

WORKPLACE READINESS

Value Added Course



Course Details–

Participants- Open for All

Duration - 30 hours (July 2018-19)

Course Instructor - Dr. Richa Mishra
Ms. Shraddha Bharatiya

Workplace Readiness

by Centre for Communication & Critical Thinking, JKLU

Course Brief:

This course helps students craft their personal brand, face prospective employers, and prepare for the workplace.

Evaluation Scheme–

Assignment (s): 40

Report: 20

Quiz: 40

Learning objectives:

The students will learn to:

1. Craft a personal pitch
2. Create standout resumes and cover letters learn how to explain the different sections of your resume clearly.
3. Build online presence on LinkedIn, Facebook and Twitter
4. Practice professional etiquette and workplace best practices.

Session Topics

Career planning and review	• Completion of Career Analysis Survey by each student. • Analysis of skills and qualifications required for a range of occupations and associated career exploration activities within the Job Guide.
Resume Writing	• Why standout resumes are important. • How to build your own resume. • Do and <u>Don't</u> while creating a resume. • Tips on common errors
Cover Letter	• Structure in communication, and the idea of beginning, middle (the power of 3) and the end. • Relevance of a cover letter and uses examples to illustrate effective structure and content in cover letters. • Different application of cover letter and ask each student to write, in bullet points, what s/he would say in each section of the cover letter
Social Media Presence	• Relevance of Social media presence in their context • Personal Branding through Social Media • Build professional profile on LinkedIn
Mock Interview	• Share the before - during - after process of an interview, asks students to create a matrix of their strengths and pitfalls at each stage. • Mock GD's. • Handle FAQ's related to technical or non-technical area. • Learn to handle different situations in GD's or PI's
Practice professional etiquette (example - how to engage with a prospective employer), workplace etiquette	• How to build a strong physical presence • Important Components of Communication • Practice the art of communicating <u>effectively</u> • Do's and don'ts list on professional communication

Value Added Course

Course Name	Workplace Readiness	Course Code (Optional)	NA
Course Offered to	OPEN to all	Academic Year	2018-19
Course Duration	July -November,2018	Contact Hours	30
Course Instructor(s)	Dr. Richa Mishra& Ms. Shraddha		

List of Enrolled Students:

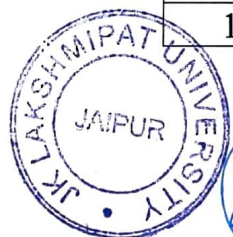
S. No	Roll Number	Student's Name
1.	2016BTechCSE001	Ajit Singh Rajawat
2.	2016BTechCSE003	Anisha Goyal
3.	2016BTechCSE004	Archit Jain
4.	2016BTechCSE007	Garima Pandey
5.	2016BTechCSE008	Jai Sharma
6.	2016BTechCSE009	Kuldeep Sharma
7.	2016BTechCSE010	Manoj Choudhary
8.	2016BTechCSE012	Naman Dwivedi
9.	2016BTechCSE013	Natani Lucky Shyam
10.	2016BTechCSE014	Rahul Dangi
11.	2016BTechCSE016	Sandeep Kumawat
12.	2016BTechCSE017	Shishir Singh
13.	2016BTechCSE018	Varun Kumar Jha
14.	2016BTechCSE019	Vikas Mishra
15.	2016BTechCSE020	Yash Saraswat
16.	2016BTechCSE021	Chirag Bansal
17.	2016BTechCSE022	Akshat Goyal
18.	2016BTechCSE023	Deepak Kumar
19.	2016BTechCSE024	Aditya Sharma
20.	2016BTechCSE026	Anshika Pengoria
21.	2016BTechCSE027	Abhishek Kumar Singh
22.	2016BTechCSE028	Yatharth Raj Sharma

23.	2015BTechCSE007	Kunal Shah
24.	2016BTechCSE101	Abhijeet Bajpai
25.	2016BTechCSE103	Adhisha Gupta
26.	2016BTechCSE104	Anurag Soni
27.	2016BTechCSE105	Ashutosh Gupta
28.	2016BTechCSE106	Ayush Misra
29.	2016BTechCSE107	Chetana Singhal
30.	2016BTechCSE108	Devansh Aggarwal
31.	2016BTechCSE109	Divya Sharma
32.	2016BTechCSE111	Himanshu Rathore
33.	2016BTechCSE112	Kanika Bhatia
34.	2016BTechCSE113	Kunal Kumawat
35.	2016BTechCSE114	Mukul Sharma
36.	2016BTechCSE116	Pallavi Bhandari
37.	2016BTechCSE117	Pranjal Tripathi
38.	2016BTechCSE118	Rajkumar Gupta
39.	2016BTechCSE119	Rakshit Jayaswal
40.	2016BTechCSE120	Rishabh Jain
41.	2016BTechCSE121	Roopesh Sharma
42.	2016BTechCSE122	Satyam Singh
43.	2016BTechCSE123	Shweta Sharma
44.	2016BTechCSE124	Vipin Agarwal
45.	2016BTechCSE125	Divyank Singh
46.	2016BTechCSE128	Ankit Jain
47.	2016BTechCSE129	Prateek Dhalwal
48.	2016BTechCSE205	Kamal Kumar Appujani
49.	2016BTechCSE207	Karan Pratap Singh
50.	2016BTechCSE208	Mayank Bhimrajka
51.	2016BTechCSE209	Naman Dhingra
52.	2016BTechCSE211	Priyal Jain
53.	2016BTechCSE212	Priyanshu Sharma
54.	2016BTechCSE215	Seerat Sobti
55.	2016BTechCSE216	Shubham Sharma

