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Workshop on “Decoding Civil Services Examination Strategies for Comprehensive Preparation” (4th March-7th March 2024)

Introduction

The Career Development Cell of RERFGI organized a four-day workshop titled "*Decoding Civil Services Examination Strategies for Comprehensive Preparation*" from March 4 to March 7, 2024. This workshop, powered by Tathastu ICS, aimed to equip students with essential strategies and a structured approach to preparing for the highly competitive Civil Services Examination. Dr. Tanu Jain, an ex-bureaucrat and founder of Tathastu ICS, served as the keynote speaker, bringing her invaluable expertise and practical insights gained from her own journey through the civil services. Over the course of four days, Dr. Jain covered crucial topics, including effective time management, understanding the exam syllabus, and preparing for the preliminary, main, and interview stages. She also shared strategies for maintaining focus and motivation during preparation. This workshop provided participants with a clear framework and actionable advice, empowering them to pursue their civil service ambitions with a stronger sense of direction and confidence.

Objective

The objectives of the "*Decoding Civil Services Examination Strategies for Comprehensive Preparation*" workshop were:

1. To provide a structured approach and comprehensive strategies for Civil Services Examination preparation.
2. To deepen participants' understanding of the exam syllabus and its various stages.
3. To enhance time management skills for effective study planning.
4. To equip participants to confidently tackle the preliminary, main, and interview phases.
5. To share motivational techniques to help maintain focus and perseverance throughout the preparation journey.
6. To leverage the experience of Dr. Tanu Jain, an ex-bureaucrat, for practical insights and proven preparation strategies.
7. To empower aspiring civil servants with a clear framework for achieving their career goals.

Organizing Committee

The program was orchestrated under the leadership of the following Career Development Cell Members:

- President: Dr. Arindita Saha
- Convener: Mr. Bidyut Kumar Ghosh

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- Mr. Arpan Mondal
- Ms. Nabanita Basu

Resource Person:



Dr. Tanu Jain was born and raised in a small town in India, where from an early age, she demonstrated exceptional academic prowess and an innate desire to make a positive impact on people's lives. She completed her Bachelor of Dental Surgery (BDS) degree from Subharti Medical College, Meerut. During her time in medical school, Dr. Jain experienced a pivotal realization: while she was passionate about medicine, she felt that her potential to effect widespread societal change extended beyond the confines of clinical practice. This insight inspired her to embark on the challenging journey of the UPSC examination. Motivated by a desire to create meaningful change on a larger

scale, Dr. Jain decided to appear for the highly competitive Indian Administrative Services (IAS) examination. Her exceptional abilities and relentless dedication culminated in securing a top rank, enabling her to join the prestigious IAS cadre.

As an IAS officer, Dr. Jain has been instrumental in implementing critical reforms and initiatives across various sectors. Serving in key positions across different districts, she has efficiently managed public administration, ensured the effective delivery of government schemes, and worked diligently towards socio-economic development. Her visionary leadership and meticulous approach have transformed countless lives, earning her numerous accolades and recognition from the government and various organizations.

After working seven and half years as an IAS officer and driven by a deep-seated passion for teaching and mentoring, Dr. Jain decided to transition from her role in the IAS to become a full-time educator. She envisioned empowering future generations by sharing her knowledge and experiences. Recognizing the profound impact that quality education and guidance can have on aspirants, she established 'Tathastu ICS'—one of the premier IAS coaching institutes in Delhi. Offering both online and offline programs, the institute is dedicated to preparing students for the UPSC examinations and other competitive exams, reflecting Dr. Jain's commitment to fostering excellence and leadership in future generations.

Dr. Tanu Jain's exceptional contributions and outstanding achievements in public administration have earned her immense respect and numerous accolades. Her selfless service and unwavering commitment to the welfare of society serve as an inspiration to many. Today, we celebrate Dr. Tanu Jain's remarkable journey and the profound impact she continues to make in public administration. Her story is a testament to the power of dedication, the pursuit of excellence, and the unwavering commitment to serving society.

