

Campus to Corporate Career 1



**JANKI DEVI MEMORIAL COLLEGE
(UNIVERSITY OF DELHI)**

**CAREER OPPORTUNITY CELL
ADD ON COURSE
2021-22**

**CAMPUS TO CORPORATE CAREER PROGRAMME
(UNDER THE AEGIS OF CENTRE FOR CAREER COUNSELING, CAREER
OPPORTUNITIES AND SKILL ENHANCEMENT)**

1. Brief Report:

TITLE OF COURSE - CAMPUS TO CORPORATE CAREER PROGRAMME

The Career Opportunity Cell, Janki Devi Memorial College, University of Delhi under the aegis of Centre for Career Counselling, Career Opportunities and Skill Enhancement in collaboration with TechnoServe India, organised an Online Add-On Course on “Campus to Career Programme” which lasted more than 40 hours. Mr Nishant Gangwani was the resource person for the course.

About 11 participants (Ex-Students/ Alumna of JDMC) successfully completed this Add-on Course. The Course emphasized upon various important topics like Personal and Professional Effectiveness, Communication Readiness, Career Readiness, Work Readiness and one to one Career Counselling.

During the first module of the course pertaining to Personal and Professional Effectiveness, topics covered included Self awareness and learning environment, Social thinking, Setting Smart Goals,

Communication and Interpersonal Skills, Effective Decision Making, Financial Awareness, Employment and Employability, Guide to LinkedIn and Documentation.

As part of the second module of the add on course pertaining to Communication Readiness, focus was made on the relevant topics such as English Communication, Guide to Group Discussions, Personal Interviews, Aptitude Tests, Vocabulary List and Trainer Repository.

For the third module of the course pertaining to Career Readiness, following topics were covered Introduction to Industry and Career, Career in Sales, Career in Customer Support, Career in Human Resources, Career in Finance and Accounts, Career in Administration and Operations and Stock Market.

As part of the fourth module on Work Readiness, focus was on Professionalism, Work from Home, Surviving Year 1, Work Ethics, Feedback and Performance Appraisal, Email Etiquettes, Working in a Group, Presenting to an Audience and Workplace Dynamics.

During the fifth module on Career Counselling, main focus was on One to One Counselling, Pre-Placement/Pre-Career Fest Counselling and Post Placement Counselling.

The main aim of this Add-On Course, which lasted about four months, was to prepare a student for a bright and successful corporate career. The participants of the Course were really delighted to be a part of such an enriching Course. Some participants asked for more of such Courses and Workshops to be organised in the near future.

2. Important Dates:

- ***Date of commencement*** – 23/11/2021
- ***Date of completion***- 04/02/2022

3. No of hours: 40 hours

4. Course Coordinators:

- Dr Poonam Bewtra (Associate Professor, Dept of Commerce, JDMC)
- CA. Shweta Gupta (Assistant Professor, Dept of Commerce, JDMC)

5. Resource Person- Mr Nishant Gangwani (Technoserve India)

6. Number of students enrolled – 11

7. Course fee – FREE OF COST

8. Outline & Outcome of the Course:

Outcome -

- To prepare the students for a bright and successful corporate career
- To train the selected students
- To place trained students

Outline –

- Group Discussion, its process, skills and attributes assessed
- Vocabulary list for entry level employees
- Interview Readiness, body language, interview grooming tips, dress code
- Understanding career in sales, myths vs facts, qualities required
- Understanding career in human resources, myths , HRIS, communication skills, HRM and its knowledge and expertise, teamwork
- Understanding career in customer support, role of customer service executive, qualities required

9. Evaluation Method:

- Minimum 50% attendance in the course
- Self assessment tests were also conducted for the practice of students but not considered as the evaluation criterion

10. Strong & Weak Points of Course:

Since the course aimed at not only making students prepare for the corporate world by enhancing their skills but also it provided students with placement in various companies. That remains the strength of the course. Another strength was that it was a free of cost course. Also course included career counselling sessions and parent engagement session. But the course was provided through virtual platform, which could be the weakness of the course.

