

**AUDIT COURSE**  
**VALUE ADDED PROGRAM**

**Job Readiness Course**

**(For the Students of Semester V)**

**Session: 2021-22**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA**  
**JALANDHAR**  
**(Autonomous)**

## **About Job Readiness Course**

Job Readiness Course (SECJ-5551) is a specialised Value-added program structured to prepare the students ready and adaptable for their professional career. This week-long program is run in collaboration with industry partners to make KMV students ready for upcoming Placements Drives in the Campus. The main purpose of the course is to enhance their life skills, increase their capacities for adapting to professional environment and teaming up. The students are trained on Various Modules like – Organizational Structure, Public Speaking, Presentation Skills, Group Discussion, Personal Interview etc., that are required in the corporate working environments. The corporate trainers not only train on the mentioned modules, but also on organizational scenario, SWOT analysis, maintenance of physical and mental health in the work area through various activities.

**Course Title: JOB READINESS COURSE**

**Nature of Course: Audit Course (Value -added)**

**Course Duration: 30 hours**

**Course intended for:** Semester V students of undergraduate degree programmes of - BCA, B.Sc(IT), B.Sc(Biotech), B.Sc(Hons.) Maths, BA(Hons.) English, B.Com(Pass), B.Com(Hons.) and BBA.

**Course Credits: 2**

**Course Code: SECJ-5551**

**Objectives of the Course:**

It is a specialised programme structured to prepare the students ready and adaptable for their professional career. The students will be able to set goals for themselves with the exposure provided to them during the course. The main purpose of the course is to enhance their life skills, increase their capacities for adapting to professional environment and teaming up. They will

learn the importance and art of synergising with others and working in teams.  
It will help them to realize their potential and set high but realistic goals.

**Learning Outcomes:**

On successful completion of this course, students will be able to:

- Build confidence and have positive attitude
- Have an overview and exposure of job markets to realize their potential
- Get inputs on critical thinking and leadership qualities
- Comprehend how speaking skills can help them excelling in job interviews
- Acquire knowledge of team work
- Share their ideas in the group and improve their listening skills
- Learn skills of self-introduction to represent themselves and to write a well drafted resume

**CURRICULUM**

Course Code: SECJ-5551

Course Credits: 02

Contact Hours: 30

MODULE	TITLE	HOURS
I	Goal Setting and Ambition	2 Hours
II	Positive Attitude and Self Confidence	2 Hours
III	Career Options and Job Markets	2 Hours
IV	Resume Building	4 Hours
V	Presentation Skills	4 Hours

VI	Public Speaking	4 Hours
VII	E-Mail Etiquette and Telephonic Conversation	2 Hours
VIII	Organizational Structure and Corporate Jargons	2 Hours
IX	Personal Interviews	4 Hours
X	Final Assessment, Feedback and Closure	4 Hours

## EXAMINATION

- **Total Marks:** 25 (Exam: 20 and Internal Assessment: 5)
  
- **Final Exam:** Multiple Choice Quiz and/or practice/mock tests - Marks– 20; Time: 1 to 2 hours depending upon the batch size of 10-20 participants
  
- **Internal Assessment:** 5 (Assessment: 3; Attendance:2)
  - Comparative assessment questions (medium length) in the beginning and at closure of the programme. Marks: 3; Time: 0.5 hour each at the beginning and end.
  
- **Total marks:** 25 converted to grade for final result
  
- **Grading system:**
  - 90.1% -100% marks: O grade
  - 80.1% - 90% marks: A+ grade
  - 70.1% - 80% marks: A grade

60.1% - 70% marks: B+ grade

50.1% -60% marks: B grade

45%- 50 % marks: C grade

35%-44.9% marks: P grade

Below 35% marks: F grade

Absent: Ab

### **Implementation:**

This Value Added Course is intended for **SemesterV** students of undergraduate degree programmes of different streams- BCA, B.Sc(IT), BBA, B.Com(H),B.Com(Pass),B.Sc(Mathematics), BSc(BioTech) and BA(Hons-English).

