Online Summer School 2020

on

Job Readiness

**16th July to
24th July 2020**

**Organised by
University Placement Cell
Jamia Millia Islamia**

Prof. Najma Akhtar
Vice Chancellor
Chief Patron

Introduction

Jamia Millia Islamia (A Central University) is celebrating its 100th year of establishment and its recent entry among Top 10 Universities of the Country. As per the Quacquarelli Symonds (QS) World University Rankings, Jamia maintains its position among top 751-800 universities across the globe. University placement cell of Jamia Millia Islamia since its inception has been consistently striving towards the career enhancement of the students.

University Placement Cell is going to organize a week long Online Summer School on Job Readiness to prepare students for upcoming job opportunities. This Summer school will enhance employability skills of graduate and Post graduate students of different courses of the university. The topics like self-analysis, Personality Development, Communication & Presentation skills, Group Discussions, Goal setting, Team Work, writing resume in effective manner etc shall be covered under this programme. This programme will help the students to enhance the overall employability skills which are much needed in the current scenario. Resource persons will be from corporate houses and organizations and academia. All participants will be given E-certificates after completion of the programme.

Registration:

Registration is Mandatory. No Charges for Registration.
Registration Link: https://forms.gle/YohU2HspumGr8C6f7
Limited Seats. Seats will be offered on First come and First Serve basis.
Final Year students will be preferred.

S.No.	Sessions	Objectives & Learning Outcomes

AGENDA

Part 1

S.No.	Sessions	Objectives & Learning Outcomes
1	Self-Awareness	• Understand oneself
2	Self-Analysis	• SWOT Analysis of self
3	Goal Setting	• Setting up Goals • Understanding Small-Term & Long-Term Goals • Value of Goals in professional growth
4	Resume	• Best Resume preparation
		Practice Session/Mock

Part 2

S.No.	Sessions	Objectives & Learning Outcomes
1	Personality Development	• To groom into a corporate professional • Develop Power Personality
2		Practice Session/Mock

Part 3		
S.No.	Sessions	Objectives & Learning Outcomes
1	Communication Skills	• Enhance skills to communicate professionally • Business Communication-Basics
2	Business Communication	• To understand various formats and etiquettes of writing e-mails
3	External Communication	• Basics of Digital Marketing
4		• Practice Session/Mock

Part 4		
S.No.	Sessions	Objectives & Learning Outcomes
1	Presentation Skills	• Making an effective presentation
2	Group Discussions	Understanding the norms of GDs
3	Team-Work	• Importance of working in a team • Challenges of working in a team
4		Practice Session/Mock

Part5		
S.No.	Sessions	Objectives & Learning Outcomes
1.	Cracking Interview	•Being ready for the interview •Answering questions appropriately and with confidence
2.	Session	Practice Session/Mock

Prof. (Dr.) Rihan Khan Suri
Professor (TPO)

Prof. Shahid Akhtar
Senior Advisor - UPC

Prof. Nishat Haider
Senior Advisor - UPC