

Government College of Education, Sector 20D, Chandigarh

(Affiliated to Panjab University, Chandigarh)



**GOVERNMENT COLLEGE OF EDUCATION
SECTOR 20, CHANDIGARH**
(Affiliated to Panjab University, Chandigarh)

Online Workshop on
Resume Writing

&

Interview Skills
Sponsored by RUSA
July 9, 2021, 10.00 AM to 1.00 PM (under IQAC)

Please Join through <https://meet.google.com/ktc-tuaf-ygr>



Honorable Speaker
Dr. Jasvir Kaur Chahal
Former Vice Principal
Government College of Education
Sector - 20 D, Chandigarh



Patron
Dr. A.K. Srivastava
Principal
Government College of Education
Sector - 20 D, Chandigarh



Convener
M.Ed Incharge
Dr. Balwinder Kaur
Associate Professor
Government College of Education
Sector - 20 D, Chandigarh




Co-ordinator
RUSA Coordinator
Dr. Neelam Paul
Associate Professor
Government College of Education
Sector - 20 D, Chandigarh



Student Coordinator
Mr. Bharat Sharma
B.Ed 2nd Semester



Repertoire
Ms. Samiksha
B.Ed 4th Semester



**GOVERNMENT COLLEGE OF EDUCATION
SECTOR 20, CHANDIGARH**
(Affiliated to Panjab University, Chandigarh)

Online Workshop on
Resume Writing

&

Interview Skills
Sponsored by RUSA
July 9, 2021; 10:00 AM to 1:00 PM (under IQAC)

- To help graduate and post graduate students in preparing eye catching resume
- To develop interview skills through guidelines
- To respond effectively to selection criteria in jobs
- To build their confidence level of interview
- To prepare students for responding to behavioural based interview questions

Programme

Joining the Link : **9:50 AM**

Attendance of Students : **10:00 AM**

Address by Principal Dr. A.K. Srivastava : **10:30 AM**

Welcoming the Resource Person by Dr. Balwinder Kaur : **10:40 AM**

First Session - Some Tips of Resume Building : **10:50 AM**

Second Session - Interview Skills : **11:45 AM**

Discussion Session : **12:45 to 1:00 PM**

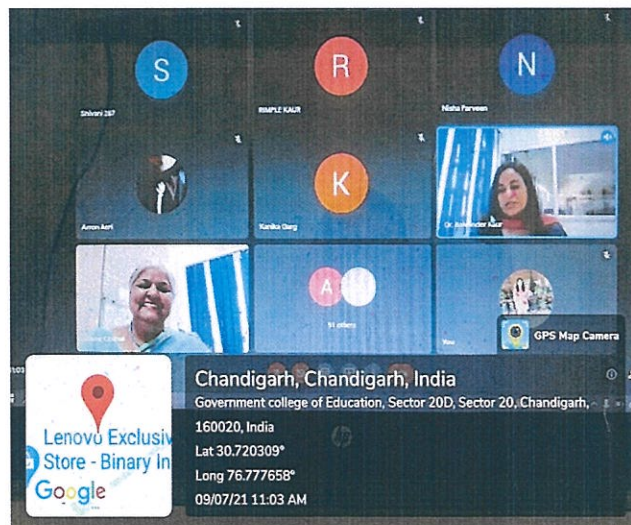
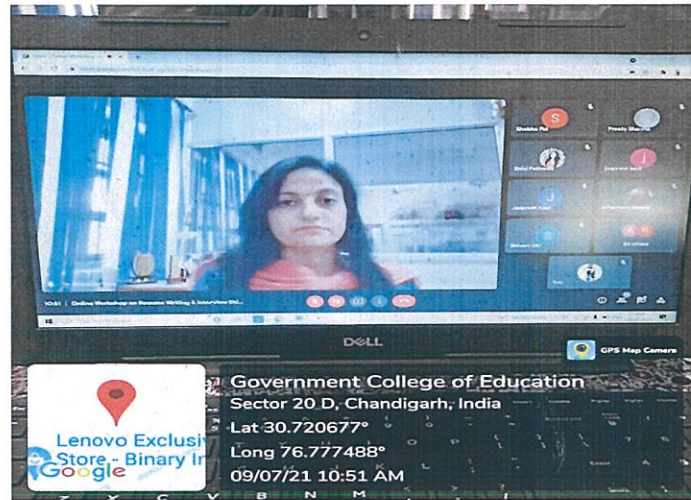
Vote of Thanks by Dr. Neelam Paul : **1:00 PM**