Program Schedule:

Day 1: Date: 4th March 2024

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Time: 10:00AM-03:00PM

Mode: Offline

Venue: RERFGI Seminar Hall

Hosted by: Mr. Rahul Das

Resource Person: Tathastu team

- Inauguration (10:00 AM - 10:15 AM)
- Lecture Session (10:15 PM – 12:30PM)
- Lunch Break (12:30PM-01:00PM)
- Lecture Session (01:00PM-2:00PM)
- Q&A and interactive Session (2:00PM – 2:45PM)
- Concluding Remarks (2:45PM - 3:00 PM)

Day 2: Date: 5th March 2024

Time: 10:00AM-03:00PM

Mode: Offline

Venue: RERFGI Seminar Hall

Hosted by: Ms. Abhilasha Shaw

Resource Person: Tathastu team

- Opening Remarks (10:00 AM - 10:15 AM)
- Lecture Session (10:15 PM – 12:30PM)
- Lunch Break (12:30PM-01:00PM)
- Lecture Session (01:00PM-2:00PM)
- Q&A and interactive Session (2:00PM – 2:45PM)
- Concluding Remarks (2:45PM - 3:00 PM)

Day 3: Date: 6th March 2024

Time: 10:00AM-03:00PM

Mode: Offline

Venue: RERFGI Seminar Hall

Hosted by: Mr. Rahul Das

Resource Person: Tathastu team

- Opening Remarks (10:00 AM - 10:15 AM)
- Lecture Session (10:15 PM – 12:30PM)
- Lunch Break (12:30PM-01:00PM)
- Lecture Session (01:00PM-2:00PM)
- Q&A and interactive Session (2:00PM – 2:45PM)
- Concluding Remarks (2:45PM - 3:00 PM)

Day 4: Date: 7th March 2024

Time: 10:00AM-03:00PM

Mode: Offline

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Venue: RERFGI Courtyard

Hosted by: Mr. Rahul Das & Ms. Abhilasha Shaw

Resource Persons: Tathastu team and Dr. Tanu Jain

- Opening Remarks (10:00 AM - 10:15 AM)
- Lecture Session by Tathastu team (10:15 PM – 12:30PM)
- Lunch Break (12:30PM-01:00PM)
- Lecture Session, Q&A and interactive Session by Dr. Tanu Jain (1:00PM – 2:45PM)
- Vote of Thanks (2:45PM - 3:00 PM)

Proceedings of “Workshop on “Decoding Civil Services Examination Strategies for Comprehensive Preparation” (4th March-7th March 2024)

The “Decoding Civil Services Examination Strategies for Comprehensive Preparation” workshop, held from March 4th to March 7th, 2024, was organized by the Career Development Cell of RERFGI. This four-day event took place in an offline mode, primarily in the RERFGI Seminar Hall, with the final session held in the Courtyard. The event was powered by Tathastu ICS, with the Tathastu team and Dr. Tanu Jain, ex-bureaucrat and founder of Tathastu ICS, serving as resource persons. The workshop provided insights and strategies for successfully preparing for the Civil Services Examination, with interactive sessions that allowed participants to engage directly with experts.

Day 1: March 4, 2024

- Venue: RERFGI Seminar Hall
- Host: Mr. Rahul Das
- Resource Person: Tathastu Team
- **Schedule:**
 - **Inauguration (10:00 AM - 10:15 AM):** The event began with an inaugural session, setting the stage for a productive workshop. Mr. Rahul Das welcomed the attendees and introduced the Tathastu team.
 - **Lecture Session (10:15 AM - 12:30 PM):** The Tathastu team provided an overview of the Civil Services Examination, covering its structure, syllabus, and preparation strategies.
 - **Lunch Break (12:30 PM - 1:00 PM):** Participants enjoyed a break to refresh and network.
 - **Lecture Session (1:00 PM - 2:00 PM):** The team continued with a deeper dive into study techniques and time management strategies.
 - **Q&A and Interactive Session (2:00 PM - 2:45 PM):** The floor was opened for questions, where participants actively engaged with the team, seeking clarification on preparation techniques.
 - **Concluding Remarks (2:45 PM - 3:00 PM):** The day concluded with remarks summarizing the key takeaways.

