



# SOURASHTRA COLLEGE, MADURAI. (Autonomous)

(A Linguistic Minority Co-education Institution)

(Affiliated to Madurai Kamaraj University & Re-Accredited with 'B+' Grade by NAAC)

Vilachery Main Road, Pasumalai (P.O), Madurai-625004.

Contact No.: 87542 09994  
87542 08885

🌐 [sourashtracollege.com](http://sourashtracollege.com)  
✉ [soucollege@gmail.com](mailto:soucollege@gmail.com)

## NAAC CYCLE IV – SELF STUDY REPORT

Criterion VII	<b>Institutional Values and Best Practices</b>
Key Indicator 7.2	<b>Best Practices</b>
QM 7.2.1	<b>Describe Two Best Practices successfully implemented by the Institution as per NAAC format provided in the Manual</b>
Year	<b>2018-2023</b>

### Soft Skills Training for Career Development

Start Date : 30-09-2023

End Date : 16-12-2023

Mode: Online GMeet

Participants count: 30+

Resource Persons :

1. Mr.Rajesh  
statestreet.com
2. Mrs. Shanthi  
salesforce.com





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## **NAAC CYCLE IV – SELF STUDY REPORT**

### **Graduate Career Development Program**

**Purpose:** The aim of this session is to empower recent college graduates and boost their confidence for job interviews.

**Overall duration:** (6 to 8 weeks) only on Saturdays.

**Duration for each episode:** 60-90 minutes

#### **Topics and the Learning Outcomes for a College Graduate:**

##### **1. Important Factors for a Successful Interview:**

- Learn how to confidently introduce yourself. (Weekly ongoing activity)
- Understand the significance of body language in making a positive impression.
- Master the art of knowing and effectively presenting your resume.
- Be equipped with a list of insightful questions to ask the interviewer.
- Gain awareness of do's and don'ts in the interview process.

##### **2. Communication Skills:**

- Develop the ability to express ideas freely and articulately.
- Participate effectively in group discussions, showcasing your communication skills.
- Learn the essentials of professional email writing for effective communication.

##### **3. LinkedIn - Manage Your Professional Identity:**

- Create a compelling LinkedIn profile to enhance your online presence.
- Craft a compelling summary that highlights your skills and experiences.
- Build a comprehensive list of skills that accurately represent your abilities.
- Understand how to apply for jobs and network through LinkedIn.
- Master online research techniques for professional purposes.

##### **4. Technical Interview Preparation:**

- Prepare for technical interviews with confidence in JavaScript and Python.
- Access online resources to continually enhance technical knowledge.
- Explore freelance opportunities as a way to gain real-world experience.
- Discover a list of job sites to aid in job hunting.
- Gain a fundamental understanding of the basics of AI.

##### **5. Mock Interview Practice:**

- Practice and refine your interview skills through mock interviews.
- Receive constructive feedback to improve your performance.



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By completing this comprehensive learning program, a college graduate can expect to be well-prepared for the job market, with enhanced interview skills, strong communication abilities, a professional online presence, technical knowledge, and the confidence to navigate the job search process effectively. These skills and knowledge will significantly increase their chances of securing a fulfilling job in their chosen field

### Episode 1 : Introduction call

Saturday, 30 Sept • 10:00 – 11:00 am

Google Meet joining info

Video call link: <https://meet.google.com/riz-qqvm-vhv>

### Episode - 2 - Introduce yourself and Interview Tips

Saturday, 7 Oct • 10:00 – 11:00 am

Google Meet joining info

Video call link: <https://meet.google.com/nox-twhh-aov>

Topics Covered : Research Company Profile, Vision, Mission, Know about the company

#### 1. Self Introduction - GFRESHG

Topics Covered

- G – good morning / Warm Greetings
- F - Start with your Full name
- R - Mention your Recent college graduation
- E - Highlight your Educational background
- S - Share your Skills and relevant coursework.
- H - Talk about your Hobbies and interests related to the field.
- G – greet Thank you