11. Future Plan & scope:

This add on course has been successful in training students for the corporate world and also in placing many students in the various reputed companies. The cell is looking forward to organise more of such add on courses for third year students in near future.

12. Poster & Brochure:

Janki Devi Memorial College
University of Delhi

THE CAREER OPPORTUNITY CELL
(Under the aegis of Centre for Career Counseling, Career Opportunities and Skill Enhancement)
in Collaboration with

TechnoServe India

Presents

Campus To Career Program
(Add on course)

Highlights:

- **Duration:**
> 6-8 weeks
> Monday to Friday (1 hour)
- **Free of cost**
- **Platform: Zoom**
- **Only for JDMC Students**

Last date to register: 17th November, 2021

For further queries, contact:
Dr. Poonam Bewtra (Teacher Convenor)
CA Shweta Gupta (Teacher Coordinator)

Riya Sharma (Student Coordinator)

Prof. Swati Pal (Principal)

13. Feedback Link: NA

(The course was offered free of cost by Techno Serve and as a part their internal policy no feedback was sought from students)

14. Attendance link & List of students:

Attendance link:

CAMPUS TO CORPORATE CAREER PROGRAMME

Date of commencement – 23/11/2021

Date of completion- 04/02/2022

Name	23/11/2021	24/11/2021	25/11/2021	25-11-2021 (REM)	26/11/2021	29/11/2021	30/11/2021	1/12/2021	2/12/2021	3/12/2021	6/12/2021	7/12/2021	8/12/2021	9/12/2021
Deepti Kushwaha	P	P	P	P	P	P	P	P	A	A	P	P	P	A
Kirti Agarwal	P	P	P	P	P	A	P	P	P	P	P	P	P	P
Mahin Amin	P	P	P	P	P	P	P	P	P	P	P	P	P	A
Mehak Malik	A	P	A	A	P	P	A	A	A	P	P	P	A	P
Mehak	P	A	P	P	A	A	A	P	P	P	A	P	A	A
Muskaan Dua	P	P	P	P	P	P	P	A	P	P	P	P	A	A
Nidhi	P	P	A	P	P	A	P	A	P	P	P	P	P	A
Noni Mittal	P	P	A	P	P	P	P	A	A	A	P	P	P	P
Shahjahan Shahjahan	P	P	P	P	A	P	A	P	P	P	P	P	P	P
Shubica Sharma	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Simran Jaiswal	P	P	P	P	P	P	P	A	P	P	P	P	A	P
Uma Bharti	P	P	P	P	A	P	P	P	P	P	P	P	A	P

10/12/2021	16/12/2021	17/12/2021	20/12/2021	21/12/2021	22/12/2021	23/12/2021	24/12/2021	27/12/2021	28/12/2021	29/12/2021	30/12/2021	31/12/2021	3/1/2022	4/1/2022	5/1/2022
P	A	P	P	P	P	P	P	A	P	P	P	A	P	A	P
P	P	P	P	P	P	P	P	A	P	P	P	A	P	P	P
P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P
A	A	A	P	A	A	A	A	A	A	A	A	A	A	A	A
A	P	A	A	A	A	P	A	P	A	A	A	P	P	P	P
A	P	P	P	A	P	P	A	A	P	A	A	P	P	P	P
P	A	P	A	P	P	P	P	A	P	P	P	A	P	P	P
P	P	P	P	P	P	P	P	A	A	P	P	P	P	P	P
P	A	A	P	P	P	A	P	A	P	P	P	P	P	P	A
P	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P
P	A	P	A	A	A	A	A	A	A	A	A	A	A	A	A
P	A	A	A	A	A	A	A	P	P	P	P	P	P	P	P

