

From:

Nikita Namdev Shirodkar

Assistant Professor

Department of English

VidyaPrabodhini College of Commerce, Education, Computer and Management

Parvari-Goa

01st March 2023

To

The Principal

VidyaPrabodhini College of Commerce,

Education, Computer and Management Parvari-Goa

Sub: Short term certificate course in 'Resume Writing'

Respected Sir,

I the undersigned wish to organise a short term certificate course in 'Resume Writing'. The detail proposal for the course along with the list of suggested resource person is attached herewith for your reference.

Kindly do the needful.

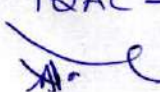
Thanking you,

Yours faithfully.



Nikita N. Shirodkar

(Assistant Professor in English)

- IQAC - May be Permitted  1/3/2023

01-03-2023

**Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Education, Computer and Management,
Parvari Goa.**

EVENT PROPOSAL

Name of the Event: A Short Term Certificate course in 'Resume Writing'

Name of the Event Co-ordinator: Nikita Namdev Shirodkar

Academic Year: 2022-23

Type of the Event: Certificate Course

Mode of Event: Offline

Date of Event: 25th March, 2023 To 6th April, 2023

No. of Days: 10 days (30 Hours Course)

Objectives of the Event: Students will be able to:

1. Develop the ability to format a targeted resume for specific positions and organizations.
2. Discover how to identify the best market transferable skills.
3. Identify the resume style that best highlights their skills and experiences.

Outcomes of the Event:

1. Students will understand significance of Resume.
2. Students will draft their Resume online and offline.
3. Students can update their Resume by adapting Resume Writing Skills.

A brief write-up about your Event (in about 300 words):

In most situations, a CV is the first contact you have with a prospective employer and it is important to make a good first impression. Candidate need to show employer, why they should hire them and what benefits of having them on their team will be. Making good impression is important in today's competitive job market. So one should draft a mistake free CV. Department of English is organizing a one day workshop for T.Y.B.Com. and Fo.Y.B.A.B.Ed. students. E-Certificate of participation will be issued to all the participants on successful completion of the course.

Details about the external Collaborating/Associating agencies

Name of the collaborating agency: Department of Commerce

Address: Vidya prabodhini College of Commerce, Education, Computer and Management, Parvari- Goa


Resource Persons' Details

Name of the Resource person: Ms. Nikita Namdev Shirodkar

Institutional Affiliation: Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari-Goa

Area of expertise(in brief): Guidance in improving Effective Communication Skills, Anchoring, Resume Writing.

Any other details:



Budget

Proposed registration fee to be collected from delegates

Sr.No.	Delegates	Amt. (₹)perpers on
1	Student and Research Scholar	0
2	Local Delegate	0
3	National Delegate	0
4	International Delegate	0
5	Institutional Delegate	0

Proposed sources of funds

Sr.No.	Particulars	Amount (₹)
1	Registration fee:	0
2	Sponsorship:	0
3	Supportfromfundingagencies/departments/ institutions:	0
	TOTALFunds inRupees	00

ProposedExpenditure

Sr.No.	Particulars	Amount (₹)
1	Hall/VenueBooking	0
2	Remuneration/Honorarium	0
3	Accommodation	0
4	Local Conveyance	0
5	FoodandRefreshments	0
6	TravellingExpenses	0
7	Printing,Stationary,SeminarKit,Stagedecoration etc.	0
8	Miscellaneous	0
	TOTALExpenditure inRupees	0

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Event Coordinator Details

Name of the Department/Committee: Department of English

Name of the Event Co-ordinator: Ms. Nikita Namdev Shirodkar

Event Co-ordinator email address: nikitashirodkar21@gmail.com

Event Co-ordinator Mobile Number: 9765240868

Signature of the Coordinator: 

Date: 15-03-2023

Place: Porvorim - Goa







**PRABODHAN EDUCATION SOCIETY'S
VIDYA PRABODHINI COLLEGE OF
COMMERCE, EDUCATION, COMPUTER
AND MANAGEMENT VIDYANAGAR,
ALTO-PORVORIM-GOA**

**Department of English in
Collaboration with
Department of Commerce**

Short Term Course in 'Resume Writing'



Date: -
25th March - 06 April 2023

Duration: -
10 Days

Ms. Nikita Shirodkar
Co-Ordinator

Dr. Bhushan Bhawe
Principal

NOTICE
(2022-23)
(STUDENTS)

This is to inform all the students that a Short Term Certificate Course in '**Resume writing**' will be organised by the Vidya Prabodhini College under the aegis of IQAC. The inaugural function is scheduled on 25th March, 2023 at 02:00 p.m. in the F.Y.B.Com. (A) classroom.

All interested students are requested to kindly take note of the same.