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Day 2: March 5, 2024

- Venue: RERFGI Seminar Hall
- Host: Ms. Abhilasha Shaw
- Resource Person: Tathastu Team
- **Schedule:**
 - **Opening Remarks (10:00 AM - 10:15 AM):** Ms. Abhilasha Shaw welcomed attendees and introduced the focus of the day.
 - **Lecture Session (10:15 AM - 12:30 PM):** The Tathastu team discussed detailed strategies for tackling the Preliminary and Main examinations.
 - **Lunch Break (12:30 PM - 1:00 PM)**
 - **Lecture Session (1:00 PM - 2:00 PM):** The team guided participants on how to effectively incorporate current affairs into their preparation.
 - **Q&A and Interactive Session (2:00 PM - 2:45 PM):** Participants asked questions about specific challenges in exam preparation.
 - **Concluding Remarks (2:45 PM - 3:00 PM)**

Day 3: March 6, 2024

- Venue: RERFGI Seminar Hall
- Host: Mr. Rahul Das
- Resource Person: Tathastu Team
- **Schedule:**
 - **Opening Remarks (10:00 AM - 10:15 AM):** Mr. Rahul Das commenced the session by reiterating the significance of focused preparation.
 - **Lecture Session (10:15 AM - 12:30 PM):** This session covered mock test practices, time management techniques, and performance analysis.
 - **Lunch Break (12:30 PM - 1:00 PM)**
 - **Lecture Session (1:00 PM - 2:00 PM):** The team shared techniques for revision and overcoming exam anxiety.
 - **Q&A and Interactive Session (2:00 PM - 2:45 PM):** An interactive session allowed participants to discuss their progress and preparation roadblocks.
 - **Concluding Remarks (2:45 PM - 3:00 PM)**

Day 4: March 7, 2024

- Venue: RERFGI Courtyard
- Hosts: Mr. Rahul Das & Ms. Abhilasha Shaw
- Resource Persons: Tathastu Team and Dr. Tanu Jain
- **Schedule:**
 - **Opening Remarks (10:00 AM - 10:15 AM):** Mr. Rahul Das and Ms. Abhilasha Shaw jointly welcomed attendees for the final day.

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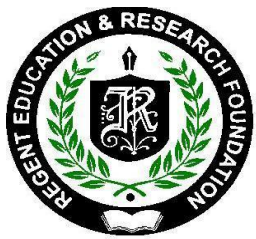
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- **Lecture Session by Tathastu Team (10:15 AM - 12:30 PM):** The Tathastu team offered final tips on exam strategies and maintaining consistency in preparation.
- **Lunch Break (12:30 PM - 1:00 PM)**
- **Lecture Session, Q&A, and Interactive Session by Dr. Tanu Jain (1:00 PM - 2:45 PM):** Dr. Tanu Jain began by decoding the Civil Services Examination into its three primary stages—Preliminary, Main, and Interview. She provided an analysis of each stage's purpose, challenges, and best preparation practices.
 1. **Preliminary Examination (Prelims)**

Dr. Jain emphasized that Prelims is the initial hurdle, designed to test breadth rather than depth of knowledge. She recommended focusing on core areas such as history, geography, polity, economy, and current affairs. She explained the importance of covering the NCERT books and revising multiple times to strengthen foundational knowledge.
 2. **Mock Tests and Revision:** Dr. Jain stressed the importance of regular mock tests to build familiarity with the exam format and enhance time management. She advised participants to analyze each test thoroughly to identify strengths and areas needing improvement.
 3. **Main Examination (Mains)**

Moving on to Mains, Dr. Jain highlighted that this stage demands in-depth knowledge and analytical writing skills. She encouraged aspirants to develop structured answers and an understanding of current issues, as this stage tests both knowledge and writing clarity.
 4. **Answer Writing Practice:** Dr. Jain advised daily answer writing practice, stressing that structured, clear, and concise answers are essential. She demonstrated effective answer structuring techniques, which include a clear introduction, body with relevant points, and a balanced conclusion.
 5. **Essay and Optional Papers:** Dr. Jain underscored the importance of the Essay paper and choosing the right optional subject. She suggested selecting an optional subject that aligns with one's strengths or interests, ensuring maximum comfort and confidence during the exam.
 6. **Personality Test (Interview)**

Dr. Jain described the interview phase as an evaluation of a candidate's personality, communication skills, and ethical grounding. She explained that the interview is designed to gauge one's suitability as an officer and requires confidence, self-awareness, and a calm demeanor.
 7. **Mock Interviews:** She advised practicing mock interviews to build confidence and receive constructive feedback. Dr. Jain encouraged participants to focus on honest self-assessment, stating that authenticity and clarity of thought resonate strongly in

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interviews.

