Carolina at Chapel Hill, currently completing Bachelor's degrees in Political Science and Neuroscience, commenced the workshop with a comparative study of the education systems in India and the UK and USA.

The first half of the workshop was focused on the application system in the United Kingdom, which is similar to that of the rest of Europe. He discussed the steps to apply in detail. He spoke about the importance of website research, academically oriented personal statements, aptitude tests, language requirements, and interviews. A short video clip was played highlighting the Do's and Don't's of Personal Statements. A short break paved way to an equally interactive second half of the session with focus on applications to the United States. He explained how the applications going to the US are processed through the Common App. He highlighted the common aspects of US and UK applications such as factors of consideration in terms of Russell Group (UK)/Ivy League (US), size, location, ranking, deeper website research, samples of written work, aptitude tests, references, etc. Funding for these institutes was also highlighted in the workshop. The average expense estimate was provided and various types of scholarships were spoken about such as University Grants, Corporate Scholarships, Research Grants.

The session ended with a 15 minute Q&A session where a few of the 150 attendees raised questions about extra-curricular work, minimum academic requirements and online courses. Students felt connected with Mr. Anamay as he spoke from personal experiences. Mr. Anamay with his charismatic and humorous presentation was able to clarify all doubts with regard to applying to foreign universities in the US and the UK. The students found his tips useful along with the various valuable sources which they could refer to later on.

By Mahek Mowar
(Media & PR)

CAPS Launch At BGR Campus

After two years of functioning at the Main Campus, it was time for CAPS to extend its outreach to other campuses. On consultation with the BGR Associate Dean Dr Jyothi and faculty Dr Vijayalaya, the Executive Committee comprising Dr Tony Sam George, Ms Anamika and Mr Sabu decided that CAPS' presence at BGR will indeed support a community of eager students here.

With the commencement of groundwork in July, CAPS was officially launched at BGR on August 31, 2017. BGR faculty Dr Meghna, Dr Deepa, Dr Padmini, Mr Rex, Mr Lakshminarayan, Mr Viji, Dr Prerana and Dr Jose kindly agreed to spear head functions like CEWS, CLASS, CHAL and Operations, with Dr Vijayalaya as the Coordinator. The first task was to recruit volunteers into CAPS. Through promotional videos, in class presentations and word of mouth, nearly 60 volunteers came forward to carry out CAPS outreach at BGR. Post recruitment, intensive training was given to the enthusiastic volunteers on how to conduct CLASS sessions, how to assist students in English and Writing Skills and how to organise CAPS events.

The first event to be conducted at BGR was The Big Leap on August 16, 2017. Focusing on application procedures for foreign universities, the facilitator Mr Anamay Viswanathan immediately connected with the students who were keen to understand the nitty gritties. The second outreach was a session on writing letters of recommendation for the faculty. The turnout to these events clearly indicated the scope for CAPS activities was encouraging.

CAPS BGR is now ready for expanding its outreach to more and more students and the even semester will witness CAPS growing at a fast pace here.

By Ms. Anamika Viswanathan
(Chief Mentor)

Testimonials From BGR Family

CAPS has turned my life the right way round. With a tinge of responsibility, a tinge of fun. A tinge of focus and a lot of positive interaction with others has made gaining and imparting knowledge a passion. It's an honour to be a part of the CAPS family.

Anshruta Deepkumar
CLASS

When I joined CAPS, I was certain that I was going to start a beautiful journey in my final year. CAPS did not only help me grow professionally but it also contributed to my personal growth. It helped me gain greater proficiencies and competencies related to academics that holistically developed my personality

Dr. Meghna Mudaliar
Mentor, CEWS

CAPS gives an opportunity to reach out to students beyond the limitations of classrooms, disciplines, etc. It is indeed an energising experience

Dr. Vijayalaya Srinivas
Coordinator, CAPS, BGR

I am glad to be part of a team that is building an academic and professional support system for students, here, at the BGR Campus. The scope of topics that are covered as part of the CLASS modules is quite diverse and relevant. The quality of the modules (in terms of the content) and the training provided to our volunteers has been remarkable. The enthusiasm of a lively team of volunteers has made this an exciting journey so far!

