

Career Guidance and Counselling

2018-19

Seminar on Problem Solving by Design Thinking Building (11--9-2018)



On 11thSeptember 2018,Fashion Designing Department of Hans Raj Mahila Maha Vidyalaya organized a career counselling seminar on the topic “Problem Solving by Design Thinking Building”. The resource persons were Prof. A.N. Bhattacharya. along with Ms. Devika and Ms. Heena Verma from School of Business Design founded by SOIL [School of Inspired Leadership]. They demonstrated various creative ideas to build confidence by learning the concept of design thinking and searching a bright career. 170 Students of Fashion Designing Department attended the seminar.

National Workshop on Counseling Skills and Techniques (08-02-2019)



National Workshop on Counselling Skills and Techniques was organized by the Freudian Psychological Society on February 8th, 2019. Dr. Daisy Sharma, Assistant Professor, Keshav Maha Vidyalaya, University of Delhi was the Resource person. She guided the students about career in counselling.

National Seminar on Hindi Rangmanch, Media and Chitrakala (19-03-2019)



The PG department of MCVP, Hindi Sahitya Parishad and Lalit Kala Parishad of Hans Raj Mahila Maha Vidyalaya organized National Seminar-cum-Workshop on Vaishvik Hindi, Rangmanch, Media and Chitrakala under the able guidance of Principal Prof. Dr. (Mrs.) Ajay Sareen. On this occasion, Dr. Harish Naval, renowned writer and Dr. Sneh Sudha Naval, renowned artist were the resource persons. Principal Prof. Dr. (Mrs.) Ajay Sareen welcomed them with a planter. The seminar started with lighting of lamp and DAV Gaan.

Introducing the guests, Principal Prof. Dr. (Mrs.) Ajay Sareen said that it is the need of the hour that youth should spend time with elders so that they can learn from their experiences. She motivated the students to participate in the seminar with enthusiasm. She also congratulated HOD PG department of MCVP Mrs. Rama Sharma, Dr. Nidhi Bal Assistant Professor in Hindi and Dr. Rakhi Mehta, Convener of the workshop for their efforts.

Addressing the students, Dr. Harish Naval enlightened the students with various insights into the scope and popularity of Hindi. He shared his experiences regarding popularity of Hindi in the western world. He urged the students to have a command over the language. He further gave tips to the students about different aspects of screenplay, presentation and direction. He also talked about cinema and stressed upon the fact that story is the backbone of any movie and the success of film wholly depends upon it. He also gave tips on screenplay and synchronization.

During the workshop with Dr. Sneh Sudha Naval, students learnt a lot from her experience. Exhibition of paintings made by Dr. Sneh Sudha was also organized. She encouraged the students to observe each and everything they come across to become a successful

artist. For her, age is no bar when it comes to learn about something new. She inspired the students to follow their dreams.

The students also put up a cultural programme. Folk song was sung by Gursimran. Mr. Parduman sang Ghazal and mesmerized the audience. Ad Mad Show was presented by theatre team of the college.

Principal Prof. Dr. (Mrs.) Ajay Sareen honoured the guests with Phulkari and Shawl. The stage was conducted by Dr. Nidhi Bal and Mrs. Rama Sharma rendered the vote of thanks.

On this occasion, Dean Youth Welfare Mrs. Navroop Kaur, Dr. Rakhi Mehta, Mrs. Poonam Sharma, Mrs. Pawan Kumari, Dr. Shailendra, Ms. Sukriti, Mr. Lovelish, Mrs. Jyoti Sehgal were also present.

Lecture on TV News Reporting (23-03-2019)



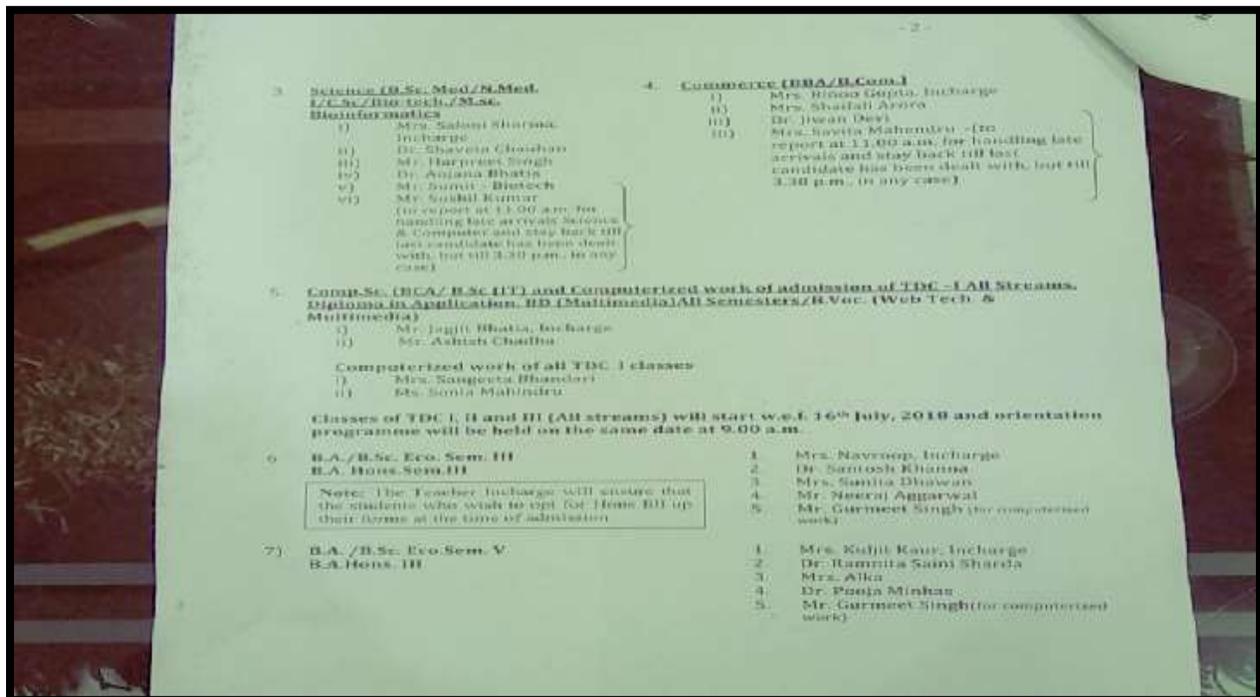
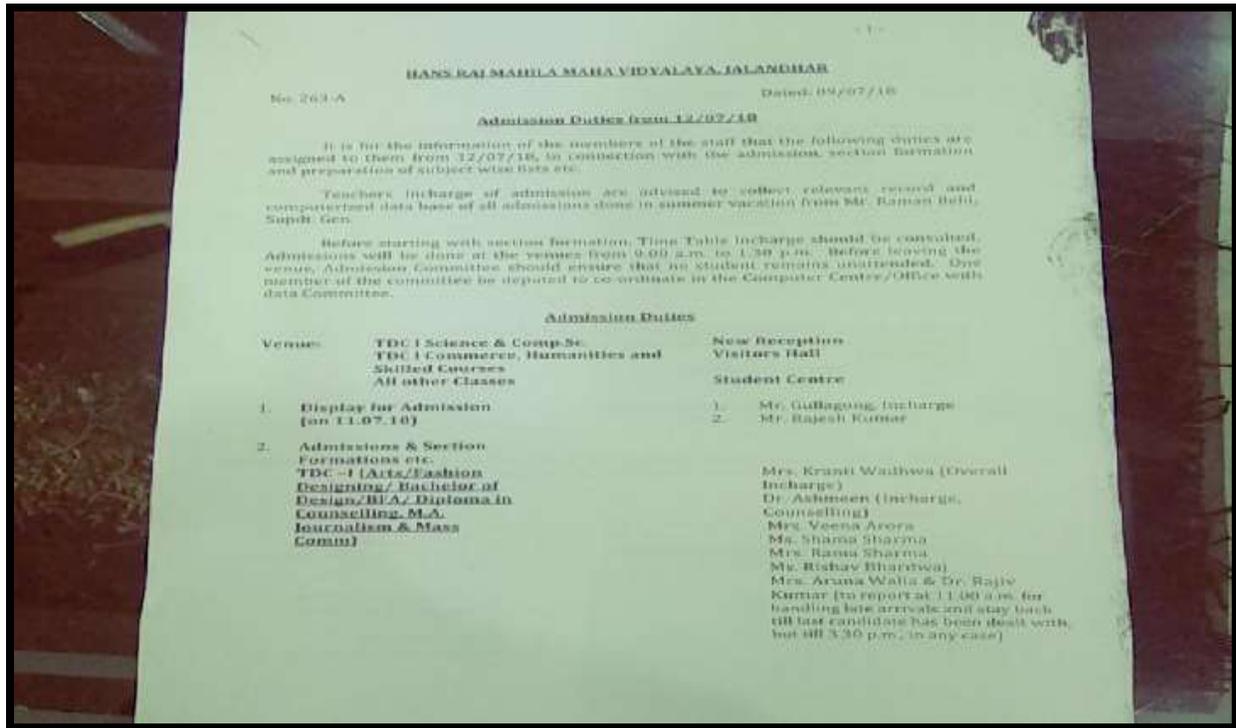
The PG Department of Mass Communication and Video Production of Hans Raj Mahila Maha Vidyalaya organized an Interactive Session on Television News Reporting under the able guidance of Principal Prof. Dr. (Mrs.) Ajay Sareen. On this occasion, Mr. Aseem Bassi from ABP News was the resource person. Community College. Incharge Mrs. Meenakshi Syal and Head of the department Mrs. Rama Sharma welcomed with a planter. Mr. Aseem Bassi discussed the current and burning issues that make news. He suggested students to read newspapers and keep themselves upto date about what is happening in the society. He also emphasized students to groom themselves according to their area of interest. He also responded to the queries put across by the students towards the end of the session. Through this session, students were able to get insight about the challenges of TV industry. The stage was conducted by Mrs. Jyoti Sehgal and vote of thanks was presented by Mrs. Rama Sharma

