

## **Action Taken Report [PDC]:**

\*Plan of Action chalked out by 'Proficiency Development Committee' in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year:

### **Plan of Action [2019 -2020]:**

\*To organise and conduct a comprehensive One-Month-long 'Proficiency Development Course' in the college with a Plan of Action to cover:

- \*the key areas of all-round Personality Development;
- \*the development of Spoken English Communication Skills;
- \*complete guidance about Interview Techniques;
- \*bringing about proper awareness related to Time Management;
- \*helping students understand 'Stress Management' and to tackle major difficulties in grooming effective personalities;
- \*making students employment and job-ready with good skill-sets, soft skills, etc.

### **Achievements/Outcomes:**

\*A One-Month-long Proficiency Development Course was organised and conducted successfully by covering the key areas aimed at and by taking up useful guidance sessions by different Subject Experts for the benefit of the students.

### **Plan of Action [2020 – 2021]:**

\*No Course Activity

### **Achievements/Outcomes:**

\*No Course Activity

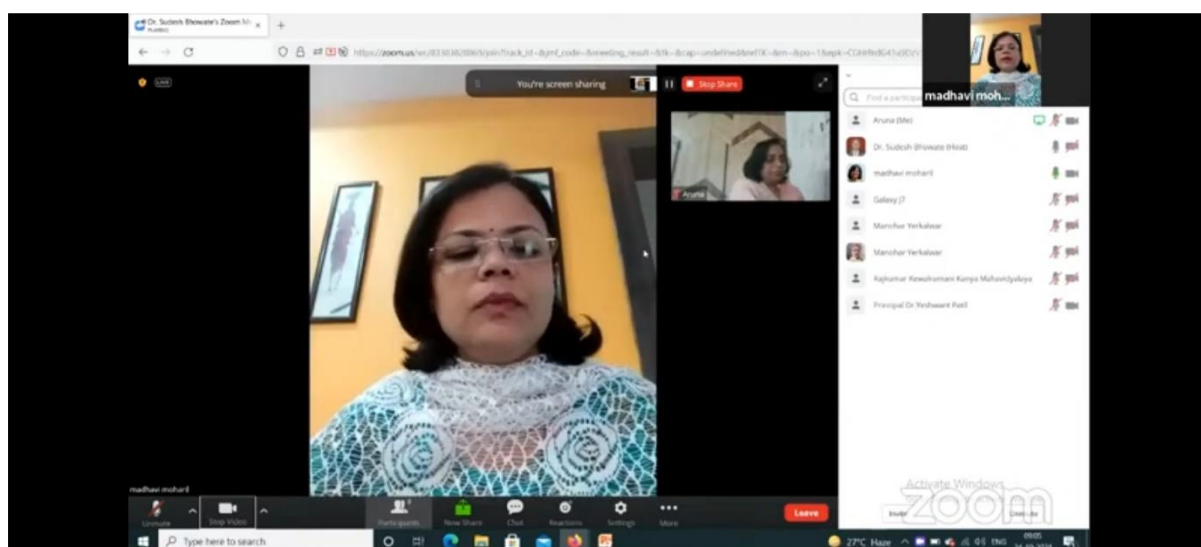
### **Plan of Action [2021 -2022]:**

\*To organise and conduct a 'Proficiency Development Course (Programme)' of 10 days' duration for the benefit of the students with a focus on the following key areas:

- \*to develop essential Study Skills among students;
- \*to enhance their soft-skills and overall abilities for better career prospects and strengthening employability;
- \*to facilitate students to become successful achievers;
- \*to create among students an interest in shaping their potential and shaping effective personalities;
- \*to help students learn the most effective Interview Techniques;
- \*to enrich the knowledge and improve the global competitiveness of the students

## Achievements/Outcomes:

- \*The college Proficiency Development Committee successfully organised and conducted a Certificate Course (Programme) of 10 days' duration to streamline the Plan of Action chalked out in collaboration with Rajkumar Kewalramani Kanya Mahavidyalaya, Jaripatka, Nagpur;
- \*This PD Course provided in-depth and detailed information related to the topics of individual presentations to enlighten the students thoroughly;
- \*After the completion of the Course, an Online Assessment Test of 25 comprehension questions was conducted through Google Form tools;
- \*After submission of these Test Answer responses, Certificates of Participation were provided to the learners to be utilised in future times from their career points of view.





