**PLACEMENT CELL ACTIVITY REPORT**

**Session 2022-23**

**Activity 1: CV Writing Session (Dated:1/9/2022)**

A CV writing session was organized for the students of final year (both B.COM and B.A.). The session aimed at helping students to prepare their CV for applying for jobs and internships. The lecture was delivered by Ms. Sakshi Kuchhal, Placement Cell Incharge. It focused on points to be taken into consideration while preparing Curriculum Vitae. The following were the major focus point of the session –

-length of the CV

-format and font

-points to be covered and the sequence in which they should be written

- common mistakes that should be avoided

- importance of proof reading and getting feedback from multiple sources before final send of

-and the importance of modifying and updating it as per the job position and the organization on is applying for.

**Activity 2: Mock Group Discussion Session (Dated:1/10/2022)**

A mock group discussion session was organized for the students of final year (both B.COM and B.A.). The session aimed at helping students to become familiar with the rules and conduct of group discussion, so that they are prepared for GDs when they sit for placements. The session was conducted by Ms. Sakshi Kuchhal, Placement Cell Incharge.

The topics for the mock GD were-

-Is India ready for a complete cashless economy?

- Are we becoming slaves of Artificial intelligence?

The students were initially hesitant but the enthusiasm spread quickly. Post the GD, individual feedback was given to the students and general mistakes across all were pointed, so that they are more careful about it for the next time.

**Activity 3: Participation in Gurugram’s 1 st Industrial Expo (Dated:18 to 20/11/2022)**

Gurugram’s 1st Industrial Expo 2022 was organized at Industrial ground , Opposite Police station, Sector-37, Gurugram. The students of B.Com and B.A. III rd year visited the expo for getting a first hand experience of an Industrial Exhibition. This was a good platform for the students to meet industry people and learn about varied businesses which could help them if they wish to start their enterprises later on. 14 students from the college volunteered for the event as follows-

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| S.NO | Name of the student | Organization volunteered for |
| 1 | Monika, Gaurav | Gracious Express |
| 2 | Lakshay , Himanshu | Bigg Pocket |
| 3 | Manish Bisht | IDFC First bank |
| 4 | Preeti | Kanodia Global (P) L td |
| 5 | Manish Yadav, Akshay | Tag my assets |
| 6 | Arjun, Lalit | SPES Hospital |
| 7 | Sakshi, Komal | Enconsystems Pvt Ltd |
| 8 | Ankush, Ritik | AU small Finance Bank |

These students volunteered for the 3 days of the expo. It was a rich learning experience for the students as they got a chance to see how to businesses work, how to handle customers and also the volunteers got a feel of a normal day at work.

The students who volunteered received certificates of participation as volunteers from the Expo Organizers and individual letters of appreciation from the Industrial Development Association. Out of the 14 students, 4 students received offer to participate in the recruitment process of the companies they volunteered for (i.e. Tag my assets and Bigg Pocket) and 2 received an offer for internship (AU Small Finance Bank). Overall this was an excellent platform for bringing the industry and educational institutions toegther.

**Activity 4: Participation in Pre Job Fair Training(23 to 25 february), 2023**

Venue:GCG SECTOR 14, Gurugram

**Day 1:**The session on day 1 focused upon getting serious about interviews and the importance of the “ASK triangle” (ATTITUDE, SKILL,KNOWLEDGE) in interviews. This session had an activity and assignment around “self introduction”. The speaker guided the students about the content for a 60 second self introduction and gave personalized feedback on the introduction of participants. The second session of the day was on conversation skills.

**Day 2**: The second day focused on “Resume writing”. The speaker pointed out the most common mistakes in a resume like- not having a professional id, linked in id, etc. He warned the students about social media tracking while hiring and the importance of writing takeaways while mentioning about internships and projects. The second session of the day was a guide to addressing interview questions in an appropriate language.

Day 3: The session on the third day was about the “BAD Principle” , i.e., before, after and during interview, the importance of dressing up well, having printed copies of resume ready, basic interview manners of closing the door ,asking for entry and seating and not leaving in a hurry. The second session was about handling “Telephonic Interviews’’.

**Activity 5: “Job Opportunities in content writing and editing in b2b communication”.(25 february,2023 by Ms. Lipi)**

The session started with an introduction about business communication and how it is so important in businesses. The speaker then explained about the various job profiles available in business communication like –Public relations specialist, marketing communication specialist, investor relations officer, social media manager and the like. She also gave students an insight about career progression in such a job profile and the package to expect in the beginning and how will they grow. Since the speaker had been HR Manager in the past, so she also guided the students with regards to how to excel in their job interview and certain tips with regards to CV writing.

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| **Date** | **Activity** |
| 6.8.2021 | Session by Mr. Yogesh from Literacy India, about various free online courses which the students can pursue to enhance their profile. |
| 26.11.2021 | Session by Anudip Foundation, for the students of final year to take up the free courses offered by them. Also signed a MOU with them regarding the same. |
| 21.12.2021 | Lecture by Mr. Brijesh Yadav from Y4D foundation, who offered a free, 6 hour industry recognized financial literacy certificate program to the students of final year. |
| 24.12.2021 | Lecture by Mrs. Priyanka Redhu, Assistant Professor, GC Rithoj, to the students offinal year, on “Personality Development & Communication Skills”. |
| 29 .12.2021-3.1.2022 | One week Financial Literacy Course by Y4D foundation |
| 18.02.2022 | Lecture by Dr. Sandeep Mann on Career Guidance and Job oriented courses under the aegis of Placement Cell |

