offers

Value Added Audit Course

JOB READINESS

KMV Job Readiness Course 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 .

VALUE ADDED AUDIT COURSE

Job Readiness Course

(For the students of Semester V)

Session: 2022-23

The Heritage Institution

KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

About Job Readiness Course

KMV 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 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.Sc(Hons.)Physics, 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)
   o 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:

KMV has MoU with RUBICON Skill DEVELOPMENT to run this specialised course.

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

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

Course Code: SECJ-5551

Some Glimpses of the Program

के.एम.वी. का जॉब रेडीनैस प्रोग्राम सफलतापूर्वक छात्राओं को शानदार प्लेसमैंट्स मुहैया करवाने में सहायक

● छात्राएं टॉप मल्टीनैशनल कंपनियों के द्वारा हासिल कर रही हैं जॉब रेडीनैस ट्रेनिंग

सवेरा न्यूज/कुश

जालंधर, 10 दिसंबर : कन्या महा विद्यालय संपूर्ण उत्तर भारत में महिला शिक्षा के केंद्र के रूप में पहचान बनाने के साथ-साथ परंपराओं एवं आधुनिकता के सुमेल के साथ छात्राओं के सर्वपक्षीय विकास के लिए पूर्ण तौर पर प्रतिबद्ध है। छात्राओं को रोजगार के विभिन्न अवसरों के लिए कौशल प्रदान करने के अपने मकसद के साथ विद्यालय द्वारा जॉब रेडीनैस प्रोग्राम सफलतापूर्वक चलाया जा रहा है। अंडर ग्रैजुएट स्तर पर सैमेस्टर-5 की छात्राओं के लिए लाज़िमी, बेहद फायदेमंद एवं इस क्षेत्र में अपने आप में पहले इस प्रोग्राम के अंतर्गत छात्राओं को कैंपस में आयोजित होने वाली विभिन्न प्लेसमैंट ड्राइव्स के लिए तैयार करने के मकसद के साथ टॉप मल्टीनैशनल कंपनियों से ट्रेनर्स के द्वारा सिखलाई

प्रदान की जाती है। कार्पोरेट कामकाज के माहौल में जरूरी ऑर्गेनाइजेशनल स्ट्रक्चर, पब्लिक स्पीकिंग, प्रैजैंटेशन स्किल्स, ग्रुप डिस्कशन, पर्सनल इंटरव्यू आदि जैसे विभिन्न मॉड्यूल्स के संबंध में जानकारी प्रदान करते इस प्रोग्राम में छात्राओं को न केवल अपने मकसद निर्धारित करने व इनकी प्राप्ति के बारे

में समझाया जाता है बल्कि प्रैजैंटेशंस को प्रभावशाली ढंग से पेश करने के लिए चित्र, चार्ट डायग्राम एवं शीर्षक के सदुपयोग के बारे में भी बताया जाता है।

विद्यालय प्रिंसीपल प्रो. अतिमा शर्मा द्विवेदी ने संबोधित होते हुए कहा कि कन्या महाविद्यालय के द्वारा ऐसे

लाजिमी प्रोग्रामों का आयोजन छात्राओं के सर्वपक्षीय विकास के साथ-साथ उन्हें वैश्विक स्तर पर रोजगार के अवसर मुहैया करवाने की दिशा की ओर एक सकारात्मक पहल कदमी है। उन्होंने इस प्रोग्राम के सफल आयोजन के लिए डा. सुमन खुराना, डीन, प्लेसमैंट सैल के द्वारा किए गए प्रयासों की भी प्रशंसा की।

के.एम.वी. के जॉब रेडीनैस प्रोग्राम में हिस्सा लेने वाली छात्राएं विद्यालय प्रिंसीपल प्रो. अतिमा शर्मा द्विवेदी व स्टाफ सदस्यों के साथ। (संदीप)