**Greetings in casual conversation:**

1. **Hi/Hello:** Hey there, Whats-up, What's popin, Ahoy Mateys, What's the good word, Howdy, Bonjour, Look what the cat dragged in, What a pleasant surprise (greet someone with a big smile and lots of enthusiasm)
2. **Good morning:** Rise and Shine, Top of the morning to you (commonly used in England), What a great day to be outside, Nothing to beat the Fresh morning air, Wakey wakey breaky ready, It's good day to be up and about, The Sun's up and so are you!,
3. **Conversation Starter:** What's new with you?, What have you been upto lately, Lock down is doing you good What have you been up to all this while? The days are getting warmer, the rains are about to start, the evening have been nippy off late
4. **Closing conversation:** This was so much fun, we should do this more often? I had a wonderful time, I enjoyed very much, Thank you for the lovely afternoon, This was so refreshing, Thank you for your time (Formal Setting, Senior or reputed person), Let's catch up again soon.

Dr. Megha Ramteke

zoom



# Emotional Intelligence



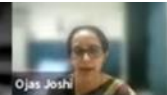
*'Emotional Intelligence (EI) is the capacity to understand our own feelings and the feelings of others for motivating ourselves. It is to manage our emotions effectively to improve our relationships*



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## 15 COMMON JOB INTERVIEW QUESTIONS

- Tell me about yourself
- Why do you want this job
- Why should we hire you
- What are your strengths and weaknesses
- What are you looking for in this new position
- What is your expected salary
- How did you learn about this job
- What do you do outside of work
- Tell me about a time that you faced a challenge, how did you tackle it?
- What is your biggest accomplishment
- Is there anything you think we could do differently
- How do you deal with pressure or a stressful situation
- What can we expect from you in the first 3 months
- How do you evaluate success
- Do you have any questions for us?



zoom



Manohar Yerkalwar

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**Culture**  
(Signs having different meaning in different culture)

**THE 'V' SIGN**

USA  
A common hand gesture sign for victory

Australia, UK, Ireland, NZ  
Used as a rude and frequently used to signify contempt or defiance towards authority

**THE THUMBS UP**

Australia, USA, UK, Canada, Mexico  
A sign of approval

India, Indonesia, West Africa, Iran, Iraq, Afghanistan  
An offensive gesture, often meaning "May it rain on your head" or "May it rain on your head"

France, Switzerland

**LOSER** **NUMBER 8**

Dr. Megha Ra...

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You have to train your mind to be stronger than your emotions or else you'll lose yourself every time.

**BURN YOUR PROBLEMS**

*Be friends of your emotions.*

*Understand yourself*

*Acquire Emotional Intelligence*

MADHAVI

zoom

Dr. Sumedh Nagdewar

Ojas Joshi

zoom





**Natural Disasters**

- Meteorological Disasters**
  - Floods
  - Tsunami
  - Cyclone
  - Hurricane
  - Typhoon
  - Snow storm
  - Blizzard
  - Hail storm
- Topographical Disasters**
  - Earthquake
  - Volcanic Eruptions
  - Landslides and Avalanches
  - Asteroids
  - Limnic eruptions
- Environmental Disasters**
  - Global warming
  - El Niño-Southern Oscillation
  - Ozone depletion-UVB Radiation
  - Solar flare

