

REPORT SUBMISSION TO IQAC

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|-----------------------------|---------------------------------------|
| Programme Name ¹ | How to write an official Email and CV |
| Date | March 29, 2023 |
| Department/Committee/Club | Training & Placement Cell |

Give a brief description of the programme stating its purpose/objective (in not more than 300 words)

The Training & Placement Cell conducted a session-cum-activity with the 6th semester students (Honours and General) on "How to write an official e-mail" and on CV making. This has been done as a part of their Career Counseling. The activity is conducted by Ms. Chanini Lokho, Convenor, Training & Placement.

The activity began with a brief presentation on the importance of knowing how to write official email. Emails are essential mode of communication in office settings. They are used effectively when it comes to applying for job openings, applications pertaining to leave, requests and memo. Likewise, knowing how to write a good CV is very important when one applies for job openings. Prospective employers give huge emphasis on how applicants present themselves in their CVs.

Hence point on the Dos and Donts of writing an email and CV were taught to the students.

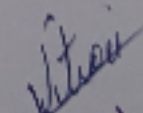
The session concluded with students sending a sample official email and feedback given to them.

Altogether 37 students from General and Honours programme attended the programme.

¹ Programme can be a seminar/workshop/field trip/exposure trip/training/internship/social activities

Those programmes where students are unaccompanied by a faculty member, a student i/c has to submit the report

Please email the report to iqac@mck.co.in


Principal
Modern College, Piphema

Attendance

March 29, 2023

How to write Professional email 2 CV



| SrNo | Roll No. | Name | emailid (personal) |
|------|----------|--------------------|---|
| 1. | BH20018 | Vungimung Kikon | Vungimungkikon18@gmail.com Vungimungkikon18@mtc.co.in |
| 2. | BG180019 | Thejapuli Aler | thejapuli18@gmail.com thejapuli18@mtc.co.in |
| 3 | BH20022 | Chubunungbam Jamin | chubunungbam23@gmail.com chubunungbam23@mtc.co.in |
| 4 | BH20033 | Prunjang T | PrunjangT@gmail.com PrunjangT@mtc.co.in |
| 5 | BG20010 | Tungwang P Konyak | TungwangPhangtungwang@gmail.com TungwangP@mtc.co.in |
| 6 | BH20019 | Adika K Chishi | adibochishi988@gmail.com AdikaK@mtc.co.in |
| 7 | BG20011 | Vethite Zenga | VethiteZenga00@gmail.com VethiteZenga00@mtc.co.in |
| 8 | BG20004 | Kelenzo | KelenzoZenga@gmail.com KelenzoZenga@mtc.co.in |
| 9 | BH20008 | Atitiki | AtitikiZenga@gmail.com AtitikiZenga@mtc.co.in |
| 10. | BH20050 | Sentimanga Jami | SentimangaJami@gmail.com SentimangaJami@mtc.co.in |
| 11 | BH20015 | Venethitu Swar | VenethituSwar@gmail.com VenethituSwar@mtc.co.in |
| 12 | BH20034 | Ringley Zangay | RingleyZangay558@gmail.com RingleyZangay558@mtc.co.in |
| 13 | BH20049 | Anand Kump | AnandKump@gmail.com AnandKump@mtc.co.in |
| 14 | BH20038 | Pzunkel Alume | PzunkelAlume@gmail.com PzunkelAlume@mtc.co.in |
| 15 | BH20046 | Vickroto-o Koga | Vickroto-oKoga@gmail.com Vickroto-oKoga@mtc.co.in |
| 16 | BH20042 | Nokto Kungnas | NoktoKungnas@gmail.com NoktoKungnas@mtc.co.in |
| 17 | BG20002 | Changshun Poon | ChangshunPoon@gmail.com ChangshunPoon@mtc.co.in |
| 18 | BH20035 | Tungwang | Tungwang73@gmail.com Tungwang73@mtc.co.in |

