



ARYA College of Engineering (ACE)

PREVIOUSLY KNOWN AS ARYA INSTITUTE OF ENGINEERING & TECHNOLOGY (AIET)

(Affiliated to RTU Approved by AICTE, New Delhi)

• Main Campus, SP-40, RIICO Industrial Area, Delhi Road, Kukas, Jaipur-302028 | Tel. Ph. 0141-2820700

• www.aryacollegejpr.com
• Toll Free: 1800 102 1044

Ref: ACE/SDC/2024-2025

Dated: 13-Feb.-2025

NOTICE

SKILL DEVELOPMENT CELL

This is to inform all the members of Skill Development Cell that the meeting of the SDC will be held on **18th Feb. 2025 at 1.30 PM** in the Board Room of ACE.

The meeting Agenda will be as follow:

1. To confirm the minutes and action taken report of the last meeting.
2. Designing training courses on self-management and personality development.
3. Syllabus preparation and review for the Language Lab.
4. Developing Power Point presentations to enhance presentation skills.
5. Organizing Industry-Specific Workshops and Expert Lectures.

You are requested to attend the meeting as per schedule time.


Dr. Tanuj Manglani
(Convenor)



Copy to:

1. IQAC
2. All Members
3. All HOD's
4. Student Council





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Ref: ACE/SDC/2024-2025/M

Dated: 20-Feb-2025

MINUTES OF MEETING

Minutes of the Skill Development Cell Committee meeting for sustaining the quality of education in ARYA College of Engineering (ACE) held at 01:30 P.M. on 18th Feb. 2025 in the Board Room of ACE.

Members Present

1. Dr. Himanshu Arora -Chairman
2. Dr. Tanuj Manglani -Convenor
3. Ms. Shilpi Mishra -Member
4. Ms. Ankita Jain -Member
5. Mr. Rahul Sharma -Member
6. Ms. Priyanka Sharma -Member
7. Dr. Anjali Ahuja -Member

Members Absent:

1. Ms. Poonam Sharma -Member

The Convenor of the cell delivered the welcome note and following things discussed.

AGENDA ITEMS

Agenda item 1: To confirm the minutes and action taken report of last meeting

The minutes and the action taken report of the said Meeting of Skill Development Cell (SDC) were discussed and found to be in order and hence confirmed.

Agenda item 2: Designing training courses on self-management and personality development.

Workshops will be conducted on self-discipline, time management, and personal branding to help students enhance their confidence and decision-making skills.

Agenda item 3: Syllabus preparation and review for the Language Lab.

The committee will evaluate and update the Language Lab syllabus to improve students' proficiency in communication, business writing, and verbal skills.

Agenda item 4: Developing Power Point presentations to enhance presentation skills.

Training sessions will be introduced to help students create effective PowerPoint presentations, improve public speaking, and present ideas with confidence.





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Agenda item 5: Organizing Industry-Specific Workshops and Expert Lectures.

The committee will invite professionals from different industries to conduct workshops and guest lectures, providing students with real-world insights and career guidance.

The Meeting ended with the vote of thanks to the chair.

Dr. Tanuj Manglani

(Convenor)



Copy to:

1. Principal Sir (For kind consideration)
2. All Committee Members
3. All HODs





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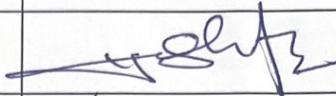
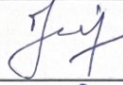
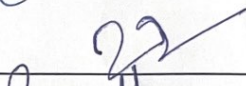
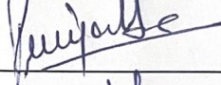
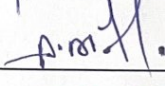
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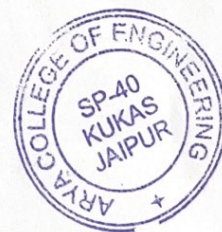
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Skill Development Cell (18 Feb. 2025)

Attendance Sheet

S. No.	Name of Members	Designation	Signature
1	Dr. Himanshu Arora	Chairman	
2	Dr. Tanuj Manglani	Convenor	
3	Ms. Shilpi Mishra	Member	
4	Ms. Ankita Jain	Member	
5	Mr. Rahul Sharma	Member	
6	Ms. Priyanka Sharma	Member	
7	Dr. Anjali Ahuja	Member	
8	Ms. Poonam Sharma	Member	ABSENT





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UAP Code : 1011

Action Taken Report of Skill Development Cell held on 18.02.2025

S. No.	Agenda	Action Taken
1.	Action Taken to develop Power Point presentations to enhance presentation skills.	Reviewed and Confirmed
2.	Action Taken to organize Industry-Specific Workshops and Expert Lectures.	Reviewed and Confirmed