Dr. Padmini Ram
Mentor, CLASS

Bhavya Chabra
CLASS

CAPS is an exciting and important initiative in our continuing endeavour to provide our students and faculty with academic and professional support. It is wonderful to see talented and service-minded students investing their time and efforts into assisting their peers

CAPS BGR is providing an amazing platform for students to train and be trained in various academic and professional skills.

Mr. Rex Joseph
Mentor, CHAL

Being a member of CAPS and the experience that I have enjoyed till date has been transformative, both professionally and personally. CAPS will forever remain a high point in my professional life. The experience has been energising and strongly grounded in theory and practice. The humanising approach that we enjoy here has re-kindled my sense of purpose as an educator.

Mr. Jose Antony
Mentor, CEWS

COWL Launch Pad

After a two year long journey of creating, planning and producing, COWL Christ Online Writing Lab launched its first outreach programme. CAPS - Centre for Academic and Professional Support officially launched COWL Christ Online Writing Lab, for the first time in India, with its E-Learning module on Statement of Purpose on September 20, 2017, at Christ University, Hosur campus. The next day, E-Learning Module on Writing Statements of Purpose (SOP) was conducted at a computer lab over two sessions. The E Workshop aimed to help students craft an effective Statement of Purpose with an E guided learning module packed with pointers, tips and a wealth of information.

COWL is an integral part of Centre for Academic and Professional Support, Christ University and is headed by Mr. Mitul Joseph Koickakudy, a former Christite. The idea of COWL was formulated in response to the growing need of the students to be well equipped to study at their own requirements. CAPS has been operational since mid- 2015. In these 2 years, COWL has grown and expanded with the collection of operational ideas and modules, which can be accessed only by the students of Christ University. Painstakingly, the team has developed four academic modules and two professional modules ready to go online. here

COWL as a concept is very unique from a student point of view. There have not been any online writing labs initiated by colleges across the country of India till date. The main objective of this initiative is to provide an engaging and dynamic environment with an e-user interface which consists of current and useful content. This content is at the disposal of the students and can be accessed by any student at any time. There are certain Foreign universities which have their own online writing labs such as Boston College, Purdue University and Excelsior College. COWL has taken great inspiration from them and strives to make e-learning environment suited to the Indian context.

This E-learning process can be completed by Christites by going to the COWL page, which can be accessed from the CAPS page. It is just a matter of certain clicks to access the learning modules. One can login and use it any time you want, in your own free time. Apart from being self-paced, these modules enhance self-learning along with self-assessment tests which can assess your learning and understanding capabilities. You can get instant scores as well along with a mention on your weak areas. In case of any difficulties, you can easily correct yourself by taking the pre-and post assessment tests which

allows you to correct yourself and makes you understand the error with explanation.

So far, more than 200 Christites have benefitted by the COWL E-learning modules in just 2 months. COWL is now set to reach out to BGR campus in the days to come and operationalise two more modules.

By Arindam Pal
(COWL)

Solace In Nature

The vibrant sky did not excite me,
The waters no longer sang to me,
The leaves of the tree did not acknowledge the rhythm
of the wind,
That is why I felt that nature had turned dim.

