

**Placement Training Program for CHR batch**

**Report on Placement Training Program for CHR- (HR Club)**

<b>Date</b>	2 <sup>nd</sup> Feb 2023
<b>Time:</b>	1:45- 2:45 PM
<b>Venue:</b>	Seminar Hall 5
<b>Section:</b>	CHR 1 and 2
<b>Batch:</b>	2022-24
<b>Semester:</b>	II
<b>Guest/Speaker Name:</b>	NA
<b>Guest/Speaker Designation</b>	NA
<b>Guest/Speaker Contact No &amp; Email Id:</b>	NA
<b>Guest/Speaker Company/ Institute Name:</b>	NA
<b>Faculty Coordinators Name:</b>	Dr. Pallavi Vyas and Dr. Dinesh N
<b>Topic:</b>	Pre- Placement Training- The art of Resume Writing
<b>Moderator (if any)</b>	NA
<b>No. of Attendees</b>	47
<b>Feedback:</b>	YES
<b>Brochure: (if any)</b>	YES
<b>Budget of the Program (if any):</b>	NA
<b>Revenue Collected: (if any)</b>	NA

**1. Introduction:**

The HR area organized a placement training program for CHR 2<sup>nd</sup> semester students while focusing on resume writing to enable them to understand the Do's and Don'ts of resume writing and thus prepare for future placements.

**2. Venue (Outside/Inside the campus):** In Campus, Seminar Hall 5

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#### 3. Program Objectives:

To enable the students to apply knowledge of management in general and use it effectively while preparing for future placements.

#### Relevance to PO, Relevance to PEO and PSOs

PO	Program Objective (PO)
PO1	PO1 - Apply knowledge of management theories and practices to solve business problems
PO2	PO2 - Develop analytical and critical thinking abilities for data-based decision making
PO3	PO3 - Understand, analyse and communicate global, economic, legal and ethical aspects of business
PO4	PO4 – Identify and apply trans-disciplinary tools and techniques for projects and solving problems
PO5	PO5- Lead oneself and others in the achievement of organizational goals and contribute effectively to a team environment
PO6	PO6 - Inculcate entrepreneurial mind-set for sustainability
PO7	PO7 - Imbibe value-based leadership for Excellence
PSO	Program Specific Objective (PSO)
PSO1	Demonstrate effective response to industry challenges by applying managerial tools and techniques for a sustainable society
PSO2	Appraise the complex specificities of Indian Business to garner global reputation
PSO3	Develop a holistic thinking solopreneur for a self-sufficient society

#### 4. Activity Overview:

The HR area under ABOARD team organized a pre- placement training program for CHR students while focusing on the art of effective Resume Writing. The students of CHR 2<sup>nd</sup> Semester were mentored and guided on how to write their resumes effectively by Dr. Pallavi Vyas. They were made to write their resumes followed by important tips and Do's and Don'ts of resume writing

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**5. Guest/Speakers' Profile: NA**

**6. Summary and Key Learnings of the session:**

The Resume Writing Workshop was planned to equip the students with the necessary tips on resume writing. The main objective was to give them a hands on experience on how to present their information in a chronological and effective manner and the tips on what points to include and not to include in their resumes. The workshop was able to fulfill the stated objectives.

**7. Participant details:** All CHR 1 and 2 students 2022-24 Batch (Attendance Attached)

**8. Details of Winners (if applicable): - NA**

**9. Details of the judges (if applicable): - NA**

**10. Attendance records:**



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RESUME WORKING, WORKSHOP  
2nd March 2023 (CHR 11<sup>th</sup> Sem)