**Man made Disasters**

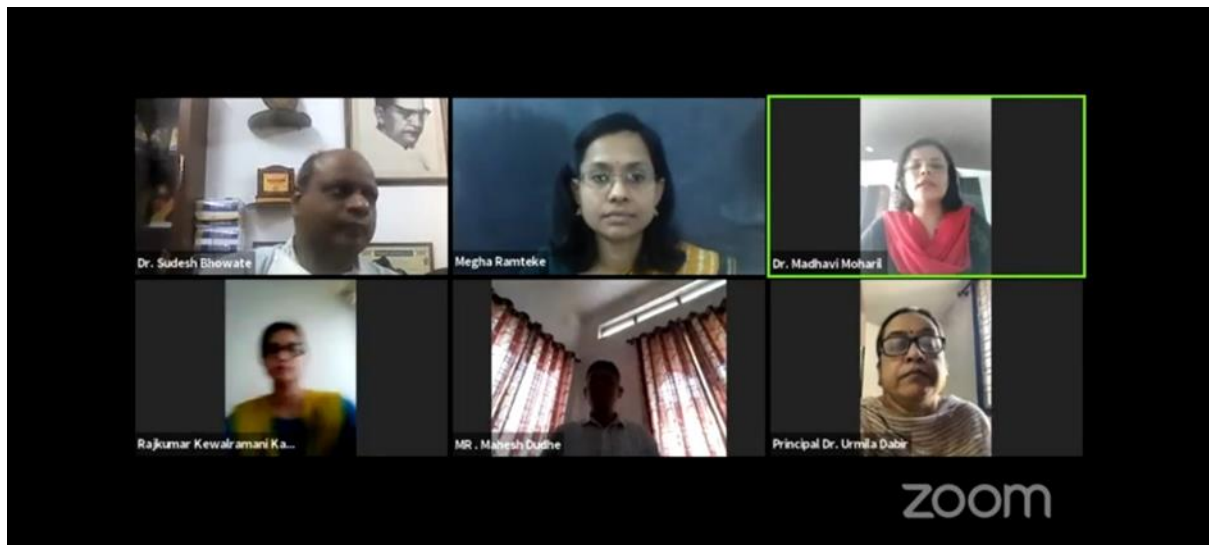
- Technological**
  - Transport failure
  - Public place failure
  - Fire
- Industrial**
  - Chemical spills
  - Radioactive spills
- Warfare**
  - War
  - Terrorism
  - Internal conflicts
  - Civil unrest
  - CBRNE

**All disasters are Human Induced Disasters**

*No Event is a disaster till it involves risks and vulnerability*

The slide also features a small video feed of a participant named Aruna in the top right corner and the Zoom logo in the bottom right corner.