56.	2016BTechCSE217	Tarun Dhawan
57.	2016BTechCSE218	Astha Rai
58.	2016BTechCSE219	Asit Sharma
59.	2016BTechCSE220	Madhavi Chauhan
60.	2016BTechCSE221	Som Durgesh Gupta
61.	2016BTechCSE222	Ayush Dadhich
62.	2016BTechCSE223	Rajeshwar Singh
63.	2016BTechCSE224	Dishan Shukla
64.	2016BTechCSE226	Mridul Arora
65.	2016BTechCSE228	Anish Gupta
66.	2016BTechCSE301	Aman Bhargava
67.	2016BTechCSE302	Amit Bohra
68.	2016BTechCSE303	Jogendra Choudhary
69.	2016BTechCSE304	Kapil Jain
70.	2016BTechCSE305	Raghav Tambi
71.	2016BTechCSE306	Ritika Verma
72.	2016BTechCSE307	Roshan Kumawat
73.	2016BTechCSE308	Shivansh Kashyap
74.	2016BTechCSE310	Soniya Soni
75.	2016BTechCSE311	Surabhi Tomer
76.	2016BTechCSE312	Tushar Sharma
77.	2016BTechCSE313	Vibhore Mathur
78.	2016BTechCSE314	Aakash Sharma
79.	2016BTechCE001	Aayush Bansal
80.	2016BTechCE003	Hitesh Kumar
81.	2016BTechCE004	Hitesh Sain
82.	2016BTechCE005	Kuldeep Singh Jani
83.	2016BTechCE008	Neeraj Lunawat
84.	2016BTechCE009	Nikhil Jhanwar
85.	2016BTechCE010	Punit Kumawat
86.	2016BTechCE012	Raghvendra Singh Shekhawat
87.	2016BTechCE013	Ravindra Singh Rathore
88.	2016BTechCE014	Rishabh Jain

89.	2016BTechCE015	Sagar Mewara
90.	2016BTechCE016	Vikas Yadav
91.	2016BTechCE017	Vineet Singh Solanki
92.	2016BTechCE018	Mahaveer Kachhawa
93.	2016BTechCE019	Keshav Mundra
94.	2016BTechCHE001	Divya Bhatia
95.	2016BTechCHE002	Videsha Bansal
96.	2015BTechCHE009	Upadhyay Maharshi
97.	2016BTechECE001	Anudit Bhatt
98.	2016BTechECE003	Harshita Gupta
99.	2016BTechECE004	Kanwar Deep Singh Gahlot
100.	2016BTechECE005	Kashis Singh Rawat
101.	2016BTechECE006	Mayank Jhanwar
102.	2016BTechECE007	Rohit Kumar
103.	2016BTechECE008	Shreyash Purwar
104.	2016BTechECE009	Rajat Chandra
105.	2016BTechECE010	Chandresh Sharma
106.	2016BTechEE002	Isha Narolia
107.	2016BTechEE003	Kanishk Sharma
108.	2016BTechEE005	Maahesh Kumar Purohit
109.	2016BTechEE006	Prithvi Singh Rathore
110.	2016BTechEE007	Rohit Sharma
111.	2016BTechEE008	Ronak Mathur
112.	2016BTechEE010	Yash Kumar Singh
113.	2016BTechME001	Abhishek Phogat
114.	2016BTechME002	Abhishek Sharma
115.	2016BTechME003	Akshay Taparia
116.	2016BTechME005	Arpit Sharma
117.	2016BTechME006	Ashish Kumar Sisodiya
118.	2016BTechME007	Deepansh Dikshit
119.	2016BTechME008	Devkaran Singh
120.	2016BTechME009	Devvrat Singh Chauhan
121.	2016BTechME010	Ekhlak Ahmad

122.	2016BTechME011	Jai Singh Rathore
123.	2016BTechME012	Jaswant Singh Deora
124.	2016BTechME013	Kaushlendra Kumar Pandey
125.	2016BTechME015	Manvendra Singh
126.	2016BTechME017	Param Gupta
127.	2016BTechME018	Raj Agrawal
128.	2016BTechME019	Rajat Nebhnani
129.	2016BTechME020	Ram Upadhyay
130.	2016BTechME021	Ritwik Raman
131.	2016BTechME022	Rohit Dhanraj
132.	2016BTechME023	Rudra Kumar Suthar
133.	2016BTechME024	Sajal Jain
134.	2016BTechME025	Shantanu Sharma
135.	2016BTechME026	Snehashish Banerjee
136.	2016BTechME028	Yash Mathur
137.	2016BTechME030	Arjun Gupta
138.	2016BTechME031	Deeksha Parwani
139.	2018MTHSE001	Patel Jay Bhikhubhi
140.	2018MTHSE002	Patel Tejaskumar Nanubhai



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 (Dr. Richa Mishra)
 Course Coordinator



CERTIFICATE OF COMPLETION

This is to certify that

AJIT SINGH RAJAWAT

has successfully completed a 30 hours value added course on

"Workplace Readiness"

offered during July-November 2018

by Centre for Communication & Critical Thinking,

JK Lakshmipat University, Jaipur

DR. RICHA MISHRA

Assistant Director, CCCT
JK Lakshmipat University,
Jaipur