



St. Edmund's College

"Facta Non Verba"

LEADING THE WAY SINCE 1923

Report on the Value Added Course **"Building an Effective Resume, 2022"**

Organized by
the Department of Computer Application,
in collaboration with IQAC,
St. Edmund's College, Shillong.

1. General Information	Pg 3
2. About this Course	Pg 5
3. Course Structure	Pg 6
4. Students Details	
a. Students Enrolled for the Course	Pg 7
b. Students' Attendance for the Course	Pg 10
c. Students' Result/Grading	Pg 13
5. Course Feedback	Pg 16
6. Registration Form	Pg 23
7. Feedback Form	Pg 25
8. Certificate Template, Registration Notice	Pg 27

General Information

Title of the Course: *“Building an Effective Resume, 2022”*

Total Contact Hours: 11 hours

Opening of registration process: 28th June, 2022.

Closing of Registration Process: 4th July, 2022.

Mode of Registration: Offline

Weblink for Registration: <https://forms.gle/kc6gt3Whhrx3CPY5A>

Date for Commencement of the Course: 5th July, 2022.

Closing of the course: 9th July, 2022.

Duration: 5 days.

General Information

Total No of Students Registered: 38 students

Total No of Students Enrolled: 36 students

Registration Fees: ₹100/- (Rupees One Hundred only)

Total Registration Fees Collected: ₹ 3,600/- (Rupees Three Thousand and Six Hundred only)

Course Coordinator: Ms. Rajni Khyriem.

Course Instructor: Ms. Rajni Khyriem.

About this Course

This course has been designed for students who want

- I. to build an effective resume for themselves by understanding the different aspects of a resume, working with existing templates, learning the most appealing sections of a resume and how to showcase themselves through a resume.
- II. to learn how to use LinkedIn effectively in order to look for internships, curate the types of job one is interested in and using LinkedIn learning to upskill oneself,
- III. to look into various aspects of an interview and how to prepare for it. In addition, the course also looks into how to write a job application and email.

PART I: Resume Building.

The purpose of a resume, Structure of a typical resume (Top-to-bottom look at the typical sections of a resume, Identifying relevant materials/data for the various sections.), Resume Formats (Reviewing existing formats to support one's experience and career goals, Criteria for selecting a resume format), Qualities to stay relevant and how to showcase them in a resume. Creating your own resume - The Dos and Don'ts.

PART II: Using LinkedIn effectively.

Creating a LinkedIn account, understanding the various elements of LinkedIn (Jobs, Skill Assessment, Auto Resume Builder, Job Seeker Guidance, LinkedIn Learning), Internships via LinkedIn, AICTE, Internshala.

PART III: Building good Interview Skills.

Writing a job application (letter and email), questions commonly asked in an interview and how to answer them (general questions, job specific questions), interview preparation using LinkedIn inbuilt Interview Prep feature.

Students Details

Details of Students Enrolled for the Course.

SL. NO.	STUDENT'S NAME	DEPARTMENT	SEMESTER
001	Aidahun pala	Zoology	Fifth
002	Alvan Eleazer Swer	Biochemistry	First
003	Ameda Giovana Kyndiah	BCOM	Third
004	Anirban Biswas	BCA	Graduated
005	Arundhati Das	BCA	Graduated
006	Babiangporshisha Marbaniang	Geography	Fifth
007	Baishali Gupta	BCOM	Third
008	Banlamphang Gashnga	English	Graduated
009	Calwyn Anderson Suchiang	Physics	Third
010	Celestial Shadap	Economics	Third
011	Channgayam Lungranwo	English	Fifth
012	Dave Vanlalchhuanga Sharma	BCA	Third

Students Details

Details of Students Enrolled for the Course.

SL. NO.	STUDENT'S NAME	DEPARTMENT	SEMESTER
013	Gaurav Deb	BCA	Graduated
014	Gideon Swer	BCA	Fifth
015	Gourav Poddar	BCA	Graduated
016	Hidam Linda Devi	Economics	Third
017	I-Kmen-rahmi Tyngkan	Environmental science	Third
018	Jethro Jarvis Roy Jyrwa	BCA	Third
019	M. Kishan Singha	Geography	Third
020	Marlyne Ibadahun Binan Songthiang	BCA	Graduated
021	Medaaihun Laloo	BCOM	Third
022	Mrinmoy paul	BCOM	Third
023	Nahath Blah	BCA	Graduated
024	Opanglemla Kichu	English	Fifth

Students Details

Details of Students Enrolled for the Course.

