



Unveiling Excellence

## SKILL & CAPACITY DEVELOPMENT REPORT 2023-24

### UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

**nirf** India Ranking-2023 (151-200)

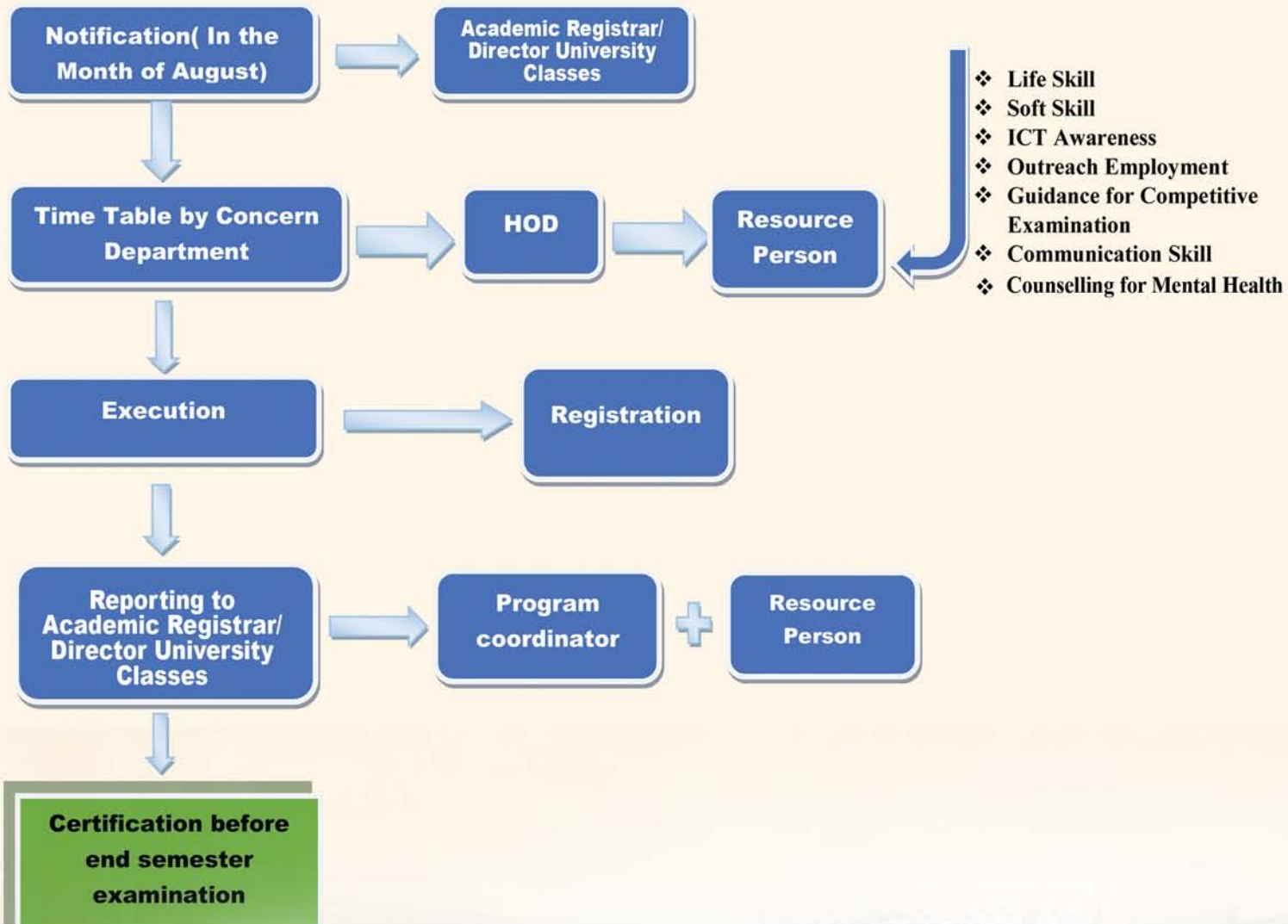
Accredited 'A' Grade by NAAC

#### Snapshots

- ▶ Flow Chart
- ▶ Special Session on Soft Skill and Career Development
- ▶ Special Talk on Career Counselling
- ▶ Professional Communication Skill
- ▶ Special Lecture on Awareness of Trends in Technology
- ▶ International Day of Yoga
- ▶ Campus Recruitment Drive
- ▶ Media Coverage



# Flow Chart Capability Enhancement Program





## SPECIAL SESSION ON SOFT SKILL AND CAREER DEVELOPMENT



*Communication and soft skill expert delivered lecture to students*

## GROUP DISCUSSION SESSION



*Campus Recruitment Drive by renowned Venture Catalysts*

## PERSONAL INTERVIEW SESSION



*Personal Interview Session has going on*



## SPECIAL SESSION ON CAREER COUNSELLING



*Career Counselling Session has been conducted by Training and Placement Division.*

## INTERNATIONAL YOGA DAY



*International Yoga Day celebrated by Department of Physiotherapy at USTM Campus.*