Online workshop was held on 9th July, 2021 at Government College of Education, Sector 20D, Chandigarh. The workshop was organized by RUSA Coordinator Dr. Neelam Paul and Convener Dr. Balwinder Kaur on the topic Resume Writing and Interview Skills. It was sponsored by RUSA. The speaker for the workshop was Dr. Jasvir Kaur Chahal, former Vice Principal of Government College of Education, Chandigarh. The workshop was conducted on Google Meet from 10:00am to 1:00 pm. The purpose of the workshop was to help graduate and post graduate students in making eye catching resume and to develop their interview skills. Around 90 students of the college attended the workshop.

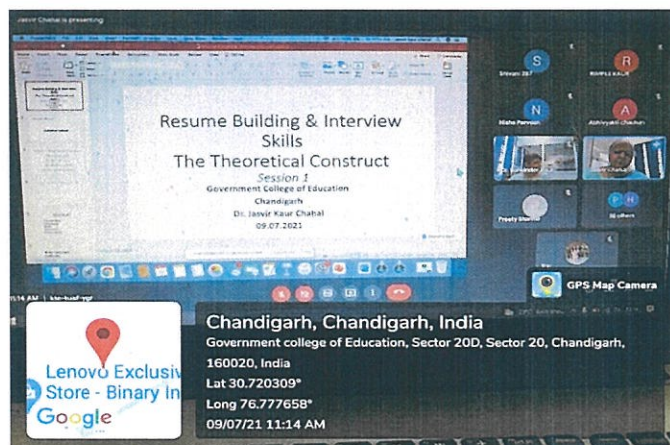
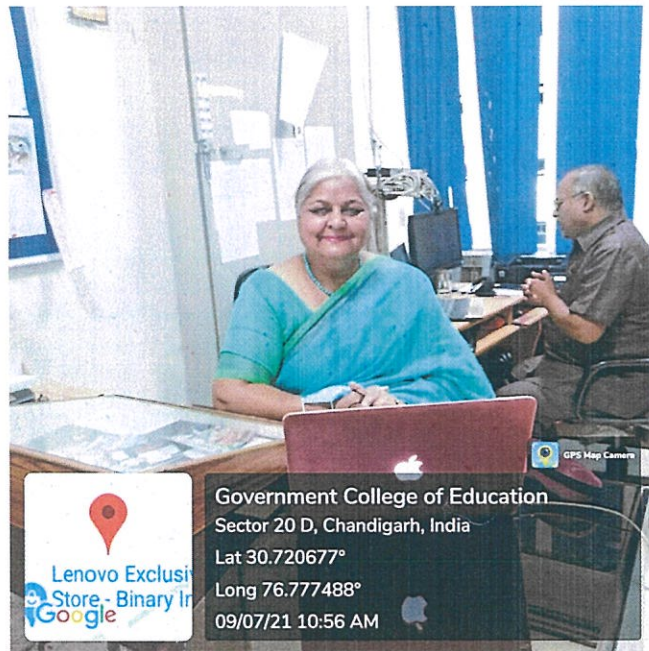
Dr. Balwinder Kaur initiated the session by welcoming the students. She called upon the Principal of the college Dr. A.K. Srivastava, who expressed his gratitude to Dr. Chahal and praised her for everlasting guidance and support towards the college. He also ensured that her tips on resume writing and Interview skills will definitely help the students in their lives.