Do's and Don't in interview

Do's

- Take hard copy of your resume - multiple
- Wear formal dress



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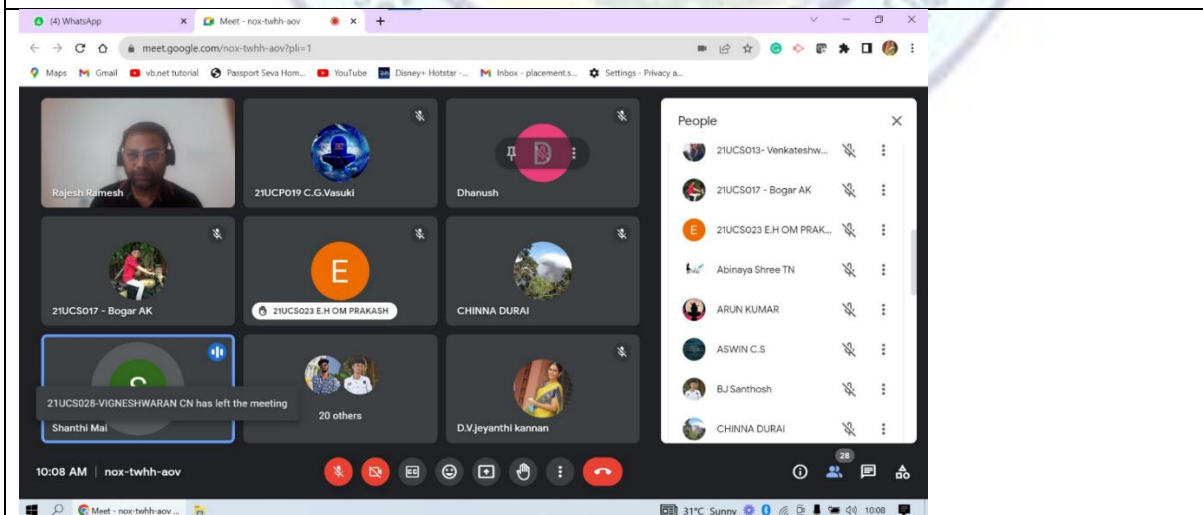
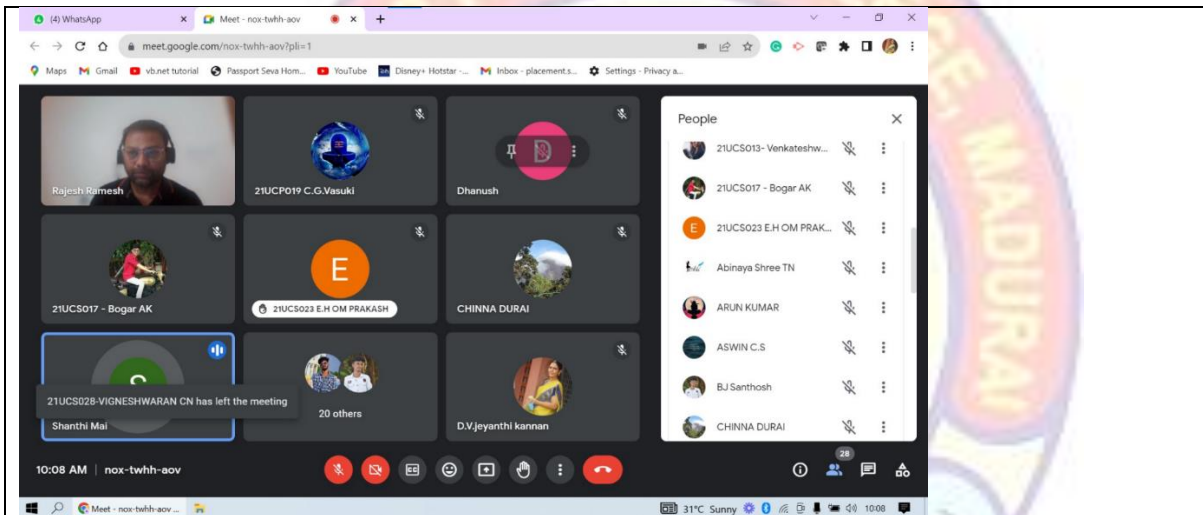
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- Maintain punctuality – reach spot before 30 minutes
- Can ask question like – where I will be after 2 years, career growth
- Maintain eye contact, body language

