

5.1.3 Capacity building & skills enhancement initiatives

Language & communication skills training

COMMUNICATION & RESUME WRITING

LIST OF DOCUMENTS	
SL.NO	NAME OF THE DOCUMENTS
1	Brochure
2	Circular
3	Course content
4	Profile of resource person
5	Program report
6	Students' participation list
7	Photos
8	Students feed back
9	Certificates



RBANM's FIRST GRADE COLLEGE

#12 Anna swamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042
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5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. ICT/computing skills 2023-2024

LIST OF SKILL ENHANCEMENT INITIATIVES		
SL NO	CATEGORY	NAME OF CAPACITY BUILDING PROGRAM
1	Soft Skills	SKILL ENHANCEMENT FOR BETTRE JOB PERSPECTIVES
2	Language & Communication skills	COMMUNICATION & RESUME WRITING
3	Life Skills	STRESS MANAGEMENT
4	ICT / Computer skills	DIGITAL PROFILE OPTIMIZATION
		GENIALLY CLASS ROOM

Principal

R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road
BANGALORE - 560 042.
Ph : 25512976



RBANMs First Grade College

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An IQAC Initiative

Organisers: Alumni Association & Placement Cell

Communication skills and Resume building



Resource Person

Ms Chethana Thilak

Business Entrepreneur

We Cordially invite all our final year students to utilize this opportunity.

DATE: 06.04.2024

TIME: 9:30 AM onwards

VENUE: AV ROOM, RBANMs FGC



Established in 1983

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#12 Anna swamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042
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S Divya

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

1/4/2024

Sub : Invite letter to workshop

Dear Mrs. ChetanaThilak,

I hope this message finds you well. We are pleased to invite you to be a **Resource Person** at our **Communication and Resume Writing Skills Workshop**, which will be held on **April 6, 2024**. Your expertise in communication and professional development makes you the perfect fit to lead this important session.

As someone with a deep understanding of the nuances of effective communication, both verbal and written, and with experience in guiding individuals to craft compelling resumes, we believe that your insights will be immensely valuable to our participants. We are confident that your session will provide them with essential tools to enhance their communication skills and improve their chances of success in the professional world.

The workshop will focus on practical strategies for improving both communication and resume writing, two skills that are crucial in today's competitive job market. We would be honored to have you share your knowledge and experiences with our audience, and we are sure that your participation will make a significant impact.

Please let us know if you are available to join us as a Resource Person for this workshop. We would be happy to discuss the event format, your session details, and any specific requirements you may have.

Thank you for considering our invitation. We look forward to the possibility of having you with us on **April 6, 2024**, and to the valuable contribution you will make to the success of this workshop.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College


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**RBANM's
First Grade College**

Date: 30.03.2023

Circular

As an initiative of the IQAC, the Alumni Association and Placement Cell is organizing a session focusing on the "**Communication Skill and Resume Building**" designed to enhance the skills and accent and fluency in this rapidly evolving field for Final year students of all streams (BCA, BBA, B.COM & BA).

The session will be held on 06.04.2024 from 9:30 onwards at RBANM's FGC AV Room .

Students are hereby informed to attend the session compulsorily and make use of this opportunity to enhance your knowledge.

Placement Cell

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R.B.A.N.M'S First Grade College
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Ph : 25512976

RBANMS FIRST GRADE COLLEGE

Annaswamy Mudaliar Road Bengaluru
Accredited with B+|Affiliated to Bengaluru City University

Report On : Communication & Resume Writing Seminar

**An initiative of IQAC in association with
Placement Cell & Alumni association**



Organizer : Prof S DIVYA

Resource Person : Mrs Chetna Tilak

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About Our Institution

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Resource Person

Mrs Chetna Tilak, a distinguished management graduate from Pune University with over 20 years of experience in Talent Management. Chetna has held key positions in prominent companies such as ABC Consultants, CAPnTel, Manpower Services, and Quadrangle, the recruitment arm of Naukri.com. Currently, she is a successful business entrepreneur and the founder of Job Consults Inc., an executive search firm specializing in leadership hiring. In addition to her role at Job Consults Inc., she serves as a business partner at Mafoi Consulting, a firm that provides comprehensive HR services to corporates. We are excited to have her share her insights and expertise with us today.