Workshop on CAD in Fashion Industry in Collaboration with Reach CAD Solutions, Chandigarh and Reach CAD, Delhi.(23-03-2019)



PG Department of Fashion Designing conducted a Workshop on Wider Career Perspectives of CAD in Fashion Industry in collaboration with Reach CAD Solutions, Chandigarh and Reach CAD, Delhi. Resource Persons were Mr.Manorajan, S Sidhu Ms. Sheena Bansal, Mr. Pardeep from Reach CAD, Delhi.

Career Guidance during Admission Days 2018-19



Section Formation, List of Roll Nos. in Class/Subjects —

- i) All Conveners should procure, check entries and maintain printed copy of admission data showing upto date statement of admission in class and enrolment in subjects. Conveners may depute one of the members of Committee for co-ordination with the Committee deputed for preparation of computerized data of admission. Conveners will hand over Admission Forms to Supdt. Gen. for safe custody. Supdt. Gen. will keep admission forms in safe custody.
- ii) Conveners will also get prepared the computerized data of following well in time.
 - a) Subject wise list
 - b) Printed data of sections formed
 - c) Preparation of lists of compartment cases in each subject, a copy of the same be submitted to the undersigned for remedial measures.
 - d) List of candidates who require Eligibility/Migration to be submitted to Supdt. Gen.
- iii) The Conveners should contact the Time Table Committee before forming sections.

Important: (I) If the name of any staff member is missing from this list he/she must inform the undersigned in writing on 11/07/17.
(II) The Havan Yajna will be performed on 11/07/17 at 9.00 a.m. sharp.

[Signature]

Principal

- Copy to:
- i) Circulation among Staff
 - ii) Dean Academics
 - iii) Office Supdt.
 - iv) Supdt. Gen.
 - v) Supdt. A/c

2017-18

Career Guidance and Counselling on Fashion and its Trends (21-08-2017)



On 21st August 2017, A career guidance seminar on Fashion and its Trends was conducted by Mr. Amit Mahajan, owner of Punnu Synthetics, Amritsar. He was the resource person and enlightened the students with the knowledge of fashion trends and journey to become a fashion designer. He also showcased the fashion trends from 1950 till date. Students interacted with the resource person regarding their queries. The workshop was attended by the students of Fashion Design Department. Total 170 students were present during the seminar.

Career Guiding Seminar (23-08-2017)



On 23rd August 2017, Career Counselling Cell organized a “Career Guiding Seminar”. Climbers Institute, Jalandhar – a student welfare institute came to deliver lecture on Govt. Jobs in Punjab. The purpose of this seminar was to create awareness among students so that they could be leader of the country by administering govt. officers. Mr. Amandeep Singh and Ms. Aishwarya were key speakers and almost 400 students from all streams were benefitted from this program

Career Opportunities in the Field of Cinema (14-09-2017)



गतिविधि-पुस्तिका	
हिन्दी-विभाग	
हंसराज महिला महाविद्यालय, जालन्धर	
दिनांक	वर्ष/वर्ग
14 सितम्बर, 2017	हिन्दी उत्सव का आयोजन
<p>14 सितम्बर, 2017 को हिन्दी विभाग की ओर से हिन्दी-दिनांक का आयोजन किया गया जिसमें मुख्यमंत्री एच.एल. सुनी बी. नू राजपूत (फिल्म निर्माता एवं शिक्षिका) ने 'सिनेमा के क्षेत्र में हिन्दी की बढ़ती संभावनाएँ' विषय पर विस्तृत जानकारी प्रदान करते हुए कहा कि हिन्दी साहित्य एवं सिनेमा का संबंध गहरा है एवं दोनों एक दूसरे के पूरक हैं। इस अवसर पर सुनी बी. नू राजपूत द्वारा निर्मित फिल्म में 'हिन्दी है' का विमोचन किया गया एवं अनुवाद और छद्मनामक सितियोंगिता का आयोजन किया जिसमें छात्रों ने उत्साहपूर्वक प्रतिभागिता की।</p>	

Career Guidance Program (12-03-2018)



On 12th March 2018, a lecture cum “Career Guidance Program” was organized. The resource person was Dr. Tavleen from IBS (ICFAI Business School, Gurgaon....160 students attended the program. she motivated and guided the students for higher education like MBA, CA, ICWA, CS etc. She motivated them for govt. job exams and their preparation also. She focused on personality traits, work culture and grooming.

