

## A.D.M. COLLEGE FOR WOMEN

(Autonomous)

Affiliated to Bharathidasan University
(Nationally Accredited with "A" Grade by NAAC – 3<sup>rd</sup> Cycle)

NAGAPATTINAM 611 001.



## CAREER COUNSELLING

2021-2022





## A.D.M College For Women

(Autonomous)

Nationally Accredited with 'A' Grade by NAAC (Cycle- III) Nagapattinam - 611 001 Tamil Nadu.





# WARM WELCOME TO THE PROGRAMME



# **Enhancing Skills for Better Employability**

(In Association with District Employment and Career Guidance Centre, Nagapattinam & Lions Club of Thanjavur Liberty Shine )



A.D.M. COLLEGE FOR WOMEN (AUTONOMOUS),

NAGAPATTINAM Post & Dt.

On 25-10-2021 MONDAY 10 A.M Felicitations by :



Mr.D.Prakasam, JEO, Nagai. Mr.M.Srinivasan District Employment and Career Guidance Centre, Nagapattinam. Dr.R.Anbuselvi
Principal (I/c)
Dr.N.Lavanya
Mrs.M.Prabavathy
Placement Co-Ordinators

Dr. Ln.P.Muthukumaran, President Ln.G.V.Gopikrishnan, Secretary Dr.Ln.S.Ravikumar Program Co.ordinator, Lions Club of Thanjavur Liberty Shine. LCI 324 F

#### ENHANCING SKILLS FOR BETTER EMPLOYABILITY

The Career Guidance and Placement Cell of ADM College for Women organized a Soft Skills Programme entitled on "Enhancing Skills for Better Employability" on **25.10.2021**. The Principal i/c, **Dr.R. Anbuselvi**, inaugurated the programme. The Resource Person, **Lion. K.Karthick, GETEK,** Training and Placement Services and Solutions, Chennai took over the session. He began his lecture by focusing on the importance of soft skills and they are classified into broad categories such as combination of personal traits, behaviour and social attitudes that allow people to communicate effectively. Soft skills are the need of the hour for recruitment of jobs in one's career. He discussed in detailed why about the seven soft skills that a employee needs in today's workforce. They included leadership skills, teamwork, communication skills, problem solving skills, work ethnic, flexibility/adaptability, interpersonal skills. These are referred to as people skills as it includes building and mating relationships, developing rapport and using diplomacy among people.



He went on to begin from the very foundation about what Soft skill is. It is a balance between behavior and knowledge; it's about what one does and how one does it. He also emphasized that it can be improved only by practise and through time. Soft skills are the abilities that will help oneself to carve out a successful career and become a complete professional. He also illustrated the most important parts of soft skills which include self confidence, leadership qualities, inter-personal skills, personality development, self development, goal setting, SWOT Analysis, Communication skills,

continuous learning and teamwork. He defined each and every aspect of the above mentioned parts of soft skill in detailed manner. Some of the significant points were to be honest to oneself, know one's gifts and limitations, have a role model, etc. The leadership qualities involved one to have the qualities such as honesty, dedication and sincerity, vision and focus, interpersonal skills, motivation capabilities, patience and decision making capabilities.

After a detailed session he discussed about the basics and importance of soft skill, then moved on to enlighten the students about their resume workbook on how a resume should be organized based on their types namely, chronological and functional resume. He interacted with the students about how they will be judged based on their resume. He told that any employer who received their resume will be decided whether to seek more information about that person or pass. He focussed on the point that one's resume is the first chance to make an impression and that it should be better and be a good resume. The resume should tell about who they are, what they want and what they have to offer. It summarizes the individual career goals, and introduces one's distinctive set of qualifications. He stressed on the fact that resume should be unique as one should be. It should include personal details, professional experience and accomplishments, professional developments and achievements, publications/papers presented.



He emphasized on the 30 useful tips for building resume. Some of the key points were about knowing the purpose of the resume, use of proper grammar, punctuation and matching verb tenses, communicate the purpose of resume, use industry keywords,

leave out irrelevant information, not to use pictures, use of appropriate title and heading sizes, include contact information, add one's personal references and to update the resume regularly.



He discussed briefly about how to draft, revise and tailor one's resume. He also provided a list of Do's and Don'ts before actually preparing a resume actually. The Do's included a number of points such as highlighting the characteristics of one's club, its type, size of membership, special features, gross revenues food and beverage volume, including a section with personal data i.e. organizations to which one belongs. The Don'ts included points such as not to include one's race, religion or political affiliation, create false impressions, claim experience that one does not have, merely list names, dates, places etc.



