

Campus to Corporate Career 5



JANKI DEVI MEMORIAL COLLEGE

(UNIVERSITY OF DELHI)

CAREER OPPORTUNITY CELL

ADD ON COURSE

2021-2022

“CAMPUS TO CORPORATE CAREER PROGRAMME”

(Under the Aegis of Centre for Career Counselling, Career Opportunities and Skill Enhancement in collaboration with TechnoServe India)

Title of Certificate course of 40 hours duration- Campus To Corporate Career Programme

Offered by- 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

Date of Commencement- 01/04/2022

Date of Ending- 26/04/2022

Brief Report :

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 free of cost Add-On Course on “Campus to Career Programme”.

Name of the Course- Campus to Career Programme

Name of the Coordinators- Dr. Poonam Bewtra, Mrs. Nirmala Muralidhar

Instructor/ Resource Person- Mr. Siddharth

Starting Date- 01/04/2022

Ending Date – 26/04/2022

No. Of students- 18 (1 dropout because of short of attendance)

Course Fee-- Free of cost

About 17 participants of the B.A Programme 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 40 hours 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.

Modules/Units along with Learning Outcomes for each module:

S.NO	TOPIC	LEARNING OUTCOME
1	Personal and Professional Effectiveness	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.

2	Communication Readiness	English Communication, Guide to Group Discussions, Personal Interviews, Aptitude Tests, Vocabulary List and Trainer Repository.
3	Career Readiness	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
4	Work Readiness	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.
5	Career Counselling	One to One Counselling, PrePlacement/Pre-Career Fest Counselling and Post Placement Counselling.

Outline and Outcome of Course :

- The main aim of this Add-On Course was to prepare a student for a bright and successful corporate career.
- About 17 Students of B.A Prog successfully completed this Add-on Course.
- Programme is conducted to enhanced the employability training, career counselling session and job placement for final year students.
- Career fairs and individual placement drive was conducted to place trained students in formal sector jobs.
- Provide post placement support to students to facilitate joining and on boarding

Evaluation Method :

- Technoserve India has its own Assessment Mechanism,
- minimum of 50% of the attendance criteria is also required

Strong and weak points of course:

STRONG POINTS	WEAK POINTS
- Course was provided free of cost to every students.	- Students do not turned up Due to zero cost & had little motivation to join the course.
- Students related to commerce, economics, and mathematics Streams have shown better response.	- As course was in online mode students were missing offline interactions for quality practical exposure
- Course aimed at developing students to be career ready	
- Students were provided with career counselling sessions along with parent's engagement sessions	

Feedback Link : (NA)

Course is offered free of cost by Techno Serve India and as a part of their internal policy no feedback was sought from students

Recording Link of the session:

https://drive.google.com/file/d/11nyoFBnXd216qhtZqSh_NfpEff8Degcn/view?usp=drivesdk

<https://drive.google.com/file/d/11pdFN5-DiQwqWdPKA8LRmPAoQrVHU5vK/view?usp=drivesdk>

Attendance link

https://docs.google.com/spreadsheets/d/1PDwByWRwgsE-8O_JlvVkOUw5esFstbM/edit?usp=drivesdk&ouid=115660540467981727524&rtpof=true&sd=true

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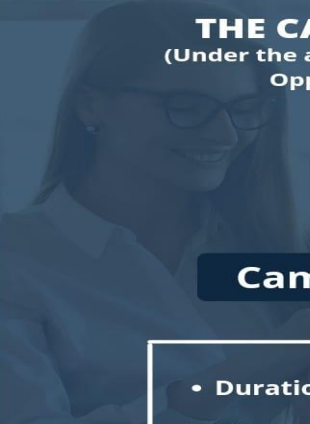
VoLTE LTE1



	A	B	C	
1	Batch name	Siddharth S_JDMC KMGG_B3		
2	Batch start date	4/1/2022		
3	Batch end date	4/26/2022		
4	Number of students	18 (1 Dropout)		
5				
6				
7	Attendance	4/1/2022	4/4/2022	4/5
8		1	2	
9	Full name	PPE	PPE	
10	Aarzo Bhadana	P	A	A
11	Aditi Chakrawarti	P	A	P
12	Bhawna Phore	P	P	P
13	Faizan Raza	A	P	P
14	Fauzia Khan	P	A	P
15	Jagriti Lamba	A	P	A
16	Ketan Shreemali	A	P	P
17	Kiran Yadav	A	A	P
18	Neelam Prajapati	P	P	P
19	Rashmi	P	P	A
20	Rithika Senthil	P	P	A
21	Ritika Kathuria	A	P	P
22	Seerat Sachdeva	P	P	P
23	Shivani	P	P	P
24	Sonika Khari	P	P	P
25	Tanisha Mor	P	A	P
26	Vaishali Batra	P	P	P
27	Vidhi Jain	P	A	P