Career Counselling and Personality Development Program (20-03-2018)



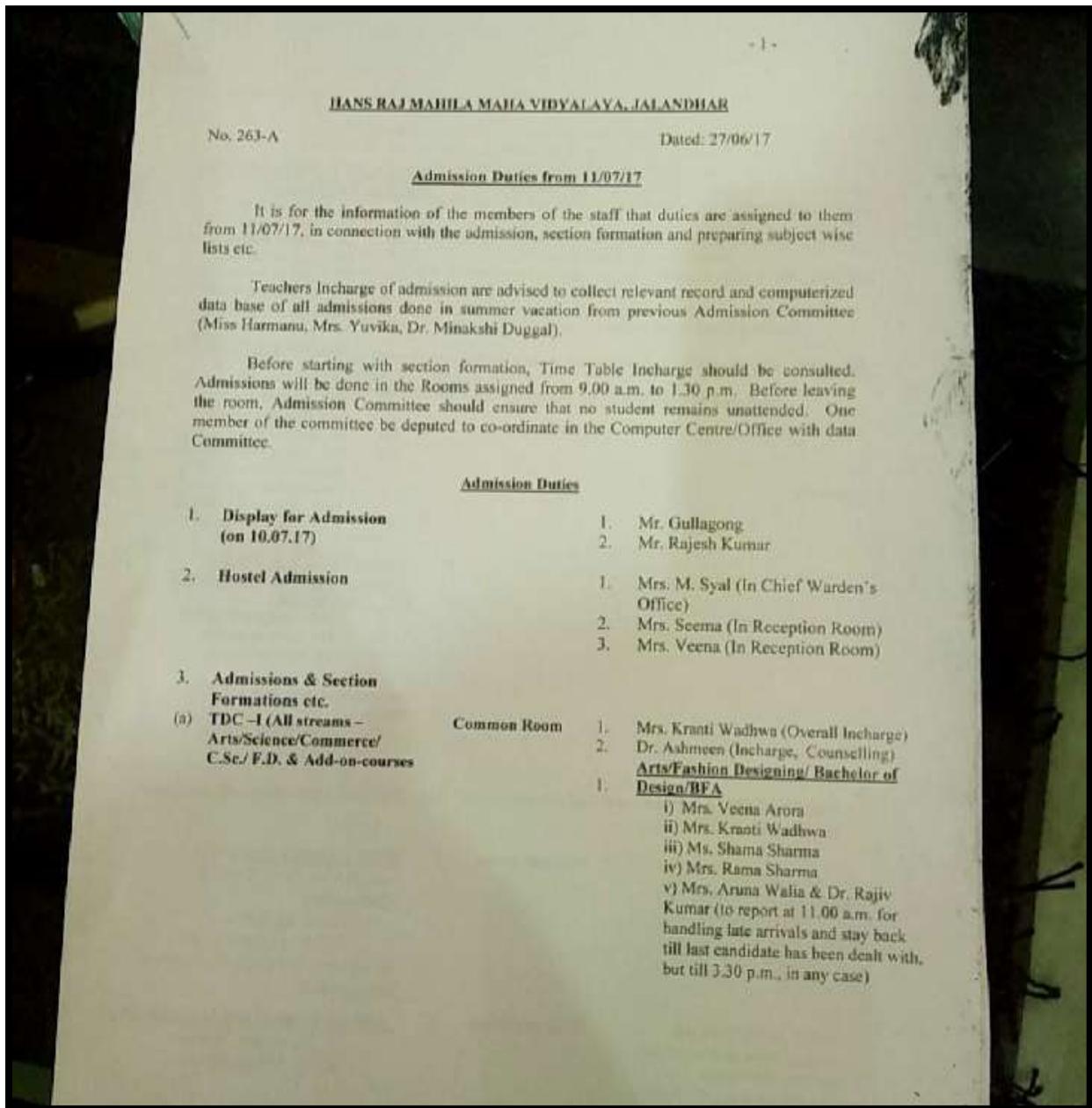
PG Department of Commerce and Management organized a 'Career Counselling and Personality Development Program' in collaboration with Jalandhar chapter of NIRC of Institute of company secretaries of India (ICSI) on 20th March 2018. The resource persons were CS Amit Vinayak and CS Mohit Saluja. This program was arranged for commerce stream to create consciousness for Personality Development and to make them aware about choice of CS career. About 400 students were benefitted from the event.

Lecture on Govt. Job Opportunities Ahead (04-04-2018)



On 4th April 2018, A Career Counselling lecture was organized for all final year students regarding “Govt. job opportunities and appointments ahead.” The resource persons were Mr. Omkar Swaroop (Training Head) and Mr. DevRaj (Centre Head) of Bright Academy, Jalandhar. They talked about job placements, various entrance tests, competitive exams, curriculum, registration dates etc. They also focused on concentration practice, positive and innovative thinking, raising confidence and building social image. About 150 students participated in this program.

Career Counselling during Admission Days 2017-18



2. Science (B.Sc. Med/N.Med./C.Sc./Bio-tech/M.Sc. Bioinformatics)
- Dr. Seema Marwaha
 - Dr. Neelam Sharma
 - Mr. Harpreet Singh
 - Mrs. Aparna Sharma
 - Mr. Sumit (to report at 11.00 a.m. for handling late arrivals Science & Computer and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
3. Commerce (BBA/B.Com (BU))
- Mrs. Binoo Gupta
 - Mrs. Shaveta Chauhan
 - Dr. Iwan Devi
 - Mrs. Savita Mahendra (to report at 11.00 a.m. for handling late arrivals and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
4. Comp.Sc. (BCA/B.Sc. (IT) and Computerized work of admission of TDC - I All Streams)
- Mrs. Sangreti Dhandari
 - Ms. Smita Mahindra
 - Dr. Rakesh Chopra
- Diploma in Journalism and Print Media
- Mrs. Rama Sharma

Classes of TDC I (All streams) will start w.e.f. 17th July, 2017 and orientation will be held on the same date at 9.00 a.m.

- Common Room 5. BMM I Sem/III Sem/V/VII Sem./B.Voc. (Web Tech. & Multimedia)
- Mr. Jagjit Dhatia
 - Mr. Ashish Chadha
- (to report at 11.00 a.m. for handling late arrivals)

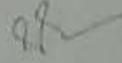
- Common Room 6. Add-On-Courses and M.Sc(Botany)
- Dr. Meena Sharma
 - Dr. Anjana Bhatia

Please do see that each student must choose atleast one add-on-course. Awareness must be provided to the students.