6/1/2022	7/1/2022	10/1/2022	11/1/2022	12/1/2022	13/1/2022	14/1/2022	17/1/2022	18/1/2022	19/1/2022	20 to 24 Jan			25 TO 28 Jan		31/1/2022
P	A	P	P	P	P	P	P	P	P	P			A		P
P	P	P	P	P	P	P	P	P	P	P			P		P
P	P	P	P	P	P	P	P	P	P	P			P		A
A	A	A	A	A	A	A	A	A	A	A			A		A
P	P	P	P	P	P	P	P	P	P	P			P		P
P	A	P	P	P	P	P	P	P	P	P			P		P
P	P	P	A	P	P	P	P	P	P	P			P		P
P	P	P	A	A	A	A	A	A	A	A			P		A
P	A	A	A	A	A	A	A	A	P	P			P		P
P	P	P	P	P	P	P	P	P	P	P			P		A
A	A	A	A	A	A	A	A	A	A	A			A		A
P	P	P	P	P	P	P	P	P	P	P			P		P

18/1/2022	19/1/2022	20 to 24 Jan			25 TO 28 Jan		31/1/2022	1/2/2022	2/2/2022	3/2/2022	4/2/2022	Total hours	#Hours attended	Total Attendance %
P	P	P			A		P	P	P	A	A	76	60	85.53%
P	P	P			P		P	P	P	P	P	76	70	98.68%
P	P	P			P		A	A	A	A	A	76	72	101.32%
A	A	A			A		A	A	A	A	A	76	16	27.63%
P	P	P			P		P	P	P	P	P	76	40	59.21%
P	P	P			P		P	P	A	P	P	76	58	82.89%
P	P	P			P		P	A	P	P	P	76	58	82.89%
A	A				P		A	A	A	P	P	76	54	77.63%
A	P	P			P		P	P	P	P	P	76	48	69.74%
P	P	P			P		A	A	A	A	P	74	74	100.00%
A	A	A			A		A	A	A	A	A	76	28	43.42%
P	P	P			P		P	P	P	P	P	76	60	85.53%

List of students:

S.No	Name
1.	Deepti Kushwaha
2.	Kirti Agarwal
3.	Mahin Amin

4.	Mehak Malik
5.	Mehak
6.	Muskaan Dua
7.	Nidhi
8.	Noni Mittal
9.	Shahjahan Shahjahan
10.	Shubica Sharma
11.	Simran Jaiswal
12.	Uma Bharti

15. Sample Certificate:



Certificates are issued by Tehno Serve once all the courses are over.

16. MOU Copy:



TNS INDIA FOUNDATION

This document constitutes a Memorandum of Understanding (MoU) between

TNS India Foundation (TNSIF)

and

JANKI DEVI MEMORIAL COLLEGE

This MoU is effective from 18th November, 2021, hereinafter mentioned as "**Effective Date**" by and between Janki Devi Memorial College, affiliated to the University of Delhi and hereinafter referred to as "**The College**", having PAN AAATJ6918J, represented by its Principal, Prof Swati Pal.

AND

TNS India Foundation, a charitable organization registered under section 25 of the Companies Act 1956 and having its registered office at B1-201, Centre Point, Opposite Bawla Masjid, 243A, N M Joshi Marg, Lower Parel (E), Mumbai-400 013, hereinafter referred as "**TNSIF**", represented by its Senior Practice Leader, **Rupa Bohra**.

Background

TNS India Foundation (TNSIF), a section 25 Company incorporated under the provisions of the Companies Act, 1956 is conducting the "**Campus to Corporate Careers (C2C) Program**" for the enhancement of employability and workplace skills for deserving youth.

In this connection, TNSIF intends to be associated and work closely with the College to conduct employability training, career counselling sessions and job placements for final year college students.

