

**Report of Workshop on
“Basics of Job Preparation”
organized by Career Counselling & Training Programme
in collaboration with IQAC, Asutosh College**

A one-day workshop on “Basics of Job Preparation” was conducted by the Career Counselling & Training Programme in collaboration with IQAC, Asutosh College on 4th May 2023 at Seminar Hall of Centenary Building, Asutosh College. The aim of the workshop was to equip the final semester students of UG and PG programmes with practical knowledge and skills necessary for job preparation that will help them showcase their talents and abilities effectively. Dr. Parikshit Dutta and Dr. Surama Bera were the Joint Co-ordinators of the workshop.

The workshop commenced with registration at 10 am. Registration was managed by Dr. Arpita Samanta, Bikram Das and Tapas Soren. There were 29 participants in total, including Undergraduate and Postgraduate final semester students from Asutosh College, Bijoygarh College, St. Xavier's College, and Rabindra Bharati University. The workshop was inaugurated by Dr. Sajal Bhattacharya, former Mentor of CCTP & Ex Faculty member in Zoology, Asutosh College. IQAC coordinator Dr. Sriparna Datta Ray, Dr. Chandramalli Sengupta, Coordinator CCTP & Dr Surama Bera addressed the participants. An overview of the workshop was provided during this session, with a brief on the workshop’s objectives and its relevance to the participants.

The second session focused on Psychometric Analysis and was conducted by Sneha Dutta and Dr. Rimjhim Ray. The participants were introduced to various personality assessment tools and how to interpret the results. The session also highlighted the significance of psychometric analysis in career planning.

The third session on Writing CV was conducted by Dr. Reema Roy, Dr. Surama Bera, and Antika Sinha. The session emphasized the importance of an effective CV and provided insights on how to structure a professional and impactful CV and how to tailor the CV to different job applications to effectively highlight individual skills and achievements.

The fourth session was on preparing for Job interviews and Group Discussion. Dr. Priyanka Roy, Dr. Somnath Das, Dr. Parikshit Dutta, and Dr. Debastuti Dasgupta guided the participants on how to prepare for job interviews, key strategies to tackle difficult questions, and succeed in group discussions. The session concluded with a GDPI appraisal session conducted by Dr. Suptra Sen, Maulisri Chattopadhyay, Dr. Sraboni Roy, Dr. Subhasri Ghosh,

Dr. Moon Jana, Dr. Supriyo Das, and external expert Mr. Anjan Chakrabarty. They evaluated the performance of the participants in a mock group discussion and personal interview.

The workshop concluded with a vote of thanks by Dr. Parikshit Dutta at 4.50 pm. The participants were then awarded certificates at 5.15 pm. Dr. Subhayan Dutta and Dr. Priyadarshini Mallick anchored the event with their expertise and proficiency.

In conclusion, the workshop on “Basics of Job Preparation” was a resounding success, providing valuable insights into the key skills necessary for job preparation.