**Course Duration: 30 hours, Course Credits: 02, Contact Hours: 30**

**Course Code: SECJ-5551**

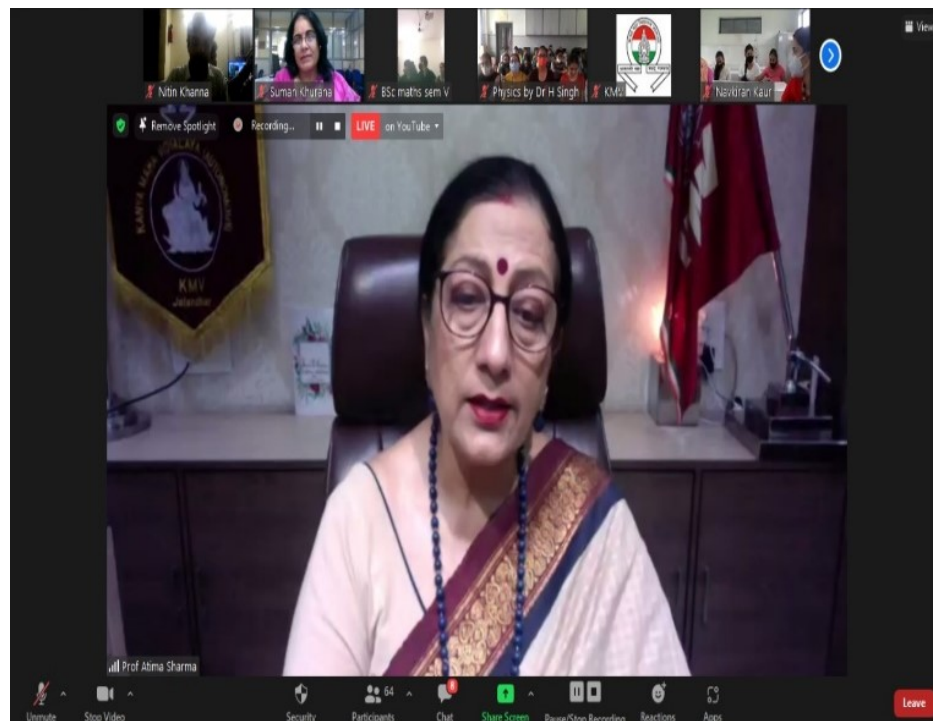
KMV has MoU with RUBICON SKILL DEVELOPMENT to run this specialised course. M/S. Rubicon appointed four trainers - Mr Jay Nair, Mr Kalyan, Mr Ravinder Singh and Ms Sherry Aggarwal to run this course online for six modules of the Program for nine working days, in addition to three modules covered by KMV Principal and faculty.

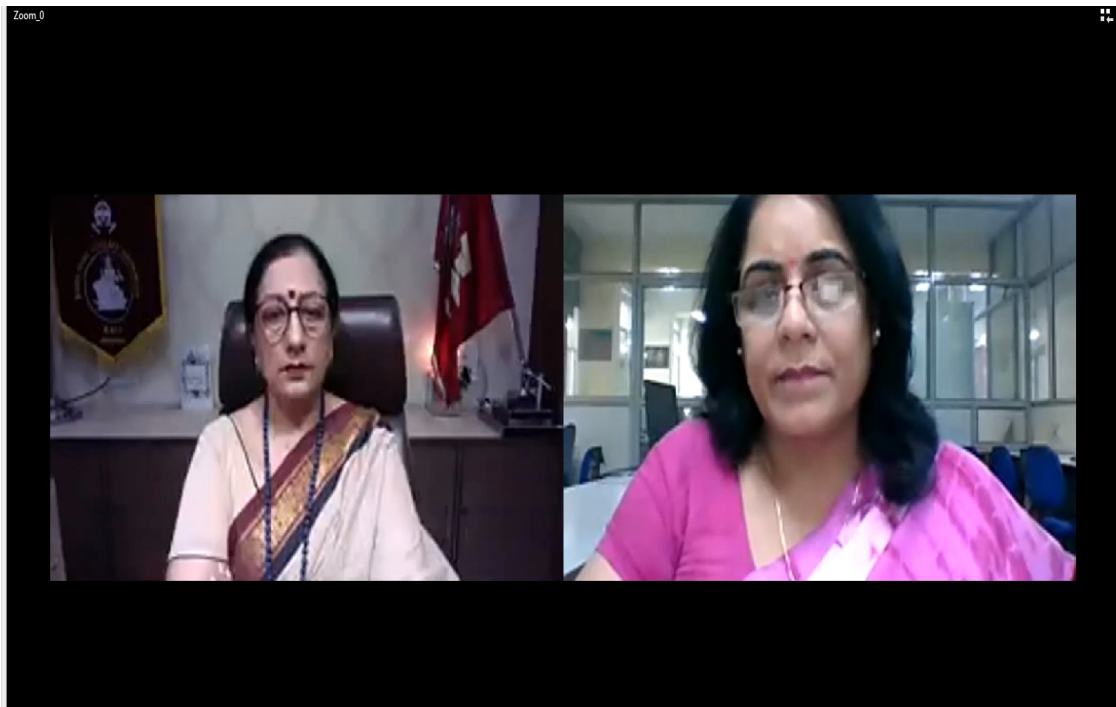
## Some Glimpses of the Program

**KANYA MAHA VIDYALAYA**  
The Autonomous Heritage Institution, Jalandhar  
**Top Rankings in India** (India Today & Outlook Survey of Best Colleges 2020)


**Placement Cell**  
*Organises*  
**Inaugural Session of  
Job Readiness Course**  
**by**  
**Prof. (Dr.) Atima Sharma Dwivedi**  
Principal, Kanya Maha Vidyalaya