A Zoom video call interface showing four participants in a 2x2 grid. Top left: Dr. Sudesh Bhowate, a man with a shaved head wearing a blue shirt. Top right: Rajani Harode, a woman with dark hair and glasses wearing a blue sari. Bottom left: Megha Ramteke, a woman with dark hair and glasses wearing a blue sari, with a whiteboard in the background containing handwritten notes including 'octave', 'a', 'b', 'c', 'd', 'e', 'f', 'g', 'h', 'i', 'j', 'k', 'l', 'm', 'n', 'o', 'p', 'q', 'r', 's', 't', 'u', 'v', 'w', 'x', 'y', 'z', 'aa', 'ab', 'ac', 'ad', 'ae', 'af', 'ag', 'ah', 'ai', 'aj', 'ak', 'al', 'am', 'an', 'ao', 'ap', 'aq', 'ar', 'as', 'at', 'au', 'av', 'aw', 'ax', 'ay', 'az', 'ba', 'bb', 'bc', 'bd', 'be', 'bf', 'bg', 'bh', 'bi', 'bj', 'bk', 'bl', 'bm', 'bn', 'bo', 'bp', 'bq', 'br', 'bs', 'bt', 'bu', 'bv', 'bw', 'bx', 'by', 'bz', 'ca', 'cb', 'cc', 'cd', 'ce', 'cf', 'cg', 'ch', 'ci', 'cj', 'ck', 'cl', 'cm', 'cn', 'co', 'cp', 'cq', 'cr', 'cs', 'ct', 'cu', 'cv', 'cw', 'cx', 'cy', 'cz', 'da', 'db', 'dc', 'dd', 'de', 'df', 'dg', 'dh', 'di', 'dj', 'dk', 'dl', 'dm', 'dn', 'do', 'dp', 'dq', 'dr', 'ds', 'dt', 'du', 'dv', 'dw', 'dx', 'dy', 'dz', 'ea', 'eb', 'ec', 'ed', 'ee', 'ef', 'eg', 'eh', 'ei', 'ej', 'ek', 'el', 'em', 'en', 'eo', 'ep', 'eq', 'er', 'es', 'et', 'eu', 'ev', 'ew', 'ex', 'ey', 'ez', 'fa', 'fb', 'fc', 'fd', 'fe', 'ff', 'fg', 'fh', 'fi', 'fj', 'fk', 'fl', 'fm', 'fn', 'fo', 'fp', 'fq', 'fr', 'fs', 'ft', 'fu', 'fv', 'fw', 'fx', 'fy', 'fz', 'ga', 'gb', 'gc', 'gd', 'ge', 'gf', 'gg', 'gh', 'gi', 'gj', 'gk', 'gl', 'gm', 'gn', 'go', 'gp', 'gq', 'gr', 'gs', 'gt', 'gu', 'gv', 'gw', 'gx', 'gy', 'gz', 'ha', 'hb', 'hc', 'hd', 'he', 'hf', 'hg', 'hh', 'hi', 'hj', 'hk', 'hl', 'hm', 'hn', 'ho', 'hp', 'hq', 'hr', 'hs', 'ht', 'hu', 'hv', 'hw', 'hx', 'hy', 'hz', 'ia', 'ib', 'ic', 'id', 'ie', 'if', 'ig', 'ih', 'ii', 'ij', 'ik', 'il', 'im', 'in', 'io', 'ip', 'iq', 'ir', 'is', 'it', 'iu', 'iv', 'iw', 'ix', 'iy', 'iz', 'ja', 'jb', 'jc', 'jd', 'je', 'jf', 'jg', 'jh', 'ji', 'jj', 'jk', 'jl', 'jm', 'jn', 'jo', 'jp', 'jq', 'jr', 'js', 'jt', 'ju', 'jv', 'jw', 'jx', 'jy', 'jz', 'ka', 'kb', 'kc', 'kd', 'ke', 'kf', 'kg', 'kh', 'ki', 'kj', 'kk', 'kl', 'km', 'kn', 'ko', 'kp', 'kq', 'kr', 'ks', 'kt', 'ku', 'kv', 'kw', 'kx', 'ky', 'kz', 'la', 'lb', 'lc', 'ld', 'le', 'lf', 'lg', 'lh', 'li', 'lj', 'lk', 'll', 