SL. NO.	STUDENT'S NAME	DEPARTMENT	SEMESTER
025	Rana Das	BCA	Graduated
026	RIDABIANG SUNGOH	Sociology	Third
027	Ritika Wahlang	Geography	Third
028	Russel Cornwell Nongkhlaw	BCA	Graduated
029	SHARMYNRAP BIAM	ECONOMICS	Third
030	Sneha Paul	English	Fifth
031	Tanisha Saikia	BCOM	Third
032	Thomas Boro	Physics	Graduated
033	Tyngshainlang lipon	Khasi	Graduated
034	Wandalyne Lyngkhoi	Geography	Fifth
035	Zebeen Riwanmika Pakyntein	Economics	Third
036	Bipana Magar	Bcom	Third

Students Details

Details of Students Attendance for the Course.

SL. NO.	STUDENT'S NAME	Total Hrs	Attended	Attendance %
001	Aidahun pala	11	2	19%
002	Alvan Eleazer Swer	11	11	100%
003	Ameda Giovana Kyndiah	11	10	91%
004	Anirban Biswas	11	11	100%
005	Arundhati Das	11	2	19%
006	Babiangporshisha Marbaniang	11	0	0%
007	Baishali Gupta	11	11	100%
008	Banlamphang Gashnga	11	11	100%
009	Calwyn Anderson Suchiang	11	11	100%
010	Celestial Shadap	11	11	100%
011	Channgayam Lungranwo	11	11	100%
012	Dave Vanlalchhuanga Sharma	11	11	100%

Students Details

Details of Students Attendance for the Course.

SL. NO.	STUDENT'S NAME	Total Hrs	Attended	Attendance %
013	Gaurav Deb	11	11	100%
014	Gideon Swer	11	2	19%
015	Gourav Poddar	11	4	37%
016	Hidam Linda Devi	11	11	100%
017	I-Kmen-rahmi Tyngkan	11	0	0%
018	Jethro Jarvis Roy Jyrwa	11	11	100%
019	M. Kishan Singha	11	11	100%
020	Marlyne I B Songthiang	11	11	100%
021	Medaaihun Laloo	11	2	19%
022	Mrinmoy paul	11	11	100%
023	Nahath Blah	11	11	100%
024	Opanglemla Kichu	11	11	100%

Students Details

Details of Students Attendance for the Course.

SL. NO.	STUDENT'S NAME	Total Hrs	Attended	Attendance %
025	Rana Das	11	10	91%
026	RIDABIANG SUNGOH	11	11	100%
027	Ritika Wahlang	11	11	100%
028	Russel Cornwell Nongkhlaw	11	11	100%
029	SHARMYNRAP BIAM	11	11	100%
030	Sneha Paul	11	11	100%
031	Tanisha Saikia	11	0	0%
032	Thomas Boro	11	11	100%
033	Tyngshainlang lipon	11	11	100%
034	Wandalyne Lyngkhoi	11	2	19%
035	Zebeen Riwanmika Pakyntein	11	11	100%
036	Bipana Magar	11	11	100%

Students Details

Participants were required to create their own resume at the end of the course by applying the elements learned during the course. The resume was then evaluated by the instructor of the course.

The participants also underwent a mock interview by applying for a particular designation.

Sl. No.	Name	Semester
001	Aidahun pala	Absent
002	Alvan Eleazer Swer	A+
003	Ameda Giovana Kyndiah	A+
004	Anirban Biswas	A
005	Arundhati Das	Absent
006	Babiangporshisha Marbaniang	Absent
007	Baishali Gupta	A+
008	Banlamphang Gashnga	A+
009	Calwyn Anderson Suchiang	A+
010	Celestial Shadap	A
011	Channgayam Lungranwo	A+
012	Dave Vanlalchhuanga Sharma	A+

Students Details

Participants were required to create their own resume at the end of the course by applying the elements learned during the course. The resume was then evaluated by the instructor of the course.