6						
7	4/26/2022	5/27/2022	5/28/2022	5/30/2022	5/31/2022	6/1/2022
8	18	19	20	21	22	23
9	COMM	COMM	COMM	COMM	COMM	COMM
10	P	A	A	A	P	P
11	P	P	P	P	P	P
12	A	P	A	P	P	P
13	P	A	A	P	A	P
14						
15	P	P	P	A	A	A
16	P	P	A	P	P	P
17	A	P	P	P	P	P
18	P	P	P	P	P	P
19	P	P	P	A	P	P
20	P	A	A	A	A	A
21	P	P	P	A	P	P
22	A	A	P	A	A	A
23	A	P	P	P	P	P
24	P	P	A	P	P	A
25	P	A	P	A	A	A
26	P	P	P	P	P	P
27	A	A	A	A	P	P

Poster :



 **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 (40 hours)
 - > Monday to Friday (1 hour)
- Free of cost
- Platform: Zoom
- Only for JDMC Students

Last date to register: 30th March, 2022

 **Course C-ordinators:**
Dr. Poonam Bewtra
(Coordinator)

Mrs. Nirmala Muralidhar
(Coordinator)

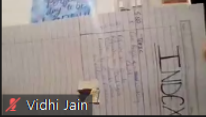
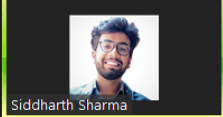
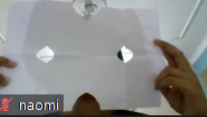
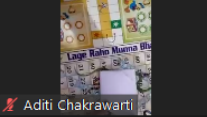
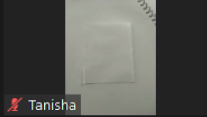
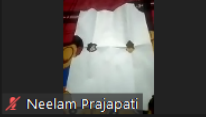
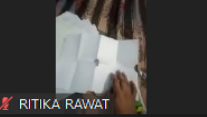
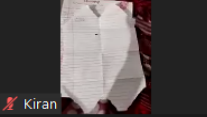
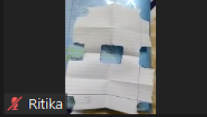
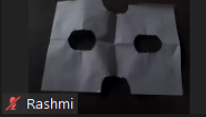
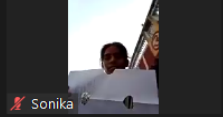
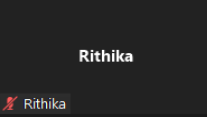
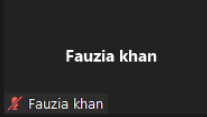
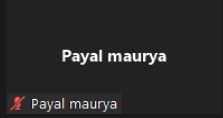
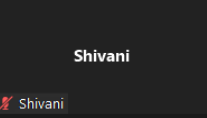
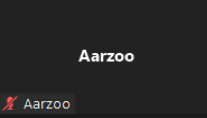
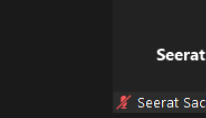
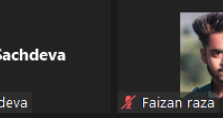
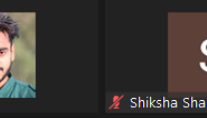
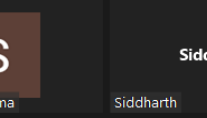
Prof. Swati Pal
(Principal)

Some Photographs:

Zoom Meeting

Recording...

View

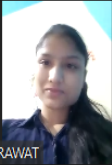
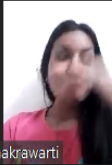
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 Neelam Prajapati	 Vaishali Batra	 RITIKA RAWAT	 Kiran	 Ritika
 Rashmi	 Sonika	 Jagriti	 Rithika	 Fauzia khan
 Ketan Shreemali	 Payal maurya	 Shivani	 Aarzoo	 ISHIKA GUPTA
 Seerat Sachdeva	 Faizan raza	 Shiksha Sharma	 Siddharth	

Mute Start Video Security Participants 24 Polls Chat Share Screen Reactions Apps More End

Zoom Meeting

Recording...