List of students enrolled in Job Readiness Program under Rubicon

S. NO.	ROLL NO.	NAME OF THE STUDENT
BACHELOR OF COMMERCE (PASS AND HONOURS) SEMESTER V		
1.	221401	Gurdev Kaur
2.	221402	Harshita Bhatia
3.	221403	Jaswinder Kaur
4.	221404	Anjali Kumari
5.	221405	Bhawaya Bamotra
6.	221406	Manpreet Kaur
7.	221407	Kiran Bala
8.	221408	Rajwinder Kaur
9.	221409	Simran
10.	221410	Gagandeep Kaur
11.	221411	Nisha
12.	221412	Poonam Rani
13.	221413	Anchal Sharma
14.	221414	Mandeep Kaur

S. NO.	ROLL NO.	NAME OF THE STUDENT
15.	221415	Ramanjot Kaur
16.	221416	Sahilpreet Kaur
17.	221417	Gurleen
18.	221418	Kanika Sharma
19.	221419	Harnoor
20.	221420	Sandeep Kaur
21.	221421	Gaganpreet Kaur
22.	221422	Avneet Kaur
23.	221423	Sanjana
24.	221424	Riya
25.	221425	Navneet Kaur
26.	221426	Rubhleen Kaur
27.	221427	Simarjit Kaur
28.	221428	Simranpreet Kaur
29.	221429	Dakshi
30.	221430	Isha
31.	221431	Navdeep Kaur
32.	221432	Shivani
33.	221433	Kajal Dogra
34.	221434	Janhvi Singh

S. NO.	ROLL NO.	NAME OF THE STUDENT
35.	221435	Shruti Paswan
36.	221436	Karanjot Kaur
37.	221437	Krisha
38.	221438	Muskan
39.	221439	Ritika
40.	221440	Rajpreet Kaur
41.	221441	Muskan
42.	221442	Kajal
43.	221443	Garima
BACHELOR OF COMMERCE (HONOURS) SEMESTER V		
44.	221751	Sumandeep Kaur
45.	221752	Neha
46.	221753	Ramandeep Kaur
47.	221754	Nikhitta
48.	221755	Prabhleen Kaur
49.	221756	Diksha Saini
50.	221757	Richa
51.	221758	Parul Sudhera
52.	221759	Gaganpreet Kaur
53.	221760	Navdeep Kaur

S. NO.	ROLL NO.	NAME OF THE STUDENT
54.	221761	Simranjit Kaur
55.	221762	Bandna Sharma
56.	221763	Navjot Kaur
57.	221764	Sahajpreet Kaur
58.	221765	Kiranjeet Kaur
59.	221766	Anmolpreet Kaur
60.	221767	Parneet Kaur
61.	221768	Navjot Saini
62.	221769	Kavita
63.	221770	Arneet Kaur
64.	221771	Heena
65.	221772	Simranjit Kaur
66.	221773	Samiksha
67.	221774	Amanpreet Kaur
68.	221775	Dollcy Sharma
69.	221776	Manpreet Kaur
70.	221777	Muskan Kaur
71.	221778	Jassi
72.	221779	Balpreet
73.	221780	Amanjot Kaur

S. NO.	ROLL NO.	NAME OF THE STUDENT
74.	221781	Simranjit Kaur
75.	221782	Simran Thakur
76.	221783	Himanshi
77.	221784	Navneet Kaur
78.	221785	Jasmeet Kaur
79.	221786	Gurdev Kaur
80.	221787	Rajveer Kaur
81.	221788	Prachi
82.	221789	Gurminder Kaur
83.	221790	Gurleen Kaur
84.	221791	Sharanjit Kaur
85.	221792	Simran Kaur Mahon
86.	221793	Divya Jalota
87.	221794	Karamjeet Kaur
88.	221795	Partiksha
89.	221796	Remia
90.	221797	Soniya
91.	221798	Khushi Thakur
92.	221799	Muskan
93.	221800	Shweta Dadhwal