In addition to this, he gave a clear idea about how to write cover letters as cover letters provide an entry and introduction to the resume. He listed out the points to keep in mind while writing the cover letter. It included all the basic key points such as to type on good quality bond paper, address to a specific name and title, use appropriate language and always be positive. He moved on the major part of the session, which is about the interviewing skills. Around 7 tips were provided as interviewing tips. They were listed as follows: plan ahead, role play, eye contact, be positive, adopt, relate and encourage. He demonstrated the type of questions that are frequently asked in an interview.



This was discussed in detail as how the interviewer asks to introduce oneself and about one's strengths and weaknesses. Most importantly, the common interview questions and how they must be answered were also discussed. Some of them were about why should the company hire them, explain how would be an asset to this organization, how would they work under pressure, describe work ethic, etc. He added a more valuable point by providing the list of websites for placements. Some of them were www.placementpoint.com, www.VELAI.NET,www.sarkariexam.co.in, etc. Finally, the mistakes that everyone makes while attending an interview were discussed and about how it should be avoided. It included points such as poorly written resume, lack of technical skills, lack of practical skills, lack of communication skills, failing to prepare, wearing the wrong outfit, asking questions with obvious answers, being unpunctual, having poor body language, lying and bringing up salary and benefits too soon.

# A. D. M. COLLEGE FOR WOMEN(AUTONOMOUS), NAGAPATTINAM. CAREER GUIDANCE AND PLACEMENT CELL

Date: 25. 10. 2021 F/N

Topic: Enhancing Skills For Better

#### **Employability**

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### A.D.M. COLLEGE FOR WOMEN(AUTONOMOUS)

(Nationally Accredited with 'A' Grade by NACC - 3rd Cycle)

NAGAPATTINAM - 611 001

Career Guidance and Placement Cell Organizes

## "Placement Training Programme"

Date: 25 Sep 2021 Time: 11:00 a.m. -1:00 p.m.

Venue: AV Room, A.D.M. College for Women (Autonomous)

Nagapattinam

Google Meet link: https://meet.google.com/rrg-sdcd-cxk

### **Entrepreneurship for Students**

Dr. N. Prasanna

Associate Professor of Economics

Director i/c, BECH-RUSA 2.0

Co-ordinator, Placement & Training Cell

Bharathidasan University

Employability Skills
Dr. S. Premanand

Project Officer, BECH-RUSA 2.0

**Bharathidasan University** 

N. Lange

Dr. N. Lavanya, Placement Co-ordinator Roma

Dr. R. Anbuselvi, Principal. (i/c)

# EMPLOYABILITY SKILLS AND ENTREPRENEURSHIP FOR STUDENTS

The Career Guidance and Placement Cell Organized the Training Programme on "Employability Skills and Entrepreneurship for students" for all the students of UG and PG courses on 25.09.2021. Dr. N. Lavanya, Assistant Professor of Physics, Placement Officer Welcomed the gathering, Dr. R. Anbuselvi, Principal gave the Presidential address. In her speech She pointed out this training will build the skills and confidence that the students need to create a great impression as an employer, showcase their experiences and successfully for a job following the placement. Dr. S. Premanand, Project Officer, BECH-RUSA 2.0, Bharathidasan University was the Resource Person. He Pointed out the "Employability Skills"

This Training programme was organized with the objectives of training for the students with the following skills.

- CV/Resume Writing
- Personal Interview Skills
- Etiquette Training
- Confidence Building
- Group Discussion Techniques
- **❖** Business Communication
- Creative Thinking & Problem solving



He reviewed a Job Opportunities. Since 2015 to 2021. Computer based technologies are grown up during this Pandemic (COVID – 19) curfew. He also showed Men vs. Women quality, equality, Priority of employment. Finally he discussed about essential things needed for Individual growth and get achieve success. He explained clearly as Employability Skills are essential for their growth and success throughout their career Journey.



The Resource Person Dr. N. Prasanna, Associate Professor Of Economics, Director i/c, BECH-RUSA 2.0, Co-ordinator, Placement & Training Cell, Bharathidasan Universitystressed on the importance of Entrepreneurship for students. In this session he explained how to use their personality skills and to become an inspired, self-confident entrepreneur. We delve into the role of institution and the entrepreneur's need for passion, obsession, patience, resource fullness, faith and inspiration. This session explored many aspects of starting and sustaining a successful small business and suits aspiring tycoons, building managers and freelancers. He explained students and they gathered knowledge about how entrepreneurs are driven to transform ideas into products and face problems and solve into solutions.