View

 Vaishali Batra	 Siddharth Sharma	 Tanisha	 Naomi vungbiakmuan
 Bhawna phore	 RITIKA RAWAT	 Aditi Chakrawarti	rashmi rashmi
 Shiksha Sharma	Shivani Shivani	Fauzia khan Fauzia khan	Fatima Fatima
	Siddharth Siddharth	Vidhi Jain Vidhi Jain	

Mute

Stop Video

Security

Participants 14

Polls

Chat

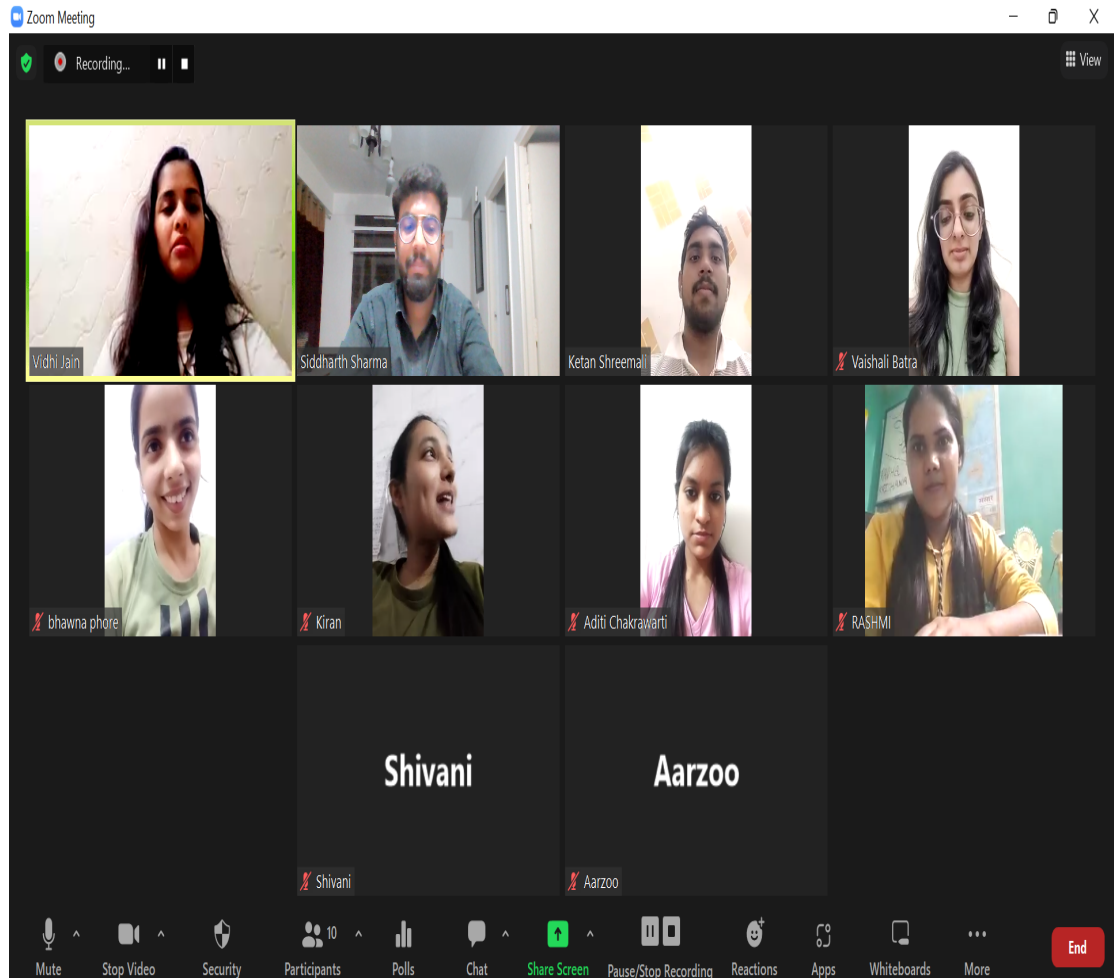
Share Screen

Reactions

Apps

More

End



Sample copy (Certificate)



Memorandum of Understanding

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 AATJ0018L, 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, 143A, N M Joshi Marg, Lower Park (S), Mumbai-400 033, hereinafter referred to as "TNSIF", represented by its Senior Practice Leader, Rupa Bhatnagar.

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:

- 80 - 100 hours of training program including Personal and Professional Effectiveness (how to choose right career option, how to apply for job, bank 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.).
- 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.
- Each training batch size will be between 30-50 students. Sessions of duration 1.5-2 hours duration will be conducted 3 days a week over a 2 - 3 month period at a time.
- 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.
- Career fairs or individual placement drives will be conducted in an online/offline format to place trained students in formal sector jobs.
- The above mentioned training and placement is free of cost for both, the students and college.

Rupa Bhatnagar



TNS INDIA FOUNDATION

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

TNSIF agrees to -

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

The College agrees to -

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





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

Prof Swati Pal

Name: PROF SWATI PAL
Principal,
Janki Devi Memorial College
Janki Devi Memorial College, New Delhi-110002
18/11/2021



Course Co-ordinators



Dr. Poonam Bewtra



Mrs. Nirmala Muralidhar