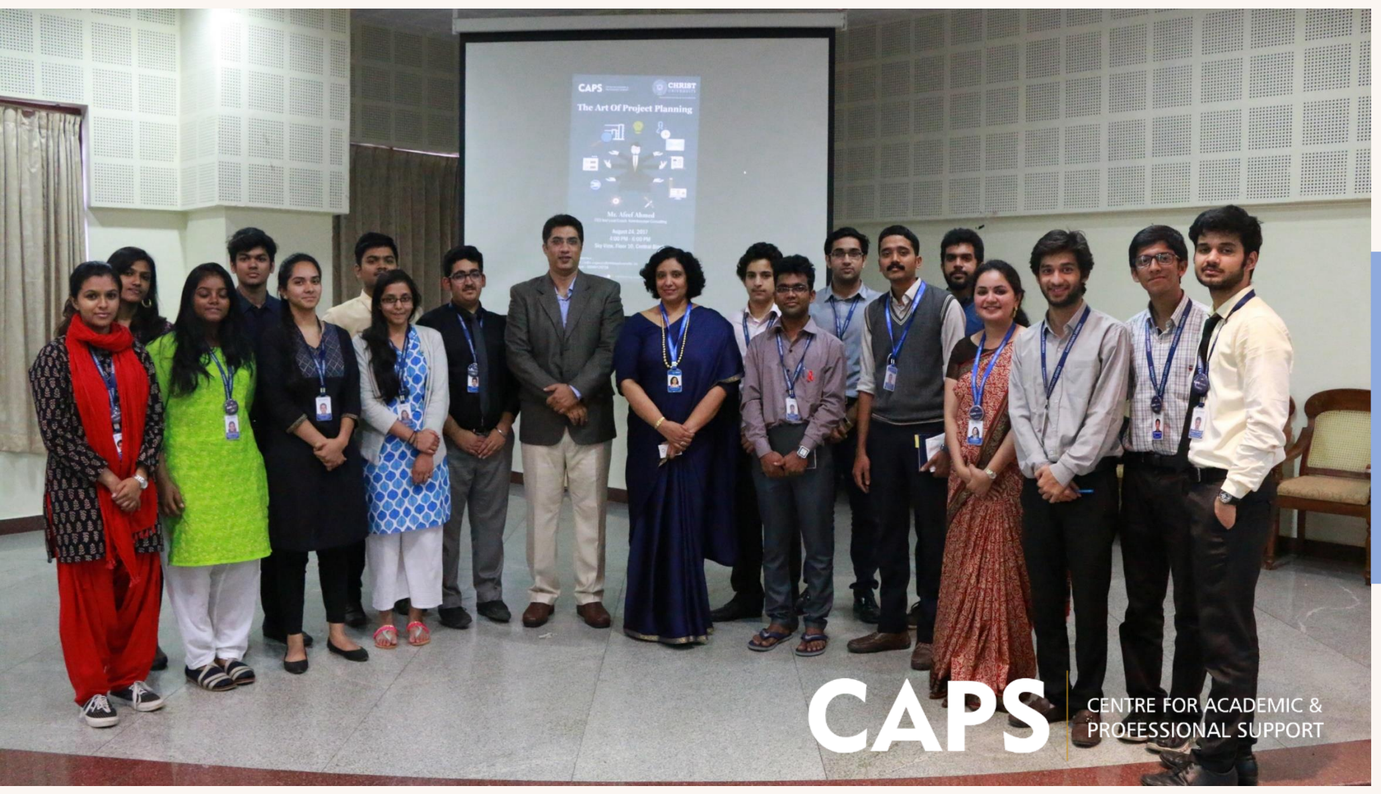
Suddenly, I witness the power of nature,
Hope drives me to nurture my future.
I do lack in courage and am uncertain about my plight,
But the magic that I discovered in the air makes me feel alright.
The solace that I found in nature has transformed me,
And I am grateful that she put forth her divine plans
for me.
So I am all set for the ride,
To explore the hidden secrets of life.

By Jeffy Johnson (Media & PR)