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Principal

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- i) Circulation among Staff
- ii) Dean Academics
- iii) Office Supdt.
- iv) Supdt. Gen.
- v) Supdt. A/c

2016-17

International Seminar on Career Opportunities after Science graduation on (13-01-2017)



The faculty of science of H.M.V. organized an international seminar on Career Opportunities after Science graduation. Dr. Vishakha Chopra Sabhar from Boston University, the recipient of award of excellence by infectious diseases society, was the resource person. Dr. Sabharwal inspired the students for adopting project based learning with thorough understanding of subject matter. She advocated the importance of ethics in research. She also laid stress on making efforts for research opportunities overseas

Lecture on Employment Opportunities in Government Sector (19-01-2017)



January 19

We are not a product of our circumstances, but of our decisions.

Lecture on Career Opportunities in Government Sector

The Career Counselling Cell of Hans Raj Mahila Maha Vidyalaya organized a Guest Lecture on **Career Opportunities in Government Sector**. Mr. Paramjit Singh, the resource person, informed the students about various career opportunities in government sector: IAS, IPS, IFS, IRS, Railways, Banking, Education, Defense, etc. He emphasized the need of self-study, an important ingredient to crack any government exams. He motivated the students to prepare for such exams as there were more than six lakh posts lying vacant in Centre and State Government Departments. Students of various streams participated in the lecture.

On 19th January 2017, a lecture on “Employment Opportunities in Government Sector” was organized by Career Counselling cell. Mr. Paramjit Singh (PCS) was the resource person. 300 students from various streams participated in this programme. He motivated the students to prepare for IAS, PCS, VPSC, NDA, BANK PO and other govt. exams. He provided a detailed discussion about the ways of preparation and discussion about books. The whole discussion was really fruitful for the students

Pre-Employment Skill Assessment Program (Amcat Test)(17-03-2017)

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

No. 15th March, 2017

NOTICE

This is for the information of staff members that the college is going to organize Pre-Employment Skill Assessment Program in association with Aspiring Minds Employability. Quantified on 17th March, 2017. The following members of the staff are required to note their duties: -

- Coordinator : Mrs. Meenakshi Sayal
- Overall Incharge : Mrs. Seema Khanna, Mr. Gullagong, Mr. Ravinder Jindal
- Hospitality : Ms. Ritu Bahri, Ms. Urvashi Pathania, Ms. Sonam
- Arrange of Photographer and photocopies and other : Mr. Rajesh
- Technical support : Mr. Arvind Chandi
- Press : Mr. Ajay Kumar (Electrician)
- : Mrs. Archana Kapoor, Mrs. Rama Sharma

Venue	Lab	5 th	6 th	7 th	8 th
1	Lab 1	Ms. Karishma	Ms. Priyanka	Ms. Preeti	Ms. Shiana
2	Lab 5	Person(s) to be deputed by Aspiring Minds			
3	Lab 6				
4	Lab B.Voc	Ms. Anjali	Ms. Bhawna	Ms. Anshima	Ms. Prabhjot

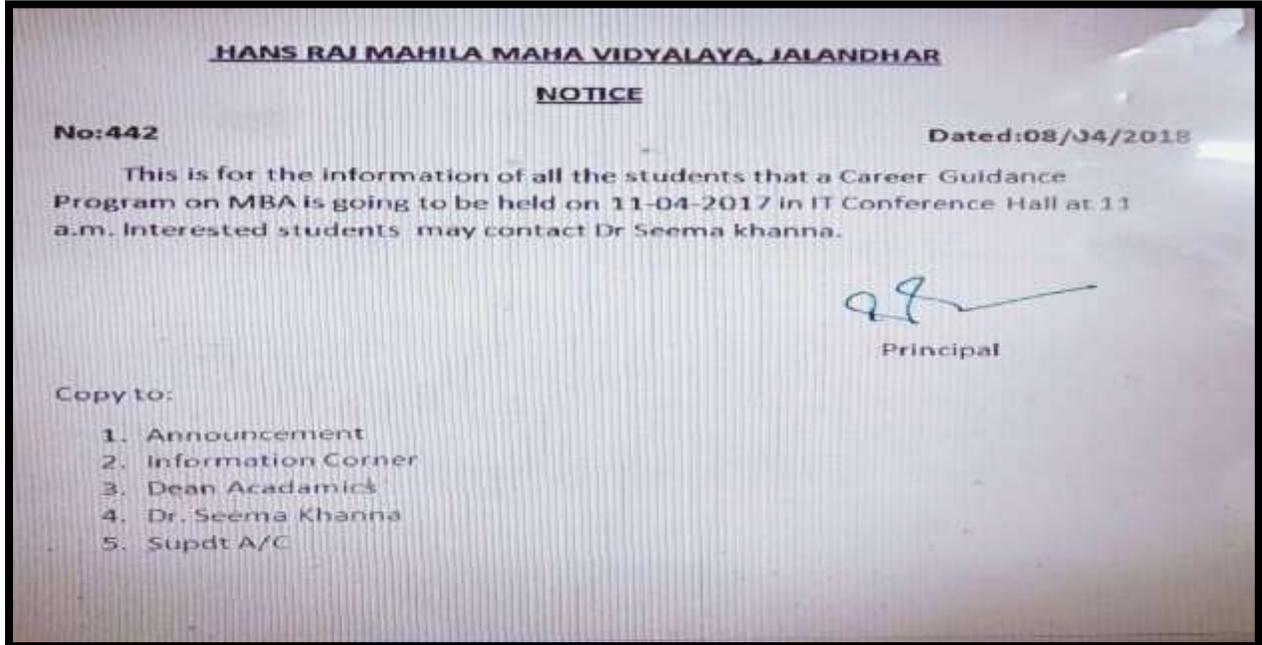
Copy to:

1. Circulation
2. Staff Notice Board
3. Mrs. Meenakshi Sayal
4. Mr. Gullagong
5. Mr. Ravinder Mohan Jindal
6. Office Supdt.