The participants also underwent a mock interview by applying for a particular designation.

Sl. No.	Name	Semester
013	Gaurav Deb	A+
014	Gideon Swer	Absent
015	Gourav Poddar	Absent
016	Hidam Linda Devi	A+
017	I-Kmen-rahmi Tyngkan	Absent
018	Jethro Jarvis Roy Jyrwa	A+
019	M. Kishan Singha	A+
020	Marlyne I B Songthiang	A+
021	Medaaihun Laloo	Absent
022	Mrinmoy paul	A
023	Nahath Blah	A+
024	Opanglemla Kichu	A+

Students Details

Participants were required to create their own resume at the end of the course by applying the elements learned during the course. The resume was then evaluated by the instructor of the course.

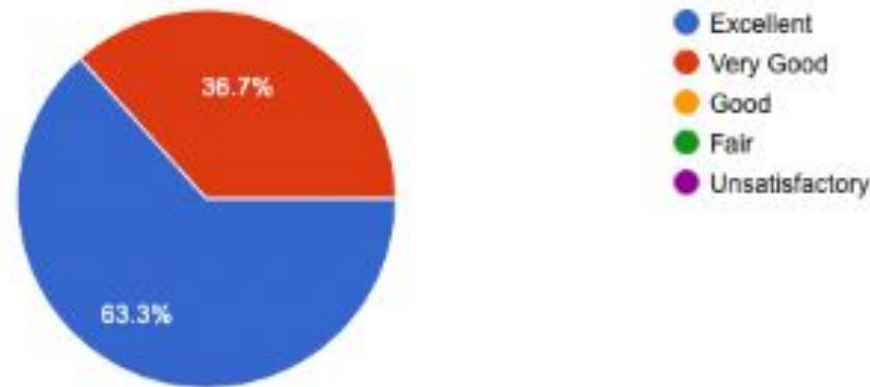
The participants also underwent a mock interview by applying for a particular designation.

Sl. No.	Name	Semester
025	Rana Das	A+
026	RIDABIANG SUNGOH	A
027	Ritika Wahlang	A
028	Russel Cornwell Nongkhlaw	A+
029	SHARMYNRAP BIAM	A
030	Sneha Paul	A+
031	Tanisha Saikia	Absent
032	Thomas Boro	A+
033	Tyngshainlang lipon	A
034	Wandalyne Lyngkhoi	Absent
035	Zebeen Riwanmika Pakyntein	A+
036	Bipana Magar	A

Course Feedback

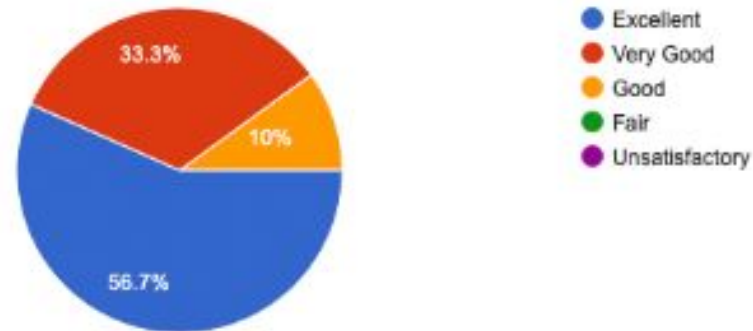
The Feedback form was designed for the participants using a google form <https://forms.gle/rZPMWvgobbMWRB4V8> and was responded to by 30 participants. The analysis is depicted below.

