



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

PROGRAMME ADVISORY COMMITTEE

Online Value Added Course of Career Counseling

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Principal
(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Ref. No. SWPG/2020/VAC/302

Date: 05/08/2020

NOTICE

It is to inform all the members of Program/Academic advisory cell (PAC) that there will be a meeting on 10/08/2020 at 11.00 AM in Seminar Room to discuss about the various academic activities for the upcoming session. All concerned are requested to attend the meeting on time and be prepared to contribute to the discussion.

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Minutes of Meeting

Date: 10/08/2020 **Time:** 11:00 AM **Place:** Seminar Room

Attendees:

S. No.	Name	Designation
1.	Dr. Fareeda Hasani	Principal & Chairperson - IQAC
2.	Dr. Kapila Parihar	Head & Convener - IQAC
3.	Mr. Sita Ram Gupta	Academic Advisor
4.	Dr. Akhil Shukla	Industrial Advisor
5.	Prof. B.D. Rawat	Management Nominee
6.	Dr. Rajani Vyas	Dean, Department of Science
7.	Dr. Anupama Sharma	HOD, Department of Chemistry
8.	Dr. Dileep Gupta	HOD, Department of Botany
9.	Dr. Seema Jacob	HOD, Department of Zoology
10.	Mr. Satyendra Kumar	HOD, Department of Physics
11.	Mr. Sanjay Sharma	HOD, Department of Mathematics
12.	Mr. Sudhir Verma	HOD, Department of Env. Science
13.	Dr. Monika Sharma	HOD, Arts & Humanities
14.	Mr. Roopendra Singh	HOD, Department of Geography
15.	Dr. Manisha Tiwari	HOD, Department of Psychology
16.	Mr. Hardyan Baberwal	HOD, Department of Economics
17.	Dr. Ashutosh Sharma	HOD, Department of Pol. Science
18.	Mr. Tanveer Ali	HOD, Department of History
19.	Ms. Neelam Sikarwal	HOD, Department of Pub. Adm.
20.	Dr. Bholu Ram Saini	HOD, Department of Hindi
21.	Dr. Monika Sharma	HOD, Department of Sociology
22.	Dr. Neelu Jain	HOD, Department of Commerce & Management
23.	Mr. Rohit Barotia	HOD, Department of Computer Science

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CIRCULAR

It is informed to all faculty members that college is going to conduct value added courses on Career Counseling. Certificate will be awarded on the completion of course.

Agenda:

1. Discuss the conduction of online value added courses on Career Counselling using the Google Meet platform.
2. Training of faculty members for effective online class delivery.
3. Implementation of online teaching and learning methods for students.
4. Planning and organizing virtual academic and co-curricular programs.
5. Online internal assessment for students.
6. Collecting online feedback from students.
7. Arranging online guest lectures for student enhancement.
8. Organizing webinars on stress management for students.
9. Conducting webinars on the latest topics for students.

Proceedings:

The meeting was called to order by the principal Dr. Fareeda Hasani, who welcomed all the attendees. The agenda for the meeting was presented as follows:

Discuss the conduction of online value added courses on Career Counseling using the Google Meet platform: The principal proposed the implementation of online classes through the Google Meet platform to ensure uninterrupted education for the students. The faculty members shared their opinions and expressed their willingness to adapt to this mode of teaching.

Training of faculty members for effective online class delivery: The principal emphasized the importance of thorough and smooth online class delivery. It was decided that dedicated training sessions would be organized to equip the faculty members with the necessary skills and tools for online teaching.

Implementation of online teaching and learning methods for students: The principal suggested incorporating online teaching and learning methods to engage students effectively. It

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was agreed upon that teachers would utilize various digital resources, such as interactive presentations, videos, and online collaboration tools, to enhance student participation and understanding.

Planning and organizing virtual academic and co-curricular programs: The principal proposed conducting various academic and co-curricular programs virtually, such as quiz competitions, debate competitions, singing competitions, and other activities. Faculty members were assigned specific responsibilities to plan and execute these events using online platforms.

Online internal assessment for students: The principal highlighted the need for conducting online internal assessments to evaluate students' progress. It was decided that appropriate platforms would be chosen for conducting secure and fair assessments, ensuring the integrity of the evaluation process.

