

> CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज (Accredited by NAAC) वीवान बाजार, गोरकपुर (उलार प्रवेश)

# VALUE ADDED COURSE ON RESUME MAKING

COURSE CODE- VAC2103 DURATION: 30 hrs. DATE: 16-02-21 to 17-03-21

**RESOURCE PERSON** 

FACULTY OF Department of Political Science

Smt. Swapnil Pandey CONVENER

DR. Aparna Mishra PRINCIPAL

चन्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालेज,गोरखपुर



### VALUE ADDED COURSE

COURSE NAME	COURSE CODE	SESSION	PERIOD	HOURS
Resume Making & interview skill	VAC2103	2020-21	16-02-21to 17-03-21	30 Days (30 hours)

#### **COURSE OUTCOME**

1. Increased ability of students to overcome anxiety and nervousness when preparing a best Resume.

2. Increased confidence in public speaking and work place.

3. Ability to make perfect resume.

ASSESMENT REPORT ON VALUE ADDED COURSE IN

#### **PROGRAM OUTCOME**

- 1.Import the fundamentals of Resume.
- 2. Facilitate an improved academic performance.
- 3. Improve Resume skills and communication skills.
- 4. Remove fear.

#### <u>SYLLABUS -</u>

Unit I - Preparation of Resume Making, Personal Details.

**Unit II-** Principles of Resume Making and Its Presentation, Report Writing.

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**Unit III** - Include prepare content of your resume making.

Unit IV- Communication skills, work, experience.

Unit V- Feedback – Appreciation and critique

ASSESSMENT METHOD : - Practical Exam

#### **MINUTES OF MEETING**

Subject: Resume Making Course Date: [12 February 2021] Time: [10:30 AM] Venue: Chandrakanti Ramavati Devi Arya Mahila P.G. College , Diwan Bazar, Gorakhpur

### AGENDA:-

- 1. Introduction to the Importance of Resume Making.
- 2. Planning the Structure and Content of the Course.
- 3. Identifying Resource Persons/Trainers.
- 4. Deciding on the Course Date and Duration.
- 5. Marketing and Outreach for Student Participation.

"The Departmental Meeting was held on 12/02/2021 for Above Matters to discussed in the meeting.

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## ACTIVITY









#### **ACTIVITY REPORT ON RESUME MAKING**

The Career Guidance Cell at Chandrakanti Ramawati Arya Mahila PG College, Gorakhpur, organized a Value-Added Course on 'Resume Making' to equip students with essential skills for crafting professional resumes. This course was aimed at enhancing the employability of students by providing them with the tools and knowledge needed to create a resume that effectively highlights their skills, achievements, and qualifications. The course attracted a large number of students, with over 60 participants from various academic disciplines. The diverse backgrounds of the students contributed to an enriching learning environment, as different fields require unique approaches to resume writing. Given the success of the 'Resume Making' course, the Career Guidance Cell plans to make it a recurring part of the college's valueadded programs. The Cell also aims to offer follow-up workshops on interview skills, LinkedIn profile optimization, and cover letter writing to further support students in their career preparation. The Value-Added Course on 'Resume Making' was a resounding success, equipping students with essential career skills. By helping students craft professional and tailored resumes, the course has contributed to enhancing their employability and preparing them for the competitive job make.

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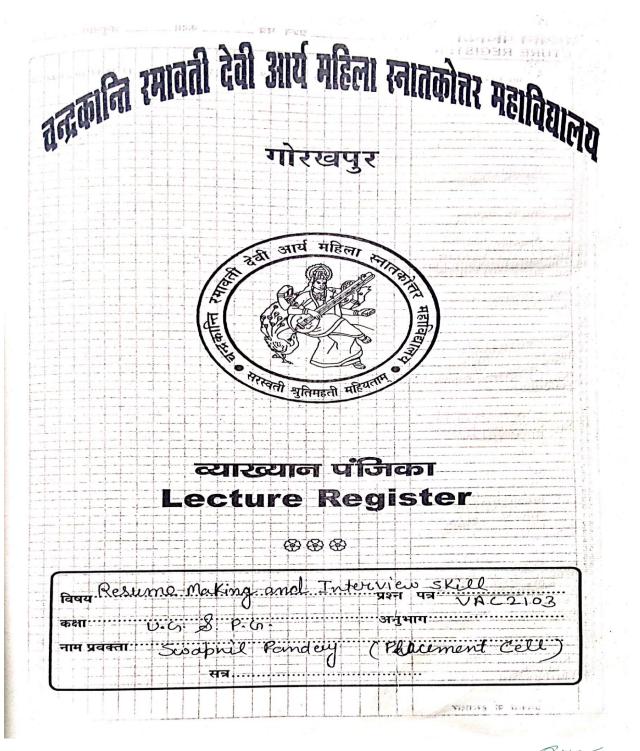
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दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- <u>crdpgcollege.gkp@gmail.com</u> Address: New Colony, Dewan Bazar Gorakhpur -273001