Course Content for communication and resume writing seminar

1. Introduction to Communication

- Definition of Communication
- Importance of Effective Communication in Personal and Professional Life
- Types of Communication
 - Verbal Communication
 - Non-Verbal Communication
 - Written Communication
 - Visual Communication

2. Key Communication Skills

- Active Listening
- Clarity and Conciseness
- Empathy and Emotional Intelligence
- Body Language and Non-Verbal Cues
- Confidence and Assertiveness

3. Professional Communication

- Business Etiquette
- Networking Skills
- Presentations and Public Speaking
- Interpersonal Communication in the Workplace

4. Introduction to Resume Building

- Importance of a Well-Crafted Resume
- Types of Resumes
 - Chronological Resume
 - Functional Resume
 - Combination Resume

5. Components of a Resume

- Contact Information
- Objective Statement or Summary
- Education and Qualifications
- Work Experience
- Skills and Competencies
- Certifications and Additional Information
- References

6. Resume Writing Tips

- Tailoring Your Resume for Different Jobs
- Using Action Words and Quantifiable Achievements
- Formatting and Layout Best Practices
- Common Mistakes to Avoid

7. Cover Letters

- Purpose of a Cover Letter
- Structure of a Cover Letter
- Tips for Writing an Effective Cover Letter

8. Interview Preparation

- Understanding the Interview Process
- Common Interview Questions and How to Answer Them
- Preparing Your Elevator Pitch
- Post-Interview Follow-Up

9. Practical Exercises

- Mock Resume Reviews
- Role-Playing Communication Scenarios
- Group Discussions on Communication Challenges

10. Conclusion and Q&A

- Recap of Key Points
- Open Floor for Questions
- Resources for Further Learning

Seminar Objectives

1. **Enhance Communication Skills:** Improve verbal, non-verbal, and written communication.
2. **Develop Professional Etiquette:** Educate on business etiquette and networking.
3. **Craft Effective Resumes:** Teach participants to create tailored and impactful resumes.
4. **Understand Resume Components:** Familiarize with essential resume elements and formatting.
5. **Master Cover Letter Writing:** Guide on writing compelling cover letters.
6. **Prepare for Interviews:** Provide strategies for effective interview preparation.

Seminar Outcomes

1. **Enhanced Communication:** Improved verbal and written skills.
2. **Effective Networking:** Confidence in professional interactions.
3. **Tailored Resumes:** Ability to create impactful resumes.
4. **Clear Resume Structure:** Understanding of essential resume components.
5. **Strong Cover Letters:** Skill in writing compelling cover letters.
6. **Interview Preparedness:** Readiness for common interview scenarios.

Practical Application: Hands-on experience in communication and resume building.

for *Pushpalatha K.H.*
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Photos




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Sample Students Feedback

01	Shnavani. A (III BCA)	It was very useful
02	Kallu. Sunitha (III BCA)	Interesting
03	Kiransajal (III BCA)	Good.
04	Kaviarasu (III BCA)	Interesting.
05	Chandra Rist	Best
06	Athishela B	Best
07	Alaxan Kanna	Good
08.	Elavaran	Good
09.	Shiva Kumar	Felt Good
10	Kenneth III BCA	Interesting


Organizer


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S Divya

12/4/2024

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

Subject: Thank You letter

Dear Mrs.Chetana Thilak,

I hope you're doing well.

I would like to sincerely thank you for being a resource person at the *Communication and Resume Building Workshop* on **April 6, 2024**. Your session was very informative, and the participants greatly appreciated your valuable insights on communication skills and resume building.

Your contribution made a significant difference in the success of the workshop, and we are grateful for your time and effort.

We hope to have the pleasure of working with you again in the future.

Thank you once again!

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College


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5.1.3 Capacity building & skills enhancement initiatives

Life skills training

STRESS MANAGEMENT

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RBANM's First Grade College

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An IQAC Initiative

Organisers: Alumni Association & Placement Cell

Topic: Stress Management



Resource Person

Mr Satish

Yoga Instructor

We Cordially invite all our final year students to utilize this opportunity.

DATE: 13.04.2024

TIME: 9.30 AM onwards

VENUE: AV ROOM, RBANMs FGC



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S Divya

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

4/4/2024

Sub : Invite letter to workshop

Dear Mr Satish,

I hope this message finds you well. We are excited to invite you to be a **Resource Person** at our upcoming **Stress Management Workshop**, which is scheduled for **April 13, 2024**. Given your extensive experience in Yoga, postural alignment, breathwork, and holistic well-being, we believe that your unique expertise would be invaluable to the participants of this workshop.

Your 35 years of practice and deep understanding of human anatomy and Yoga techniques make you an ideal facilitator to help individuals better manage stress and improve their overall health. Your work with a diverse clientele, including high-profile professionals and public figures, has shown how impactful your approach to well-being can be, and we are confident that your session will inspire and motivate our participants.

The workshop aims to provide practical tools and techniques for managing stress, focusing on mindfulness, breathing exercises, and lifestyle adjustments. We would be honored to have you lead a session on these topics and share your insights with our attendees.

Please let us know if you are available to join us as a Resource Person for this workshop. We would be happy to discuss the schedule, format, and any requirements you may have to make this event a success.

Thank you for considering our invitation. We look forward to the possibility of having you with us on April 13, 2024, to help our community lead healthier and more balanced lives.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College


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**RBANM's
First Grade College**

Date: 5.04.2023

Circular

As an initiative of the IQAC, the Alumni Association and Placement Cell is organizing a session focusing on the "**Stress Management**" designed to enhance the skills, self-awareness, emotional regulation & problem solving for Final year students of all streams (BCA, BBA, B.COM & BA).