### Don'ts

- Don't shake hands / head / legs unnecessary
- Don't give false education, skill
- Don't interrupt the speaker
- Don't give negative comments about previous company
- Don't ask salary, benefits, onsite, allowances, leaves, notice period in interview, it will be discussed separately by HR
- Don't be aggressive





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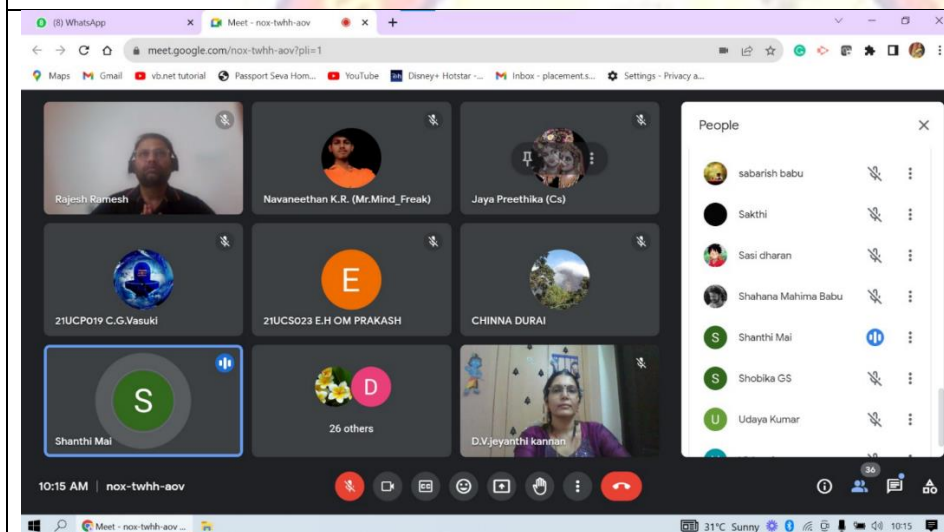
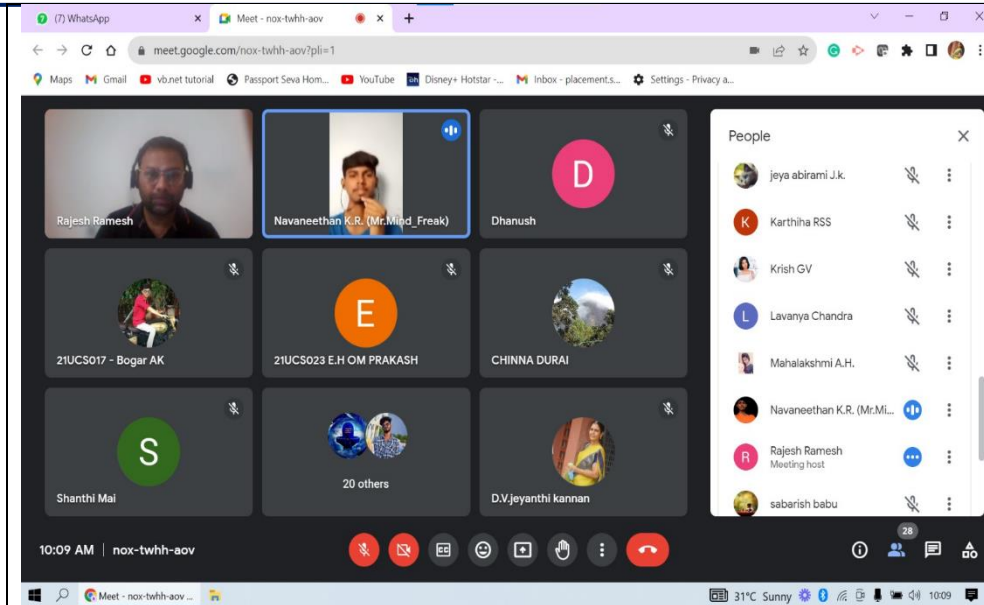
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## NAAC CYCLE IV – SELF STUDY REPORT