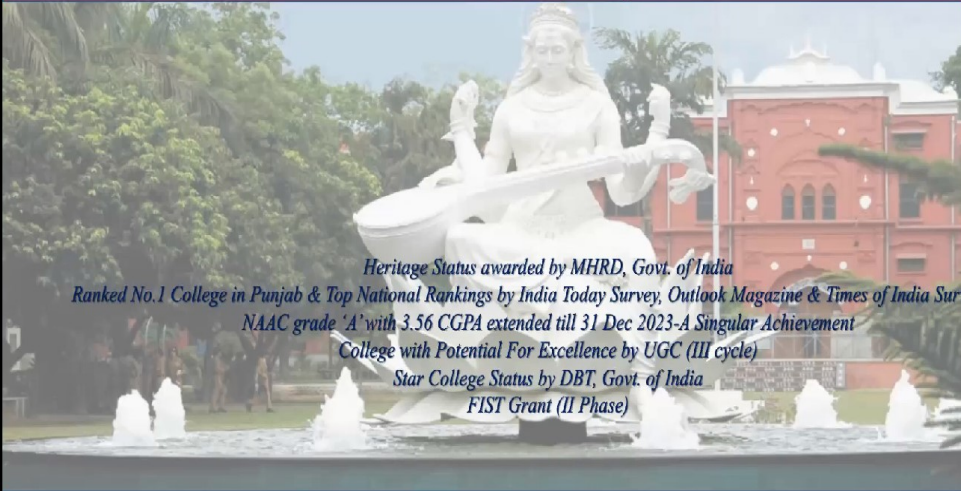
**Sept. 30, 2021 at 1:00 p.m.**  
**Zoom Meeting ID: 88667133650 Passcode: 206534**  
**Coodinator**  
Suman Khurana  
Email id : kmvjjobreadiness@gmail.com  
Phone no. : 9855204214  
**Patron**  
Prof. (Dr.) Atima Sharma Dwivedi  
Principal






Zoom 1

 **KANYA MAHA VIDYALAYA (Autonomous)**  
Jalandhar, Punjab



*Heritage Status awarded by MHRD, Govt. of India*  
*Ranked No.1 College in Punjab & Top National Rankings by India Today Survey, Outlook Magazine & Times of India Survey 2021*  
*NAAC grade 'A' with 3.56 CGPA extended till 31 Dec 2023-A Singular Achievement*  
*College with Potential For Excellence by UGC (III cycle)*  
*Star College Status by DBT, Govt. of India*  
*FIST Grant (II Phase)*

**JOB READINESS COURSE**





# GOAL SETTING & AMBITION



**Prof. Atima Sharma Dwivedi**  
Principal  
Kanya Maha Vidyalaya (Autonomous), Jalandhar

## Smaller Achievable Milestones Towards the Goal

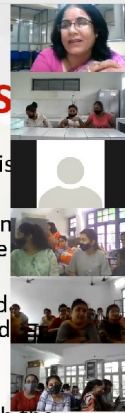
A milestone shows progress, growth, or profit

It marks the beginning or end of significant phases of work, or an important upcoming decision or deadline. It's essential to break your ultimate goal into smaller, realistic, and achievable goals. Setting milestones is like setting such smaller goals.



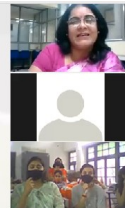
## **JOB READINESS COURSE RUN BY RUBICON SPONSORED BY BARCLAYS**

- ✓ All the students of Commerce, Computer Science, Computer Applications, Information Technology, Science, Bio-tech, Economics , Mathematics and English have been divided into **Four Groups**.
- ✓ The Program to be held Online by professional trainers with Zoom Id of the course and break out rooms. You should have good internet speed and a smart device (Laptop or Mobile).
- ✓ Attendance of nine days – Oct 6 to 18, 2021 at 11:30 a.m. to 01:30 p.m. Attendance of all Working days is mandatory. Your teacher co-Ordinator will watch you and instruct you ,if need be.
- ✓ Video has to be On all the time and the participants have to be interactive.
- ✓ You will be given marks on the basis of participation and attendance along with the Interview taken by the Trainer either simultaneously during the course or on the last day.
- ✓ We must be thankful to both the organisations for giving us this Course FREE OF COST.



## **So, what you have learnt**

- **Believe you can, you will**
- **Progress has always come from those who said - it could be done**
- **Have a winning attitude – self confidence**
- **Take the opportunity to be the first**
- **Learn new things**
- **Think big, Dream big**



Zoom Meeting

## Top 8 Presentation Qualities

The diagram consists of eight colorful arrows arranged in a circle, each pointing to the next. The qualities are: Voice Variety (light blue), Believable (red), Dynamic (green), Comfortable (dark blue), Enthusiastic (teal), Knowledgeable (yellow), Humorous (pink), and Eye Contact (dark green).