The session will be held on **13.04.2024** from **9.30 am onwards** at **RBANM's FGC AV Room**.

Students are hereby informed to attend the session compulsorily and make use of this opportunity to enhance your knowledge.


Placement Cell


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Report On : Stress Management Seminar **An initiative of IQAC in association with Placement Cell & Alumni association**



Organizer : Prof S DIVYA

Resource Person : Mr. Satish

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Introduction on stress management

In today's fast-paced world, stress is a common challenge that can affect our mental, emotional, and physical health. This seminar aims to provide you with practical tools and techniques to manage stress effectively.

We will explore the causes and effects of stress, discuss personal stress triggers, and learn various strategies such as mindfulness, relaxation exercises, and healthy lifestyle choices. Our goal is to foster a supportive environment where you can share experiences and gain valuable insights to achieve a balanced and fulfilling life. Thank you for joining us, and we look forward to an engaging session!

Resource Person

Satish has been captivated by spirituality since childhood, discovering his passion for yoga at the age of 10. With 35 years of dedicated practice, he has become an expert in various yoga styles and human anatomy, accredited by Yoga Alliance - USA. Satish has conducted one-on-one sessions for 120 clients and over 5,000 group classes worldwide, with a focus on postural alignment, diet, and breathwork.

As a respected instructor, he has worked with a diverse clientele, including medical professionals, celebrities, ministers, and politicians. Driven by his commitment to helping others lead healthier, happier lives, Satish believes that striving to be the best version of oneself can create a positive impact on the world and contribute to the betterment of humanity.

Course Content Outline

1. Introduction to Stress

- Definition of Stress
- Types of Stress: Eustress vs. Distress
- Common Stressors: Personal, Professional, Environmental

2. Understanding Stress Responses

- Physiological Effects of Stress
- Psychological Impacts of Stress
- Behavioral Reactions to Stress

3. Identifying Personal Stress Triggers

- Self-Assessment Tools
- Recognizing Patterns and Signs of Stress

4. Stress Management Techniques

- Mindfulness and Meditation
Benefits and Practices
- Relaxation Techniques
Deep Breathing Exercises
Progressive Muscle Relaxation
- Physical Activity
Importance of Exercise in Stress Reduction
Recommended Activities

5. Time Management Strategies

- Prioritization Techniques
- Setting Realistic Goals
- Avoiding Procrastination

6. Building Resilience

- Developing a Positive Mindset
- Coping Mechanisms for Stressful Situations
- Seeking Support: Building a Support Network

7. Healthy Lifestyle Choices

- Nutrition and Stress
- Sleep Hygiene
- Avoiding Substance Abuse

8. Practical Exercises and Activities

- Guided Meditation Session
- Group Discussions on Stress Experiences
- Interactive Workshops on Relaxation Techniques

9. Creating a Personal Stress Management Plan

- Setting Individual Goals
- Action Steps for Stress Reduction

10. Conclusion and Q&A

- Recap of Key Points
- Open Floor for Questions
- Resources for Further Learning

Seminar Outcomes

1. **Understanding of Stress:** Clear knowledge of stress types, causes, and effects.
2. **Identification of Triggers:** Ability to recognize personal stress triggers and signs.
3. **Stress Management Techniques:** Practical skills in mindfulness, relaxation, and time management.
4. **Enhanced Resilience:** Improved coping mechanisms for handling stress.
5. **Healthy Lifestyle Practices:** Awareness of nutrition, sleep, and exercise's role in stress reduction.
6. **Personal Stress Management Plan:** Creation of an individualized plan with actionable steps.
7. **Supportive Community:** Engagement in discussions, fostering peer support.

