



Centre of Excellence



GOVT. COLLEGE SANJAULI SHIMLA – 171006, H.P. (India)

Co-Educational Institution

Affiliated to Himachal Pradesh University Shimla – 5

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Supporting Document for 5.1.3: Guidance for Competitive Examinations and Career Counselling

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5.1.3: Guidance for Competitive Examinations and Career Counselling

The college started its career counselling cell in the year 2017. The students are counselled by the staff members right from the time they come for the admissions. Our special focus is on the students of B. A 3rd year. Final year students are informed by the teachers about the career options they can take up and also about the ways to prepare for the various entrance exams. Besides the above we are making efforts to arrange talks on topics like skill development, career options after graduation to name a few.

Career Options for Students of Languages

Dr. Kamayani Bisht interacted with students of the PG programs in Hindi and English (M.A) and students who have English as their optional subject of study in the undergraduate programme. In the two hour long session, she addressed concerns about career options being limited after graduating with languages as major fields of study. She spoke at length about careers in Media, as content writers/editors, in publishing houses, for social media websites and portals, as translators in the publishing industry, in the media, in PR agencies, embassies, travel industry, in the marketing Industry, as HR managers, as Corporate Trainers, as researchers/analysts. The obvious traditional career prospects like teaching and journalism (after going through the required process) are still popular with language graduates. She stressed on linguistic dexterity and the need to acquaint oneself with at least one foreign language if one hopes to pursue a career in a foreign country. The session was attended by 93 students

and the enthusiastic participation in the Q n R session was an index of the relevance of the topic.




Yashvi
Principal
Govt. College Sanjauli
Shimla-06
Principal
GOE, Govt. College
Sanjauli, Shimla-6

Centre of Excellence, Government College, Sanjauli - H.P.



Career counseling and placement cell of the college organised a special talk on skill development to get employment .Dr Himesh Sharma from skill labs shared his view with the students and gave the tips how to prepare for exams and how to face interview.He also shared his views how to increase communication skills to get the employment on corporate world. Members of the placement cell Dr.R.L.Sharma, Prof.Shivani Sood and Prof Malavika Narayan were present in this programme. Dr.CB Mehta also shared his views about the skill development and emphasized the need of skill development for employment.


Principal
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Press Note

Dated: 18.03.2017



Geographical Society of Geography Department, GC Sanjauli organized a seminar for the students of geography (18.03.2017). In this seminar students were told about what is Geography and its importance in today world. Students were also informed about career and opportunities in this subject. The resource person for this occasion was Dr. Anurag Sharma. He simplified difficult concept of Geography and students were spell bound. Principal Diksha Malhotra was the Chief Guest for this seminar. The event was co-ordinator by Mrs. Bharti Bhagra (Head of the Department), Mrs. Archana Gupta and Mrs. Mona Sharma the teachers of Geography. This seminar was anchored by Shivani Verma of 6th semester (Geography Major). In concluding the Principal of the college told students to take home what is giving by the resource person and asked students to learn this subject more deeply it will help them in competitive examination Entire audience was assumed to know new things about this subject.

H.O.D. Geography


Principal
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PRESS NOTE

दिनांक 28.09.2021



Today Dated 28-9-2021, Centre of Excellence, Govt College Sanjauli in collaboration with Kaushal Vikas Nigam organized a one-day workshop on Skill Development. The workshop was attended by 150 students Principal Dr. C.B.Mehta encouraged the students and said that they should work hard and benefits from various government schemes.

K. Mehta
Principal
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A report on extra classes conducted for the Post Graduation Competitive exams in December 2019 and May 2020


In December 2019, as an Assistant Professor at Government College Sanjauli, I offered extra classes to my political science students for post-graduation university entrance exam preparation. A total of 20 students attended these classes, which were conducted offline.

Due to the COVID-19 pandemic, in May 2020, I offered another set of extra classes for post-graduation university entrance exam preparation to my students, which were conducted online. A number of students attended these online classes and were provided with relevant study material and practice tests.