- **Vote of Thanks (2:45 PM - 3:00 PM):** The event concluded with a vote of thanks, expressing gratitude to Dr. Tanu Jain, the Tathastu team, and all participants for making the workshop a success.

The outcome of the Program:

The outcome of the program are:

1. **Clear Exam Structure** - Detailed understanding of Prelims, Mains, and Interview stages.
2. **Effective Preparation Strategies** - Time management, consistent study routines, and goal setting.
3. **Improved Answer-Writing Skills** - Enhanced structured writing and analytical skills for Mains.
4. **Insights from Dr. Tanu Jain** - Personal tips on resilience and overcoming preparation challenges.
5. **Interview Confidence** - Increased preparedness for the Personality Test.
6. **Practical Resources** - Guidance on note-taking and current affairs tracking for continued study.
7. **Peer Networking** - Built a support network for collaborative learning.
8. **Renewed Motivation** - Boosted morale and focus for the exam journey.

Conclusion:

The workshop successfully provided participants with essential strategies for Civil Services Examination preparation. Led by Dr. Tanu Jain and the Tathastu ICS team, the sessions offered in-depth insights into each exam stage, along with practical tips on time management, answer writing, and interview preparation. The interactive discussions enhanced participants' confidence and motivation, while fostering a sense of community and peer support. Overall, the workshop empowered attendees to approach their Civil Services journey with clarity, focus, and renewed determination.

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Event's Photographs:

CAREER™ COURSES
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Presents

Decoding Civil Services Examination

Strategies for Comprehensive Preparation

Powered by : **TATHASTU**
INSTITUTE OF CIVIL SERVICES

In association with :

4th - 7th
March 2024

TIMINGS
10:00am - 03:00pm

RERF
SEMINAR HALL

DR. TANU JAIN
EX-BUREAUCRAT
FOUNDER -TATHASTU ICS

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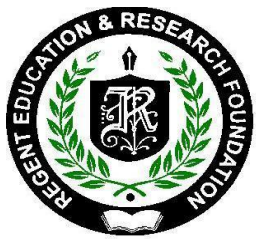
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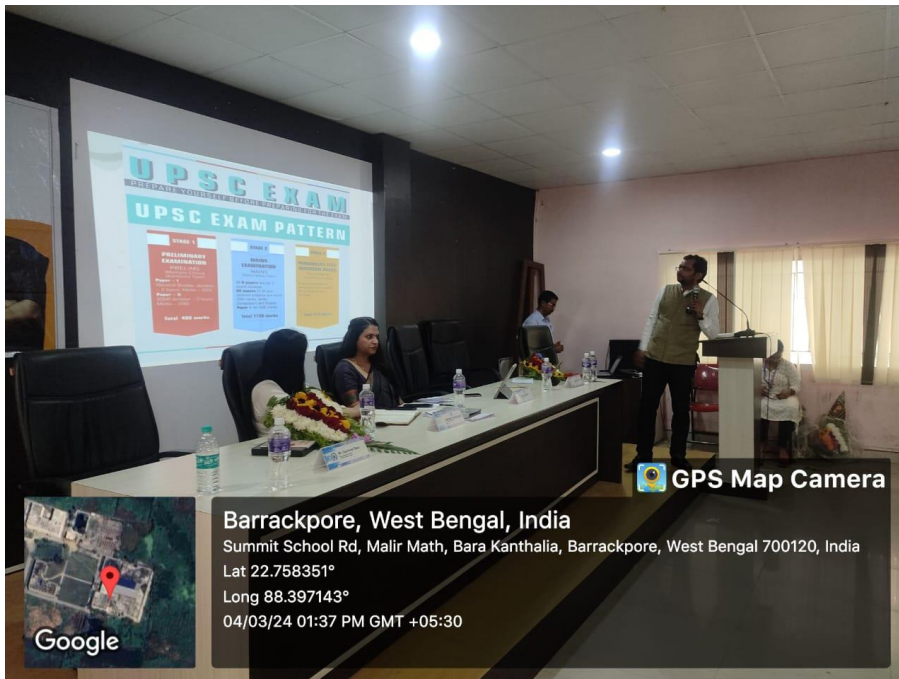
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CERTIFICATE OF APPRECIATION