S. NO.	ROLL NO.	NAME OF THE STUDENT
94.	221801	Ravia Rani
95.	221802	Kesar
96.	221803	Sanoverpreet Kaur
97.	221804	Parul Thakur
98.	221805	Neetkia
99.	221806	Simranvir Kaur
100.	221807	Disha Kataria
101.	221808	Ruchi
102.	221809	Gurleen Kaur
103.	221810	Simrandeep Kaur
104.	221811	Yogita
105.	221812	Kanchan
106.	221813	Palakpreet Kaur
107.	221814	Anamika Sharma
108.	221815	Kavita Shukla
109.	221816	Pratima Singh
110.	221817	Laxmi
111.	221818	Priyanka
112.	221819	Sakshi
113.	221820	Urshika

S. NO.	ROLL NO.	NAME OF THE STUDENT
114.	221821	Yadvi
115.	221822	Manpreet Kaur
116.	221823	Yogita
117.	221824	Isha
118.	221825	Harmeet Kaur
119.	221826	Sanchita

List of Students enrolled in Job Readiness Program under Naandi Foundation

S. NO.	ROLL NO.	NAME OF THE STUDENT
BACHELOR OF SCIENCE (BIOTECHNOLOGY) SEMESTER V		
1.	224351	Vaani Arora
2.	224352	Sandeep Kaur
3.	224353	Keshiha
4.	224354	Muskan Sangotra
5.	224355	Roshni
BACHELOR OF SCIENCE (HONOURS) MATHEMATICS SEMESTER V		
6.	224176	Mahrukh Khurshid
7.	224177	Nimanshi

S. NO.	ROLL NO.	NAME OF THE STUDENT
8.	224178	Himani
9.	224179	Minakshi
10.	224180	Mrigul Sharma
11.	224181	Vajinder Kaur
12.	224182	Harpreet Kaur
13.	224183	Muskan
14.	224184	Shruti Sharma
BACHELOR OF COMPUTER APPLICATIONS SEMESTER V		
15.	225401	Meera
16.	225402	Garima
17.	225403	Shruti Sharma
18.	225404	Simranjit Kaur
19.	225405	Meghdeep Kaur
20.	225406	Sukhnandan Kaur
21.	225407	Kiranpreet Kaur
22.	225408	Jaspreet Kaur
23.	225409	Arpinder Kaur
24.	225410	Mandip Kaur
25.	225411	Arashdeep Kaur

S. NO.	ROLL NO.	NAME OF THE STUDENT
26.	225412	Jass Kaur
27.	225413	Anshu
28.	225414	Arti
29.	225415	Shivani
30.	225416	Prabhjot Kaur
31.	225417	Loveleen Kaur
32.	225418	Navpreet Saini
33.	225419	Aranpreet Kaur
34.	225420	Jaskiranpreet Kaur
35.	225421	Simran
36.	225422	Manisha Sharma
37.	225423	Aakriti Ruhela
38.	225424	Gurwinder Kaur
39.	225425	Charu
40.	225426	Ramanpreet Kaur
41.	225427	Jaspreet Kaur
42.	225428	Sargam
43.	225429	Ritika
44.	225430	Drishti

S. NO.	ROLL NO.	NAME OF THE STUDENT
BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY) SEMESTER V		
45.	225526	Gurjeet Kaur
46.	225527	Nikita Chaudhary
47.	225528	Aarti Sharma
48.	225529	Nusrat Jaha
49.	225530	Kulwinder Kaur
50.	225531	Prerna
51.	225532	Bhawna Devi
BACHELOR OF ARTS (HONOURS) ENGLISH SEMSTER V		
52.	222776	Megha
53.	222777	Prabhjot
54.	222778	Kiran
55.	222779	Harjeet
56.	222780	Simarjeet
57.	222781	Khushi
58.	222782	Yashika
59.	222783	Shruti
60.	222784	Nirbhi

S. NO.	ROLL NO.	NAME OF THE STUDENT
BACHELOR OF BUSINESS ADMINISTRATION SEMESTER V		
61.	221151	Harpreet Kaur
62.	221152	Dalwinder Kaur
63.	221153	Parwinder Kaur
64.	221154	Bhumika Sharma
65.	221155	Amanpreet Kaur
66.	221156	Mausmi Anand
67.	221157	Simranpreet Kaur
68.	221158	Kamalpreet Kaur
69.	221159	Amanjot Kaur
70.	221160	Manpreet Kaur
71.	221161	Shatakshi Rana
72.	221162	Manpreet Kaur
73.	221163	Evleen Kaur
74.	221164	Sukhpreet Kaur
75.	221165	Sheetal Kumari
76.	221166	Prabhjeet Kaur
77.	221167	Aarti
78.	221168	Amardeep Kaur