2RF - Simranjit Kaur - Kalyan Kumar - KMV

1:09 PM  
08 Oct-21

You are viewing Ravinder Singh's screen View Options

## SWOT ANALYSIS

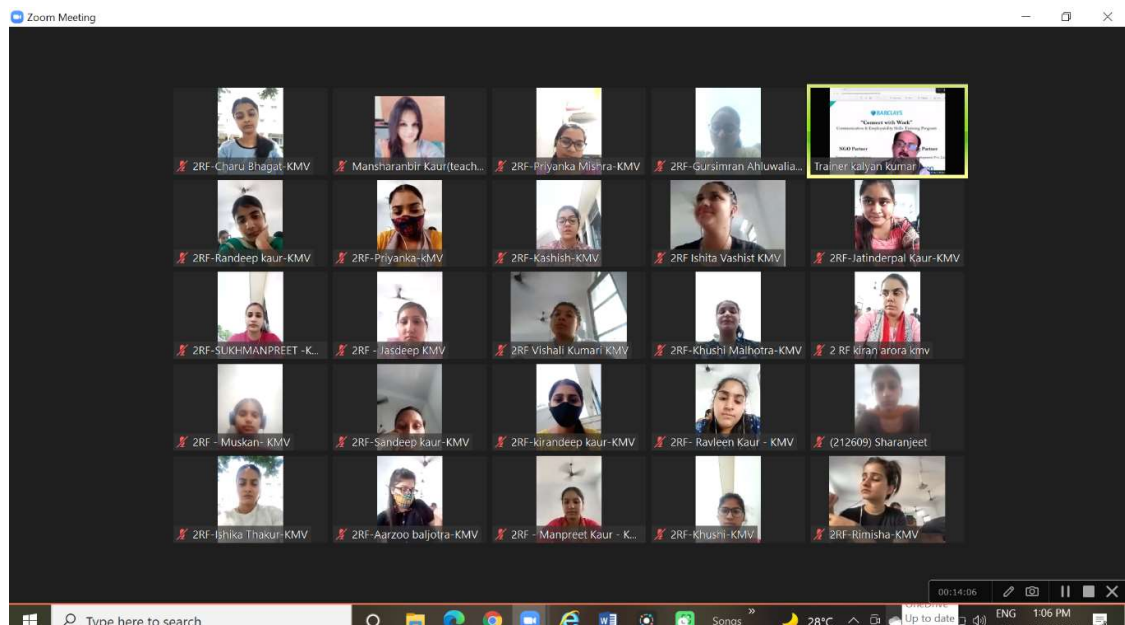
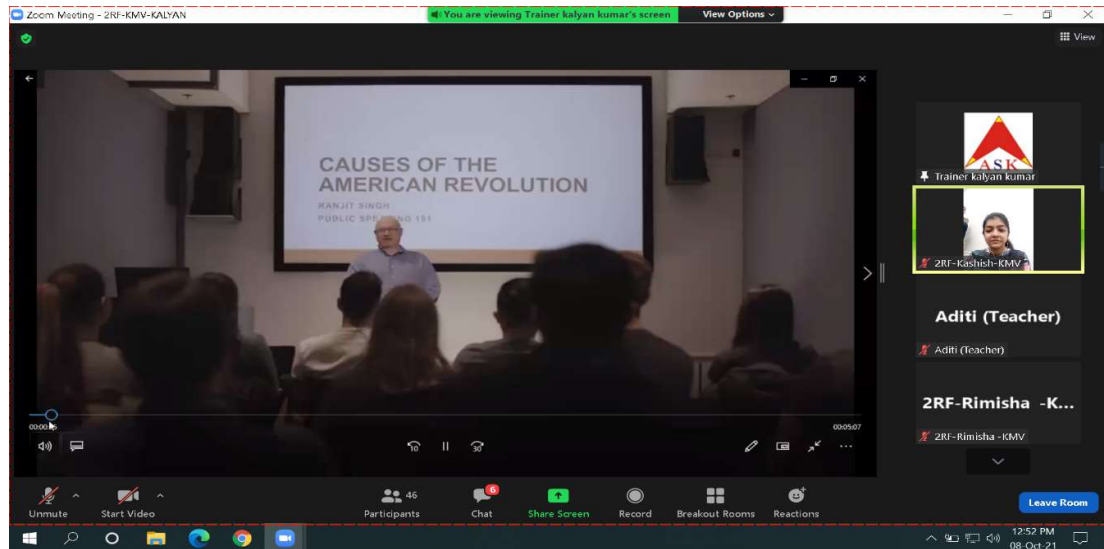
IISD Indian Institute of Skill Development