Detailed features of the program are as follows:

1. 80 – 100 hours of training program including Personal and Professional Effectiveness (how to choose right career option, how to apply for job, tools-CVs, cover letter- etc.), Business communication (effective communication with co-workers and customers), Career Readiness (orienting students to jobs matching their skill sets and exposure to a career path) and Work Readiness (Professionalism, Work Ethics, Email Etiquettes, Workplace dynamics – etc.)
2. The training will be delivered via a blended learning approach i.e through in class sessions and online platforms (Google Meet and Zoom) as applicable.
3. Each training batch size will be between 30-50 students. Sessions of duration 1.5-2 hours duration will be conducted 5 days a week over a 2 – 2.5 month period at a time.
4. The program also includes individual student counselling, which will be conducted via online/offline platforms, as well as post training, pre-placement and post placement counselling.
5. Career fairs or individual placement drives will be conducted in an online/offline format to place trained students in formal sector jobs.
6. **The above mentioned training and placement is free of cost for both, the students and college.**

Rupa Bohra





TNS INDIA FOUNDATION

Based on the above, this MOU lays out the below responsibilities for both parties:

TNSIF agrees to –

1. Engage with the college, given the following conditions:
 - a. In consultation and agreement with the designated college point of contact.
 - b. Not charge the college or students for any part of the program.
 - c. Provide reports to the college on the training and placement status of students.
2. Mobilize the college students. This involves the following:
 - a. Conduct Orientation sessions to make students aware about the program and to register their interest.
 - b. Screen the students based on their interest and background and interview them to determine enrolment in the program.
3. Train selected students. This involves the following:
 - a. Form batches with selected students and conduct the Campus to Corporate Careers Training Program with them.
 - b. Provide individual career-counselling support to in-training students.
 - c. Engage with parents of the students to make them aware of the program and to counsel them about their wards.
 - d. Provide certificates to trained students on successful completion of the training with an attendance criteria of 80%.
4. Place trained students. This involves the following:
 - a. Facilitate placement linkages with formal sector employers for interested students.
 - b. Arrange for career drives and fairs to place interested students.
 - c. Provide post-placement support to students to facilitate joining and on-boarding.

The College agrees to –

1. Engage with TNSIF staff, given the following conditions:
 - a. Providing one point of contact to coordinate all TNSIF C2C activities.
 - b. Not charge TNSIF or students for any part of the program.
 - c. Communicate openly with the TNSIF point of contact for any deliverables or feedback.
2. Facilitate student engagement. This involves the following:
 - a. Assistance in student mobilization through dissemination of information on student what's app groups and other seminars.
 - b. Attending orientation sessions organized by TNSIF to encourage student participation.
3. Support training activities. This involves the following:
 - a. Support allocation of batches for optimum utilization of resources and training effectiveness.
 - b. Assist in scheduling batches keeping in mind college lecture timings.
 - c. Make classrooms available for in-person training sessions.
 - d. Allow use of online medium to reach and train students.
 - e. Assist in conducting parent engagement sessions.
4. Support placement activities. This involves the following:
 - a. Assist in mobilizing students to counsel regarding placement opportunities
 - b. Provide infrastructure assistance – classrooms, auditorium, computer laboratory etc. in conducting on-ground career fests.
 - c. Allow use of online medium to place students.
 - d. Not hold TNSIF C2C staff responsible for any miscommunication with the corporate HRs.

Suraj Kumar





TNS INDIA FOUNDATION

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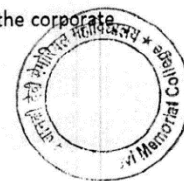
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Supa Sohu





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Supa Sohu





TNS INDIA FOUNDATION

This MOU is neither a contract nor is it legally binding in any way. It does not commit any financial expenditure from or for either party.

The MoU will be effective for a period of **one year** from the date on which both the parties have signed this MOU.

Rupa Bohra 

Name: Rupa Bohra
Senior Practice Leader,
TNS India Foundation
18/11/2021

Swati Pal

Name: PROF SWATI PAL
Principal,
Janki Devi Memorial College
Janki Devi Memorial College, New Delhi-110060
18/11/2021



Course Coordinators



Dr POONAM BEWTRA



CA. SHWETA GUPTA