Principal

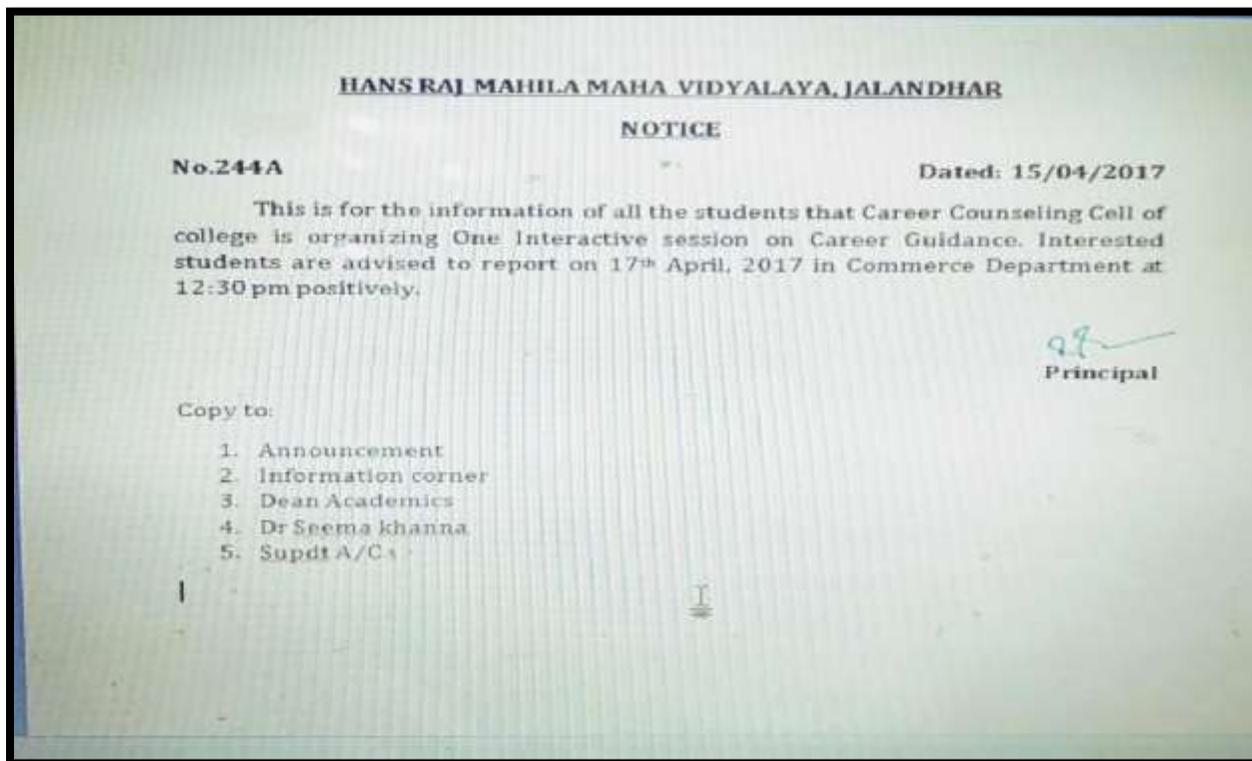
On 17th March 2017, 94 students from various classes of all the streams appeared for “AMCAT”, test conducted by Aspiring Minds. This was an online test within the college campus. This was a pre-employment skill assessment program. The objective was to determine employment potential of the candidates. It was as per industry specific recruitment standards. A feedback and diagnostic report of the students was awarded for further improvements in weaker areas of the candidates to facilitate best placements to the students

Guidance for MBA Course (11-04-2017)



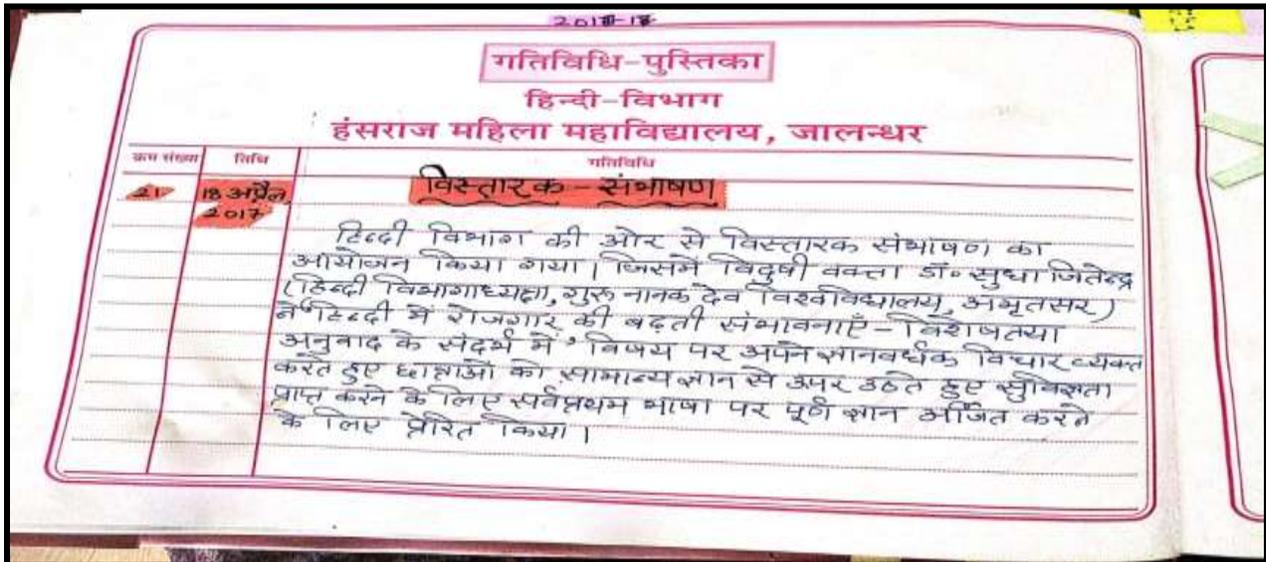
On 11th April 2017, Prof. Pranjal Pachpore, Prof. Gitika Nagrath, Prof. Shivani and Prof. Sidhartha Sharma from DAV University came to provide guidance related to MBA course to our students. Approximately 80 students from Science, Arts & Commerce faculty participated in this program.

Career Guidance Interactive Session (17-04-2017)



On 17th April 2017, one interactive session was conducted for the students of all Commerce classes to guide them in the field of careers relating to teaching in schools, colleges, M.Phil, PHD, MBA, CA ,CS, ICWA, Banking and other Govt. sector jobs, SSC&UPSC exams etc. Students were guided by career counselor of the college Dr. Seema Khanna and the team of the cell i.e. student volunteers- Secretary, Ms. Richa, volunteers- Ms. Gulfam and Ms. Navjot Kaur. Approximately 100 students participated in this session and in the end of this session, they were highly motivated regarding their future goals.

**Extension Lecture on 'Career Opportunities in Hindi: with special context to Translation'
– (12.05.2017)**



PG Department of Hindi organized an extension lecture on 'Career Opportunities in Hindi: With special context to Translation'. Dr. Sudha Jitendra, the resource person, addressed the students and highlighted that there are lots of career opportunities in Hindi language, as 80% population of the country speaks this language. She stated that Hindi language is at the top in the fields of translation, film industry, print & electronic media, government offices, computers, writing & advertising

Career Counselling during Admission Days 2016-17

- 1 -

HANS RAJ MAHILA MAHA VIDYALAYA, JALANDHAR

No. 263-A

Dated: 24/06/16

Admission Duties from 11/07/16

It is for the information of the members of the staff that duties are assigned to them from 11/07/16, in connection with the admission, section formation and preparing subject wise lists etc.

Teachers Incharge of admission are advised to collect relevant record and computerized data base of all admissions done in summer vacation from previous Admission Committee (Miss Harmanu, Mrs. Yuvika, Dr. Minakshi Duggal).

Before starting with section formation, Time Table Incharge should be consulted. Admissions will be done in the Rooms assigned from 9.00 a.m. to 1.30 p.m. Before leaving the room, Admission Committee should ensure that no student remains unattended. One member of the committee be deputed to co-ordinate in the Computer Centre/Office with data Committee.