S. NO.	ROLL NO.	NAME OF THE STUDENT
79.	221169	Sharanpreet Kaur
80.	221170	Sandeep Kaur
81.	221171	Guntash Kaur
82.	221172	Banita
83.	221173	Sandeep Kaur
84.	221174	Ritika Vaid
85.	221175	Kajal Pathak
86.	221176	Komal Paul
87.	221177	Simranpreet Kaur
88.	221178	Balpreet Kaur
89.	221179	Ishika Chopra
BACHELOR OF SCIENCE (HONOURS) PHYSICS SEMESTER V		
90.	224251	Saniya Thakur
91.	224252	Rushi Chambyal
92.	224253	Nandita Thakur
93.	224254	Charu
94.	224255	Harmeet Kaur
95.	224256	Prachi Sharma
96.	224257	Anamika

S. NO.	ROLL NO.	NAME OF THE STUDENT
97.	224258	Harmandeep Kaur
98.	224259	Naina Devi
99.	224260	Neha
100.	224261	Simranjeet Kaur

Sample Certificates

rubicon

CERTIFICATE
—— OF PARTICIPATION ——

THE CERTIFICATE IS PRESENTED TO:

Gurdev Kaur

For successfully completing 5 days training from 17th October 2022 to 21st October 2022 on "Employability Skills" under "LifeSkills" programme organized by Rubicon at Kanya Mahavidyalaya, Jalandhar, Punjab.

Dhanya Narayanan
Chief Operating Officer

rubicon

CERTIFICATE
—— OF PARTICIPATION ——

THE CERTIFICATE IS PRESENTED TO:

Diksha Saini

For successfully completing 5 days training from 17th October 2022 to 21st October 2022 on "Employability Skills" under "LifeSkills" programme organized by Rubicon at Kanya Mahavidyalaya, Jalandhar, Punjab.

Dhanya Narayanan
Chief Operating Officer

Certificate

OF COMPLETION

This Certificate is awarded to

MEGHDEEP KAUR

from KANYA MAHA VIDYALAYA, JALANDHAR

of BACHELOR OF COMPUTER APPLICATIONS

on successful completion of "Employability Skill Programme" conducted by Mahindra Pride Classroom, Naandi Foundation From 2022 to 2023

Chief Skills Officer

Mahindra PRIDE CLASSROOM
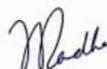
Naandi

Certificate

OF COMPLETION

This Certificate is awarded to

VAANI ARORA

from KANYA MAHA VIDYALAYA, JALANDHAR

of BACHELOR IN BIOTECHNOLOGY

on successful completion of "Employability Skill Programme" conducted by Mahindra Pride Classroom, Naandi Foundation From 2022 to 2023

Chief Skills Officer

Mahindra PRIDE CLASSROOM

Naandi

Madam Principal Prof. (Dr.) Atima Sharma Dwivedi welcomed the industry trainers – Ms. Karishma Arora from Rubicon Skill Development and Ms. Anju Jain from Naandi Foundation – Madindra Group and extended them best wishes for the sessions.

The Course was planned for five days and executed for six days in association with Maharashtra based Skill Development Company – Rubicon Skill Development Inc. and Naandi Foundation – Mahindra Group. The training sessions were implemented as 4 batches per day – two batches by Rubicon and two batches by Mahindra Group per day for 5 working days and the last day was fixed for Mock interviews. The company officials implemented this Course on 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 – Ms. Karishma Arora from Rubicon and Ms. Anju Jain from Naandi Foundation – Mahindra Group.

In addition to this, KMV faculty also trained and guided the students on different modules. Dr. Suman Khurana, Dean - Placement Cell KMV took a session on "Resume' Writing, Group Discussion and SWOT Analysis" and 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. 213 students got benefitted by this Course.