Dr. Fareeda Hasani
Principal

Copy to

IQAC Head
All Members of PAC

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Ref. No. SWPG/2020/VAC/303

Date: 12/08/2020

NOTICE

All students are hereby informed that our college is conducting Online Value added course of Career Counseling. Students from any stream, who wish to enroll in this course, can submit their names to Dr. Monika Sharma by 28th August 2020 till 04:00 pm. The course will start from 01/09/2020 and will run till 16/10/2020. Interested candidates are directed to go through all conditions, including eligibility criteria (obtained from the respective department/college website) very carefully. For details in this regard students can contact to following faculty in charge.

Contact Person – Dr. Monika Sharma

Contact No - 9351207315

Dr. Fareeda Hasani
Principal

Copy to

IQAC Head
All Members of PAC

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Online Value Added Course of Career Counseling
(01st Sep. 2020 till 16th Oct. 2020)

Overview	Online Value Added Course of Career Counseling
Duration	45 Hr.
Focus Area	A certification program in Career Counseling is designed for students to explore the latest information and knowledge about the emerging & most sought after specializations in the academic field. Moreover, it provides deep insights about the particular streams and scope for professional development & growth.
Admission Criteria	Merit-based or written test/personal interview.
Eligibility Criteria	10+2 passed from a recognized board.
Average Course Fees	No fees

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Online Value Added Course of Career Counseling

(01st Sep. 2020 till 16th Oct. 2020)

SYLLABUS:

- Effective Communication Skills
- Understanding Personality Traits and Self-Awareness
- Body Language & Gestures
- Personality Assessments and Its Importance
- SWOT Analysis
- Understanding Personal Values, Interests, and Skills
- Developing Self-Awareness for Personal and Professional Growth
- Listening Skills and the Art of Active Listening
- Effective Speaking and Writing Skills
- Understanding the Job Market and Career Options
- Exploring different Career Paths
- Designing a Career Plan and Setting Career Goals
- Building a Strong Resume and Cover Letter
- Preparing for Job Interviews & Panel Discussions
- Mock Interviews & Group Discussions
- Introduction to Entrepreneurship
- Understanding the Basics of Entrepreneurship
- Developing a Business Plan
- Identifying Funding Sources and Financial Management
- Marketing and Selling Products and Services
- Understanding Digital Literacy and Technology Trends
- Using Digital Tools for Personal and Professional Development
- Developing Online Presence and Networking Skills

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Faculty Profile:

1. **MR. VAIBHAV RASTOGI** is an MBA (Marketing & Finance) with **more than 17 years** of experience in diversified fields such as Sales, Business Development, Marketing, Training, Recruitments and Client Relationship Management for Education and Service Industry. He is *presently associated with St. Wilfred's P.G. College, Jaipur as Head – Marketing*

He started his professional career with Insurance Sector in 2006 and was associated with brands like Birla Sun Life Insurance & ICICI Prudential Life Insurance. He also displayed his competencies in the field of Training & Placements. He finally moved to Education sector and possesses more than 14 Years of vast experience in the field of education.

He is an orator and guest speaker with renowned institutions like University of Rajasthan, JIMS, ICFAI University and many more. He also writes blogs & articles and has rendered his professional services to National Level Sports Magazine “Cricket Today”.

2. **MS. SHRUTI SHARMA** is an MBA (Marketing & Human Resource) with **more than 15 years** of experience in diversified fields such as Sales, Business Development, Marketing, Teaching for Education and Service Industry. She is *presently associated with St. Wilfred's P.G. College, Jaipur as Assistant Professor.*

She started his professional career with Media Sector in 2009 and was associated with brands like Dainik Bhaskar, Hospitality Brands, Academic Institutions. She also displayed her competencies in the field of Education sector and possesses more than 10 Years of vast experience in the field of education.

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Online Value Added Course of Career Counseling
(01st Sep. 2020 till 16th Oct. 2020)

Learning Objectives

Some general learning objectives that such a course might aim to achieve:

1. **Setting Career Goals:** Students will learn how to set SMART (Specific, Measurable, Achievable, Realistic & Trainable) goals to achieve their career objectives, and steps required to reach their goals.
2. **Building Job Search Skills:** Students will learn how to use relevant keywords for profile matching and prepare suitable cover letter, and how to effectively apply for jobs online.
3. **Interview Preparation:** Students will learn how to build a strong resume, prepare for job interviews, including how to do research about the company and the position and its responsibilities, how to answer common interview questions, and how to make a good impression.
4. **Professional Networking:** Students will learn how to build a professional network and how to use networking to find job opportunities and advance their career.