Despite the challenges posed by the pandemic, the online classes provided a valuable opportunity for students to deepen their understanding of political science, engage with important issues, and prepare for post-graduation university entrance exams.

I am pleased to inform you that I have attached the evidence regarding the success of the classes. The evidence includes the letter of appreciation of the students who attended the classes and cleared the post-graduation university entrance exams .

The evidence serves as a testament to the effectiveness of the extra classes in helping students prepare for post-graduation university entrance exams. I am proud of my students' achievements and grateful for the opportunity to have been a part of their success.


Principal
Govt. College Sanjauli
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Abhishek Thakur

Appreciation Letter for professor


To,

Respected Sir,

This is to acknowledge the efforts and hard work of my former professor, teacher and a guide **Mr. Abhishek Thakur** who is presently working as Assistant Prof. at 'Centre of Excellence' Govt. Degree College Sanjauli.

My name is Diksha Chauhan and I have been the student of Mr. Abhishek sir for the session(2017-2020). I completed my B.A. in political science in the year 2020 from Govt.

Degree College, Sanjauli. The journey ahead was uncertain then but under the guidance and counselling of Mr. Abhishek sir I got admission in M.A. political science in Panjab University in the same year. The extra classes given by him during under-graduation added more value to my core subject knowledge. He used to take classes even on Sunday sometimes which showed his passion towards teaching and his profession. Subsequently, when the pandemic hit us all, Sir conveniently adapted to the online mode of teaching and provided us with handwritten academic material on google classroom application. Notably, I also qualified NET examination of Dec June 2021 merged session in my first attempt, and a huge chunk of motivation and academic assistance came from sir. I would always admire and appreciate his dedication towards his students and remain grateful for making me do my best.


Principal
Govt. College Sanjauli
Shimla-06
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Yours Sincerely,
Diksha Chauhan

I, Harsh Sharma, during my MA's post semester examination break in December 2019 attended some special lectures conducted by professor Abhishek Thakur at my alma mater C.O.E. Government College, Sanjauli, Shimla. These lectures largely related to Political Theory and helped me refine my conceptual clarity, later proving even more helpful when I finally cracked the UGC-NET exam with JRF in my first attempt in 2020. These lectures were not part of the curriculum but a kind, voluntary initiative on the part of professor Abhishek, making it an unforgettable and an inspiring example for me as an aspiring teacher.

Dated- 06-03-2023



Harsh Sharma
PhD Research Scholar
Department of Political Science,
Panjab University, Chandigarh



Principal
Govt. College Sanjauli
Shimla-06
C.O.E. Govt. College
Sanjauli, Shimla-6

TO

PROFESSOR ABHISHEK THAKUR

DEPARTMENT OF POLITICAL SCIENCE

CENTRE OF EXCELLENCE, GOVERNMENT COLLEGE

SANJAULI SHIMLA (HIMACHAL PRADESH)


My name is Sapna. I am a former student of Government College Sanjauli. I have completed my Graduation from the Department of Political Science GDC Sanjauli in 2020.

During my B.A course, I have studied my five semesters under the supervision of Professor Abhishek Thakur (2017-2020). During that period Professor Abhishek used to conduct our extra classes from time to time. Those classes were for our personality development, communication improvement and to make us familiarize with career opportunities in Political Science. Those classes were very beneficial for the Master's entrance exams as well as for other competitive exams. In those extra classes, we used to cover those areas which were not part of our B.A syllabus.

The spread of COVID-19 has led to the closure of educational institutions all over the world. During that period online learning was adopted by him. He used to conduct online classes on google meet and all the important notes were circulated through google classroom. In this way, our study was not hampered during the pandemic situation.

I am writing this letter to express my sincere gratitude to Professor Abhishek Thakur. It was due to his effort I got admission to the Department of Political Science at Panjab University Chandigarh (M.A). The concept taught by him helped me a lot in my M.A course. In 2022, I have qualified for UGC-NET with JRF which was not possible without his supervision, help, and support.

NAME: SAPNA


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Be Your Own Boss!