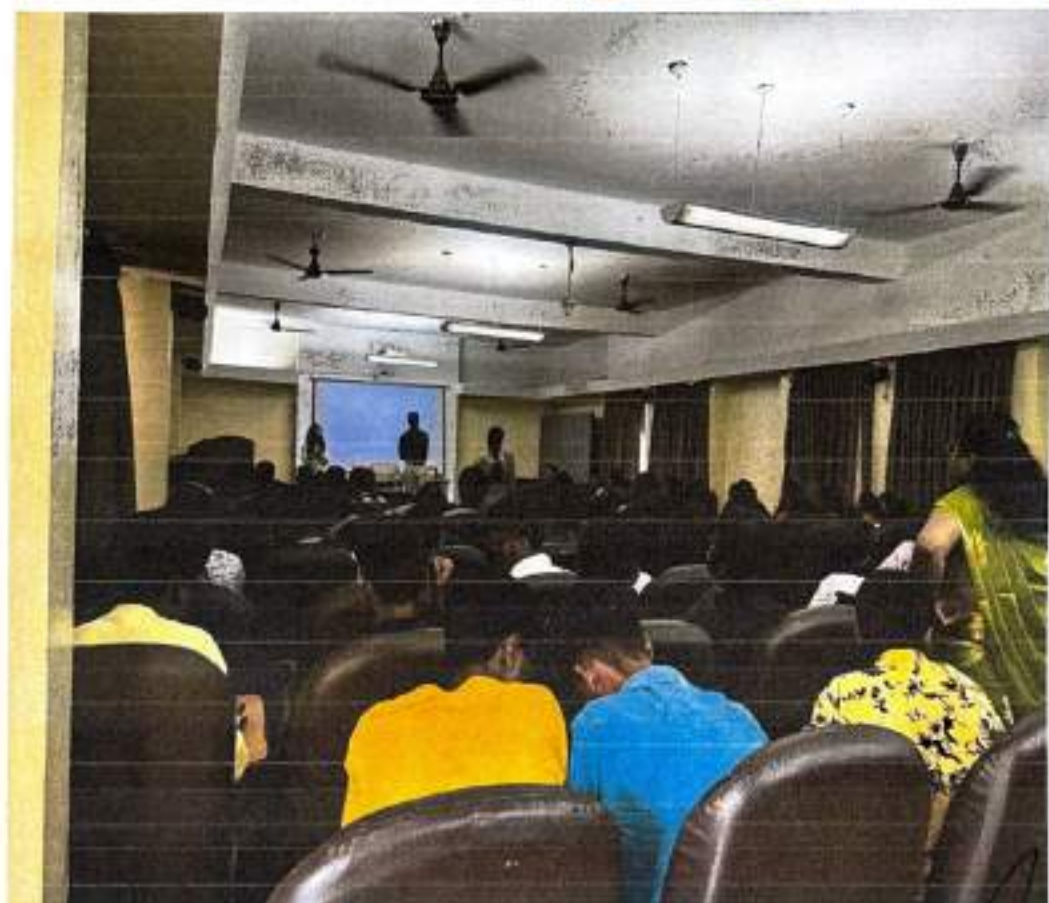


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[Signature]
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Sample Students Feedback

01	Shrawani. A (III B/A)	It was very helpful
02	Kallu-Sunitha(III B/A)	Interesting
03	Pishwarya. III B/A	Felt Good.
04	Kiranraj. d III B/A	Had good Experience
05	Chandra Rishi	Encouraging
06	Abhishek B	Helpful
07	Kemeth	Best
08	Shiva Kumar	Better
09	Elavarasan	Great
10	Kaniasu. M	Excellent
11	Naren Kanna	Best.


Organiser


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RBANM's FIRST GRADE COLLEGE

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S Divya

16/4/2024

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

Subject: Thank You letter

Dear Mr. Satish,

I hope you are doing well.

On behalf of RBANMS First Grade College, I would like to extend our sincere thanks to you for being a resource person at the *Stress Management Workshop* held on **April 13, 2024**. Your insights on managing stress and maintaining mental well-being were incredibly valuable to all of our participants.

Your expertise and engaging approach made a significant impact, and the feedback we received has been overwhelmingly positive. We truly appreciate the time and effort you dedicated to making the workshop a success.

We look forward to the opportunity to work with you again in the future. Thank you once again for your support.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College

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5.1.3 Capacity building & skills enhancement initiatives

Soft skills training

SKILL ENHANCEMENT FOR BETTER JOB PROSPECTS

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RBANM's First Grade College

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An IQAC Initiative

Organiser: Alumni Association & Placement Cell

Skill enhancements for better job prospects



Resource Person

Mr B N Keshava Murthy

We Cordially invite all our final year students to utilize this opportunity.

DATE: 20.04.2024

TIME: 9:30 AM onwards

VENUE: AV ROOM, RBANMs FGC



Established in 1983

RBANM's FIRST GRADE COLLEGE

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S Divya

15/4/2024

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

Subject: Invitation to be a Resource Person for Workshop on "Skill Enhancement for Better Job Prospects"

Dear Mr. Murthy,

I hope you are doing well.

We are organizing a workshop on "*Skill Enhancement for Better Job Prospects*" on **April 20, 2024**, and we would be honored to have you as a resource person for the event. Your expertise and experience in [mention specific area of expertise, e.g., career development, skill training, etc.] would be of great value to the participants.

The workshop aims to help individuals improve their skills and increase their job prospects. We believe your insights would be highly beneficial to those attending.

Please let us know if you are available to join us. We would be happy to provide any further details you may need.

Looking forward to hearing from you.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College

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**RBANM's
First Grade College**

Date: 11.04.2023

Circular

As an initiative of the IQAC, the Alumni Association and Placement Cell is organizing a session focusing on the **"Skill Enhancements for Better Job Prospects"** designed to enhance the skills, increased employability & personal growth and confidence in this rapidly evolving field for Final year students of all streams (BCA, BBA, B.com & BA).