### Episode 3 - Importance of communication (follow up)

Saturday, 21 Oct • 10:05 – 11:05 pm

Google Meet joining info

Video call link: <https://meet.google.com/sms-ndeg-iuk>

select your own topic or you can select one from the below samples:



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1. About your college life
2. Where do you want to see yourself in the next 3 years (Frequently asked question in an interview)
3. What was the last movie you watched can you talk about that for 2 min.
4. Share your thoughts on AI
5. Share your thoughts on automation.
6. Where do you from and talk few important places in your city.
7. Your favorite destination.
8. Do you recommend online education and why?
9. Why should I hire you? (Frequently asked question in an interview)

Episode 4 - eMail Communication

Saturday, 28 Oct • 10:05 – 11:05 pm

Google Meet joining info

Video call link: <https://meet.google.com/mgm-fwgq-xek>

**Your CV is your first impression**

**Make it count.**

**7 Tips to master your CV (to get hired fast):**

The screenshot shows a Google Meet interface with the following participants listed:

- sabarish babu (You)
- Rajesh Ramesh (Meeting host)
- 21UCP019 C.G.Vasuki
- 21ucs012 Vaish
- 21UCS023 E.H OM PRAKASH
- 21UCS027- T.R.vengatesh
- Abinaya Shree TN
- Dhanush
- Krish GV
- Navaneethan K.R. (Mr.Mind\_Fr...
- Sasi dharan
- Shahana Mahima Babu
- Smárt Aswin



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### 1. CV Length

Remember this rule of thumb

- **One Pager:** If work ex is less than five years
- **Two Pager:** If you are aiming for a senior position

Ensure to highlight your most relevant skills and experience, and omit anything unnecessary.

### 2. Important and Non Important Info

- **Must include:** Name, Email, LinkedIn id, and Phone Number
- **Should exclude:** Address, Undertaking, and Photograph

Make sure to have key information at the top. Avoid writing it at bottom



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## 3. Avoid this Mistake

- Write a Professional Summary instead of a Career Objective.
- Having a career objective is not a value add for a hiring manager.
- Giving a professional summary gives them a sneak peek of your profile and generates curiosity.

*Example: Results-oriented marketing professional with 5+ years of experience developing and executing successful marketing campaigns. Proven ability to drive traffic, generate leads, and increase sales—expertise in digital marketing, social media marketing, and email marketing.*

## 4. Work experience

While writing work experience follow the PAR (Problem, Action, and Result) framework

- Use active verbs
- Quantify your accomplishments
- Use Job-related keywords
- Proofread your resume carefully





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## 5. Learn from the best: Google way of writing pointers

Use XYZ structure

X: Accomplishment.

Y: Result.

Z: What you did?

*Example: Increased sales by 15% by developing and implementing a new marketing campaign.*

*Analysis: This bullet point clearly states the accomplishment (increased sales), the result (15% increase), and what the applicant did to achieve the result (developed and implemented a new marketing campaign).*

## 6. Club similar certifications and courses together under the Courses and Certifications section

Marketing: Digital Marketing by Google & Facebook ads manager

Finance: CFA and FRM

Courses: Leadership by IIM A (Online), Supply Chain by IIM B (Hybrid)



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### 7. Brilliant Basics that you should know

Fonts:

- Times New Roman
- Calibri
- Arial

Fonts Size:

- Name: 14-16 points
- Contact information: 14-16 points
- Education: 12 points
- Work experience: 12 points
- Skills: 12 points
- Certifications and Courses: 12 points
- References: 12 points