The NSS unit, Government College Sanjauli conducted a two day awareness programme on “Be Your Own Boss: Ideas for Self-employment” on 18-19 th December, 2020. Owing to the insecurities in the job market, mass lay-offs across the globe, it has been felt that young people on the verge of graduating need to be made aware of options and avenues of self employment so that they may live financially viable lives. Shimla does not have too many industries in its vicinity that can assimilate mid-level educated people. To guide the students on options of employment, the NSS programme officer, Mr. Vikas Nathan organized a workshop in which two resource persons; Ms Kanupriya Handa and Mr Atul Handa guided students through online sessions from Canada. 150 NSS volunteers attended the workshop in the College seminar room.

On day1, Atul Handa engaged with students and told them that the first requirements of self employment are:

Identifying one’s skills and passions: Take some time to think about what one is good at and what one enjoys doing. This can help one narrow down potential business ideas that align with one’s strengths and interests.

Research the market: Before starting a business, it’s important to research the market to determine if there is a need for the product or service one is offering. One should also investigate competitors and determine how one can differentiate oneself from them.

Create a business plan: A business plan is a roadmap that outlines the goals, strategies, and financial projections for your business. It’s important to create a comprehensive plan that outlines everything from start-up costs to marketing strategies.

Build your network: Networking is critical for any entrepreneur. Attend industry events, join professional organizations, and reach out to potential mentors who can offer guidance and support.

Be prepared for challenges: Self-employment can be rewarding, but it can also be challenging. Be prepared to work long hours, handle unexpected obstacles, and manage finances carefully.

He told the participants about various options of employment such as;

Freelancing: such as writers, graphic designers, programmers, and marketers, can work as freelancers and offer their services to clients on a project-by-project basis

Consulting: If one has specialized expertise in a particular field, one can offer consulting services to businesses and organizations.

E-commerce: With the rise of online shopping, e-commerce has become an increasingly popular option for self-employment. One can sell products through one’s own website or on platforms such as Amazon

Coaching and training: Expertise in areas such as fitness, business, or personal development, can enable one to offer coaching and training services to clients.

Real estate: Becoming a real estate agent or broker to buy and sell properties.

Pet services: With the increase in pet ownership, offering services such as dog walking, pet sitting, and grooming can be a profitable self-employment option.

Food and beverage: If one has a passion for food and beverage, one can start one's own restaurant, food truck, or catering business.

Home services: One can offer services such as cleaning, landscaping, and home repairs to homeowners in the city one lives in.

Art and design: If one is creative and artistic, one can offer services as a painter, sculptor, photographer, or graphic designer.

Event planning: If one has strong organizational and interpersonal skills, one can start an event planning business and help clients plan and execute events such as weddings, corporate events, and parties.

Personal services: You can offer personal services such as personal grooming, personal styling, and personal concierge services to busy professionals and individuals.

Education and tutoring: If one has a teaching background or expertise in a particular subject area, one can offer tutoring services to students of all ages.

Health and wellness: One can offer services such as massage therapy, yoga instruction, or health coaching to clients seeking to improve their physical and mental well-being.

Technology services: If you have technical expertise, you can offer services such as IT consulting, web development, or app development.

Handmade products: If you're skilled at crafting handmade products such as jewelry, clothing, or home

decor items, you can sell them online, through local shops/ cafes or at local craft fairs.

Travel services: If one has a passion for travel, one can start a travel agency or offer services such as tour planning and itinerary creation to clients.

Online courses: If one has knowledge and expertise in a particular subject area, one can create and sell online courses through platforms such as Coursera.

Franchise ownership: If you're interested in running your own business but don't want to start from

scratch, you can consider owning a franchise of an established brand.

On Day2, Kanupriya Handa held a workshop to teach participants the technique of Design Thinking and its uses in personal ventures. She introduced the concept of design thinking and explained what it

entails;

Design thinking is an approach that is focused on understanding people's needs and creating innovative

solutions that meet those needs. There are several techniques that are commonly used in design thinking, including:

Empathy mapping: Creating a visual representation of the user's experience, emotions, and behaviors.