Date: 21st March 2023



(Ms. Nikita Shirodkar)
Co-ordinator



(Dr. Bhushan Bhawe)
Principal

Class	Sign
T.Y.B.Com. A	
T.Y.B.Com. B	

Syllabus

Certificate Course in 'Resume Writing' - Duration 30 hrs @ 3 hrs = 10 days

Topic	Subject Description	No. of Session	Duration in hours
The power of a great CV	<ul style="list-style-type: none"> What is CV? What is Cover Letter? Importance of Cover Letter Importance of CV 		1 3hrs
Types of CV	<ul style="list-style-type: none"> The chronological CV The functional CV The combination chrono-functional 	1	3hrs
Basic ingredients	<ul style="list-style-type: none"> What must always go in What can never go in Judgement calls 	1	3hrs
The Ultimate CV	<ul style="list-style-type: none"> The secret of CV writing Questionnaire Raw material Professional behaviours What your credentials warrant the target job? 	1	3hrs
Writing the basic CV	<ul style="list-style-type: none"> Choose a layout Filling in picture: chronological CV Editing and polishing The proofreading checklist for your final draft 	1	3hrs
The final product	<ul style="list-style-type: none"> Avoiding the circular file Font Proofing Appearance checklist Choosing your paper The final checklist 	1	3hrs
	<ul style="list-style-type: none"> The electronic CV How to convert your formatted CV to ASCII Posting your CV 		



Signature

How to use internet for a job search	<ul style="list-style-type: none"> • Sending your CV directly to companies 	1	3hrs
Cover letter	<ul style="list-style-type: none"> • Cover letter rules 	1	3hrs
	<ul style="list-style-type: none"> • Writing the cover letter 		
	<ul style="list-style-type: none"> • The executive briefing 		
A balanced job search	<ul style="list-style-type: none"> • Final consideration 	1	3hrs
	<ul style="list-style-type: none"> • Maximize the impact of CV 		
The CVs	<ul style="list-style-type: none"> • Healthcare CVs 	1	3hrs
	<ul style="list-style-type: none"> • Education CVs 		
	<ul style="list-style-type: none"> • Computer and IT CVs 		
	<ul style="list-style-type: none"> • Social work and counseling CVs 		
	<ul style="list-style-type: none"> • Sales and Marketing CVs 		
	<ul style="list-style-type: none"> • Finance, banking and insurance CVs 		
	<ul style="list-style-type: none"> • Administrative CVs 		

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Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Education, Computer and
Management,
Parvari Goa

A Short Term Certificate Course in 'Resume Writing'
Attendance

S.No.	Student Name
1	Pavan Halgekar
2	Shriram Pujari
3	Leela Navelkar
4	Prerana Sawant
5	Siddharth Navik
6	Om Manjrekar
7	Afreen Julay
8	Sayed Hussain Arleshwar
9	Shruti Bhagat
10	Garima Chand
11	Mayuri Andurlekar
12	Sujata Hiremath
13	Bhavana Kashyap
14	Priyanka Shirodkar
15	Saloni Govekar
16	Aarti Gawas
17	Rajnandani Gawas
18	Salim Sutgund
19	Deepak Chandhar
20	Fauziya Kurtakoti
21	Harita Goli
22	Renuka Mane



23	Karan Savoji
24	Rudresh Tyapi
25	Vishal Sharma
26	Nisha Narvekar
27	Saheel Kauthankar
28	Anita Rathod
29	Sana Goragundi
30	Yashodo Dodamani



Prabodhan Education Society's
Vidya Prabodhini College of Commerce, Education, Computer and Management,
Parvari Goa

A Short Term Certificate Course in 'Resume Writing'
Attendance

S.No.	Student Name	25-Mar	27-Mar	28-Mar	29-Mar	31-Mar	1-Apr	3-Apr	4-Apr	5-Apr	6-Apr
1	Pavan Halgekar	Pavan	Pavan	Pavan	Pavan	Pavan	Pavan	Pavan	Pavan	Pavan	Pavan
2	Shriram Pujari	Pujari	Pujari	Pujari	Pujari	Pujari	Pujari	Pujari	Pujari	Pujari	Pujari
3	Leela Navelkar	Navelkar	Navelkar	Navelkar	Navelkar	Navelkar	Navelkar	Navelkar	Navelkar	Navelkar	Navelkar
4	Prerana Sawant	Sawant	Sawant	Sawant	Sawant	Sawant	Sawant	Sawant	Sawant	Sawant	Sawant
5	Siddharth Navik	Navik	Navik	Navik	Navik	Navik	Navik	Navik	Navik	Navik	Navik
6	Om Manjrekar	Om	Om	Om	Om	Om	Om	Om	Om	Om	Om
7	Afreen Julay	Julay	Julay	Julay	Julay	Julay	Julay	Julay	Julay	Julay	Julay
8	Sayed Hussain Arleshwar	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed	Sayed
9	Shruti Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat	Bhagat
10	Garima Chand	Chand	Chand	Chand	Chand	Chand	Chand	Chand	Chand	Chand	Chand
11	Mayuri Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar	Andurlekar
12	Sujata Hiremath	Hiremath	Hiremath	Hiremath	Hiremath	Hiremath	Hiremath	Hiremath	Hiremath	Hiremath	Hiremath
13	Bhavana Kashyap	Kashyap	Kashyap	Kashyap	Kashyap	Kashyap	Kashyap	Kashyap	Kashyap	Kashyap	Kashyap
14	Priyanka Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar	Shirodkar