Admission Duties

- | | | |
|--|-----------|--|
| 1. Display for Admission | | 1. Mr. Gullagong
2. Mr. Rajesh Kumar |
| 2. Hostel Admission | Reception | 1. Mrs. Anita (Chief Warden)
2. Mrs. Seema Kumari (Hostel Warden) |
| 3. Admissions & Section Formation etc. | | |
| (a) SSC I & II Hum./Se./ Comm. - Admissions and Confirmation of Provisional Admissions, Allotment of Roll Nos. and Section Formation | Reception | 1. Mrs. Sunita Dhawan
2. Mrs. Chandrika |

Classes of SSC I & II will commence w.e.f. 4th July, 2016 according to previous time table before summer vacation.

Allotment of Time table to New appointee teachers:

Mrs. Sunita Dhawan
Ms. Shallu Batra
Mrs. Jyoti Kaul

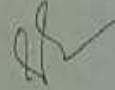
- (b) TDC - I (All streams - Arts/Science/Commerce/ C.Se./ F.D. & Add-on-courses)
- Common Room
1. Dr. (Mrs.) J. Rishi (Overall Incharge & Counselling)
 2. Arts/Fashion Designing/ Bachelor of Design/BFA
 - i) Mrs. Veena Arora
 - ii) Dr. Ashmeen Kaur
 - iii) Mrs. Kranti Wadhwa
 - iv) Miss Shama Sharma
 - v) Mrs. Rama Sharma
 - vi) Mrs. Aruna Walla & Dr. Rajiv Kumar (to report at 11.00 a.m. for handling late arrivals and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
 3. Science (B.Sc. Med/N.Med/C.Se/Bio-tech/M.Sc. Bioinformatics)
 - i) Dr. Seema Marwaha
 - ii) Dr. Neelam Sharma
 - iii) Mr. Harpreet
 - iv) Mrs. Aparna Sharma
 - v) Mr. Sumit (to report at 11.00 a.m. for handling late arrivals Science & Computer and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
 4. Commerce (BBA/B.Com (H))
 - i) Mrs. Meenu Kohli
 - ii) Mrs. Shikha
 - iii) Ms. Shaveta Chauhan
 - iii) Mrs. Binoo Gupta (to report at 11.00 a.m. for handling late arrivals and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
 5. Comp.Sc. (BCA/ B.Sc (IT) and Computerized work of admission of TDC - I All Streams.
 - i) Mr. Anil Bhasin
 - ii) Mrs. Sangeeta Bhandari
 - iii) Miss Sonia Mahindru
 6. Diploma in Journalism and Print Media
 - i) Mrs. Rama Sharma

Classes of TDC I (All streams) will start w.e.f. 14th July, 2016 and orientation will be held on 13th July, 2016

Section Formation, List of Roll Nos. in Class/Subjects —

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Important: (I) If the name of any staff member is missing from this list he/she must inform the undersigned in writing on 11/07/16.
(II) The meeting of the staff members will be held on 11/07/16 at 9.00 sharp in the conference room of Skilled Development Centre.



Principal

- Copy to:
- i) Circulation among Staff
 - ii) Dean Academics
 - iii) A.O.
 - iv) Office Supdt.
 - v) Supdt. Gen.

2015-16

Seminar on Career Guidance for Higher Studies (30-01-2016)



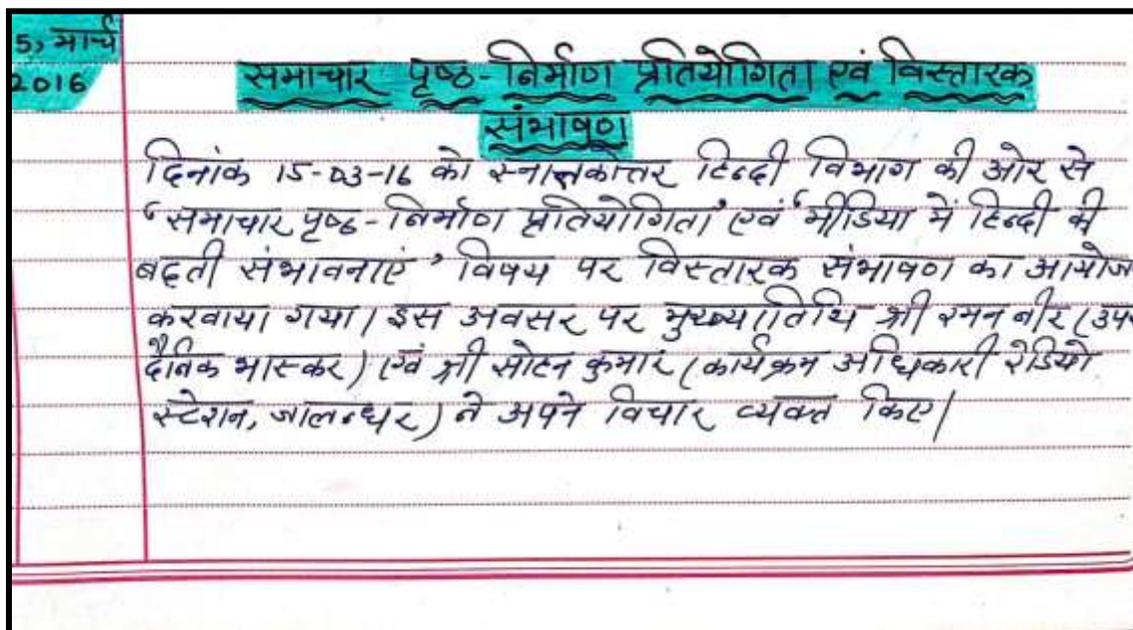
On 30th January 2016, a seminar on “Career Guidance for Higher Studies” was organized by Career Counselling Cell. On this occasion, students were motivated to plan their future with a positive outlook. Head of the institute inspired them to prepare themselves for future problems and this seminar helped them with all required details. The event was administered by the teachers through sharing of experiences. Mrs. Renuka Bhatti of Science Department, Dr. Jasbir Rishi, HOD Psychology, Dr. Kanwaldeep Kaur, Head Commerce Department, Mrs. Binoo Gupta, Dr. Seema Khanna of Commerce Department, Dr. Anjana Bhatia guided the students on various important issues and courses available in the college. The students also shared their opinions and experiences about job opportunities

Seminar on 'Radio Scripting' (19-02-2016)