Course Outcome

1. **Understand Career Counselling:** To provide the student an understanding of Career Counselling.
2. **Improved Aptitude Skills:** The course may help students develop and improve their skills in areas such as quantitative aptitude, logical reasoning, verbal ability, and data interpretation.
3. **Career Guidance and Planning:** Students may gain a better understanding of their strengths, interests, values and skill sets, and how these can be applied to different career paths. They may also learn about various industries, job roles, and the skills and qualifications required succeeding in them.
4. **Professional Skills Development:** The course may help students develop skills such as

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communication skills, body language, teamwork, leadership, time management, and critical thinking & problem-solving, which are valuable in any career.

5. **Networking Opportunities:** The course may provide students with opportunities to connect with professionals in various fields, which can help them build their professional network and gain valuable insights and advice.

Career Prospects

Some of the career prospects in Career Guidance that students can explore after completing a certification course are:

1. **Career Counselor:** Career counselors help individuals make well informed decisions about their careers by providing them with guidance, resources, and information about different career paths across all industries. They work with people of all ages and backgrounds, from fresher's to home makers to experienced professionals who are either willing to kick start their career or considering a career change.
2. **Human Resources Specialist:** Human resources specialists are responsible for recruiting, screening, and hiring employees for organizations. They may also be involved in training and development, compensation and benefits, grievance handling and managing employee relations.
3. **Education Counselor:** Education counselors work with students of all ages to help them develop academic and career goals. They may provide guidance on choosing a college major, applying for college or graduate school, and developing study skills.
4. **Life Coach:** Life coaches work with individuals to help them achieve personal and professional goals. They may focus on areas such as career development, relationship building, personal growth and self-actualization.
5. **Business Consultant:** Business consultants work with organizations to help them improve their business image, manage operations, increase profitability, and develop new strategies. They may provide guidance on marketing, finance, and human resources.
6. **Entrepreneur:** Individuals who take a career guidance course may also be interested in starting their own business. The skills and knowledge gained from a career guidance course can be useful in developing a business plan, identifying areas of operations and funding sources, and marketing products or services.

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Online Value Added Course of Career Counseling

(01st Sep. 2020 till 16th Oct. 2020)

General Guidelines of the Course

❖	Registration opens	: 17 th Aug 2020
❖	Registration closes	: 28 th Aug 2020
❖	Announcement of batch	: 31 st Aug. 2020
❖	Commencement of classes	: 01 st Sep. 2020

Note:

1. The enrolment for the course will be done on first come first serve basis.
2. The names of the students will be put up in a separate notice.
3. On the commencement of the course, it is mandatory for the students to attend all the classes pertaining to the course.
4. The certificate shall be provided by the college to the students upon successful completion of the course.

Online Value Added Course of Career Counseling

(01st Sep. 2020 till 16th Oct. 2020)

Schedule of the Classes

Day	3 PM - 4 PM	Deputed Faculty
Monday	Theory	Mr. Vaibhav Rastogi
Tuesday	Theory	Ms. Shruti Sharma
Wednesday	Theory	Mr. Vaibhav Rastogi
Thursday	Mock Session	Ms. Shruti Sharma
Friday	Mock Session	Mr. Vaibhav Rastogi
Saturday	Mock Session	Ms. Shruti Sharma

The mode of classes will be Online depending upon the prevalent situation.

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Online Value Added Course of Career Counseling

(01st Sep. 2020 till 16th Oct. 2020)

List of students enrolled for this course (2020-2021)