15	Saloni Govekar	Govek	Gove	Gove	Gove	Gove	Gove	Gove	Gove	Gove	Gove
16	Aarti Gawas	Kawas	Kawas	Kawas	Kawas	Kawas	Kawas	Kawas	Kawas	Kawas	Kawas
17	Rajnandani Gawas	Gawas	Gawas	Gawas	Gawas	Gawas	Gawas	Gawas	Gawas	Gawas	Gawas
18	Salim Sutgund	Su	Su	Su	Su	Su	Su	Su	Su	Su	Su
19	Deepak Chandhar	Chandhar	Chandhar	Chandhar	Chandhar	Chandhar	Chandhar	Chandhar	Chandhar	Chandhar	Chandhar
20	Fauziya Kurtakoti	Fauziya	Fauziya	Fauziya	Fauziya	Fauziya	Fauziya	Fauziya	Fauziya	Fauziya	Fauziya
21	Harita Goli	Goli	Goli	Goli	Goli	Goli	Goli	Goli	Goli	Goli	Goli
22	Renuka Mane	Mane	Mane	Mane	Mane	Mane	Mane	Mane	Mane	Mane	Mane
23	Karan Savoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji	Ksavoji
24	Rudresh Tyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi	Rtyapi
25	Vishal Sharma	Sharma	Sharma	Sharma	Sharma	Sharma	Sharma	Sharma	Sharma	Sharma	Sharma
26	Nisha Narvekar	Narvekar	Narvekar	Narvekar	Narvekar	Narvekar	Narvekar	Narvekar	Narvekar	Narvekar	Narvekar
27	Saheel Kauthankar	Saheel	Saheel	Saheel	Saheel	Saheel	Saheel	Saheel	Saheel	Saheel	Saheel
28	Anita Rathod	Athod	Athod	Athod	Athod	Athod	Athod	Athod	Athod	Athod	Athod
29	Sana Goragundi	Goragundi	Goragundi	Goragundi	Goragundi	Goragundi	Goragundi	Goragundi	Goragundi	Goragundi	Goragundi
30	Yashoda Dodamani	Dodamani	Dodamani	Dodamani	Dodamani	Dodamani	Dodamani	Dodamani	Dodamani	Dodamani	Dodamani

AMMO.





Prabodhan Education Society's
VIDYA PRABODHINI COLLEGE
OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT
Vidya Nagar, Alto-Parvari, Goa

Excellence... Everywhere... Everytime...

CERTIFICATE

This is to certify that

has completed "A short-Term Certificate Course in Resume Writing" of 30 hours organised by Department of English from 25th March To 6th April, 2023, at Vidya Prabodhini College, Parvari, Goa.

Miss Nikita Shirodkar
Coordinator



Dr. Bhushan V. Bhawe
Principal

ACTIVITY REPORT

Event Details



Name of the Event: Short term certificate course in 'Resume writing'

Academic Year: 2022-23

Type of the Event: Short term
certificate Course

Reach of the Event: Local

Mode of Event: Offline

Date of Event: From 25th-03-2023 To 06th-04-2023

No of Day(s): 10 days

Venue: Vidya Prabodhini College (F.Y.B.Com. A)

Objectives of the Event: Students will be able to:

1. Develop the ability to format a targeted resume for specific positions and organizations.
2. Discover how to identify the best market transferable skills.
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Making good impression is important in today's competitive job market. So one should draft a

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mistake free CV. Department of English is organizing a short term certificate course for T.Y.B.Com. and Fo.Y.B.A.B.Ed. students.

Event Category: Academic

Details about the external Collaborating/Associating agencies

Name of the collaborating agency: Department of Commerce

Address: Vidya prabodhini College of Commerce, Education, Computer and Management, Parvari- Goa

Participants' Details

Expected number of Participants:

Local	State	National	International	Total Delegates
30	0	0	0	30

Resource Persons' Details

Name of the Resource person: Ms. Nikita N. Shirodkar

Institutional Affiliation: Vidya Prabodhini College of Commerce, Education, Computer and Management

Area of expertise (in brief): Guidance in improving good Communication Skills, Anchoring and Resume Writing

Any other details:

Event Coordinator Details

Name of the Department/Committee: Department of English in Collaboration with Department of Commerce

Name of the Event Co-ordinator: Ms. Nikita Shirodkar

Event Co-ordinator email address: nikitashirodkar21@gmail.com

Event Co-ordinator Mobile Number: 9765240868

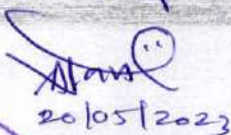
Signature of the Coordinator:



Signature of the Head of the Department:



Signature of the Principal: Date:


20/05/2023

18-04-2023

Place: Parvari, Goa.

