



MURGAON EDUCATION SOCIETY'S COLLEGE OF ARTS & COMMERCE

Zuarinagar, Goa – 403726

Affiliated to Goa University Accredited by NAAC with B+ Grade (4th cycle)

ACADEMIC YEAR 2021 – 2022

REPORT OF THE ACTIVITY

PLACEMENT CELL- MEGA PLACEMENT DRIVE

CAREER COUNSELLING SESSION BY CII- CAREER COUSELLING CENTRE

- **Date:** Monday, 4th July 2022 Time:9.30 a.m. to 12.30 p.m.
- **Platform:** M.S.Kamat Seminar Hall
- **Speaker for the Session:** Ms. Mishkowa Mendes-Head Counselor, Ms. Alfiya Baig-Assistant Counselor. Mr. Brony Pereira- Business Development Executive.
- **Audience:** B.A, B.COM., B.C.A., M.COM, final year students as well as passed out students of the college
- **No. of participants:** 51

Report in brief:

A career counselling session was organized by the Placement Cell of the college in association with CII- Career Counselling Centre. This was organized in prelude to the Mega Placement Drive to be conducted the next day in the college premises. The session covered 4 topics *resume building, interview facing skills, dress code and etiquettes and BARO IV Aptitude test.*

At the onset the Principal, Dr. Manasvi M. Kamat welcomed the gathering. She exhorted the students to make the best use of such sessions to improve their chances of securing the desired job in the industry. Such sessions increase the confidence of the students and prepare them to answer interviews well.

The 3 resource persons were introduced by the compere, Asst. Prof. Sanjana Halarnkar. Asst. Prof. Swati A. Shigaonker gave the vote of thanks.

After the formal function, the resource persons commence their sessions.

The first session of **resume building** was which was covered by Ms. Mishkowa Mendes. She covered points such as meaning of resume, layout to be followed when creating your resume, types of resumes, difference between a CV and a resume, preparations to be done before you write a resume, components of a resume. She then distributed a sample format of a resume and explained each part of it in detail.

The next topic was **interview preparation** which was covered by Ms. Alfiya Baig. She spoke of the need to do research about the industry/ company, the job/ position before you go for an interview, practice a mock interview, be ready with several specific answers to commonly asked questions, to practice a few behavioral and situational questions. She performed an activity to put forth her points across to the student called *Let's Play and Build*.

Her next topic was **Dress Etiquette** where she covered through visual presentation the do's and don'ts of attire for both men and women. She also covered other important topics such as Punctuality, Professionalism, Body Language,

The last part of the session was **Baro Aptitude Test**. It is designed to identify and understand your abilities and career interest. The students were shared the instructions to answer the test. A link was shared with them. They had to answer 72 questions in 15 minutes at their convenience. The results would be emailed to them.



Remarks of the Coordinator: The session was very elaborate, interactive and enlightening to the students. Many students got their resume related doubts cleared with the resource persons. the session was a wonderful opportunity to the students to polish their resume for the next day's placement drive as well as for future job interviews.

Dr. Manasvi M. Kamat
Principal

Asst. Prof. Mrs. Swati A. Shigaonker
Chairperson, Placement Cell