'lm', 'ln', 'lo', 'lp', 'lq', 'lr', 'ls', 'lt', 'lu', 'lv', 'lw', 'lx', 'ly', 'lz', 'ma', 'mb', 'mc', 'md', 'me', 'mf', 'mg', 'mh', 'mi', 'mj', 'mk', 'ml', 'mm', 'mn', 'mo', 'mp', 'mq', 'mr', 'ms', 'mt', 'mu', 'mv', 'mw', 'mx', 'my', 'mz', 'na', 'nb', 'nc', 'nd', 'ne', 'nf', 'ng', 'nh', 'ni', 'nj', 'nk', 'nl', 'nm', 'nn', 'no', 'np', 'nq', 'nr', 'ns', 'nt', 'nu', 'nv', 'nw', 'nx', 'ny', 'nz', 'oa', 'ob', 'oc', 'od', 'oe', 'of', 'og', 'oh', 'oi', 'oj', 'ok', 'ol', 'om', 'on', 'oo', 'op', 'oq', 'or', 'os', 'ot', 'ou', 'ov', 'ow', 'ox', 'oy', 'oz', 'pa', 'pb', 'pc', 'pd', 'pe', 'pf', 'pg', 'ph', 'pi', 'pj', 'pk', 'pl', 'pm', 'pn', 'po', 'pp', 'pq', 'pr', 'ps', 'pt', 'pu', 'pv', 'pw', 'px', 'py', 'pz', 'qa', 'qb', 'qc', 'qd', 'qe', 'qf', 'qg', 'qh', 'qi', 'qj', 'qk', 'ql', 'qm', 'qn', 'qo', 'qp', 'qq', 'qr', 'qs', 'qt', 'qu', 'qv', 'qw', 'qx', 'qy', 'qz', 'ra', 'rb', 'rc', 'rd', 're', 'rf', 'rg', 'rh', 'ri', 'rj', 'rk', 'rl', 'rm', 'rn', 'ro', 'rp', 'rq', 'rr', 'rs', 'rt', 'ru', 'rv', 'rw', 'rx', 'ry', 'rz', 'sa', 'sb', 'sc', 'sd', 'se', 'sf', 'sg', 'sh', 'si', 'sj', 'sk', 'sl', 'sm', 'sn', 'so', 'sp', 'sq', 'sr', 'ss', 'st', 'su', 'sv', 'sw', 'sx', 'sy', 'sz', 'ta', 'tb', 'tc', 'td', 'te', 'tf', 'tg', 'th', 'ti', 'tj', 'tk', 'tl', 'tm', 'tn', 'to', 'tp', 'tq', 'tr', 'ts', 'tt', 'tu', 'tv', 'tw', 'tx', 'ty', 'tz', 'ua', 'ub', 'uc', 'ud', 'ue', 'uf', 'ug', 'uh', 'ui', 'uj', 'uk', 'ul', 'um', 'un', 'uo', 'up', 'uq', 'ur', 'us', 'ut', 'uu', 'uv', 'uw', 'ux', 'uy', 'uz', 'va', 'vb', 'vc', 'vd', 've', 'vf', 'vg', 'vh', 'vi', 'vj', 'vk', 'vl', 'vm', 'vn', 'vo', 'vp', 'vq', 'vr', 'vs', 'vt', 'vu', 'vv', 'vw', 'vx', 'vy', 'vz', 'wa', 'wb', 'wc', 'wd', 'we', 'wf', 'wg', 'wh', 'wi', 'wj', 'wk', 'wl', 'wm', 'wn', 'wo', 'wp', 'wq', 'wr', 'ws', 'wt', 'wu', 'wv', 'ww', 'wx', 'wy', 'wz', 'xa', 'xb', 'xc', 'xd', 'xe', 'xf', 'xg', 'xh', 'xi', 'xj', 'xk', 'xl', 'xm', 'xn', 'xo', 'xp', 'xq', 'xr', 'xs', 'xt', 'xu', 'xv', 'xw', 'xx', 'xy', 'xz', 'ya', 'yb', 'yc', 'yd', 'ye', 'yf', 'yg', 'yh', 'yi', 'yj', 'yk', 'yl', 'ym', 'yn', 'yo', 'yp', 'yq', 'yr', 'ys', 'yt', 'yu', 'yv', 'yw', 'yx', 'yy', 'yz', 'za', 'zb', 'zc', 'zd', 'ze', 'zf', 'zg', 'zh', 'zi', 'zj', 'zk', 'zl', 'zm', 'zn', 'zo', 'zp', 'zq', 'zr', 'zs', 'zt', 'zu', 'zv', 'zw', 'zx', 'zy', 'zz'. The Zoom logo is in the bottom right corner.