Dr. Balwinder Kaur formally introduced the speaker Dr. Jasvir Kaur Chahal to the participants and welcomed her. She told that Dr. Jasvir Kaur Chahal was the Vice Principal & Associate Professor, Govt. College of Education, Chandigarh. She also served in Govt. College of Yoga Education & Health, Chandigarh; Dev Samaj College of Education, Chandigarh and Sri Dashmesh Academy, Anandpur Sahib. Presently she is the Visiting

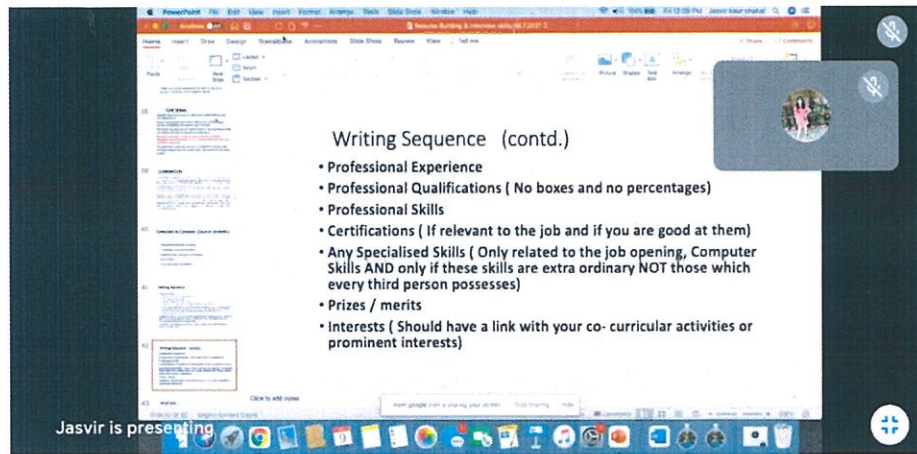
Faculty: Fraser Valley India (Philosophy), Chandigarh College of Engineering & Technology (Ethics & Self Development), LM Thapar School of Management (Writing to Communicate & Quality Higher Education Management)



Dr. Jasvir Chahal mentioned some important things in her presentation, necessary to build a resume. She explained the term Communication and the types of communication: verbal, nonverbal, written, visual, e-communication and silent communication. Then she talked about 10 habits for effective communication; Listening, friendliness, confidence, respect, feedback, open mindedness to name a few. Good resume building is a totality of body, mind, behavior and outcome. Communication with self is also as important as conversation with others. Dr. Chahal also described the difference among Curriculum Vitae, Biodata and a Resume. She told the do's and don'ts of building a good resume. Then she talked about how a resume should be started which include Full Name, Address, Phone number, Email and URL address.

