# A Report on Career Counseling Class held on 8th-9th November, 2019

On 8<sup>th</sup>-9<sup>th</sup> November, 2019, a career counselling class was conducted by Mr. Niyaz Quraishi, Ecell IIT, Kanpur and DC CRACKERS at this institution. The purpose of the session was to enhance students' confidence levels, improve communication and competitive skills and provide an overview of various modules focusing on communication and interpersonal skills, confidence building, memory power techniques, emotional intelligence, interview skills, group discussions (GD), time management, stress management and career guidance.

# **Participants:**

The class was attended by a total of 300 students from various disciplines, all keen on developing essential skills for their future careers.

# Agenda:

**Increasing Confidence Levels:** Mr. Niyaz began the session by addressing the importance of confidence in personal and professional development. He shared practical tips and exercises to boost self-confidence and encouraged students to step out of their comfort zones.

Improvement of Communication and Competitive Skills: The class delved into effective communication strategies, both verbal and non-verbal. Mr. Niyaz emphasized the significance of clear and concise communication and he provided insights into competitive skill development to succeed in today's dynamic job market.

**Overview of Different Modules:** Mr. Niyaz covered various modules throughout the session, including communication and interpersonal skills, confidence-building techniques, memory power enhancement, understanding emotional intelligence, interview skills and group discussions, time management, stress management and career guidance.

**Interactive Sessions:** The class involved interactive sessions, where students actively participated in discussions, role-plays and group activities. This hands-on approach allowed students to apply the concepts learned and receive immediate feedback.

**Coordinated Efforts:** The coordination of the entire event by the Career Counselling Coordinator Dr. L.R. Sahu, ensured the smooth organization of the class. The Principal, Dr. K.K. Dash, active involvement added a sense of importance to the session, emphasizing the institution's commitment to students' holistic development.

# **Conclusion:**

The career counselling class conducted by Mr. Niyaz Quraishi on 8<sup>th</sup>-9<sup>th</sup> November, 2019, proved to be a valuable and enriching experience for the students. The insights shared and practical exercises conducted were tailored to equip students with essential skills for personal and professional growth.





# ସରକାରୀ ମହାବିଦ୍ୟାଳୟରେ କ୍ୟାରିୟର କାଉନସେଲିଂ

ସୁଦ୍ଦରଗଡ଼, ୮।୧୧(ଅଫିସ): ସ୍ଥାନୀୟ ସରକାରୀ ଆଲୋଚନା ସଂପର୍କରେ ବିସ୍ତୃତ ଭାବେ ବୁଝାଇଥିଲେ । ମହାବିଦ୍ୟାଳୟ ପରିସରରେ ଦୁଇ ଦିନିଆ କ୍ୟାରିୟର ନିୟମିତ କ୍ୟାରିୟର କାଉନସେଳିଂ କ୍ଲାସରେ ଯୋଗଦେଲେ



କାଉନସେଲିଂ କାର୍ଯ୍ୟକ୍ରମ ଅନୁଷ୍ଠିତ ହୋଇଯାଇଛି । ମହାବିଦ୍ୟାଳୟର ଅଧିକ୍ଷ ଡ କିଶୋର କୁମାର ଦାଶ ଓ ସମନ୍ୱୟକାରୀ ଡ ଲଳିତ ରଞ୍ଜାନ ସାହୁ ଆଜିର କାର୍ଯ୍ୟକ୍ରମକୁ ଉଦ୍ଘାଟନ କରି ଛାତ୍ରଛାତ୍ରୀଙ୍କୁ ମହାବିଦ୍ୟାଳୟରେ ହେଉଥିବା ଏହି କାର୍ଯ୍ୟକ୍ରମର ଲାଭ ଉଠାଇବାକୁ କହିଥିଲେ । ଏ ଅବସରରେ ଆଇଆଇଟି କାନପୂରର ନିଆଜ କ୍ୟୁରେସୀ ଛାତ୍ରଛାତ୍ରୀଙ୍କୁ ସେମାନଙ୍କ ବ୍ୟକ୍ତିତ୍ୱ ବିକାଶ, ଆତ୍ମବିଶ୍ୱାସ, ଯୋଗାଯୋଗ, ଅନ୍ତର୍ନହିତ ଦକ୍ଷତା, ସ୍କରଣଶକ୍ତି ବୃଦ୍ଧି, ଆବେଗାମ୍ଭକ ବୃଦ୍ଧି, ସାକ୍ଷାତକାର ଦକ୍ଷତା ଓ ଗୋଷ୍ଠୀ