S. No.	Name of Student	Class
1	Nikunt Kumawat	BCA Part-I
2	Nilesh Mishra	BCA Part-I
3	Om Kumar Saini	BCA Part-I
4	Om Prakash Jangid	BCA Part-I
5	Pinky Susawat	BCA Part-I
6	Piyush Jhahriya	BCA Part-I
7	Piyush Vijay	BCA Part-I
8	Pradeep Kumar	BCA Part-I
9	Prajapat Pravin Kumar	BCA Part-I
10	Pratham Gurjar	BCA Part-I
11	Preet	BCA Part-I
12	Prince REJI	BCA Part-I
13	Rahul Khemani	BCA Part-I
14	Rahul Saini	BCA Part-I
15	Rahul Sharma	BCA Part-I
16	Rahul TAILOR	BCA Part-I
17	Hemant Singh	BCA PT II
18	Himanshu Sharma	BCA PT II
19	Hitesh Singh Gehlot	BCA PT II
20	Janak Singh Shekhawat	BCA PT II
21	Jaspreet Singh	BCA PT II
22	Jitendar Kumar Saini	BCA PT II
23	Jugal Raj T Taunk	BCA PT II
24	Kamal Kishor Kumar	BCA PT II
25	Kapil Sharma	BCA PT II
26	Karan Singh Adhikari	BCA PT II
27	Kuldeep Gaur	BCA PT II
28	Akash Sharma	BCA PART III
29	Akshay Sharma	BCA PART III
30	Aman Kotiyal	BCA PART III
31	Amit Kumar	BCA PART III
32	Ankit Mathuriya	BCA PART III

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33	Anmol Srivastav	BCA PART III
34	Anukul Das	BCA PART III
35	Arnav Kumawat	BCA PART III
36	Bhavdeep Kalal	BCA PART III
37	Chetan Soni	BCA PART III
38	Deepak Yadav	BCA PART III
39	Deepak Sharma	BCA PART III
40	Deepak Sheetlani	BCA PART III
41	Ayush Gupta	BBA PT III
42	Ayyub Khan	BBA PT III
43	Bhavesh Chelani	BBA PT III
44	Bhavesh Gupta	BBA PT III
45	Bhavesh Sharma	BBA PT III
46	Bhumika Arya	BBA PT III
47	Deepak Khawal	BBA PT III
48	Dheeraj Bothra	BBA PT III
49	Diksha Jain	BBA PT III
50	Disha Jain	BBA PT III
51	Dixit Mittal	BBA PT III
52	Gaurav Moolchandani	BBA PT III
53	Gunwant Jangid	BBA PT III
54	Himanshu Sharma	BBA PT III
55	Danish Khan	BBA PT II
56	Deepak Sharma	BBA PT II
57	Devesh Agarwal	BBA PT II
58	Dinesh Saini	BBA PT II
59	Divya Chouhan	BBA PT II
60	Drishti Ghoshal	BBA PT II
61	Ganeshu Sharma	BBA PT II
62	Gaurav Kumar	BBA PT II
63	Harsh Khandelwal	BBA PT II
64	Devender	BBA Part-I
65	Gaurav Jaiswal	BBA Part-I
66	Gaurav Krishnia	BBA Part-I
67	Goraksh Jaiswal	BBA Part-I
68	Harshit Goyal	BBA Part-I
69	Harshwardhan SINGH RATHORE	BBA Part-I

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70	Himmat DHAKAD	BBA Part-I
71	Hitesh SINGH SHEKHAWAT	BBA Part-I
72	Hunain Molani	BBA Part-I
73	Nishita Kanwar Bhadauriya	BA Part-II
74	Nitesh Medatwal	BA Part-II
75	Nitin	BA Part-II
76	Nitin Limba	BA Part-II
77	Nohit Singh	BA Part-II
78	Paharu Sharma	BA Part-II
79	Palak Kumawat	BA Part-II
80	Pankaj Kumar Raigar	BA Part-II
81	Parag Choudhary	BA Part-II
82	Parth Gurjar	BA Part-II
83	Parveen Kumar	BA Part-II
84	Vijender Potliya	BA Part-III
85	Vikas Kumar	BA Part-III
86	Vikas Yadav	BA Part-III
87	Vikash Kumar	BA Part-III
88	Vikram Jeet Singh	BA Part-III
89	Vikramjeet Singh	BA Part-III
90	Vinay Lakhotia	BA Part-III
91	Rohit Kulhari	B.SC-III
92	Rohit Kumar	B.SC-III
93	Rohit Kumar Meena	B.SC-III
94	Rohit Sharma	B.SC-III
95	Rohit Yadav	B.SC-III
96	Rohitash Meena	B.SC-III
97	Ruchika	B.SC-III
98	Sachin	B.SC-III

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A Report On
“Online Value Added Course”
On
Career Counselling



Mr. Vaibhav Rastogi
(Course Consultant)

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45 Days Course Report

Overview:

The 45-day course on a career guidance course can provide individuals with the skills and knowledge needed to counsel and guide students, professionals and businesses to pursue a variety of courses, career paths, choosing right institutions and developing strategies for image building & managing operations effectively. The course can be particularly helpful for those who are considering an institute selection, career change, starting their own business, or looking for guidance on how to achieve their personal and professional goals.