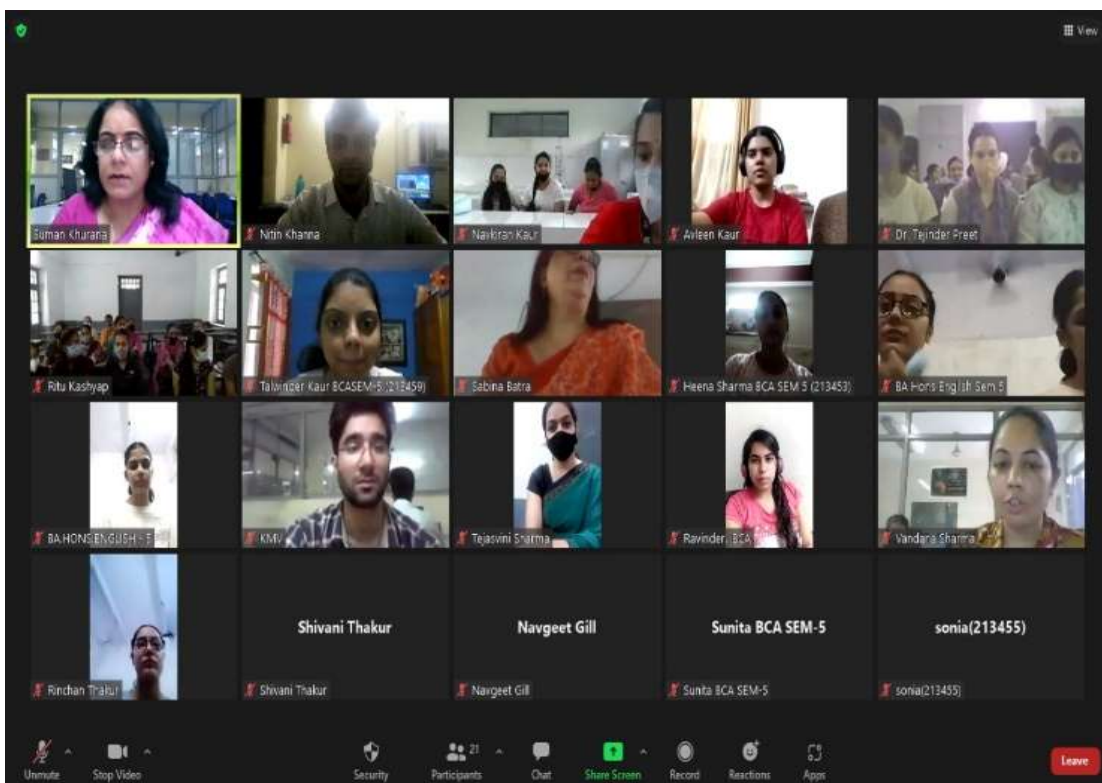
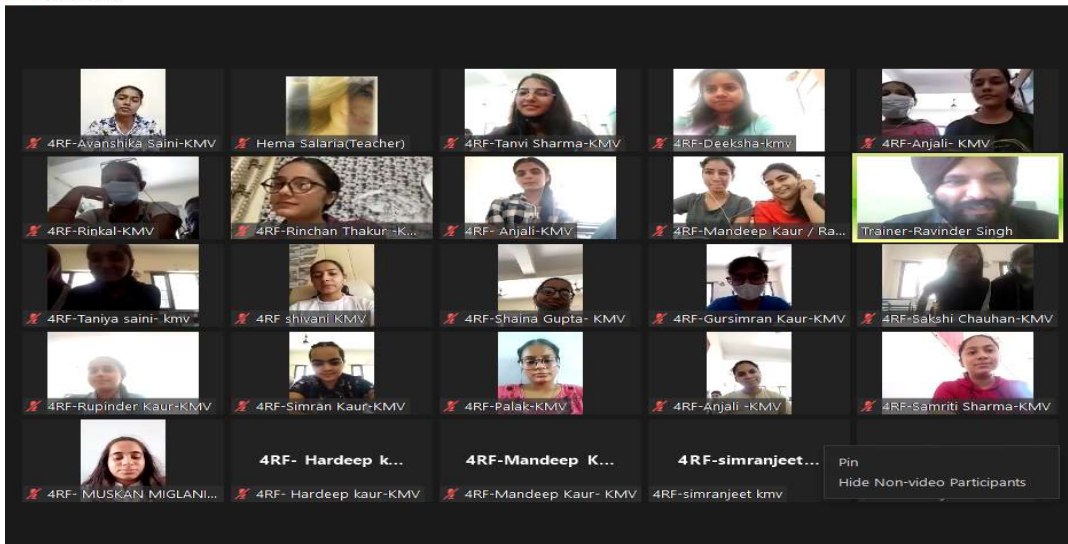
The diagram shows four leaves arranged in a 2x2 grid. The top-left leaf is green and labeled 'STRENGTHS (+)'. The top-right leaf is orange and labeled 'WEAKNESSES (-)'. The bottom-left leaf is dark green and labeled 'OPPORTUNITIES (+)'. The bottom-right leaf is red and labeled 'THREATS (-)'. The letters 'S', 'W', 'O', and 'T' are placed in the center of each leaf respectively. To the left of the leaves, the text 'INTERNAL FACTORS' is aligned with the top row, and 'EXTERNAL FACTORS' is aligned with the bottom row.

COLORFUL LEAVES SWOT ANALYSIS

4RF-HARDARSHAN (T...  
4RF-Samrati Sharma-KMV  
4RF-Rinchan Thakur -KMV  
Ravinder Singh

Unmute Start Video Participants Chat Share Screen Record Ask for Help Reactions Leave Room





Madam Principal Prof. (Dr.)Atima Sharma Dwivedi took up the First Session on “Goal Setting and Ambition” and inaugurated the Course.

Dr. Suman Khurana, Dean- Placement Cell KMV took the next session on “Positive Attitude and Self Confidence “.

After this, the Course was executed in association with Maharashtra based Skill Development Company – Rubicon Skill Development Inc. and the Program was entirely sponsored by Barclays - 4 batches per day for the 9 working days. The company officials implemented this Course online with the help of four corporate trainers, who trained the candidates in four batches daily. Different Program Modules like Organizational Structure, Public Speaking, Presentation Skills, Group Discussion and Mock interviews that are quite relevant in the working environment – were taken up very nicely by their learned trainers - Mr Jay Nair, Mr Kalyan, Mr Ravinder and Ms Sherry Aggarwal.