The session will be held on **20.04.2024** between **9:30 am onwards** at **RBANM's FGC AV Room.**

Students are hereby informed to attend the session compulsorily and make use of this opportunity to enhance your knowledge.


Placement Cell


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Report On : Skill Enhancement for better job Prospects seminar
An initiative of IQAC in association with Placement Cell & alumni
association



Organizers : Prof S DIVYA

Resource Person : Mr. B N Keshava Murthy

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Introduction to the seminar

In today's competitive job market, possessing a diverse skill set is essential for standing out among candidates. This seminar aims to provide attendees with the tools and knowledge needed to enhance their skills and improve their employability.

Throughout the session, participants will explore both technical and soft skills, learning about the importance of digital literacy, effective communication, teamwork, and problem-solving abilities. Interactive discussions and practical workshops will encourage attendees to identify their skill gaps and develop a personalized action plan for improvement. Emphasizing the value of continuous learning and staying updated with industry trends, the seminar prepares participants to navigate the job market confidently. By the end of the event, attendees will leave inspired and equipped to enhance their career prospects, ready to take charge of their professional development and pursue their dream jobs.

Resource Person

B. N. Keshava Murthy is an experienced professional with 16 years in corporate roles and 8 years in entrepreneurship. He holds a B.E. in Electronics and Communication from Dr. AIT, Bangalore (1997). His career includes significant roles at **DACS** (1998-2006), where he focused on embedded development and testing, and **Honeywell** (2006-2015), where he specialized in avionics software development and DO-178B certification. Keshava has also worked as a business development consultant for **Edukart** (2016-2018) and served as an Agile Consultant at **CrackJobs** (2019-2022).

Currently, as a **Training Consultant** at **Shreya Consulting**, he focuses on technical recruitment and training, successfully helping companies hire over 500 niche professionals in areas like embedded systems and artificial intelligence. Keshava is proficient in prompt engineering, using it to boost personal productivity. His extensive background in technology and recruitment makes him a valuable asset in his field.

Course Content

Introduction to Skill Enhancement

- Overview of the seminar objectives and outcomes
- Understanding the importance of skills in the job market
- Identifying personal career goals

Technical Skills Development

- Digital Literacy
 - Importance of basic computer skills
 - Proficiency in software applications (e.g., Microsoft Office, Google Workspace)
- Industry-Specific Skills
 - Overview of in-demand technical skills across various fields (e.g., coding, data analysis, digital marketing)

Soft Skills Development

- Communication Skills
 - Verbal and non-verbal communication
 - Writing effective emails and reports
- Teamwork and Collaboration
 - Understanding group dynamics
 - Strategies for effective teamwork
- Problem-Solving and Critical Thinking
 - Techniques for analyzing problems and developing solutions

Personal Branding and Networking

- Building a Personal Brand
 - Crafting a strong resume and cover letter
 - Utilizing LinkedIn for professional networking
- Networking Strategies
 - Importance of networking in career advancement

Techniques for effective networking

Job Search Strategies

- **Understanding the Job Market**
 - Researching potential employers and industries
 - Tailoring applications for specific job roles
- **Interview Preparation**
 - Common interview questions and how to answer them
 - Mock interviews and feedback sessions

Continuous Learning and Development

- **Lifelong Learning**
 - Importance of staying updated with industry trends
 - Resources for online courses and certifications
- **Creating a Personal Development Plan**
 - Setting short-term and long-term learning goals
 - Strategies for continuous skill enhancement

Wrap-Up and Action Plan

- Recap of key concepts learned during the seminar
- Developing a personalized action plan for skill enhancement
- Q&A session to address participant queries

Outcomes of the Seminar

By the end of the seminar, participants will be able to:

1. **Identify Skill Gaps** in their abilities.
2. **Enhance Technical Skills** relevant to their field.
3. **Develop Soft Skills** like communication and teamwork.
4. **Create Effective Resumes** and cover letters.
5. **Network** to expand career opportunities.
6. **Prepare for Interviews** with confidence.
7. **Embrace Lifelong Learning** through a personal development plan.
8. **Take Action** towards achieving their career goals.


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No. 12, Annaswamy Mudaliar Road
BANGALORE - 560 042.
Ph : 25512976

Sample Student Feedback

01	Shrawani.A (III BCA)	It was Interesting
02	Sunitha	Nice
03	Erayarasan	Helpfull
04	Kiranraj-d	Excdent.
05	Dishwazya.	Best Guidance
06	Abhishek.	Detailed
07	Shemin Dourthy .	Encouraging
08	Chandra Rist	Nice
09	Naren	Great
10	Kenneth	Good
11	Shirakumar	Excellent


Organizer


PRINCIPAL
T.B.A.N.M'S First Grade College
No. 12, Angaswari Mudaliar Road
BANGALORE - 560 042.
Ph: 25512976



Established in 1983

RBANM's FIRST GRADE COLLEGE

#12 Anna swamy Mudaliar Road, Opposite Ulsoor Lake, Bangalore-560042
Permanently Affiliated to Bengaluru City University, Reaccredited by NAAC
Recognised by Government of Karnataka and
Recognized under Section 2 (f) & 12 (B) of the UGC Act, 1956

S Divya

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

23/4/2024

Subject: Thank You letter

Dear Mr. Murthy,

On behalf of RBANMS First Grade College, I would like to extend our sincere thanks for your valuable contribution as a resource person at the *"Skill Enhancement for Better Job Prospects"* workshop held on **April 20, 2024**. Your insights and expertise were truly appreciated by all the participants.