Curriculum:

Week 1: Aptitude Tests and Assessments

- Introduction to Aptitude Tests and various types of Assessments
- Data Interpretation Skills and Practice Tests
- Verbal Reasoning Skills and Practice Tests
- Logical Reasoning Skills and Practice Tests
- Quantitative Skills and Practice Tests
- General Awareness

Week 2: Communication and Interpersonal Skills

- Importance of Effective Communication
- Verbal and Non-Verbal Communication Skills
- Listening and Feedback Skills
- Emotional Intelligence and Interpersonal Skills
- Conflict Resolution & Grievance Handling Skills

Week 3: Time Management and Goal Setting

- Importance of Time Management
- Identifying Time Wasters and Prioritization
- Planning and Scheduling Techniques
- SMART Goals and Action Planning
- Overcoming Procrastination

Week 4: Leadership and Teamwork

- Understanding Leadership Styles

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- Developing Leadership Skills
- Building Effective Teams
- Outlining Team Roles and Dynamics
- Managing Conflicts in Teams

Week 5: Resume Writing and Interview Skills

- Cover Letter Writing
- Crafting a Winning Resume
- Interview Preparation and Techniques
- Handling Interview Questions
- Follow-up Strategies

Week 6: Industry Insights and Career Pathways

- Overview of Different Industries and Sectors
- Emerging Career Trends and Opportunities
- Industry-Specific Skills and Qualifications
- Career Pathways and Job Search Strategies
- Entrepreneurship and Self-Employment Opportunities

Methodology:

The course was conducted with a combination of live lectures, pre-recorded videos, and interactive assignments in offline mode. Students were required to complete weekly assignments and a final examination in an offline mode.

Outcome:

The course helps students to identify their strengths and weaknesses and identify the potential opportunities & understand the threats (if any) and to improve their aptitude skills. It helps them perform better in examinations and other assessments.

The course provides students with guidance on various career options available to them based on their skills, interests, and aptitude. It helps them make informed decisions about their future career path. The course also focuses on developing soft skills such as communication, time management, and teamwork, which are essential for success in any career.

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Conclusion:

The 45-day course on Career Guidance provided students with:

- 1. Improved Job Readiness:** By developing a range of soft skills and practical career-related knowledge, students can improve their chances of being hired for their desired jobs.
- 2. Increased Confidence:** Engaging in career-enhancing courses and developing effective communication skills with right preparation of interviews can help students gain confidence in their abilities and feel more prepared to enter the workforce.
- 3. Expanded Career Options:** With a better understanding of their skills and interests, students/professionals may be able to explore new career paths and expand their options beyond their current major or field of study.
- 4. Enhanced Employability:** By acquiring a diverse set of skills and abilities, students may become more attractive to potential employers, making them more likely to secure job offers and advance in their careers.

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APPLICATION FORM

Add On Course - Career Counseling

Student's Name :

 Father's Name :
 Class :



Percentage of Marks obtained in Last Qualifying Examination :

.....

Date of Admission in this Institution :

.....

Phone No. :

Mobile :

DETAILS OF ADD ON COURSES

Parent's Signature : Student's Signature :

Date : Date :

Reference

Name of Counsellor : Signature of Counsellor :

Remarks of Counsellor :

Remarks of Principal :

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(Dr. FAREEDA HASANI)
St. Wilfred's P.G. College
Jaipur



ST. WILFRED'S P.G. COLLEGE

(Affiliated to the University of Rajasthan)

Course Certificate



ST. WILFRED'S P.G. COLLEGE
(Affiliated to the University of Rajasthan)
Sector-10, Meera Marg, Madhyam Marg, Mansarovar, Jaipur-302020

CERTIFICATE


OF ACHIEVEMENT


This is to certify that

STUDENT NAME S/O FATHER
NAME

of Class


has successfully completed Online Value Added Course on
CAREER COUNSELLING


Secretary
St. Wilfred's Education
Society


Principal


IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR




Principal
(Dr. FAREEDA HASANI)
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Online Value Added Course on Career Counseling