Sl.	USN	Name	Signature
1	22MBAR0317	ANUSHA S BANAKAR	<i>Anusha</i>
2	22MBAR0301	ARGHYA BHATTACHARYA	<i>Arghya Bhattacharya</i>
3	22MBAR0969	ARYAN SAHU	<i>Ar</i>
4	22MBAR0131	ASHWINI S	<i>Ashwin</i>
5	22MBAR0503	BHUMANSHI BIJLANI	<i>Bhumanshi</i>
6	22MBAR0335	DEVIKA M	<i>Devi</i>
7	22MBAR0489	DISHA PORWAL	<i>Ar</i>
8	22MBAR0874	H ABIRAMI	<i>Ar</i>
9	22MBAR0188	JOEL THOMAS	<i>Joel</i>
10	22MBAR0306	KAKARLA SRI VIDYA	<i>Vidya</i>
11	22MBAR0697	KAVYA P	<i>Ar</i>
12	22MBAR0960	KOVELA HARI LOHITH	<i>K. Kovela Hari</i>
13	22MBAR0330	MANNE TEERDHAANI	<i>M. Teerdhaani</i>
14	22MBAR0552	MIMI PAUL	<i>Mimi</i>
15	22MBAR0307	MINAKSHI KUMARI	<i>Minakshi</i>
16	22MBAR0461	MOHAMMED SHIEK SHABUDDIN	<i>M. Shabuddin</i>
17	22MBAR0315	MRIDUL MUNDA	<i>Ar</i>
18	22MBAR0926	MRINAL GOYAL	<i>Ar</i>
19	22MBAR0836	N SAMYAKTHA PONMANI	<i>N. Samyaktha</i>
20	22MBAR0535	NAVEEN R	<i>Ar</i>
21	22MBAR0789	P NIKITHA BHANDARKAR	<i>Nikitha</i>
22	22MBAR0345	PAIDIMARRI PRAGNA VIKASITHA	<i>Pragna</i>
23	22MBAR0876	PRAGATHI N	<i>Ar</i>
24	22MBAR0309	PUPPALA SRI GAYATRI	<i>P. Sri Gayatri</i>
25	22MBAR0347	RAMYA JAYAKAR POOJARY	<i>Ramyajayakar</i>
26	22MBAR0342	RENITA BARUAH	<i>Renita Baruah</i>
27	22MBAR0657	S PRITHVI	<i>Prithvi</i>
28	22MBAR0523	SABAREESHRAJ V	<i>S. Sabareeshraj</i>
29	22MBAR0899	SATYAM SINGH	<i>Ar</i>
30	22MBAR0469	SHEETAL SRIVASTAVA	<i>Sheetal</i>
31	22MBAR0515	SHREEVARSHA M S	<i>Ar</i>
32	22MBAR0922	SHRENI SHRESHTH	<i>Ar</i>
33	22MBAR0314	SREELAKSHMI MADHU	<i>Sreelakshmi</i>
34	22MBAR0333	SUKESH GOWDA V	<i>Sukesh</i>
35	22MBAR0316	ANJU S	<i>Anju</i>
36	22MBAR0542	ANUSHKA DIXIT	<i>Anushka</i>
37	22MBAR0873	ARJUN C VENU	<i>Arjun</i>
38	22MBAR0655	ARJUN DESHPANDE	<i>Arjun</i>
39	22MBAR0302	ARSHIYA MAZE	<i>Arshiya</i>
40	22MBAR0463	BAISHNOVI ROURTRAY	<i>Baishnavi</i>
41	22MBAR0660	BALAJI R	<i>Ar</i>
42	22MBAR0533	BAZILA ARSH	<i>Bazila</i>
43	22MBAR0619	CHEFFA RAUF SUNTA	<i>Cheffa</i>

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44	22MBAR0133	CHHAYA BARDIA	<i>Chhaya Bardia</i>
45	22MBAR0943	GEETHANJALI S	<i>Geethanjali S</i>
46	22MBAR0341	HALWAI NEHA CHANDRABHAN	<i>- FEST -</i>
47	22MBAR0151	HARSHITHA V	<i>Harshitha V</i>
48	22MBAR0696	JEFFREY DANY OSBORN J	<i>Jeffrey Dany Osborn J</i>
49	22MBAR0051	KARISHMA CHOWDHARY	<i>Karishma</i>
50	22MBAR0136	KARTHIKA A	<i>- AR -</i>
51	22MBAR0329	KAZI MUZAMMIL AHAMED	<i>K Muzamil</i>
52	22MBAR0013	KRISHNA SRIKAR WUPPALA	<i>Krishna Srikar</i>
53	22MBAR0944	MOHAMMAD SUFFIYAN S	<i>Muhammed Suffiyan S</i>
54	22MBAR0787	NARINA SAI KEERTHI	<i>Narina Sai Keerthi</i>
55	22MBAR0014	NAVANEETH UDUPA K	<i>Navaneeth Udupa K</i>
56	22MBAR0452	NEHA SARA JALAN	<i>- FEST -</i>
57	22MBAR0701	NIKQILAN N S P	<i>Nikqilan</i>
58	22MBAR0570	POTHIREDDY SRAVANI	<i>P. Sraavani</i>
59	22MBAR0536	POUSHALI SAHU	<i>Poushali Sahu</i>
60	22MBAR0878	PRATHIBA N	<i>- AR -</i>
61	22MBAR0331	PROGYAN JYOTI CHETIA	<i>Progyan Jyoti Chetia</i>
62	22MBAR0977	PURVI N	<i>- AR -</i>
63	22MBAR0958	ROHIT KUMAR SINGH	<i>- AR -</i>
64	22MBAR0834	SHEELA ROBERT	<i>- AR -</i>
65	22MBAR0476	SHIVANGI SUMAN	<i>Shivangi Suman</i>
66	22MBAR0800	SOMYA SINHA	<i>Somya Sinha</i>
67	22MBAR0313	SOURAV SAHA	<i>Sourav Saha</i>
68	22MBAR0923	SRUTHI S KUMAR	<i>Sruthi S Kumar</i>