### Episode 5 - Importance of LinkedIn and Resume Creation

Saturday, 4 Nov • 10:05 – 11:05 pm

Google Meet joining info

Video call link: <https://meet.google.com/ozy-cdyy-ogs>



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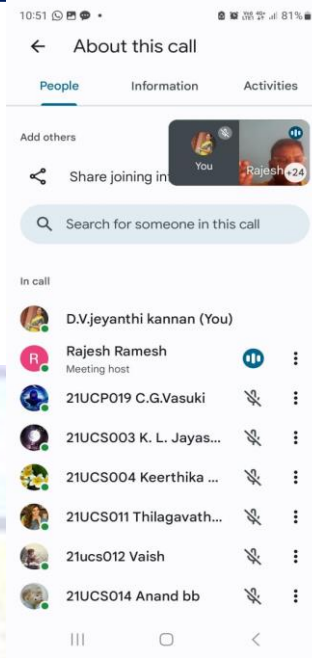
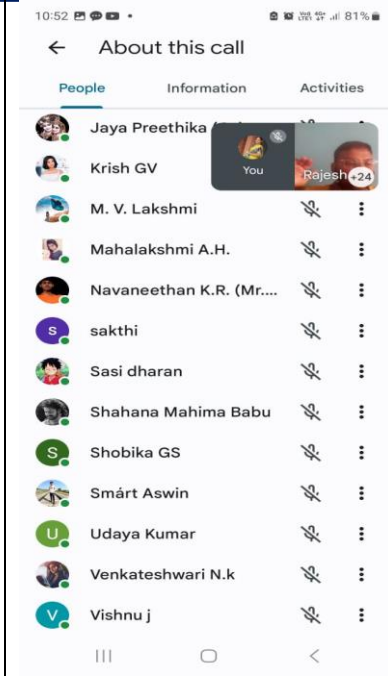
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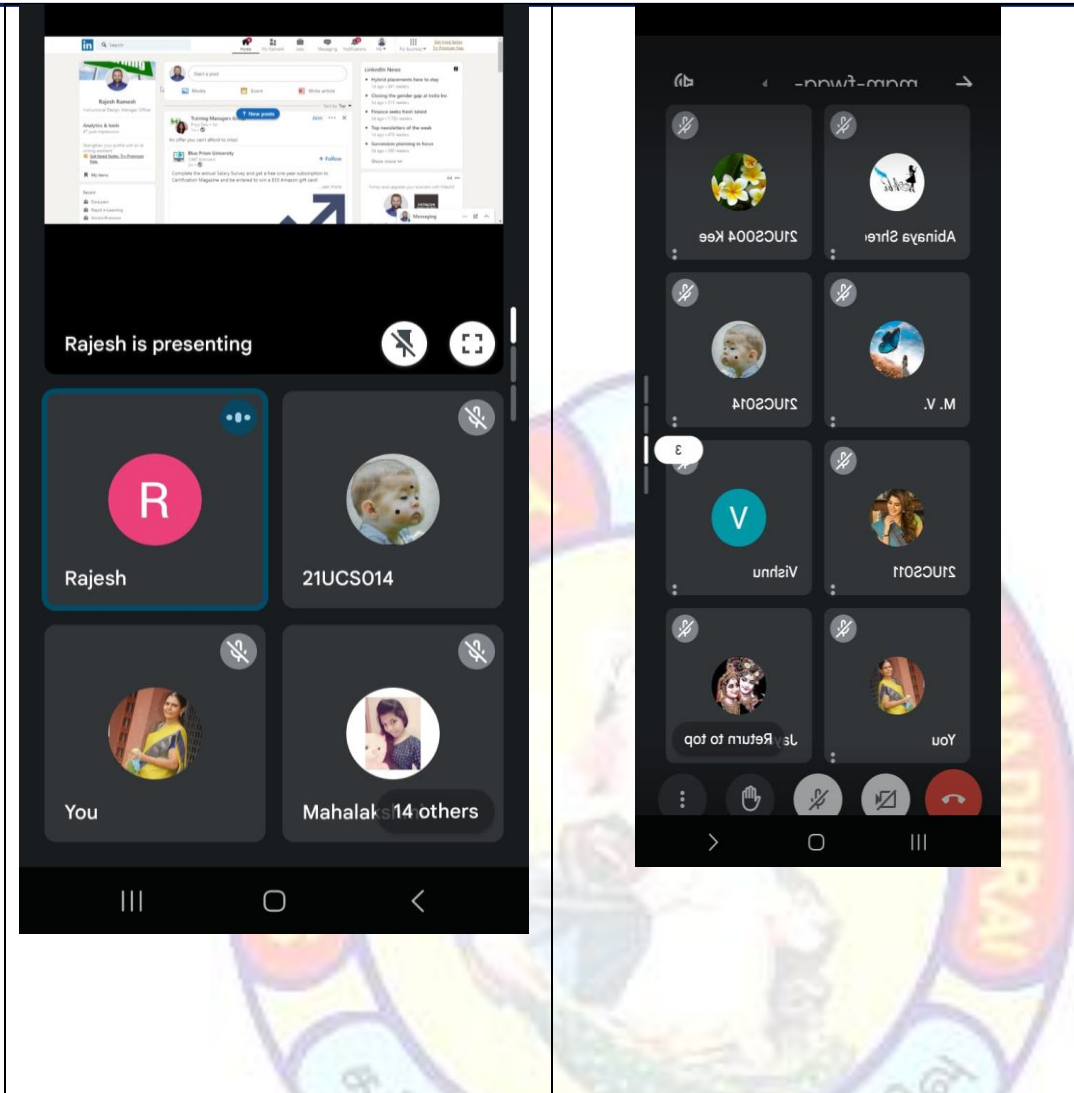
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Episode 6