## Qualities to Look for When Interviewing A Potential Job Candidate

- ☐ Communication Skills
- ☐ Positive attitude
- ☐ Confidence
- ☐ Teamwork/cooperation
- ☐ Goal Oriented
- ☐ Flexibility
- ☐ Creativity
- ☐ Organization
- ☐ Body Language

Ojas Joshi

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## Need to Manage Emotions..

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# What is an interview?



- The term 'interview' is derived from the Latin language and French which means "see each other" or "see between"
- The **interview** is a formal meeting between two people (Interviewer and interviewee). The interview is conducted to ask questions and obtain information from the interviewee.

zoom



T SACHIN

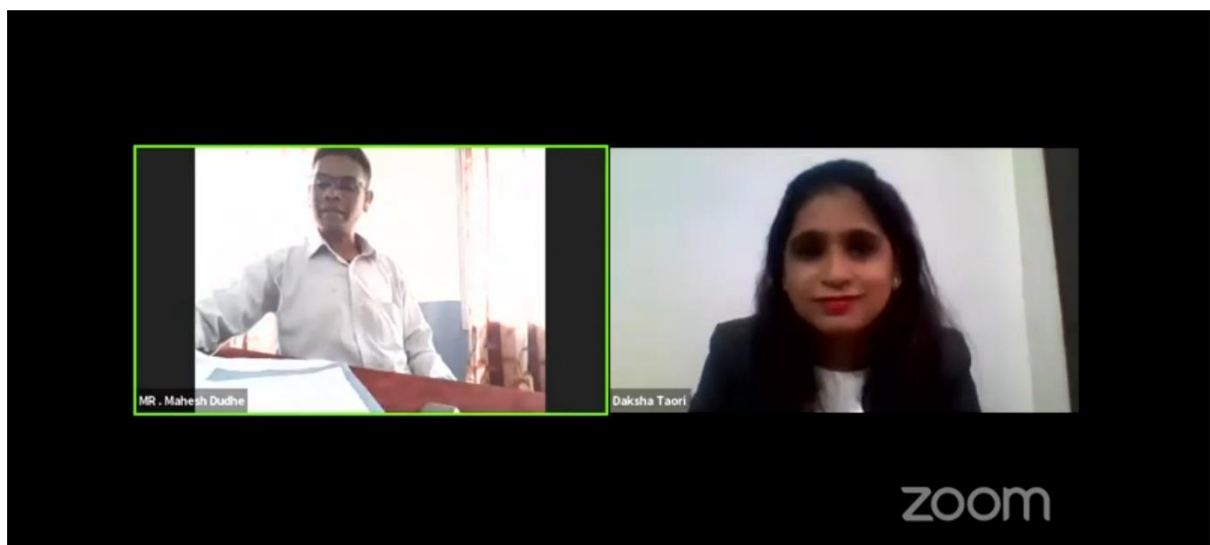
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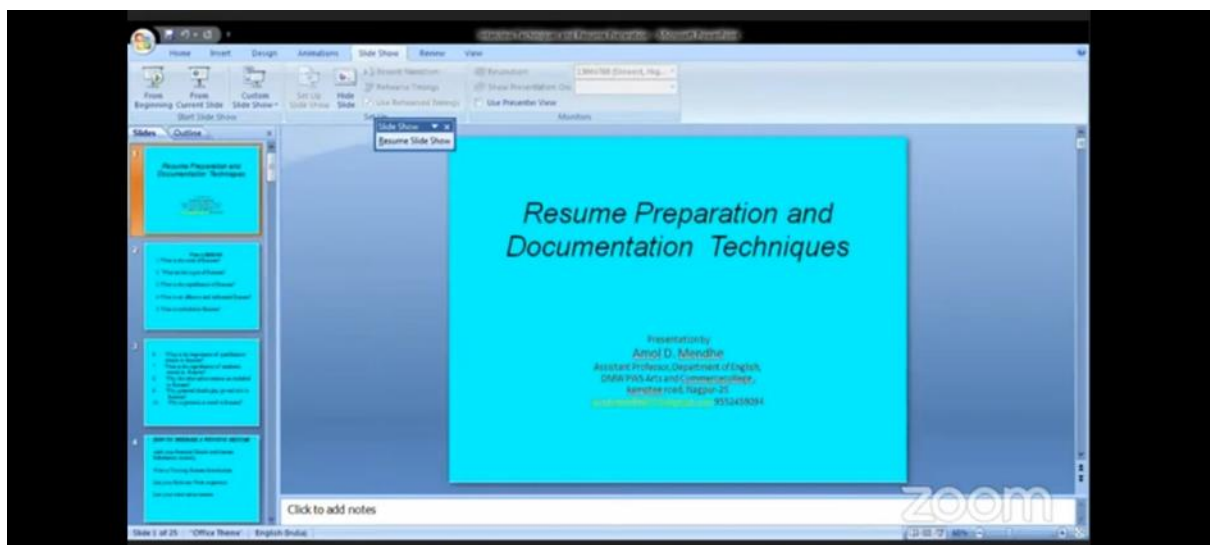
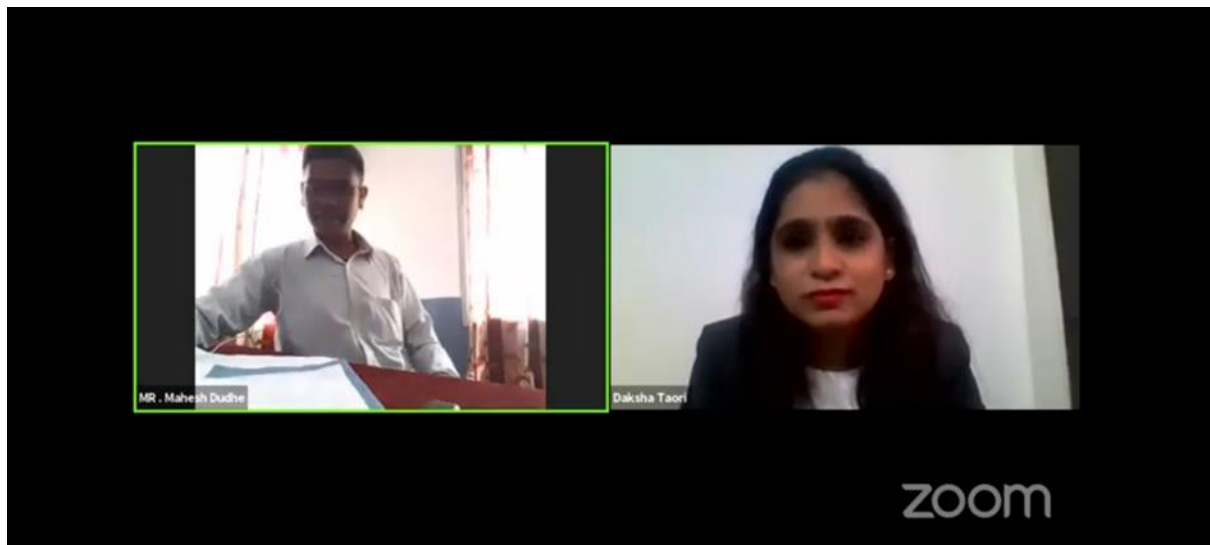