In addition to this, KMV faculty also trained and guided the students on different modules: Ms. Vandana Sharma – Asstt. Prof Dept. of Computer Sc. &Appls. department took a session on “Recent Job Markets “.

The students were evaluated based on Multiple-Choice Quiz and/or practice/mock tests with Internal Assessment and end semester exam and they were graded accordingly, 206 students got benefitted by this Course.

## SAMPLE CERTIFICATES







# CERTIFICATE OF PARTICIPATION

THE CERTIFICATE IS PRESENTED TO:

*Yogita*

For successfully participating in Online Training Session from 05<sup>th</sup> October 2021 to 16<sup>th</sup> October 2021  
on "Employability Skills" under "LifeSkills" program organized by Rubicon  
in collaboration with Kanya Maha Vidyalaya, Jalandhar, Punjab.

*Dhanya*  
Dhanya Narayanan  
Chief Operating Officer

## CLASS WISE LIST OF PARTICIPANTS / BENEFICIARIES

CLASS	NUMBER OF STUDENTS
BCA Sem V	28
B.Sc. (IT) Sem V	10
B.Sc. (Biotech) Sem V	13
B.Sc. (Hons.) Maths Sem V	16
BA (Hons) English Sem V	06
B.Com (Pass) Sem V	41
B.Com (Hons.) Sem V	69
BBA Sem V	26
<b>TOTAL</b>	<b>209</b>



## Class-wise Student details:

S. No.	Roll No.	University Roll No.	Name of the student
<b>Bachelor of Science (Bio - Technology) Semester V</b>			
1.	213658	19107600001	Rupinder Kaur
2.	213653	19107600002	Shruti Tyagi
3.	213651	19107600003	Damanjeet Kaur
4.	213656	19107600004	Aastha Thakur
5.	213661	19107600005	Khushali Talwar
6.	213662	19107600006	Harkiran Kaur
7.	213655	19107600007	Poornima Sharma
8.	213654	19107600008	Aastha Sharma
9.	213663	19107600009	Vandna
10.	213657	19107600010	Kajal
11.	213659	19107600011	Tarandyal Kaur
12.	213660	19107600012	Radhika
13.	213652	19107600013	Tanu Sharma

<b>Bachelor of Science (Information Technology) Semester V</b>			
<b>S. No.</b>	<b>Roll No.</b>	<b>University Roll No.</b>	<b>Name of the student</b>
1.	215157	19105700001	Babanpreet Kaur
2.	215158	19105700002	Simranpreet Kaur
3.	215152	19105700003	Tashish Badhan
4.	215156	19105700004	Gurbeen Banger
5.	215151	19105700005	Kanchandeep Kaur
6.	215160	19105700006	Bhavana Grover
7.	215155	19105700007	Ankita
8.	215154	19105700008	Simran Kaur
9.	215153	19105700009	Simranjit Kaur
10.	215159	19105700010	Astha Pandey

<b>Bachelor of Computer Applications Semester V</b>			
<b>S. No.</b>	<b>Roll No.</b>	<b>University Roll No.</b>	<b>Name of the student</b>
1.	213454	19107200001	Sonia Bala
2.	213465	19107200002	Sunita Devi
3.	213458	19107200003	Ravinder Kaur
4.	213453	19107200004	Heena Sharma
5.	213469	19107200005	Radha
6.	213466	19107200006	Sumdee
7.	213475	19107200007	Chanchal Kumari
8.	213464	19107200008	Shivani

9.	213462	19107200009	Daljit Kaur
10.	213468	19107200010	Ramanpreet Kaur
11.	213459	19107200012	Talwinder Kaur
12.	213452	19107200013	SamritiPathania
13.	213470	19107200014	Amrit Kaur
14.	213451	19107200015	Samriti Katal
15.	213460	19107200016	Avleen Kaur
16.	213478	19107200017	Jasmeen Kaur
17.	213474	19107200018	Amrita Singh
18.	213473	19107200019	Abida
19.	213472	19107200020	Rupali Gupta
20.	213476	19107200021	Gurpreet Kaur
21.	213455	19107200022	Sonia
22.	213467	19107200023	Ravneet Kaur
23.	213461	19107200024	Yukta Mayor
24.	213456	19107200027	Pooja Kumari
25.	213457	19107200028	Preeti Kumari
26.	213477	19107200029	Mehak
27.	213471	19107200030	Seema Devi
28.	213463	19107200031	Jasmeet Kaur

Bachelor of Commerce (Honours) Semester V			
S. No.	Roll No.	University Roll No.	Name of the student
1.	212632	18109100002	Mansi Sharma