ଏହିଠାରୁ ଛାତ୍ରଛାତ୍ରୀମାନେ ସେମାନଙ୍କ ଲକ୍ଷ୍ୟସ୍ଥଳରେ ପହଞ୍ଚିବା ପାଇଁ ସମୟ ପ୍ରକାର ପ୍ରେରଣା ପାଇ ପାରିବେ ବୋଲି ଡ ସାହୁ ପରାମର୍ଶ ଦେଇଥିଲେ । ଅଧ୍ୟକ୍ଷ ଶ୍ରୀ ବାଶ କ୍ରୋଧ ନିୟନ୍ତ୍ରଣ, ଚାପ ଓ ସମୟ ପରିଚାଳନା କ୍ୟାରିୟର ଉପରେ ଆଲୋଚନା ହୋଇଥିବା ଏହି କାର୍ଯ୍ୟକ୍ରମରେ ପରାମର୍ଶ ଦେଇଥିଲେ । ସୂଚନାଯୋଗ୍ୟ, ସୁନ୍ଦରଗଡ଼ ସରକାରୀ ମହାବିଦ୍ୟାଳୟରେ ପର୍ଯ୍ୟାୟକ୍ରମେ ସମୟ ଛାତ୍ରଛାତ୍ରୀଙ୍କ ପାଇଁ ବିଭିନ୍ନ ବିଭାଗରୁ ଅଭିଜ୍ଞ ଓ ଦକ୍ଷ ବ୍ୟକ୍ତିତ୍ବଙ୍କ ଦ୍ୱାରା କ୍ୟାରିୟର କାଉନସେଳିଂ କ୍ଲାସଅନୁଷ୍ଠିତ ହେଉଛି ।

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# OFFICE OF THE PRINCIPAL GOVERNMENT COLLEGE, SUNDARGARH

1	No//Date
	NOTICE

NOTICE Career counseling classes will be taken by Mr. Niyaz Quraishi, Ecell IIT Kanpur & DC CRACKERS on the Modules as given below on 08.11.2019 (from 9AM to 1PM & 2PM to 5PM) and 09.11.2019 (from 9Am to 12Noon) to increase their confidence level, to improve their communicative and competitive skills which is a basic need of all the competitive examinations related to jobs.

All the +3 final year (Arts/Commerce/Science), P.G and B.Ed students are directed to attend the classes positively. Other interested students of different classes of +3 (Arts/Commerce/Science) may also attend the classes.

A General overview of the course comprising of a beautiful combination of various topics of Personality Development

Overview, Practical and Professional importance of Communication Skills, Elements of Communication Skills in Professional world, Techniques to implement Communication Skills for day to day professional interactions , 7 C's of Communication, Role of Communication Skills in interviews, What are Interpersonal Skills, Why are they important, What to do for good Interpersonal Skills

Practical meaning and realization of Confidence, Boosting up the Confidence level, Role of Confidence in different walks of life, How to maintain a Confident Persona, How to appear Confident even in nervous

What is Memory, How much our mind can actually store, Why we are unable to memorize easily, How to get rid of Cramming, Powerful techniques of using memory power correctly, Imagination, Association, Story Method, Power of Visualization, Mind cannot remember words

What are emotions, Difference between IQ and EQ, Importance of EQ in a person's life , How to maintain positive emotions and avoid the negativity , Realizing others' emotions - Empathy , Contribution of emotions towards success

What is Interview, How to prepare for an Interview , What is the Homework before appearing in an Interview , Real time Interview Questions , Body language during interview, Overcoming nervousness

during Interview ,Do's and Dont's in a Group Discussion, Practical GDs' Module 7: Time management , Stress Management and Anger management, Motivation for Life and Life Skills, Career Guidance, Counselling Sessions

Coordinator 6.11.10

Career counseling Cell Mob No- 7008863900

Principal Govt. College, Sundargarh

Copy to all Notice board/ H.O.D of all the Departments/ Mr. Niyaz Quraishi, Eggl IIT Kanpur for

information and necessary action.

Principal

Govt. College, Sundargarh