Feedback Performa

(Session 2020-2021)

Number of Participants in the feedback: 25

S.No.	Parameters	High	Moderate	Poor	Impact of Feedback
1.	Fulfillment of objectives	19	05	01	76%
2.	Fundamentals coverage	23	01	01	92%
3.	Extent of Syllabus Coverage	17	06	02	68%
4.	Relevance of work with outer exposure or practical approach	22	02	01	88%
5.	Terminology in reference to Career Counseling	20	03	02	80%

Kapila

IQAC HEAD
ST. WILFRED'S P.G. COLLEGE
JAIPUR



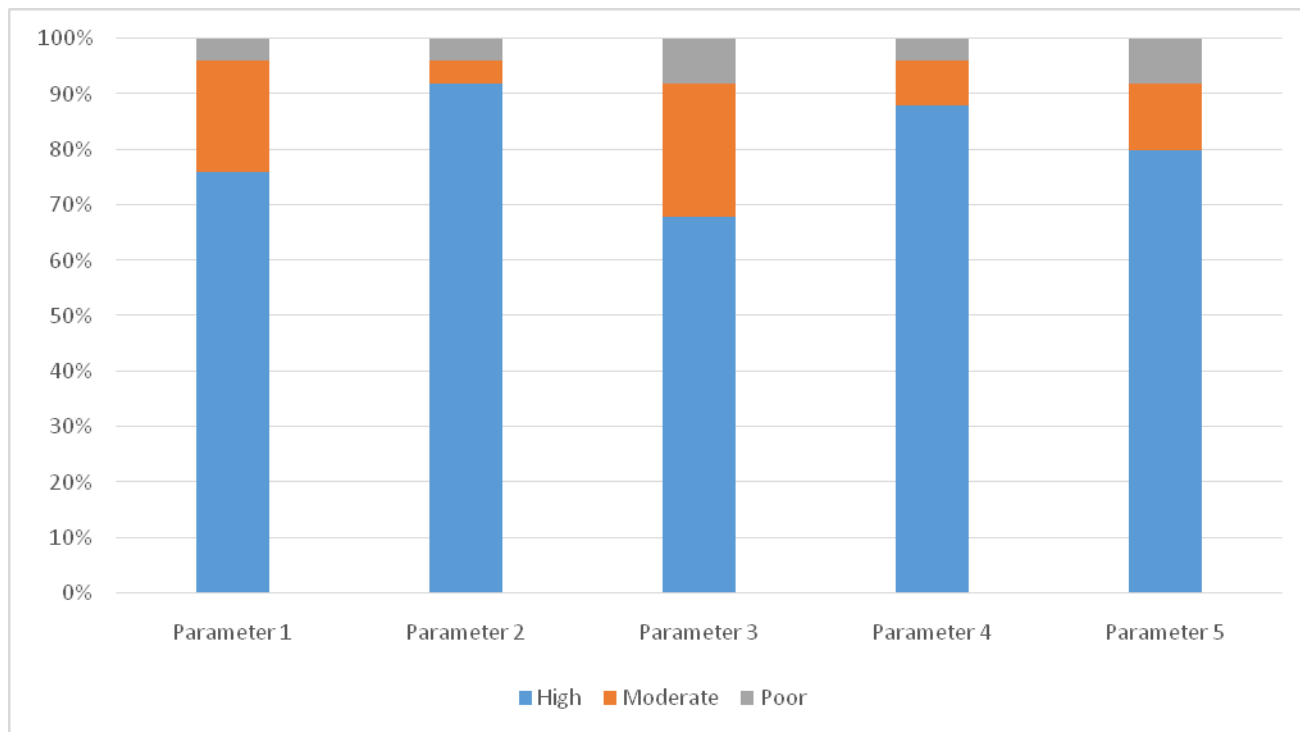
Fareeda

Principal
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Action taken for students Queries/Complaints/Missed Classes:

1. Extra remedial classes on Saturdays & Sundays for student's queries.
2. Calling to the students & asked them the reason for not attending the classes & arranged remedial classes.
3. Given guidance for completing assignments.
4. Arrange practical classes for students.
5. Interaction with students and teachers.

Kapila

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Fareeda

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