Summer Internship
April - May 2017

Induction Day
June 2017

Recruitment Drive
June 2017

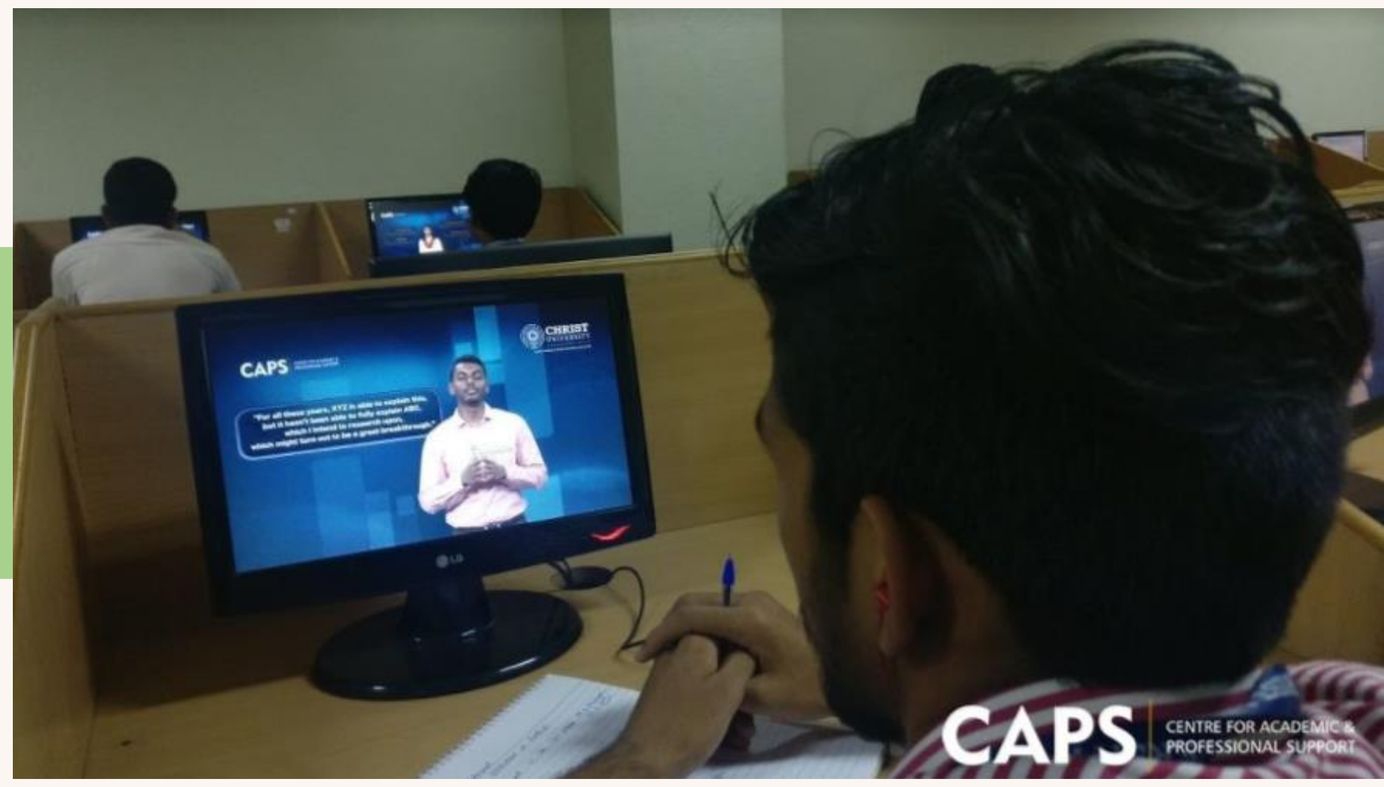


Art of Project Planning
August 2017

Structuring Creativity
September 2017

Corporate Interface
September 2017

COWL e-Learning
September 2017



Resume Writing
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EDITORIAL

MENTORS
Ms. Anamika Viswanathan
Ms. Swathy Divakar
Ms. Christina Francis

CONTENT COMMITTEE
Jeffy Johnson
Mahek Mowar
Kaushik Raj

GRAPHIC DESIGN
Gloria D'Mello

PHOTOGRAPHY
Drona Kakati
Abhinav Anand
Antony Francis
Deeksha Vanguru

REACH US

caps@christuniversity.in

080 4012 9728, 080 4012 1320/1499

CAPS OFFICE – MAIN CAMPUS
#910, Floor 9, Central Block
Christ University

CAPS OFFICE – BGR CAMPUS
#101, Floor 1, Academic Block
Christ University

www.christuniversity.in/CAPS
www.facebook.com/capschristuniversity