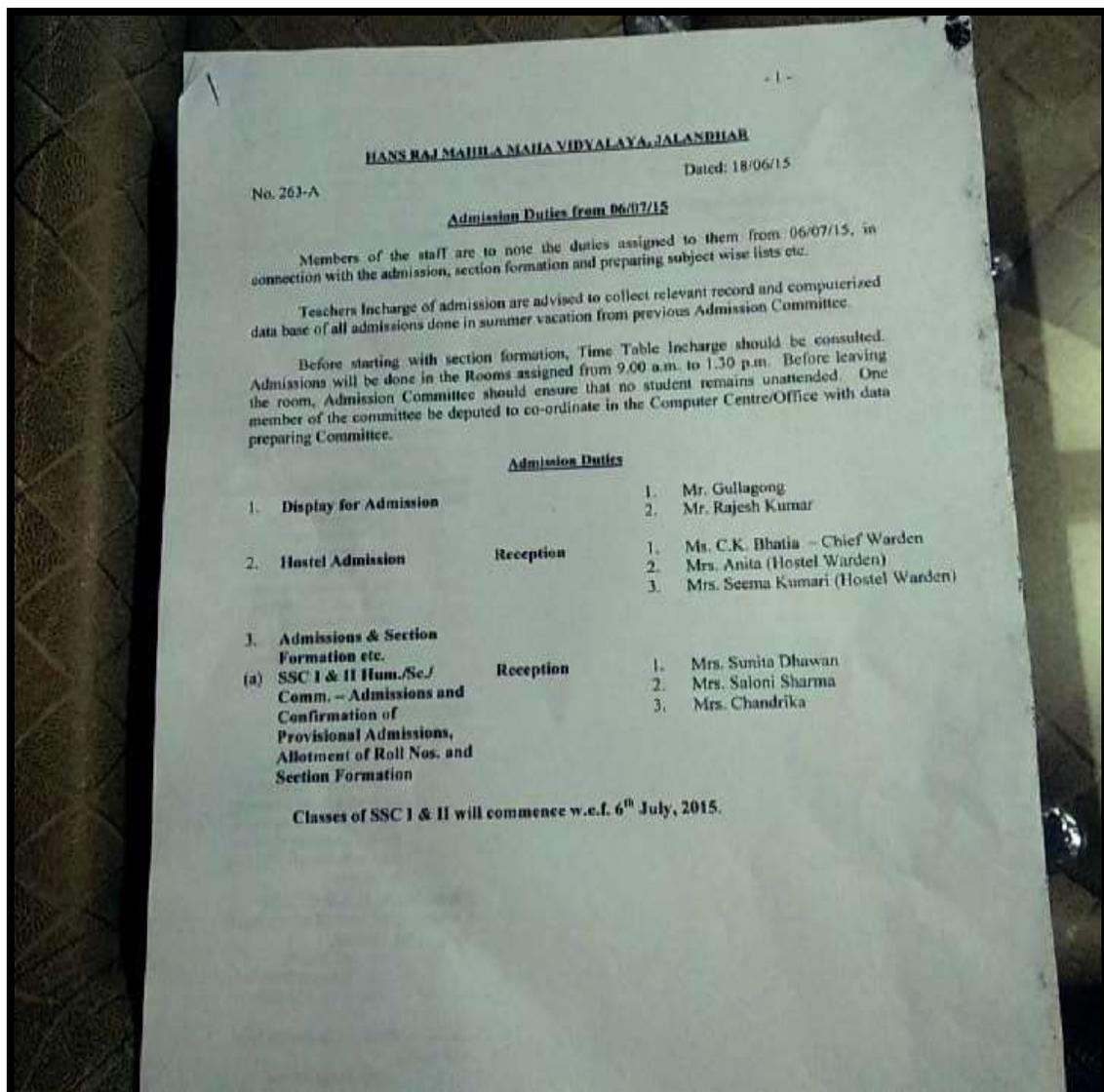


A seminar conducted on 'Radio Scripting' in the department of MCVP of Hans Raj Mahila Maha Vidyalaya, Jalandhar. The resource person for the seminar was Ms. Poonam, Radio Jockey and announcer in All India Radio. She enlightened students about the importance of writing for radio. Officiating Principal Mrs. Renuka Bhatti welcomed Ms. Poonam with bouquet of flowers. She discussed all the key points on how they can improve their scripts. She remarked that one who is great at writing is also great at jockeying. She also mentioned that for a good script writer, it is necessary to read, stay aware and informed. Ms. Poonam guided students on the language for radio. she told them that listeners can be from both rural and urban background, so a radio jockey has to use a very simple and a jargon free language. She also pointed out that the listeners listen and pay attention to even minutest of the details so the RJ needs to be very vigilant about what he/she is speaking. The seminar was organized for the Students of Mass Communication. On this occasion, Mrs. Rama Sharma, Head of Mass Communication and Video Production Department and Ms. Chetandeep were present. The seminar was basically interactive session in which students were given answers to their queries

Lecture on future career options in Media (15-03-2016)



Career Counselling during Admission Days 2015-16



Admissions & Section Formation etc. (contd.)
(b) TDC - I (All streams -
Arts/Science/Commerce/
C.Sc./ F.D. & Add-on courses

Reception

1. Dr. (Mrs.) J. Kishi (Overall Incharge & Counselling)

1. Arts/Fashion Designing/ Bachelor of Design/BFA

- i) Mrs. Veena Arora
- ii) Mrs. Kamini Wadhwa
- iii) Miss Shama Sharma
- iv) Mrs. Rama Sharma
- v) Mrs. Aruna Wallia
- vi) Mrs. Ashmeen Kaur & Dr. Rajiv Kumar (to report at 11.00 a.m. for handling late arrivals and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)

Science (B.Sc./Med/N.Med/C.Sc./Bio-tech/N.I.C./Bioinformatics)

2. i) Dr. Soema Marwaha
- ii) Dr. Neelam Sharma
- iii) Mrs. Saloni Sharma
- iv) Mrs. Aparna Sharma
- v) Mr. Harpreet (to report at 11.00 a.m. for handling late arrivals Science & Computer and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)

Commerce (BBA/B.Com (H))

3. i) Mrs. Meenu Kohli
- ii) Mrs. Binoo Gupta
- iii) Ms. Shaveta Chauhan
- iv) Mrs. Shikha - (to report at 11.00 a.m. for handling late arrivals and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)

Comp.Sc. (BCA/ B.Sc. (IT) and Computerized work of admission of TDC - I All Streams,

4. i) Mr. Anil Bhasin
- ii) Mrs. Sangeeta Bhandari
- iii) Miss Sonia Mahindru

Advanced Diploma in Journalism and Media

- i) Mrs. Rama Sharma

Classes of TDC I (All streams) will start w.e.f. 9th July, 2015 and orientation will be held on 8th July, 2015

may depute one of the members of Committee for co-ordination with the Committee deputed for preparation of computerized data of admission. Conveners will hand over Admission Forms to Supdt. Gen. for safe custody. Supdt.Gen. will keep admission forms in safe custody.

- ii) Conveners will also get prepared the computerized data of following well in time.
 - a) Subject wise list
 - b) Printed data of sections formed
 - c) Preparation of lists of compartment cases in each subject, a copy of the same be submitted to the undersigned for remedial measures.
 - d) List of candidates who require Eligibility/Migration to be submitted to Supdt. Gen.
- iii) The Conveners should contact the Time Table Committee before forming sections.