After the completion of the successful training, candidates were given wonderful feedback. 175 students attended the programme.







# A.D.M COLLEGE FOR WOMEN(AUTONOMOUS), NAGAPATTINAM PLACEMENT TRAINING PROGRAMME

#### 25.09.2021

S.No	Name	Register number	Department	Signature
1	K. Jayasudha	19UBA104	III - BBA	K. Jayasudhar
2.	s. Risha	190BA128	W- B8A	S. Risha
3.	R. selsiya	190BA109	II BBA	R. Brigar.
4.	D. Vimala.	19 UBA105	IR BBA.	D. Vench
5.	M. Roja	19UBA106	TI BBA	M. Rie
6.	5. Jegathishwari	19VBA122	W BBA	5. Jegathrohnari
7.	S. Shootonila	19UTAII8	III BA	S. Styla
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9.	K. Vijayalakshmi	190CA117	fij-BCA	K-vijaylekelni
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II.	M. Alchaya	190CA120	(II-BCA	M. Alphaya.
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25	V-Nathiga	1900123	III - BYCOM(SF)	v. nathiya.
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# A.D.M COLLEGE FOR WOMEN(AUTONOMOUS), NAGAPATTINAM PLACEMENT TRAINING PROGRAMME

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3.	R.SNEHA	Igumid	MATHEMATICS (S.E)	R. 8-50
4.	S. Soundhaxya.	19UM104	MATHEMATICS (S.F)	S. Sundlarya
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10.	K. MRTHI	19008183	B.Sc., C. 5	k. Aorthi
11.	R. RAMYA	19003115	R.sc, C . S	R. Ranya.
12	T. DHIVYA	19003127	B 3c, C.S	T. Dhura
13.	S. SANDHIYA	19003123	B.SC, C.S	S. Sandhiye
14.	R. SUCHASHINI	19003186	B.sc, C.S	R. Sugarhini
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18.	N. Karthikadevi	19408124	B. Sc, C.8	N. Kentifod
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Nagapattinam - 611 001

Tamil Nadu.

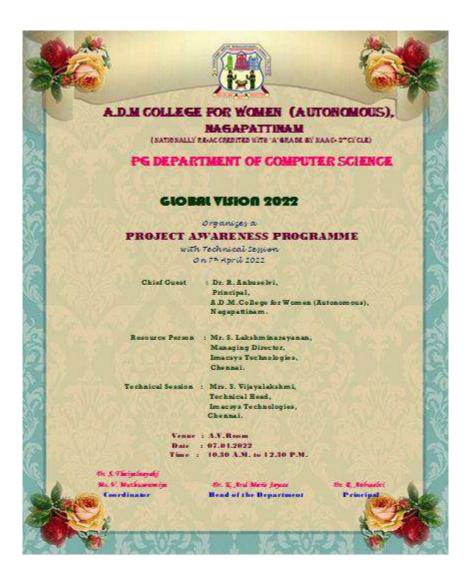


#### PG DEPARTMENT OF COMPUTER SCIENCE

#### PROJECT AWARENESS PROGRAMME 2022

An awareness programme on career was organized by the PG Department of Computer Science for students aspiring for placement on 07.04.2022. The topic of the day was "Project awareness and Soft Skill Development". Dr. K. Arul Marie Joycee, Head of the Department, Department of Computer Science, Welcomed the gathering.

Mr. S. Lakshminarayanan, Managing Director, Imacsys Technologies, Chennai acted as Resource Person. He gave a special lecture on Project Awareness and Soft Skill Development" which would led the students to fetch favourable career opportunities that would assist in gaining greater practical excellence in the IT field.



Students from final year UG, Second year UG and PG students attended the programme. 62 UG students and 07 PG students were the total beneficiaries. The Programme was very useful for the students to acquire new ideas about different areas of career.

He demonstrated proficiency in the analysis of complex problems and the synthesis of solutions to those problems. He also explained the comprehension of modern software engineering principles. His wonderful lecture gave the students a motivational thought of becoming a successful expert in the field of Information Technology by channelizing technical knowledge and skills to ensure personal and professional growth and to contribute to the prosperity of the organization.





The Vote of Thanks was given by Mrs. G. Lokeshwari, Assistant Professor of Computer Science. The training programme was conducted for a period of 15 days.





