



CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE

चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कॉलेज

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- crdpcollege.gkp@gmail.com
Address: New Colony, Dewan Bazar Gorakhpur -273001

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)

SYLLABUS -

Unit I - Preparation of Resume Making, Personal Details.

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


Unit III - Include prepare content of your resume making.

Unit IV- Communication skills, work, experience.

Unit V- Feedback – Appreciation and critique.

PROGRAM OUTCOME

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


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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.

MINUTES OF MEETING

Subject: Resume Making Course


Date: [11-11-20to11-03-21]

Time: [10:30 Pm to 12:30 Pm]

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.


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ACTIVITY



Silver
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