1. Content of the course
30 responses

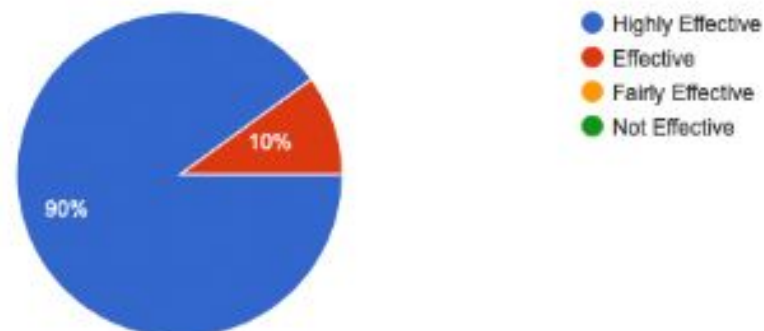


Course Feedback

2. Relevance of the course 30 responses



3. Effectiveness of the course in future endeavors 30 responses



Course Feedback

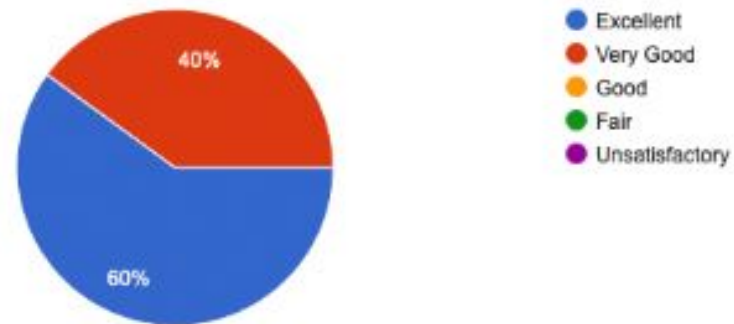
4. On a scale of 1 to 5, how successful was the instructor in delivering and meeting the goals of the course?

30 responses



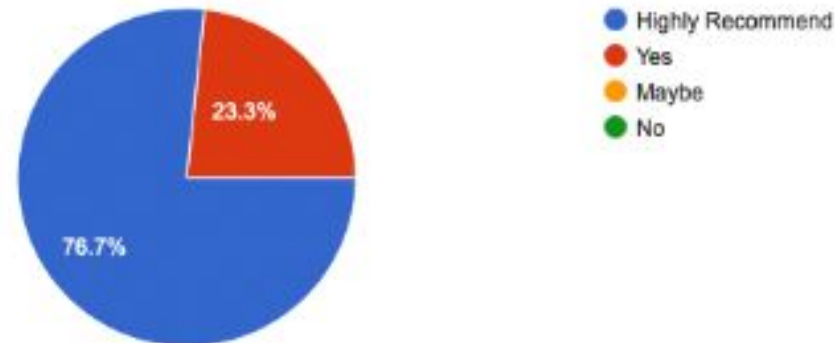
5. Overall Learning Experience

30 responses



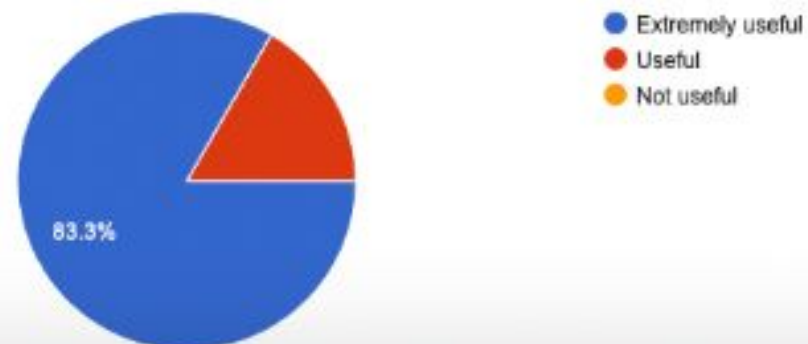
6. Would you recommend this course to others?

30 responses



7. How useful was enrolling for this course to you?

30 responses



Course Feedback

8. Would you like to provide any other comments about this course?

20 responses

Very affective and student were very sharp.

It was a really good experience. Have learned alot through the help of this course. Thankyou so much to the educator who was able to make us understand with some practical examples.

The instructor and all the participants made the course much more fun. I learnt a lot from all the different personalities I came across. The instructor made every aspect relatable and it felt like a safe place where i could face my fears of public speaking and learn how overcome failures and disappointment as well.

This 5-day course was quite effective for me. I learnt the appropriate way to create my Resume and had the opportunity to sit for an interview for the first time. Ma'am Khyriem guided us really well – straight to the point and empathetic as well. If it weren't for her, I would not have had the courage to sit for the interview. All in all, it was a beneficial course which has successfully helped in broadening my horizon both cognitive and visceral.