Mock Interview Process

Different modalities of interview

Phone, video(gmeet, hangouts..), inperson, panel, group, interview/coffee, capability testing,



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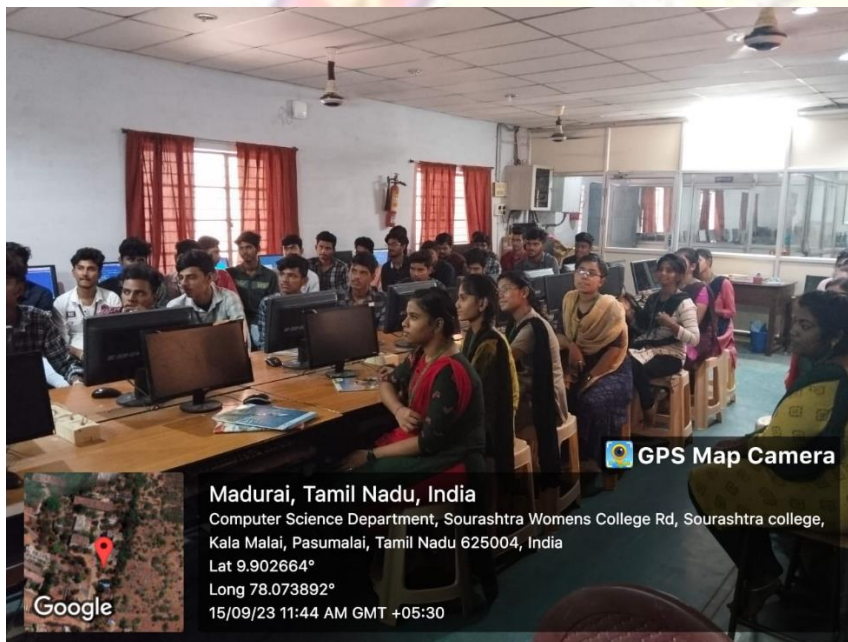
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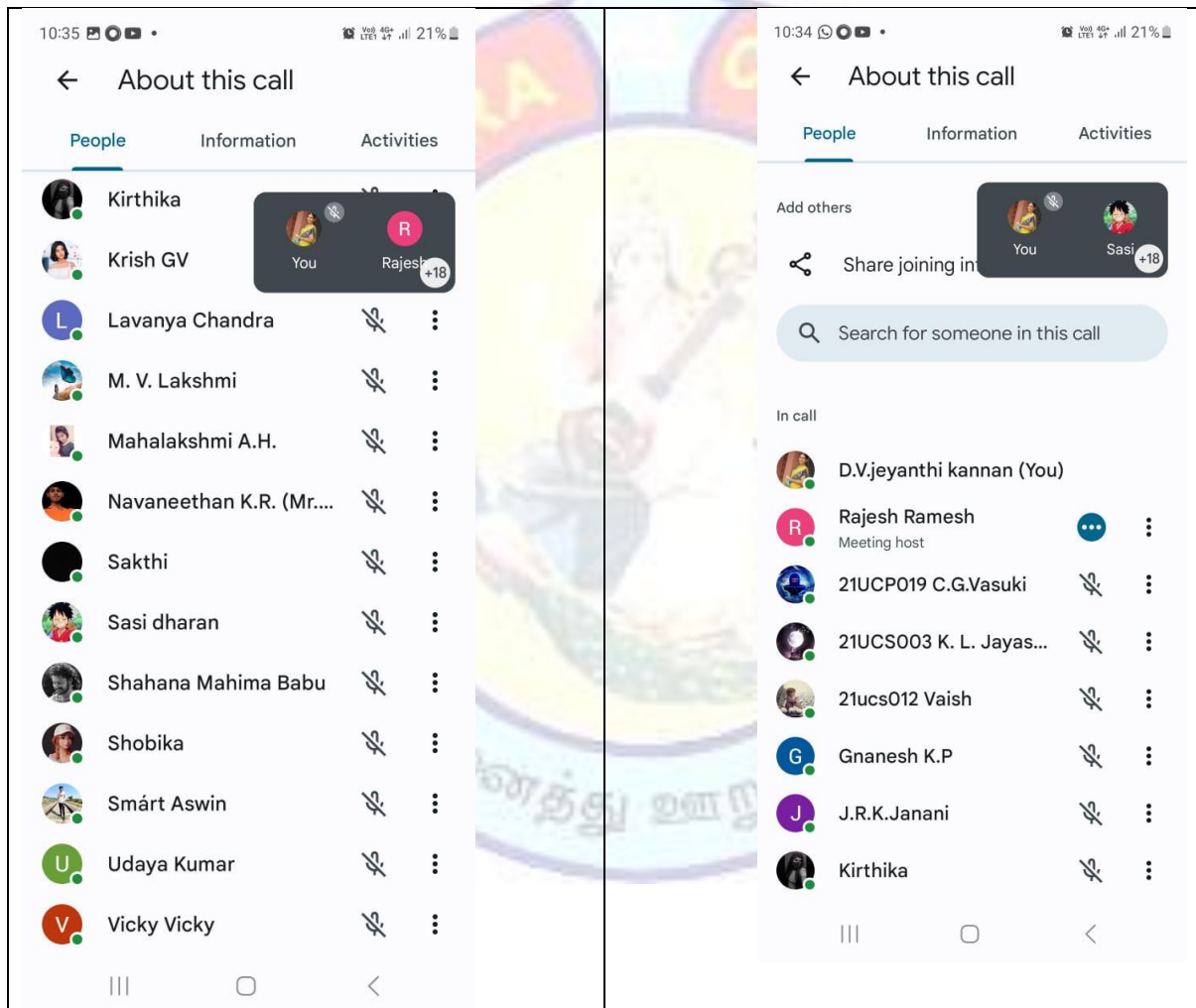
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### Episode 7 - Recap and Reinforcement session

Saturday, 9 Dec • 10:00 – 11:25 am

Google Meet joining info

Video call link: <https://meet.google.com/frm-gvrr-tgx>



### Episode 8 - Wrap up and Next Steps

Saturday, 16 Dec • 10:00 – 11:00 pm

Google Meet joining info



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Video call link: <https://meet.google.com/qcg-ttwf-fdz>

Topics covered : freelauncher, moonlighting, portfolio, TED APP, Quora, GlassDoor