2.	212665	18109100058	Nishtha
3.	212604	19109100001	Kashish
4.	212616	19109100002	Sejal
5.	212609	19109100003	Sharanjeet Kaur
6.	212610	19109100004	Kiran Arora
7.	212634	19109100005	Ravleen Kaur
8.	212640	19109100006	Mandeep Kaur
9.	212611	19109100007	Randeep Kaur
10.	212612	19109100008	Priyanka
11.	212613	19109100009	Simran Kaur Dhillon
12.	212619	19109100010	Palak
13.	212605	19109100011	Nandini
14.	212615	19109100012	Jasdeep
15.	212631	19109100013	Priyanka Mishra
16.	212622	19109100014	Jaskawal
17.	212618	19109100015	Ritika
18.	212629	19109100016	Gunjan Parihar
19.	212661	19109100017	Harmanjit
20.	212649	19109100018	Rimisha
21.	212624	19109100019	Kirandeep Kaur
22.	212623	19109100020	Gursimran
23.	212660	19109100021	Amandeep

24.	212645	19109100022	Yogita
25.	212608	19109100023	Sandeep Kaur
26.	212653	19109100024	Punita
27.	212635	19109100025	Sukhman Preet
28.	212625	19109100026	Harpreet Kaur
29.	212666	19109100027	Swati
30.	212667	19109100028	Shipali Devi
31.	212646	19109100029	Manmeet Kaur
32.	212662	19109100030	Mehak
33.	212651	19109100031	Harmanpreet Kaur
34.	212657	19109100032	Arshleen Kaur
35.	212656	19109100033	Navkiran Kaur
36.	212630	19109100034	Sukhwinder
37.	212626	19109100035	Kiran
38.	212636	19109100036	Amandeep Kaur
39.	212617	19109100037	Harleen
40.	212606	19109100038	Jatinder Pal
41.	212607	19109100039	Pawanpreet
42.	212648	19109100040	Ishita Vashist
43.	212642	19109100041	Simranjit
44.	212614	19109100043	Khushi Malhotra
45.	212652	19109100044	Prabhleen Kaur

46.	212620	19109100045	Charandeep Kaur
47.	212621	19109100046	Amisha
48.	212601	19109100047	Manpreet Kaur
49.	212639	19109100048	Jasmine Kaur
50.	212627	19109100049	Sonali Mahi
51.	212602	19109100051	Arzoo
52.	212647	19109100052	Vishali Kumari
53.	212633	19109100054	Sarpreet Kaur
54.	212664	19109100055	Riya Thakur
55.	212663	19109100056	Nitika
56.	212628	19109100057	Ishika Thakur
57.	212654	19109100058	Charu Bhagat
58.	212658	19109100059	Drishti Pawar
59.	212643	19109100060	Ramanpreet
60.	212659	19109100061	Mahima
61.	212644	19109100062	Khushi
62.	212637	19109100063	Jaspreet Kaur
63.	212638	19109100064	Navpreet Kaur
64.	212669	19109100065	Amanpreet
65.	212655	19109100066	Simranjit Kaur
66.	212603	19109100068	Shivangi
67.	212650	19109100070	Muskan



68.	212668	19109100071	Preetkiran
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<b>Bachelor of Commerce (Pass) Semester V</b>			
<b>S. No.</b>	<b>Roll No.</b>	<b>University Roll No.</b>	<b>Name of the student</b>
1.	213114	18108500013	Chandanpreet Kaur
2.	213106	19108500001	Rajdeep Kaur Saini
3.	213125	19108500002	VipanpreetJaury
4.	213101	19108500003	Chetna Sobti
5.	213102	19108500004	Kamaljit Kaur
6.	213103	19108500005	Gurpreet
7.	213104	19108500006	Ishita Sondhi
8.	213112	19108500007	Preeti
9.	213105	19108500008	Simran
10.	213128	19108500009	Harmanpreet Kaur
11.	213111	19108500010	Khushboo
12.	213132	19108500011	Harpreet Kaur
13.	213108	19108500012	Gurjeet Kaur
14.	213133	19108500013	Anjali Sharma
15.	213115	19108500014	Heman Thakur
16.	213121	19108500015	Mandeep Kaur
17.	213138	19108500016	Aakriti Goyal
18.	213135	19108500017	Simranjeet
19.	213119	19108500018	Awantika

20.	213107	19108500019	Babita
21.	213130	19108500020	Mandeep Kaur
22.	213124	19108500021	Vasundhara Bora
23.	213113	19108500022	Manisha
24.	213120	19108500024	Chetna Nayak
25.	213116	19108500025	Aditi Sharma
26.	213129	19108500026	Daljot
27.	213134	19108500027	Namita
28.	213137	19108500028	Palvi
29.	213126	19108500029	Amritdeep Kaur
30.	213109	19108500030	Janvi
31.	213123	19108500031	Anahita Gautam
32.	213118	19108500032	Harmanpreet Kaur
33.	213117	19108500033	Jaspreet Kaur
34.	213122	19108500034	Preeti
35.	213131	19108500035	Priya Gandher
36.	213127	19108500037	ManjotKahlon
37.	213136	19108500038	Palak Kapoor
38.	213110	19108500039	Jasmeet Kaur
39.	213140	19108500040	Samridhi
40.	213139	19108500041	Megha Nagpal