It

helps to gain a deeper understanding of the user's needs, desires, and pain points.

User persona: Creating a fictional character that represents a particular user group. The user persona is based on research and observation of real users and helps designers to design for specific user needs.

Brainstorming: This technique involves generating a large number of ideas in a short period of time. This encourages creativity and helps to generate a wide range of possible solutions.

Prototyping: Involves creating a physical or digital model of a solution. Helps designers to test and refine their ideas and get feedback from users.

Storytelling: Using storytelling to communicate ideas and solutions. It helps to engage and inspire stakeholders and build support for the solution.

Mind mapping: Creating a visual diagram to organize and explore ideas. Helps to generate new ideas and connections between different concepts.

Rapid prototyping: creating a quick, low-fidelity prototype of a solution. Allows designers to test and refine ideas quickly and efficiently.


User testing: This technique involves testing a prototype with real users to gather feedback and insights. This helps designers to understand how users interact with the solution and identify areas for improvement.

Co-creation: Involves involving users and stakeholders in the design process and helps to ensure that the solution meets the needs and expectations of the people who will use it.

Ms Kanupriya said, their company, Conceptell offers courses that train people in Design thinking.

Interested Colleges/individuals/businesses that feel interested may join the course. At the end, Mr.

Vikas Nathan thanked the resource persons and asked the participants to write a feedback on their experience of the workshop.


Principal
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Sanjauli, Shimla-6

Workshop on Personality Development

Report

Two day workshop held on 12-13 December, 2019

Resource Person: Dr Kamayani Bisht: Associate professor in English: GC Theog

Two day workshop was conducted for final year students of NSS and NCC units of the college. The workshop was jointly coordinated by Dr Meenakshi Sharma and Lt Dr Poonama Verma. The workshop was attended by 260 volunteers, cadets and rovers and rangers of the college. The Resource person, Dr. Kamayani Bisht from Govt. College Theog said, personality development refers to the process of enhancing and improving one's personal and professional traits, such as communication skills, confidence, leadership, time management, and emotional intelligence. A well-developed personality can help individuals build better relationships, make positive impressions, and achieve success in their careers.

She said the most important objectives of the workshop were:

Improved communication: Developing effective communication skills can help individuals express their ideas and thoughts clearly and confidently, which is essential for building relationships and advancing in their careers.

Enhanced confidence: A well-developed personality can help individuals feel more confident in their abilities, leading to better performance in their careers.

Leadership skills: Developing leadership skills can help individuals manage teams, motivate employees, and make strategic decisions in their careers.

Time management: Improving time management skills can help individuals prioritize tasks, meet deadlines, and achieve their goals in their careers.

Emotional intelligence: Developing emotional intelligence can help individuals manage their emotions, understand others' perspectives, and build positive relationships in their careers.

During the two days of the workshop, some activities that she engaged the students with were:

Icebreakers: She started the workshop with icebreaker activities to help participants get to know each other and feel more comfortable including introductions, group games, and team-building exercises.

Self-assessment: Gave personality tests, skill assessments, and goal-setting exercises to participants to complete a self-assessment to identify their strengths and weaknesses.

Role-playing: Used role-playing exercises to help participants practice effective communication and interpersonal skills. These included scenarios related to conflict resolution, giving feedback, and making presentations.

Group discussions: Organized group discussions to teach and demonstrate learning and knowledge-sharing among participants to encourage leadership, time management, and emotional intelligence.

Feedback sessions: Conducted feedback sessions for participants to give and receive feedback from each other. This included peer evaluations, constructive criticism, and positive reinforcement.

Problem-solving exercises: Did problem-solving exercises to help participants develop critical thinking and decision-making skills, like brainstorming sessions, and simulations.

Personal reflection: In the end, participants were given time for personal reflection to help them integrate their learning and insights into their daily lives. This was done through journaling, mindfulness exercises, and goal-setting activities.

Mindfulness exercises: meditation, deep breathing, and visualization to help participants reduce stress and improve focus and concentration.