We believe your session greatly enhanced the learning experience and provided participants with practical knowledge that will benefit them in their career journeys. Your involvement helped make the event a success, and we are grateful for your time and effort.

We hope to have the opportunity to collaborate with you again in the future. Thank you once again for your support.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College


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R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road
BANGALORE - 560 042.
Ph : 25512976

5.1.3 Capacity building & skills enhancement initiatives

ICT/computer skills

DIGITAL PROFILE OPTIMIZATION

LIST OF DOCUMENTS	
SL.NO	NAME OF THE DOCUMENTS
1	Brochure
2	Circular
3	Course content
4	Profile of resource person
5	Students' participation list
6	Program report
7	Photos
8	Students feed back
9	Certificates



RBANM's First Grade College

Accredited by NAAC | Affiliated to BCU

An IQAC Initiative

Organisers: Alumni Association & Placement Cell

Digital Profile Optimization and Professional Social Media in Recruitment



Resource Person

Mr Joio Jose E

Entrepreneur

**We Cordially invite all our final year
students to utilize this opportunity.**

DATE: 27.04.2024

TIME: 9.30 onwards

VENUE: AV ROOM, RBANM's FGC



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S Divya

22/4/2024

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road
Bangalore 560042

Dear Mr. Jojo Jose E,

I hope you are doing well. I am writing to invite you to be a resource person at our upcoming event, workshop on **27/4/2024** at Our campus .With your 18+ years of HR experience, particularly your work at SourceTal, we believe your insights would greatly benefit our audience, especially entry-level candidates.

We would love for you to share your expertise on **Digital Profile Optimization for social media platform** . Please let us know if you are available, and we can discuss any details you need.

Thank you for considering our invitation.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College


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**RBANM's
First Grade College**

Date: 30.03.2023

Circular

As an initiative of the IQAC, the Alumni Association and Placement Cell is organizing a session focusing on the **"Digital Profile optimization and Professional Social media in Recruitment"**. This session aims to enhance the skills of final-year students from all streams (BCA, BBA, B. Com, and BA) in optimizing their profiles (e.g., LinkedIn), networking, and relationship-building in the rapidly evolving professional landscape.

The session will be held on **06.04.2024 from 9:30 am onwards at RBANM's FGC AV Room.**

Students are hereby informed to attend the session compulsorily and make use of this opportunity to enhance their knowledge.

Placement Cell

Principal
PRINCIPAL

R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road
BANGALORE - 560 042.
Ph: 25512978

RBANMS FIRST GRADE COLLEGE

Annaswamy Mudaliar Road Bengaluru
Accredited with B+|Affiliated to Bengaluru City University

Report On : Digital Profile Optimization And Profession Social Media In Recruitment seminar

**An initiative of IQAC in association with
Placement Cell & alumni association**



Organizer : Prof S Divya

Resource Person : Mr Jojo Jose E

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01.	Introduction of event Objectives Duration	02
02.	Events outcome	04
03.	Photos Geo tagged	05
04.	Students feedback	07

About Our Institution

RBANMS First Grade College, established in 1983 in Bangalore, India, is a premier institution named after Raja Bahadur Arcot Narayanaswamy Mudaliar. The college offers a variety of undergraduate programs in Arts, Commerce, and Management, focusing on equipping students with the skills needed to excel in a competitive world. Emphasizing academic excellence, critical thinking, and innovation, RBANMS promotes holistic development through extracurricular activities, including sports and community service. The experienced faculty provide personalized guidance, fostering a supportive learning environment. With modern facilities and a commitment to adapting to educational advancements, RBANMS First Grade College is dedicated to shaping future leaders through quality education and comprehensive personal growth.

Introduction of the seminar

In today's job market, your online presence plays a crucial role in attracting potential employers. This seminar will provide insights into optimizing your digital profiles, particularly on platforms like LinkedIn, to enhance your professional image and visibility. We'll cover essential topics such as effective personal branding, showcasing your skills online, and managing your online reputation. Our expert speakers will share valuable strategies and tips, followed by discussions to help you implement what you've learned.

Resource person

Mr. Jojo Jose is an HR professional with over 18 years of experience across various industries. He has worked with leading companies like Elcicon, Design Concepts, Teamlease, and Ispace, specializing in recruitment and talent management. Additionally, he is an entrepreneur, founding multiple ventures, including Stream source Services, We Do Property Consultants, SourceTal, and Enterprise.