<b>Bachelor of Science (Honours) Mathematics Semester V</b>			
<b>S. No.</b>	<b>Roll No.</b>	<b>University Roll No.</b>	<b>Name of the student</b>
1.	214862	19112400001	Anjali
2.	214866	19112400002	Taniya Saini
3.	214854	19112400003	Rinkal
4.	214861	19112400004	Shaina Gupta
5.	214864	19112400005	Rupinder Kaur
6.	214860	19112400006	Anjali
7.	214859	19112400007	Tanvi Sharma
8.	214857	19112400008	Deeksha
9.	214865	19112400009	Sakshi Chauhan
10.	214863	19112400010	Samriti Sharma
11.	214853	19112400011	Radhika Aggarwal
12.	214856	19112400012	Anjali
13.	214855	19112400013	Kiranjot Kaur
14.	214852	19112400014	Mandeep Kaur
15.	214858	19112400015	Simran Kaur
16.	214851	19112400016	Gursimran Kaur

<b>Bachelor of Arts (Honours) English Semester V</b>			
<b>S. No.</b>	<b>Roll No.</b>	<b>University Roll No.</b>	<b>Name of the student</b>
1.	211103	19107500001	Navroop
2.	211101	19107500002	Rinchan
3.	211104	19107500003	Shivani Devi
4.	211102	19107500004	Avanshika
5.	211106	19107500005	Khushboo
6.	211105	19107500006	Komalpreet Kaur

<b>Bachelor in Business Administration Semester V</b>			
<b>S. No.</b>	<b>Roll No.</b>	<b>University Roll No.</b>	<b>Name of the student</b>
1.	212103	19105400002	Harmandeep Kaur
2.	212104	19105400003	Amanpreet Kaur
3.	212113	19105400006	Amandeep Kaur
4.	212120	19105400007	Hardeep Kaur
5.	212118	19105400008	Nikita Sharma
6.	212112	19105400009	Jaskaran Kaur
7.	212102	19105400010	Palak
8.	212109	19105400011	Mandeep Kaur
9.	212108	19105400012	Lovepreet Kaur
10.	212111	19105400013	Samriti
11.	212126	19105400014	Nikita
12.	212110	19105400015	Simranjeet
13.	212105	19105400017	Jaspinder Kaur
14.	212122	19105400018	Shalija Thakur
15.	212119	19105400019	Geeta

16.	212106	19105400020	Amandeep Kaur
17.	212107	19105400021	Manpreet Kaur
18.	212101	19105400022	MuskanMiglani
19.	212121	19105400023	Amarpreet Kaur
20.	212116	19105400024	Amandeep Kaur
21.	212115	19105400026	Sumanpreet Kaur
22.	212123	19105400027	Jasmuskan Kaur
23.	212114	19105400029	Navneet Kaur
24.	212117	19105400030	Savneet Kaur
25.	212125	19105400031	Simrat Kaur

## के.एम.वी. की छात्राओं ने सफलतापूर्वक संपन्न की एम्प्लॉयबिल्टी स्किल्स ट्रेनिंग



स्किल्स ट्रेनिंग वाली छात्राओं को सर्टीफिकेट प्रदान करते हुए विद्यालय प्रिंसीपल प्रो. अतिमा शर्मा द्विवेदी व स्टाफ। (संदीप)

जालंधर, 18 अप्रैल (कुश): कन्या महाविद्यालय हमेशा से ही अपनी छात्राओं को उचित मार्गदर्शन प्रदान करते हुए उन्हें सशक्त बनाने के लिए प्रयत्नशील रहता है। इस ही श्रृंखला में विद्यालय के प्लेसमेंट सैल के द्वारा छात्राओं के लिए निःशुल्क एम्प्लॉयबिल्टी स्किल्स ट्रेनिंग का आयोजन करवाया गया। वैश्विक स्तर पर छात्राओं को रोजगार के विभिन्न अवसरों के काबिल बनाने एवं उनके कौशल को निखारने के लिए यह प्रोग्राम विशेष तौर पर आयोजित किया गया। इस दौरान छात्राओं ने जहां आर्गेनाइजेशनल स्ट्रक्चर, पब्लिक स्पीकिंग, प्रेजेंटेशन स्किल्स आदि के बारे में जानकारी हासिल की वहीं साथ ही ग्रुप डिस्कशन

एवं पर्सनल इंटरव्यू के बारे में भी जाना जो उन्हें रोजगार प्राप्ति के अवसरों में सहायक साबित हो सकते हैं। 200 से भी अधिक छात्राओं ने इस ट्रेनिंग में पूरे जोश एवं उत्साह के साथ भाग लिया। विद्यालय प्रिंसीपल प्रो. अतिमा शर्मा द्विवेदी ने संबोधित होते हुए बताया कि ऐसे प्रोग्राम कन्या महाविद्यालय की एक नियमित विशेषता है जिनके द्वारा सदा छात्राओं को व्यवहारिक हुनर प्रदान करने के लिए यत्न किए जाते रहते हैं ताकि उन्हें इस मुकाबले के युग में शानदार प्रदर्शन करने के काबिल बनाया जा सके। इसके साथ ही उन्होंने डा. सुमन खुराना, डीन, प्लेसमेंट सैल द्वारा छात्राओं को प्रदान किए जाते उचित मार्गदर्शन की भी सराहना की।