Personal branding exercises: She trained participants to develop their personal brand, by defining their values, strengths, and unique selling points.

Public speaking exercises: Used public speaking exercises like extempore speaking, speech writing and delivery, and body language awareness to help participants improve their presentation and public speaking skills.

Team-building exercises: Included team-building exercises that helped participants develop their teamwork and collaboration skills.

Creative exercises: encouraged participants to think outside the box and develop their creativity. This included storytelling exercises, and visioning activities.

Post workshop feedback gathered from the students shows that they enjoyed the interactive nature of the workshop and wanted more such fun-learning sessions to be conducted in the college.


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Sanjauli, Shimla-6

Dr Meenakshi Sharma

NSS Program Office, Govt College, Sanjauli

Dr Poonama Verma

NCC Officer, Govt College, Sanjauli

Make the Best of Quarantine: Work Opportunities from Home

Three Day Workshop

Resource person: Mohit Sood

In a three day workshop conducted in the hybrid mode, from 26 th August to 28 th August,2021 for the NSS volunteers of Govt College Sanjauli, 90 students were made familiar with diverse ways of generating livelihood and self employment. The resource person, Mr Mohit Sood told the students that ‘Work from home’ has become increasingly popular in recent years due to advancements in technology and changes in work culture. The COVID-19 pandemic has further accelerated this trend as more companies and organizations have shifted to remote work to ensure the safety of their employees.

The benefits of work from home include increased flexibility, reduced commuting time and expenses, and the ability to work from anywhere with an internet connection. It also allows individuals to better balance their personal and professional lives.

Mr Sood said, many job roles can be performed remotely, including software development, content creation, customer service, administrative support, and marketing, among others. Additionally, freelance work and entrepreneurship have also become more accessible with the rise of remote work. While work from home offers many advantages, it also comes with challenges, such as the need for self-discipline, potential isolation, and the need for reliable technology. It is important for both employers and employees to establish clear expectations and communication channels to ensure a successful remote work experience.

He told them about options in fields such as;

Virtual assistant: Can provide administrative support to clients remotely, including scheduling appointments, managing emails, and conducting research

Software development: Many software developers work from home, developing, testing, and maintaining software applications for clients and companies

Content creation: Content writers, bloggers, and social media managers can work from home, creating and managing online content for clients and companies

Graphic design: Graphic designers can create and edit designs and graphics for clients and companies from home

Customer service: Many companies hire remote customer service representatives who can answer customer queries and resolve issues from home

Online tutoring and teaching: With the rise of online learning, there are many opportunities for teachers and tutors to work from home and deliver virtual lessons

Freelance work: offering their services in fields such as writing, design, programming, and marketing

Translation services: providing services remotely, translating documents, websites, and other materials for clients

Data entry and research: Companies and individuals often outsource data entry and research tasks to remote workers who can complete the work from home. Students can take these jobs

Food blogger: create content related to food, recipes, and cooking tips from home and share them on their blog or social media platforms

Food photographer: take photographs of food for clients, including restaurants, magazines, and websites, from home

Recipe developer: can create and test recipes from home for clients, including food companies, cookbooks, and websites

Food writer: can write articles, cookbooks, and other content related to food and drink from home for clients, including magazines, websites, and publishing companies

Food consultant: can provide advice and expertise on food-related topics to clients from home, including restaurants, food companies, and individuals

Catering services: offer virtual catering services where one can prepare and package the food, and then deliver it to the client's location

Online cooking classes: With the rise of online learning, cooking instructors are offering virtual cooking classes where students can learn to cook from home

Food delivery services: food delivery services, such as meal kit delivery companies, allow employees to work from home, taking orders and coordinating deliveries from a remote location

Food preserves: Making Jams, pickles and spices can be a good option

Baking: Breads, cakes and others related products

Fashion design: can design and create clothing, accessories, and footwear from home, and then sell designs online or through retailers

Fashion stylist: can work from home, providing advice to clients on fashion trends, wardrobe selection, and styling for photo shoots, videos, and events