This course helps alot about Interview for us who haven't had an experience

Course Feedback


This course has really given us the experience of a real interview and to better equip ourselves and to be more prepared when the time for a real interview comes our way

It was a great experience and I've learnt a lot from this course

Amazing,Greta Learning experience

We should offer more of this particular course. As it helps in future endeavors.

It helped me what to do and what not to do in an interview

Great! 

Friendly learning environment and got to know about a lot of new things not included in books

A wonderful experience

It helped me overcome my fears

Course Feedback

The overall experience of the course was very helpful and satisfactory.

Helpful course.

Very effective

It was an eye opener. Would appreciate more such courses with elaborative assessments for each individual's growth.

....

Very helpful experience and practice.

Registration Form



Registration for "Building Effective Resume", 2022

Course Duration: April 4th - 9th July, 2022 (10:00 A.M. to 12:00 Noon.)
Course Venue: Lab - 91, Department of Computer Application, Old Higher
Secondary Building, Library Block)
Contact us at 9863039487

Registration Form

* Required

Full Name (as to be printed on the certificate) *

Your answer

Email *

Your answer

WhatsApp Contact Number *

Your answer

Department *

Your answer

Semester *

Choose

I understand that I will have to pay Rs.100/- upon registering to this course. *

- Yes
 No

Submit

Clear form

Registration Form



Registration Fees Details for "Building Effective Resume", 2022

Course Duration: April 4th - 9th July, 2022 (10:00 A.M. to 12:00 Noon.)
Course Venue: Lab - 91, Department of Computer Application, Old Higher Secondary Building, Library Block)
Contact us at 9863039487



The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

*** Required**

Full Name (as to be printed on the certificate) *

Your answer


Payment Details *

[Add file](#)

Submit



Clear form

Feedback Form

 **"BUILDING EFFECTIVE RESUME"**
Organized by Department of Computer Applications,
St. Edmund's College

**Feedback form for the course on
"Building Effective Resume", 2022.**

Kindly rate your overall experience about the course based on the given parameters.

 rajnikhyriem@gmail.com (not shared) 
[Switch account](#)

*** Required**

Full Name (as to be printed on the certificate) *

Your answer _____

Email *

Your answer _____

Contact Number *

Your answer _____

Department *

Your answer _____

1. Content of the course *

Excellent

Very Good

Good

Fair

Unsatisfactory

2. Relevance of the course *

- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

3. Effectiveness of the course in future endeavors *

- Highly Effective
- Effective
- Fairly Effective
- Not Effective

4. On a scale of 1 to 5, how successful was the instructor in delivering and meeting the goals of the course? *

- 1
- 2
- 3
- 4
- 5

5. Overall Learning Experience *

- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

Feedback Form

5. Overall Learning Experience *

- Excellent
- Very Good
- Good
- Fair
- Unsatisfactory

6. Would you recommend this course to others? *

- Highly Recommend
- Yes
- Maybe
- No

7. How useful was enrolling for this course to you? *

- Extremely useful
- Useful
- Not useful

8. Would you like to provide any other comments about this course?

Your answer _____

Submit

Clear form





Registration Notice

VALUE ADDED COURSE

Organized by
Department of Computer Application,
St. Edmund's College.
(in collaboration with IQAC, St. Edmund's College.)

Thinking of what to do during this break?!!?

Come join us for a One week course on

“Building an Effective Resume”

(with a tour of LinkedIn and Interview Prep)

ABOUT THE COURSE:

- * Learn how to make an effective resume/biodata within 5 days.
- * Get acquainted with platforms like LinkedIn to increase your visibility to employers.
- * Learn the do's and don'ts of an interview.

ELIGIBILITY:

- * Open to all Students of St. Edmund's College.
 - * Course Duration: 5th to 9th July, 2022
 - * Last date for Registration : 4th July, 2021
 - * Registration Fee: Rs. 100/-
- Certificates will be awarded on completion of the course.



**Limited seats!
Register!!**

**For registration or
any queries, contact
+919863039487**