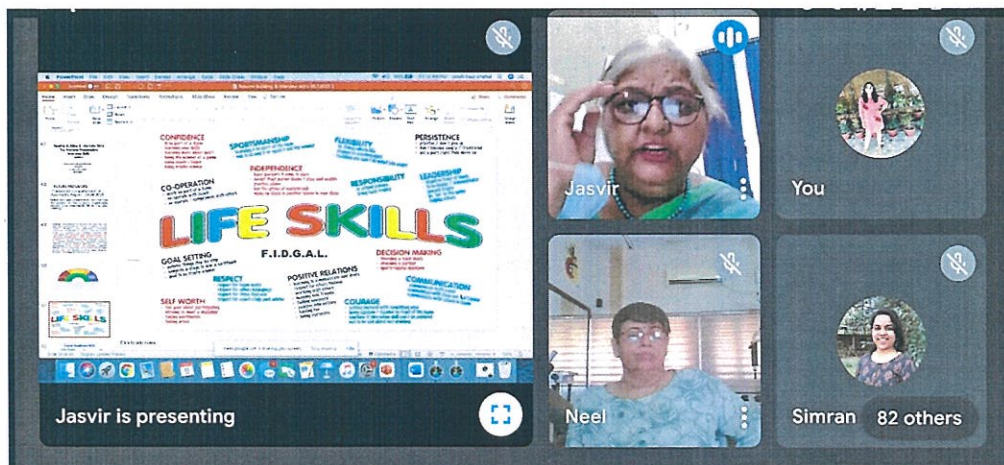


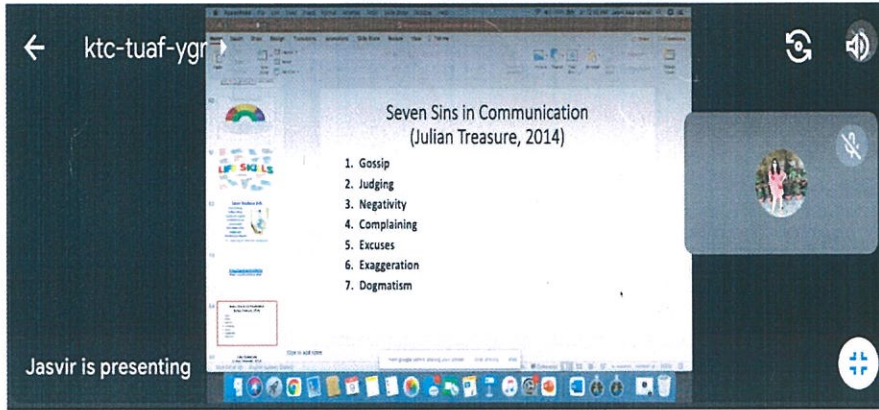
She also told us the necessities and the things which one should ignore while writing a resume. Dr. Chahal then proceeded towards the type of resumes. At the end of the session, she summarized all the points.



A question answer session was held at the end of the first session, in which Dr.Chahal answered all the questions of the students, clearing their doubts wonderfully.

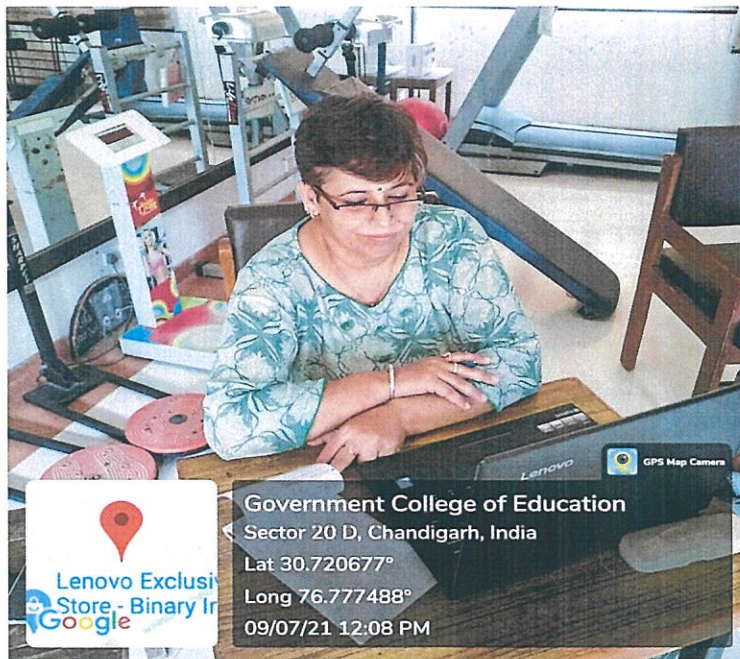
The second session of Interview Skills started shortly thereafter. Dr. Jasvir Kaur Chahal began the session by talking about some life skills and career readiness skills. She also talked about the seven sins of communication by Julian Treasure. She emphasized on having a stable mind, a sound knowledge base and having appropriate presentation skills. She summed up by mentioning some of the nonverbal body language gestures which should be avoided.





She ended the session by wishing good health and happiness to everyone. The queries of the listeners were cleared at the end of the workshop.

The workshop concluded with a formal vote of thanks to Dr. Chahal by Dr. Neelam Paul, coordinator RUSA, for her wonderful session, on behalf of all the students, staff members and organizing members. The workshop ended on a positive note.



J Paul
Workshop Co-ordinator

Dr. Neelam Paul
10/07/21
Convener

Dr. Chahal
10/07/21
Principal

C.C.
1. College website
2. Naac
3. Sonika.