This certificate is proudly awarded to

Sumit Ojha

for actively participating in the workshop "Decoding Civil Services Examination Strategies for Comprehensive Preparation" held on 04/03/2024-07/03/2024 at RERFGL. Your enthusiasm and commitment to learning have significantly contributed to the success of this event. We hope the insights gained during this workshop will empower you in your future endeavors

Dr. Arindita Saha
President, Career Development Cell,
RERFGL

Dr. Samik Chakraborty
Principal, RERFGL

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**Attendance List for Workshop on "Decoding Civil Services Examination
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REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Career counseling offered by the institution by grooming classes

A Report Session 2023-24

Grooming Class was conducted through Online Platform for the 2023-24 session. Subject teacher provided Google Meet link in the student whatsapp group before the scheduled class. Ms. Avika Pal and Mr. Samim Ahasan took their classes as per given schedule.

Purpose of Grooming Class: Institute offers guidance for competitive examinations so that student may be benefited and may achieve their goal.

We conduct three online classes in a week. Details class schedule is given below.

	Subject taught	Faculty Name	Time
Thursday	Aptitude	Avika Pal	8:000pm-9:00pm
Friday	Aptitude	Avika Pal	8:000pm-9:00pm
Saturday	Logical Reasoning	Samim Ahasan	8:000pm-9:00pm

Note: Classes are conducted via Google Meet Platform. Joining Link will be provided in official whatsapp group before the Class.

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Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

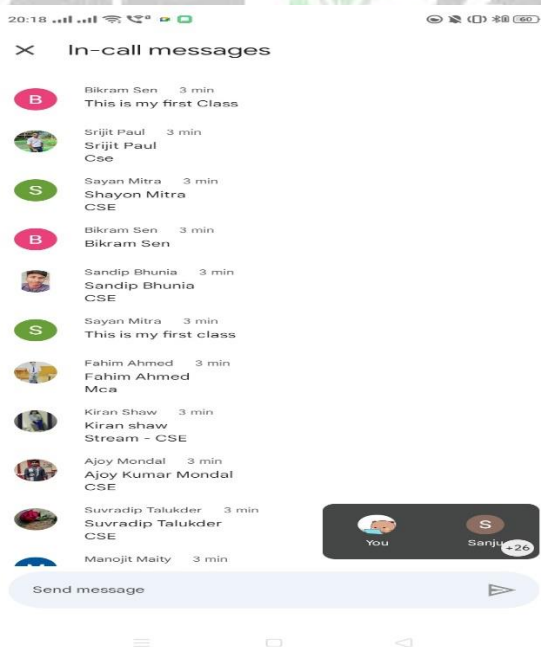
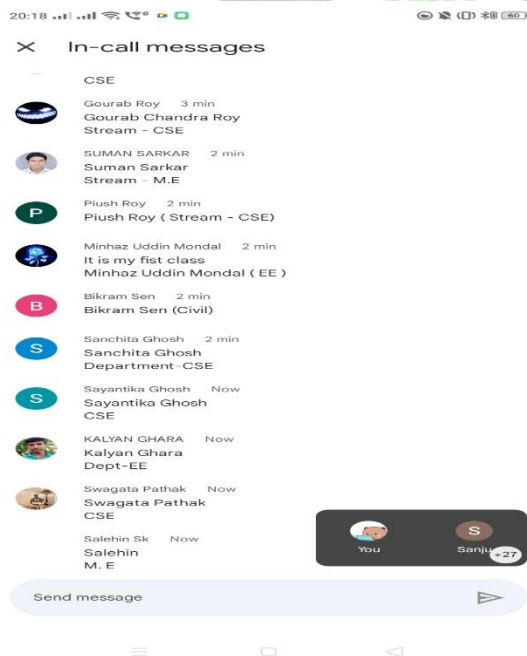
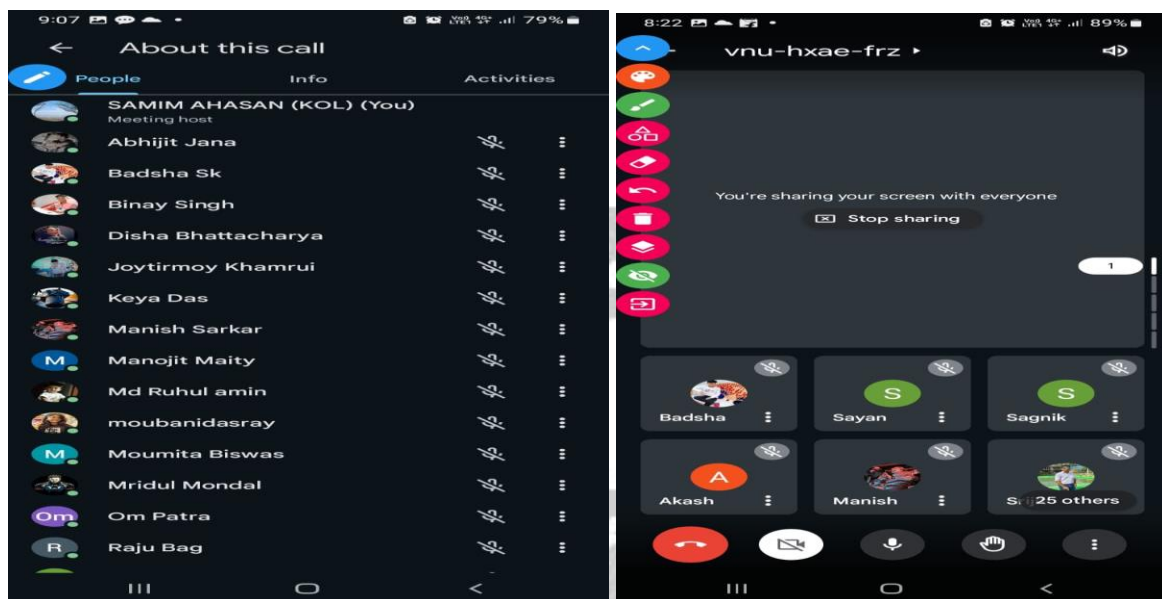
11/3, Biresb Guha Street
7th Floor, Kolkata - 700 017
Tel.: 033-3221-3013