Fashion blogger: can create content related to fashion, beauty, and lifestyle from home, and then share it on their blog or social media platforms

Hospitality consultant: can provide advice and expertise on hospitality-related topics to clients from home, including hotels, restaurants, and event venues

Event planning: can work from home, coordinating and planning events, such as weddings, parties, and

corporate events, for clients


Beauty consultant: can provide advice and expertise on beauty-related topics to clients from home, including skincare, makeup, and hair care

Makeup artist: providing makeup services for clients, including photo shoots, weddings, and special events

Art instructor: provide virtual art classes from home, teaching students various art techniques and styles

Graphic design for the arts: can create digital designs, such as posters, flyers, and brochures, for artists and galleries from home

He said, these were only a few of the vast range of things one can do from home. Any little area of expertise or interest can be easily developed into a full fledged career with a little investment. He also told the students of several government financing schemes that one (esp. girls) can avail of to kick start self employment projects. He told them of some NGOs who can be of assistance. The Convener, Career Guidance Cell, Dr Vinay Mohan Sharma and NSS Program Officer thanked Mr Sood for his valuable inputs.


Principal
Govt. College Sanjauli
Shimla-06
Principal
Govt. College
Sanjauli, Shimla-6

Notice

Dear Students,


We are pleased to announce that we will be conducting tutorials for aptitude tests. Aptitude tests are becoming an integral part of recruitment processes in many organizations. To help you prepare for these tests, we have designed a comprehensive tutorial program.

The tutorials will cover a wide range of topics, including numerical reasoning, verbal reasoning, abstract reasoning, and critical thinking. Our experienced teachers and experts from Nimbus Academy will guide you through these topics and provide you with the necessary skills to succeed in aptitude tests.

The tutorials will be conducted in small groups to ensure personalized attention and maximum learning. We will also provide you with practice tests and feedback to help you gauge your progress.

The tutorial program will begin on the 1st of November and will run for a period of eight weeks. The sessions will be conducted once in a week, on Saturday, from 3 pm to 5 pm.

To enroll in the tutorial program, please contact Dr. R. L. Sharma, convener of this program


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Circular For Career Counselling Of Final Year Students



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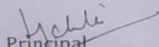
E-Mail Address: principalsanjauli@gmail.com


FAX/ Tel. No: 0177-2640332

Dated: 29.10.2018

Notice

All faculty members are hereby directed to use their tutorial sessions with final year students to guide them about different avenues of higher education after graduation and career options in their respective subjects. Please guide them about datelines and procedures for filling up admission forms in universities and tell them about the Portals and websites they can access for information regarding this. Career Guidance Cell will actively coordinate this activity and guide teachers with information.


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Circular For Career Counselling Of Final Year Students

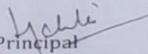



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Dated: 30.11.2019

Office Order

All teachers are hereby directed to use the tutorial classes with final year students to guide them regarding career and higher education options in their respective disciplines. This may please be undertaken seriously. External resource persons for such guidance may be invited if required, as per permitted TA/ DA provisions.


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Circular For Career Counselling Of Final Year Students



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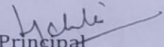
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Dated: 28.02.2021

Office Order

All the teachers are requested to utilize at least one online class per fortnight with their final year students to make their students familiar with career and higher education options after graduation in their respective subjects. Special focus needs to be on individual entrepreneurship and 'work-from-home' options keeping in view the Covid-19 situations that the world is facing. Report to the undersigned about the sessions undertaken by the last week of May 2021. External resource persons can be invited.


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Circular For Career Counselling Of Final Year Students



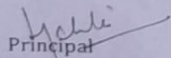
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Dated: 29.11.2021

Notice

All faculty members are directed to meet the students of final year in their tutorial sessions to make them familiar with prospects of higher education after graduation and career options in their respective subjects. Ensure focus on individual entrepreneurship and 'work-from-home' options. Resource persons may be invited to conduct additional workshops. Ensure maximum student attendance. You are directed to report to the undersigned about the sessions undertaken by the last week of March 2022.


Principal
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