Important: (I) If the name of any staff member is missing from this list he/she must inform the undersigned in writing on 06/07/15.
(II) The meeting of the staff members will be held on 6th July, 2014 at 9.00 sharp in the conference room of Skilled Development Centre.


Principal

- Copy to:
- i) Circulation among Staff
 - ii) Dean Academics
 - iii) A.O.
 - iv) Office Supdt.
 - v) Supdt. Gen.

2014-15

Interactive Session Regarding Future Career as an Artist (11-11-2014 to 12-11-2014)



An interactive session regarding future career as an Artist was held on 11th and 12th November 2014. The resource person was Mr Rakesh Kumar. This session was organised for the students of BD and BFA. 25 students of BD and BFA classes attended this session. The students also explored various techniques and textures

Extension Lecture on Career Opportunities in Films and Televisions (12-02-2015)

Hindi Sahitya Parishad organized an extension lecture on 'Career Opportunities in Films and Television for students with Creative Writing Skills' on 12th Feb., 2015. A renowned poet, writer and lyricist in the new wave of the Hindi Film industry, Dr. Ershad Kamil addressed the students on this occasion. Dr. Sanjeev Dawar from R.K.Arya College, Nawanshahar, a close friend of Dr. Kamil also accompanied him. During his interaction Dr. Ershad Kamil went down the memory lane recollecting his early years of struggle in Mumbai. He motivated the students to continue writing creatively. 'Career in film industry could bring them a lot of respect, name, fame and wealth provided they had aspirations and proper talent', he said. He also entertained the audience by reciting a number of poems from his recently released book 'Ek Maheena Nazmon Ka' (an anthology of poems) and left the audience spell-bound.



Guest Lecture on Banking Business Overview: Opportunities in Banking Sector (05-03-2015)

A lecture on **Stress Management** was organized by the NSS Deptt. on 11th March, 2015 in which Swami Vivekanada, Director Yogdarshan Mahavidyalaya, Ahmedaba, Gujrat motivated the students to remain stress free, be positive and become good citizens. On this occasion, Dr. Kumud Pasricha, Vice President, Alumnae Association and Director Satyam Hospital and Trauma Centre, and Shivam IVF Centre was also present.



PG Deptt. of Commerce and Management organized a guest lecture on **Banking Business Overview: opportunities in Banking Sector** on 5th March, 2015 for the students of B.Com. Regular, B.Com. Prof. (Banking Option), B.Voc. (Banking and Financial Services) and M.Com. Dr. Himesh Sharma, Director, FLIP (Fininitatives Learning India Pvt. Ltd. And Ms. Shruti Srivastava, Faculty, FLIP were the resource persons. The students were made aware of the various career opportunities available in the banking sector and the ways to clear banking exams. The lecture ended with an interactive and doubt clearing session.

An Extension lecture-cum-practical training was organized on the topic of **E-filing** for B.Com. Prof.V Sem. students on 14th Nov., 2014. Students were imparted how to file Income Tax Returns online. For this purpose Mr. Nitin was invited from a C.A.Firm.

Motivational Talk cum Career Awareness Programme (07-04- 2015)

CG Deptt. of Commerce and Management organized a **Motivational Talk-cum-Career Awareness Programme** for the students of B.Com. and B.Voc. (Banking and Financial Services) Sem.II. C.S.Amit Vinayak and C.S.Mohit Saluja were the resource persons. This was followed by a workshop on 'XBRL and its practical applications' for the students of M.Com. C.S.Gurvinder Singh, CS Jatin Chadha and CS Amit Vinayak explained the practical applications of XBRL by giving examples of reporting practices followed by companies.



Career Counselling during Admission Days 2014-15

No. 263-A Dated: 18/06/14

Admission Duties from 04/07/14

Members of the staff are to note the duties assigned to them from 04/07/14, in connection with the admission, section formation and preparing subject wise lists etc.

Teachers Incharge of admission are advised to collect relevant record and computerized data base of all admissions done in summer vacation from previous Admission Committee.

Before starting with section formation, Time Table Incharge should be consulted. Admissions will be done in the Rooms assigned from 9.00 a.m. to 1.30 p.m. Before leaving the room, Admission Committee should ensure that no student remains unattended. One member of the committee be deputed to co-ordinate in the Computer Centre/Office with data preparing Committee.

Admission Duties

1. Overall Discipline		(Outside Accounts/Gen. Office)
		i) Mr. Sumit Sharma
		ii) Mrs. Sudershan Kang
Note: Members are advised to personally supervise discipline in Accounts Office-Gen. Office		
3. Display for Admission		1. Mr. Gullagong
		2. Mr. Rajesh Kumar
4. Hostel Admission	Reception	1. Ms. C.K. Bhatia - Chief Warden
		2. Mrs. Anita (Hostel Warden)
		3. Mrs. Seema Kumari (Hostel Warden)
5. Admissions & Section Formation etc.		
(a) SSC I & II Hum./Sc./Comm. - Admissions and Confirmation of	Room No. 7	1. Mrs. Sumita Dhawan
		2. Mrs. Neeti Narang
		3. Mrs. Ekta Sharma

(b) TDC-I (All streams - Arts/Science/Commerce/C.Sc./F.D. & Add-on courses)	Reception	1. Dr. (Mrs.) J. Rishi (Overall Incharge & Counselling)
		1. Arts/Fashion Designing/Bachelors of Design/BEA
		i) Mrs. Veena Arora
		ii) Mrs. Jyoti Kaul
		iii) Miss Shama Sharma
		iv) Mrs. Ransa Sharma
		v) Mrs. Ashmeen Kaur & Dr. Rajiv Kumar (to report at 11.00 a.m. for handling late arrivals and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
		2. Science (B.Sc./Med/N.Med/C.Sc/Bio-tech.
		i) Dr. Seema Marwaha
		ii) Mrs. Geeta Sakhsa
		iii) Dr. (Mrs.) Mani Sharma
		iv) Mr. Harpreet (to report at 11.00 a.m. for handling late arrivals Science & Computer and stay back till last candidate has been dealt with, but till 3.30 p.m., in any case)
		Commerce (BBA/B.Com (R)/B.Com. Pro.D.
		3. i) Mrs. Meenu Kohli
		ii) Mrs. Binoo Gupta
		iii) Ms. Shweta Chaudhan
		iv) Mrs. Shikha (to report at 11.00 a.m. for handling

- a) Subject wise list
 - b) Printed data of sections formed
 - c) Preparation of lists of compartment cases in each subject, a copy of the same be submitted to the undersigned for remedial measures.
 - d) List of candidates who require Eligibility/Migration to be submitted to Supdt. Gen.
- iii) The Conveners should contact the Time Table Committee before forming sections.

Important: (I) If the name of any staff member is missing from this list he/she must inform the undersigned in writing on 04/07/14.
(II) The meeting of the staff members will be held on 4th July, 2014 at 9.10 sharp in the conference room of Skilled Development Centre.


Principal

- Copy to:
- i) Circulation among Staff
 - ii) Dean Academics
 - iii) A.C
 - iv) Office Supdt
 - v) Supdt. Gen.