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Snapshots of Evening Grooming Class:



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Snapshots of Evening Grooming Class:

✕ In-call messages

-  Arghya Bar 4 min
Name - Arghya Bar
Stream - BTech CSE
Year- 1st
-  Atithi Adhikary 4 min
Name- Atithi Adhikary
Dept- Electrical engineering
Sem- 1st sem (1st year)
-  Gourab Roy 3 min
Name - Gourab Chandra Roy
Dept - CSE
1st year
-  Rohan Singh 3 min
Maam me
-  Rikta Ghosh 3 min
Rikta Ghosh
DEPT: EE (B. Tech)
1ST year
-  Shyamsundar Maity 3 min
Name - shyamsundar Maity
Stream - cse
1st year
-  Kiran Shaw 2 min
Name - kiran shaw
Stream - CSE
1st year
Maam me
-  Goutam Mondal Now
Goutam Mondal
DEPT: CSE (B. Tech)
1st year

Send message

✕ In-call messages

Messages can be seen only during the call by people on the call

-  You 10 min
Write your name and roll no and department.
-  Anish Bhakta 10 min
Anish Bhakta
Dept- CSE
-  Adrika Roy 9 min
Adrika Roy
Dept- CSE
-  Rohan Singh 9 min
Rohan Kumar Singh
Dept - CSE
-  Pritam Sinha 9 min
Pritam sinha
Dept- cse
-  Bhaskar Das 9 min
Bhaskar Das
-  Dhrubajoyati Koley 9 min
Dhrubajoyati koley
Dept- CSE
-  Prbhakar Dakua 9 min
Prabhakar Dakua
Dept - CSE
-  Shivam kumar Jha 9 min
Shivam kumar jha
-  Soham Rana 9 min

Send message

Mr. Sukdeb Saha
Coordinator
Grooming Class
RERFGI

Principal
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