### 11. Participants' Feedback, Feedback Analysis, and Attainment Calculation:

Questions to Map Pos	List of Pos & PSOs	Wt Score					Wt. Score
		5	4	3	2	1	
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	
Demonstrate analytical and critical thinking abilities in decision making	PO2 PO7	16	5	0	0	0	100
Help you to understand the latest management practices in Business Scenario	PO1	14	7	0	0	0	98
Helps you to identify entrepreneurial solutions to difference professional & personal challenges	PO5	14	6	1	0	0	97

**Placement Training Program for CHR batch**

**HRM CLUB**

POs	Q1	Q2	Q3	Q4	Q5	Q6					Q7	Q8	Captured By	Total Attainment Score	Level Achieved
PO1		93%											Q2	93%	3
PO2	95%												Q1	95%	3
PO3															
PO4															
PO5			92%										Q3	92%	3
PO6															
PO7	95%												Q1	95%	3
PSO1															
PSO2															
PSO3															

**12. Proposals for the Event/Programme:**

To,

The Programme Coordinator for kind approval,

**Sub:** Approval for Conducting a Placement Training Activity

The purpose of the resume writing workshop is to provide specific inputs and exposure from a placement perspective on the art of effective Resume Writing. The activity has been planned for 1 hour. The planned program duration will be during 1: 45 pm to 2: 45 pm on 2<sup>nd</sup> March 2023.

Respected Programme Coordinator your kind approval is requested for the conduct of the same.

The Dean has recommended this proposal.

Kind Regards,

Faculty Coordinator  
OB & HRM  
Signature

Programme Coordinator  
Approval Authority  
Signature

### Placement Training Program for CHR batch

#### 13. Minutes of Meetings:

<b>Meeting Title</b>	Placement Training	
<b>Date of Meeting</b>	19 <sup>th</sup> Feb	
<b>Meeting Venue</b>	Room 211	
<b>Meeting Agenda</b>	To plan and discuss the pre-placement activity for CHR students	
<b>In Attendance</b>	<b>Name</b>	<b>Title/Department/Organization</b>
1	Dr. Dinesh N	HR & OB
2	Dr. Pallavi V	HR & OB
<b>Key Meeting Outcomes</b>		
	<ul style="list-style-type: none"> <li>Plan to conduct the activity on 23<sup>rd</sup> Feb was finalised followed by approval from the area chair</li> <li>The venue and other requirements were finalised</li> </ul>	
<b>Action Plans, if any (along with the First Person Responsible)</b>		
	<ul style="list-style-type: none"> <li>The venue was to be booked and brochure to be prepared by Dr. Pallavi V.</li> </ul>	

#### 14. Budget: - NA

#### 16. Trailing Emails/communications:

Resume Writing Workshop 🗑

**D** **Dr. Pallavi Vyas** <dr.pallavi\_vyas@cms.ac.in> 📧 Wed, Mar 1, 3:28 PM (2 days ago) ☆ ↶  
to Anju, Anusha, Anushka, Arghya, Arjun, Arshya, Aryan, Ashwini, Baishnvi, Balaji, Bazila, Bhumanshi, Cheffa, Chhaya, Devika, Disha, Geethanjali, Abirami, Neha, Harshitha, Jeffrey, Joel, Kakarla, Karishma, Kar

Dear Students,

Hope this email finds you well and in good spirits!

As a part of our placement training initiatives, team **ABOARD** has planned a Resume Writing Workshop for all CHR students (2022-24 batch). Kindly refer to the attached poster for the same. The details of the activity are as follows:

**Time:** 11:45 - 2:45 PM  
**Date:** 2nd March 2023  
**Venue:** Seminar Hall 5

**NOTE:** Please carry your laptop with fully charged batteries.

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Best

Dr. Pallavi Vyas  
Faculty of Management Studies  
CMS Business School  
Jain (Deemed-to-be) University

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One attachment • Scanned by Gmail 📧



### Placement Training Program for CHR batch

#### 15. Any other related details: - Brochure



#### 16. Pictures for the Event:



**Placement Training Program for CHR batch**



*Fig : Pre- placement Training, Resume Writing Workshop, held on March 2<sup>nd</sup> 2023 (Batch and Event: 2022-24; Programme: II Semester CHR)*

**Faculty Name: Dr. Pallavi Vyas**

**Students Name: ALL CHR II Sem**