#### **ATTENDANCE**



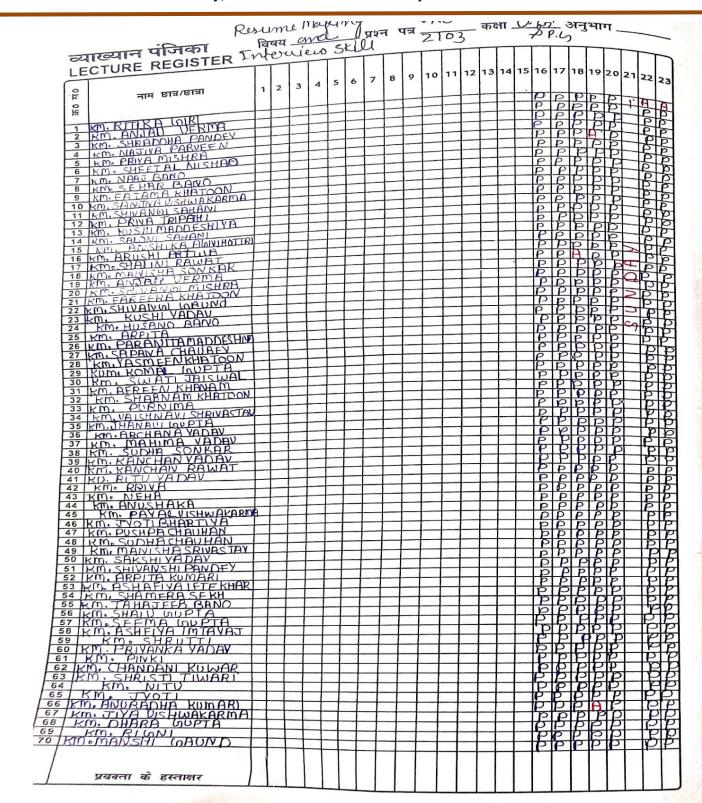
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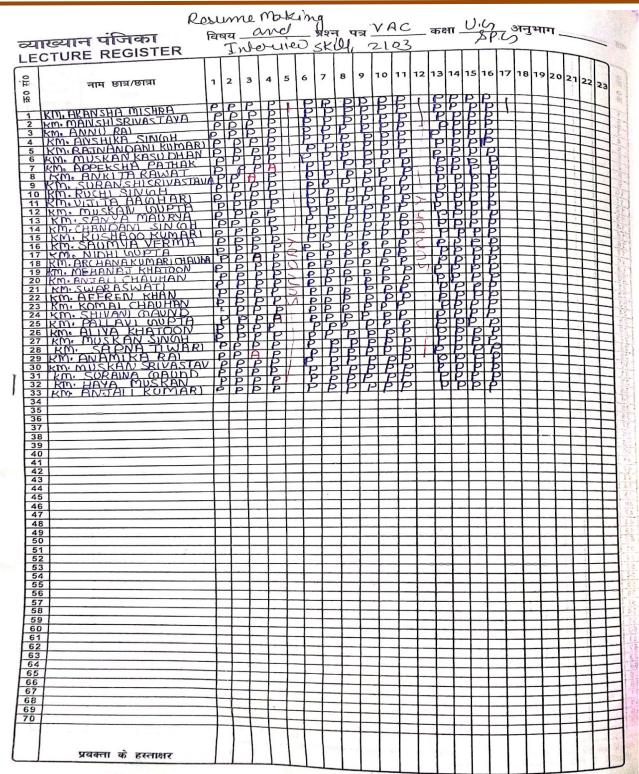
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