- ☐ Formal and Informal Interviews
- ☐ Face to Face Interviews
- ☐ Panel Interview
- ☐ Group Interview
- ☐ Telephonic Interview
- ☐ Video Interview

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# Life is Beautiful



Life is not a  
problem to be  
solved, but a  
reality to be  
experienced.

*TryTutorial.com*



## Telephonic Interview

- ❑ Phone interviews are increasingly used in mass hiring.
- ❑ Many interviewers schedule phone interviews as an initial screening of potential candidates.
- ❑ This is your first interaction with company.
- ❑ Treat the phone interview just as you would a face-to-face interview. Just because it is over the phone does not mean that you should take it less seriously!
- ❑ Make sure the phone/computer you are using works well. At least, DO NOT answer it during an interview. Plan to sit in a quiet room where you won't get interrupted.
- ❑ Your enthusiasm and happiness will show through in your voice



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Dr. Nitin Gohad (Resource Person)



Rajumar Kewalramani Kanya Mahavidyalaya

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# Phases of Disaster



## Non-disaster-time

To take up activities for reducing disaster effects.  
To increase disaster management skills, Plan, to regularly carry out drills in schools, to raise awareness of Students and staff

## Before Disaster

To check readiness of facilities for quick response.  
To take decisions to minimize losses.  
Early Warning  
Bringing your plan into action.

## After Disaster

To manage the safety and care of evacuees, sending students back to their homes in safe manner.

## During Disaster

To quickly respond to a disaster situation, record damage, mobilization of task forces

Activate Windows  
zoom

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