



**BHARATI VIDYAPEETH UNIVERSITY, PUNE (INDIA)**

**Reaccredited with 'A' Grade by NAAC**



**VALUE ADDED COURSE**

**Career Counseling**

**INFORMATION BROCHURE-2017-18**

## About the Institute

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**Dr. S. B. Sawant**  
Director, AKIMSS, Solapur

Abhijit Kadam Institute of Management and Social Sciences is a premier leading institute of Western Maharashtra, located at Solapur. The institute is approved by AICTE, recognized by UGC and functions under the umbrella of Bharati Vidyapeeth (Deemed to be University), Pune. It has a well-established history and is proud of its academic reputation. Having been set up in 1981, AKIMSS has emerged as a citadel of learning and research with a symbiotic relationship with the world of business and industry.

The institute creates an environment within which actionable learning takes place and thus it provides the breeding ground for managerial leadership of the future.

The institute presently offers two post graduate programmes (MBA and MCA) and two under graduate programmes (BBA and BCA).



The institute has excellent full time faculty members with proven track records and a group of visiting faculty members who bring the experience of real world to classroom discussion. Specialist scholars come and deliver lectures enabling the student to expand their horizons of *gyan* (knowledge), *buddhi* (intelligence) and *vivek* (the consciousness to discern).

## Programme Offered

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The institute offers following programmes.

Sr. No.	Programme	Duration	Semesters	Intake Capacity
1.	MBA	Two Years	Four	60
2.	MCA	Two Years	Four	30
3.	BBA	Three Years	Six	90
4.	BCA	Three Years	Six	120

## Salient Features

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- Category – I Deemed to be University; Graded by UGC
- Re-accreditation with 'A+' Grade by NAAC
- Approved by All India Council for Technical Education (AICTE), New Delhi
- Ph.D. Centre under the Faculty of Management Studies
- Life Member of Association of Indian Management Schools (AIMS)
- State-of-the-Art Infrastructure
- Wi-Fi enabled Campus
- Qualified and dedicated Faculty Members
- Corporate Resource Center
- Excellent inputs for overall development of professional competencies and personality of the students.
- Placement Assistance Cell; Centralized Placement Cell at Pune
- Well-equipped library with more than 23000 books and subscription of 24 national and international Research Journals
- Facility of Online Research Journals (J-Gate, EBSCO, DELNET), NDLI, INFLIBNET resources and other Open Access Resources; more than 500 Management CD's; Night Reading Room Facility.
- Video-conferencing, Excellent Internet Laboratory, Computer Laboratory
- Sport Facility (Indoor and outdoor)
- NSS Wing, Tutor Word Group , Co-curricular and Extracurricular Activities
- In-house banking facility
- Registered Alumni Association

<b>Course Title - Career Counseling</b>			
<b>Type Of Course</b>	<b>Credits</b>	<b>Evaluation</b>	<b>Marks</b>
Value Added	2	CCA	100
<b>Course Objective:</b> This course gives students fundamental knowledge on how to evaluate jobs, get ready for interviews and get jobs.			
<b>Course Outcome:</b> A successful completion of this course will enable students to: <ul style="list-style-type: none"> <li>• Learning how find and use career information resources</li> <li>• Developing the skills and competencies related to career counseling needed by professionals in the field.</li> </ul>			
<b>Unit No.</b>	<b>Content</b>		<b>Total Sessions</b>
1	Introduction to on-campus placements and employment scenario, Campus to Corporate, How to use Social Media (Link-din, FB, etc).		07
2	Introduction to Soft skills, Preparation self introduction for interviews, Creating a strong resume with tips and Techniques,		05
3	Problem solving skills, Talking about Challenging Moment, Dress Etiquettes, Body Language, HR Interview questions - Discussion and presentation		05
4	Introduction to Group Discussion – Types of GD, Tips and Techniques, Mock GD sessions, Refreshing Grammar concepts, Essay writing, Email Writing, Just a Minute topics- How these help us in Interview process		05
5	Mock Interview process in class room , Selling yourself – An activity based		08

**Reference Books :**

- ❖ Brown, D. (2003). Career information, career counseling, and career Development, 9<sup>th</sup> ed. Allyn and Bacon.
- ❖ Sharf, R. S. (2013). Applying career development theory to counseling (6 th Ed.). Belmont, CA: Brooks/Cole.
- ❖ Zunker, V. G. Career counseling: Applied concepts of life planning (Newest Edition) Pacific Grove, CA: Brooks/Cole
- ❖ Zunker, V. G. & Osborn, D. S. Using assessment results for career development (Newest Edition). Pacific Grove/CA: Brooks/Cole

**MOOCS:**

- ❖ <https://www.my-mooc.com/en/categorie/career-development>
- ❖ <https://www.mooc.org/>
- ❖ <https://www.mooc-list.com/tags/career-development>

## Evaluation Criteria (CCA)

Respective Institute evaluate the Student and Course completion Certificate given at Institute Level with Signature of (Course Co-ordinator and Director)

## Certificate Specimen



The image shows a certificate specimen template for Bharati Vidyapeeth. The background features a photograph of a modern, multi-story building with a green lawn in front. On the left side, there is a vertical banner with a teal top half and a yellow bottom half. The word "Certificate" is written vertically in a large, bold, black font on the yellow part. At the top left of the banner is the Bharati Vidyapeeth logo, which includes a circular emblem with a book and a lamp, surrounded by the text "BHARATI VIDYAPEETH" and "DEEMED UNIVERSITY SOLAPUR".

**BHARATI VIDYAPEETH** Reg. No.:2022FDP222311-BV001  
**(DEEMED TO BE UNIVERSITY), PUNE (INDIA)**  
Reaccredited with 'A+' Grade by NAAC  
Category-I University Status by UGC, 'A' Grade by MHRD  
Ranked 76<sup>th</sup> by NIRF 2022 under University Category

5th 104 Celebrating  
**and Beyond**  
BHARATI VIDYAPEETH  
Foster Creativity, Dr. P. V. Narayana Murthy

**Abhijit Kadam Institute of Management and Social Sciences, Solapur**

This is to certify that,  
**Name of the Student :** \_\_\_\_\_  
has successfully completed Value Added course of  
**Course Title:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Course Co-ordinator**  
(Signature )

**Director**  
(Signature )