About SourceTal:

SourceTal, established in 2017 and based in Bangalore, is an HR consulting company that offers recruitment services, People Experience Partnership (PX Partners), and training for entry-level candidates. The company is dedicated to enhancing workplace culture and empowering individuals to succeed in their careers.

Course Content

1. Introduction to Digital Profile Optimization

- Importance of online presence in today's job market
- Overview of key platforms (LinkedIn, Twitter, etc.)

2. Building a Strong LinkedIn Profile

- Crafting a compelling headline and summary
- Highlighting skills and endorsements
- Utilizing multimedia (images, videos, presentations)

3. Personal Branding Strategies

- Defining your personal brand
- Aligning your online presence with career goals
- Creating consistent messaging across platforms

4. Effective Networking Techniques

- Strategies for connecting with industry professionals
- Engaging in relevant groups and discussions
- Leveraging recommendations and testimonials

5. Showcasing Your Skills and Experience

- Tips for presenting achievements and work experience
- Using storytelling techniques to highlight your journey
- Importance of volunteering and project work

6. Managing Your Online Reputation

- Monitoring your digital footprint
- Strategies for addressing negative feedback
- Ensuring privacy and security on social media

7. Utilizing Social Media in Job Search

- Best practices for using platforms like Twitter and Facebook for job hunting
- Participating in industry discussions and forums
- Following companies and influencers

8. Preparing for Recruitment Processes

- Understanding what recruiters look for in profiles
- Tailoring your profile for specific job applications
- Preparing for interviews with a strong online presence

9. Interactive Session and Q&A

- Open floor for questions and discussions
- Sharing experiences and insights

Expected Outcomes

1. Understand the importance of a strong online presence.
2. Create and optimize LinkedIn profiles effectively.
3. Develop a consistent personal brand.
4. Build and expand professional networks.
5. Present achievements attractively to recruiters.
6. Manage online reputation proactively.
7. Utilize social media for job searching.
8. Prepare tailored profiles for recruitment.
9. Engage in interactive discussions.
10. Receive actionable strategies and resources.



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Photos





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BANGALORE - 560 042.
Ph : 25512978

Sample Student Feedback

Sl.no	Name	Feedback
1	Abhishek .B	Excellent
2	Aishwarya	Nice
3	Sherin Dosthy	Average
4	Shravani	Great.
5	Chandra Eist	Excellent
6	Shivakumar	Good
7	Kavitha S V m	Better
8	Kiranraj.d	Kiran / Good
9	Naren Kanna	Naren Awesome
10	Kenneth	Kenneth Best


Organizer


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No. 12, Anneswamy Mudalliar Road
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Ph: 25512976



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S Divya

Assistant Professor

RBANMS First Grade College

#12 Anna Swamy Mudaliar Road

Bangalore 560042

30/4/2024

Subject: Thank You letter

Dear Mr. Jose,

I hope you're doing well.

I would like to express my sincere gratitude to you for being a resource person at the *Digital Profile Optimization for Social Media Platforms* workshop held on **April 27, 2024**. Your expertise in personal branding and optimizing digital profiles for social media was incredibly valuable to all participants.

The practical tips and strategies you shared were not only informative but also highly relevant to today's digital world. We have received excellent feedback from attendees who found your session both insightful and motivating.

Thank you once again for your time, effort, and contribution to the success of this workshop. We look forward to collaborating with you again in the future.

Best regards,

S Divya

Assistant Professor

RBANMS First Grade College


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Ph : 25512976

5.1.3 Capacity building & skills enhancement initiatives

ICT/Computer skills

GENIALLY CLASSROOM

LIST OF DOCUMENTS	
SL.NO	NAME OF THE DOCUMENTS
1	Brochure
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**RBANM's
First Grade College**

**DEPARTMENT OF COMPUTER SCIENCE
ARE CORDIALY INVITING YOU**

GENIALLY CLASS ROOM

18/04/2024

**We invite BCA II year students to attend the
genially class room**

**Organised by:
BCA DEPARTMENT**

Venue:RBANM's FGC Second Floor Computer LAB



**RBANM's
First Grade College**

Date: 12.04.2023

Circular

As an initiative of the IQAC, the Department of Computer Science is organizing a session focusing on the "**Class Activity using Genially Class Room**" designed to enhance the skills, creative learning and interactive presentation in this rapidly evolving field for Second year students of BCA.

The session will be held on **18.04.2023** from 10.30 onwards at RBANM's **FGC Second floor Computer Lab.**

Students are hereby informed to attend the session compulsorily and make use of this opportunity to enhance your knowledge.