V. V. V.
Principal
Modern College, Pithemba

| NO | Roll NO | Name | Email (personal) |
|----|----------|---------------------|--|
| 21 | BH190045 | Ajune Sapuh | Sapuh155@gmail.com Ajune Sapuh (ajune1010) ajune1010@gmail.com ajune1010@mech.co.in |
| 22 | BH200003 | Ningukholie Kyimbu | ningukholie@mech.co.in ningukholie@gmail.com |
| 23 | BH20009 | Tamuli Pandu Koditu | Tamuli@mech.co.in andrukoditu@gmail.com |
| 24 | BH20031 | Ajulemang Thuri | Thuri@mech.co.in ajulemang@gmail.com |
| 25 | BH20004 | Puduthe Lini | Puduthe@gmail.com Puduthe@mech.co.in |
| 26 | BH20036 | Vijaykumar Tapa | Vijaykumar@gmail.com vijaykumar@mech.co.in |
| 27 | BH20041 | Maaren Jamin | Maarenjamin30@gmail.com |
| 28 | BH20016 | Maongnaro Longkum | maongnaro125@gmail.com |
| 29 | BH20024 | Phoatying T Wanghao | phoatying@mech.co.in phoatying@gmail.com |
| 30 | BH20026 | Lini Sani | Lini@mech.co.in Lini@gmail.com |
| 31 | BH20014 | Sashinika | sashinika709@gmail.com |
| 32 | BH20001 | Chaiti | TenniPony@gmail.com Chaiti@mech.co.in |
| 33 | BH20020 | Akhil Rikto | akhilrikto15@gmail.com akhil@mech.co.in |
| 34 | BH20023 | Khimmaya Bisukarma | khimmayabisukarma@gmail.com |
| 35 | BH20030 | Ngathungchon Zimeh | agathalfr@gmail.com |
| 36 | BH20021 | Avinof PF Chapao | Avinofenafina@gmail.com |
| 37 | BH20005 | Kunukono Ltu | Kunukono@gmail.com Kunukono79@gmail.com |

Submitted by
Rani

CHANINI LOKAD

Vitavi
Principal
Modern College, Pithema

A TALK
ON

"Effective Communication Skills"

Organised by

Training and Placement Cell, Modern College

Resource Person



Ms. A. Moamongla Aier
Associate Professor, Dept. of Pol. Science
Dimapur Govt. College

21st October 2022, FRIDAY

TIME : 1:00 PM

VENUE: Conference Hall

Chairperson:
Ms. Pulovili Lohe

Recorder:
Mr. Verahu Nienu

Vote of Thanks
Mr. John Besii

Modern College
Porterlane Dzuvürü, Kohima
Nagaland - 797001

V. Besii
Principal
Modern College, Piphema

REPORT ON CAREER GUIDANCE PROGRAMME AND FACULTY INTERACTION AT MODERN COLLEGE

A Career Guidance and Faculty Interaction programme was organised by the Training and Placement Cell of Modern College on 21st October, 2022 at the college auditorium.

The programme was divided into two sessions where the speech for the first session was addressed to the students while the second session was a faculty interaction. Ms. Nukchala Jamir, Asst. Professor, Dept. of Vocation chaired the first session and Dr. Vitsou Yano, Principal of Modern College delivered the welcome address. The resource person for the programme was Ms. A. Moamongla Aier, Associate Professor, Dept. of Political Science, Dimapur Government College.

The resource person started her speech by saying that as a teacher her job is not only to teach the students of Dimapur Government College but to teach all the youths of today. The topic for the first session was **"Art of Public Speaking"**. She enlightened the students on the various career opportunities they can pursue by being a good public speaker, giving examples of some of the famous personalities who have set their career with their public speaking skills. She urged the students to use their voice for things that will benefit the world community, to bring about changes and to give hope to the hopeless. She also highlighted the art and techniques on how to be a good public speaker.

The first session was followed by the second session immediately at the conference hall where there was a quick discussion among the teachers and the resource person. She highlighted the best practices they follow in their college to make the students good public speakers and urged the authority to adapt public speaking and outreach programme as an extension service outside the college. The discussion was followed by a question and answer session. The chairperson for the second session was Ms. Pulovili Lohe, Asst. Professor, Dept. of English and the vote of thanks was delivered by Sir. John Besü, Administrator of Modern College followed by a photo session with the resource person.

Vitsou
Principal
Modern College, Piphema



V. V. V.
Principal
Modern College, Pithema