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An IQAC initiative in association with the Department of Computer Science



Report On

CLASS ACTIVITY USING GENIALLY CLASS ROOM

Sl. No	Table Contents	Page Number
01	Introduction of event • Objectives of event	1
02	ICT tools using Genially	1
03	Course Content	1
04	Outcome	2
05	Photos	2
06	Feedback	4

Objective of Interactive class:

Students will analyse complex concepts through interactive discussions and activities. They will apply theoretical knowledge to real-world scenarios and evaluate information critically. Students will also synthesize knowledge from multiple sources to solve problems creatively.

Our class will utilize digital tools to facilitate collaboration and communication, integrate multimedia resources for enhanced engagement, develop essential digital literacy skills, and explore emerging technologies to support interactive learning.

Information and Communication Technology tools using Genially classroom

Genially revolutionizes interactive learning, empowering educators to create captivating lessons, quizzes, and presentations. This innovative platform unlocks student engagement, fostering active participation and deeper understanding. With thousands of customizable templates and a user-friendly interface, teachers can easily integrate multimedia content, track progress, and assess student comprehension. Discover how Genially transforms classrooms into immersive, 21st-century learning environments.

Course Content

HTML Topics:

1. Introduction to HTML
2. Basic HTML Structure (tags, attributes, elements)
3. Headings, Paragraphs, and Text Formatting
4. Lists (Ordered, Unordered, Definition)
5. Links and Anchors
6. Images and Multimedia
7. Tables and Table Styles
8. Forms and Input Types
9. Semantic HTML (Header, Nav, Section, Article, etc.)
10. Accessibility in HTML
11. HTML5 Features (Canvas, Video, Audio, etc.)
12. HTML Validation and Debugging

CSS Topics:

1. Introduction to CSS
2. CSS Selectors (Element, Class, ID, etc.)
3. Colour Theory and Colour Models
4. Font Styles

5. Box Model and Layout
6. Margin, Padding, and Border
7. Background Images and Gradients
8. CSS Positioning (Static, Relative, Absolute, etc.)

Outcome

By leveraging Gentilly's interactive and versatile platform, educators can bridge the gap between theory and practice, catering to diverse learning styles and needs. As an education continues to evolve, Gentilly's cutting-edge solutions ensure teachers stay ahead of the curve, shaping a brighter future for students.

Key benefits of using Genially in teaching include:

- Enhanced student engagement
- Improved learning outcomes
- Increased teacher efficiency
- Personalized learning experiences
- Developed digital skills

Photos





Bengaluru, Karnataka, India

R.B.A.N.M's First Grade College R.B.A.N.M's First Grade College(Day/Evening), P4222, Rukmani Colony, Shivachetti Gardens, Bengaluru, Karnataka 560042, India

Lat 12.981626°

Long 77.614831°

18/04/23, 10:46 AM GMT +05:30



Bengaluru, Karnataka, India

R.B.A.N.M's First Grade College R.B.A.N.M's First Grade College(Day/Evening), P4222, Rukmani Colony, Shivachetti Gardens, Bengaluru, Karnataka 560042, India

Lat 12.981572°

Long 77.614873°

18/04/23, 10:47 AM GMT +05:30

[Signature]
PRINCIPAL

R.B.A.N.M'S First Grade College
No. 12, Annaswamy Mudaliar Road
BANGALORE - 560042.
Ph: 25512976



Sample Student Feedback

SL NO	NAME	FEEDBACK	SIGNATURE
01	Ashwani	Excellent	Ashwani
02	Sunitha	Good	Sunitha
03	Kiranrajul	Helpful	Kiranrajul
04	Sherin Dsouza	Best Experience	Sherin
05	Aishwarya	Awesome	Aishwarya
06	Chandra Bist	Nice	Chandra
07	Kenneth	Encouraging	Kenneth
08	Ashish B	Informative	Ashish
09	Pravara	Both	Pravara
10	Shishu	Nice	Shishu
11	Naren Kanne	Very Good	Naren

Organizer

PRINCIPAL

R.B.A.N.M'S First Grade College
 12, Annaswamy Mudaliar Road
 BANGALORE - 560 042.
 Ph: 25512976



CERTIFICATE

OF PARTICIPATION

This Certificate Is Presented To

M. Aishwarya

**This certificate is given to his/ her active participation in
the workshop on "Communication and resume writing
skills" .**

S. D. A

Organiser



for *Principal* *K.R.*

Principal



CERTIFICATE

OF PARTICIPATION

This Certificate Is Presented To

Kallu Punita

**This certificate is given to his/her active participation in
the workshop on "Stress Management" .**

Organiser



Principal



CERTIFICATE

OF PARTICIPATION

This Certificate Is Presented To

A. Shrawani

***This certificate is given to his/her active participation in
the workshop on "Skill Enhancement for Better Job
Prospective" .***

Organiser



Principal



CERTIFICATE

OF PARTICIPATION

This Certificate Is Presented To

Abhishek . B

***This certificate is given to his/her active participation in
the workshop on "Digital Profile Optimization For Social
Media Platform" .***

Organiser



for Prashanth K.R
Principal