## SESSION ON AWARENESS ON TRENDS IN TECHNOLOGY



*IT Awareness Session has been conducted by Experts.*



## SESSION ON IT AWARENESS



*IT Awareness Session has been conducted by Experts.*

## COUNSELING ON PROFESSIONAL AND PERSONAL SKILL



*This session was about making the students prepare for campus placement drives. Talking about the present job scenario, the resource person listed all the requirements in a placement drive that are to be fulfilled by the students. Soft skills plays a major role in this the preparation part and the students were highly motivated by this session.*

## WORKSHOP ON INTERVIEW TECHNIQUES



*On 1 st November, 2023 a session on “Ace the Interview: Strategies for Standing Out and Landing a Job” was conducted by University Finishing School in collaboration with Department of Commerce. The session focused on essential strategies to help job seekers stand out and secure a job through effective interview techniques. The resource person provided valuable insights and practical advice during the session. Attendees left with a better understanding of how to prepare for interviews, present themselves professionally and stand out to potential employers.*



## Special Session on

# Ace the Interview: Strategies for Standing out and Landing the Job



Organised by **University Finishing School**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

Accredited by NAAC "A" Grade  
 India Ranking-2024 (151-200)

Collaboration with **Department of Commerce**

### About the Session

The "Ace the Interview: Strategies for Standing Out and Landing the Job" session was conducted by University Finishing School in collaboration with Department of Commerce. The goal of this session was to equip participants with the skills, techniques, and confidence necessary to excel in job interviews and secure their desired positions. The facilitator explained different types of interviews and what employers typically look for. This segment included insights into behavioral interviews, technical interviews, and case interviews, as well as tips on how to prepare for each type. The facilitator discussed the importance of body language, professional attire, and effective communication. Participants practiced techniques for making a strong first impression, such as maintaining eye contact, offering a firm handshake, and speaking clearly. The session successfully met its objectives, providing participants with valuable strategies and practical experience to excel in job interviews.

### Objectives

- ❖ **Understand the Interview Process:** To familiarize participants with different types of interviews (e.g., behavioral, technical, case) and the typical interview process in various industries.
- ❖ **Master Common Interview Questions:** To provide strategies for effectively answering common interview questions, including behavioral questions using the STAR (Situation, Task, Action, Result) method.
- ❖ **Develop Techniques for Positive Impression:** To teach participants how to make a strong first impression through body language, attire, and communication skills.
- ❖ **Prepare for Difficult Questions:** To equip participants with techniques for handling challenging or unexpected questions with confidence and poise.
- ❖ **Enhance Practical Skills:** To provide hands-on practice through mock interviews and role-playing, allowing participants to apply techniques and receive constructive feedback.
- ❖ **Build Confidence:** To increase participants' confidence in their interviewing abilities through preparation, practice, and supportive feedback.
- ❖ **Encourage Continuous Improvement:** To motivate participants to continue refining their interviewing skills and provide them with resources for ongoing development.



**Resource Person**

**Ms Jayashree Deka**

Asst. Training and  
Placement Officer, USTM

**Date : 1<sup>st</sup> November, 2023**

**Venue : Smart Room, Block-K**

**Time**

**11:00 AM to 12:00 PM**



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## Special Session on

# Resonate on Paper: Mastering the Art of Resume Creation

Organised by **Counselling and Guidance Cell**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

Accredited by NAAC "A" Grade  
nirf India Ranking-2024 (151-200)

Collaboration with **Department of Economics**



### About the Session

A well-crafted resume is a powerful tool in a job seeker's arsenal, serving as a key document that highlights skills, experiences, and qualifications to potential employers. The "Resonate on Paper: Mastering the Art of Resume Creation" session aimed to equip participants with the knowledge and skills necessary to create compelling resumes that effectively showcase their professional strengths and suitability for desired roles.



### Resource Person

**Ms Jayashree Deka**

Asst. Training and  
Placement Officer, USTM

### Objectives

- ❖ Understanding Resume Basics: Covering essential components such as contact information, summary or objective, work experience, education, skills, and additional sections.
- ❖ Content Development: Teaching strategies for selecting and presenting relevant information effectively.
- ❖ Formatting and Design: Providing guidelines for organizing and formatting resumes to enhance readability and visual appeal.
- ❖ Customization Techniques: Demonstrating how to tailor resumes for specific job applications using keywords and skills matching.
- ❖ Practical Tips and Best Practices: Offering actionable advice and best practices for creating impactful resumes.

### Key Takeaways

- ❖ Resume Fundamentals: Participants gained a comprehensive understanding of the essential components of a strong resume.
- ❖ Content Development: Enhanced ability to select and present relevant information clearly and effectively.
- ❖ Formatting and Design: Improved skills in organizing and designing resumes for readability and visual appeal.
- ❖ Customization Techniques: Learned strategies to tailor resumes to specific job descriptions and employer expectations.
- ❖ Practical Tips: Acquired actionable advice and best practices to enhance the overall quality and impact of their resumes

**Date : 8<sup>th</sup> February, 2024**

**Venue : Smart Room, Block-G**

**Time : 11.00 AM to 12 PM**



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### Resource Person

**Ms Jayashree Deka**

Asst. Training and  
Placement Officer, USTM

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**Special Session on**

# Drafting an Ideal Resume

Organised by **Training & Placement Division**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

Accredited by NAAC "A" Grade

 India Ranking-2024 (151-200)

Collaboration with

**Department of Business Administration**



## About the Session

The session on "Drafting an Ideal Resume " provided participants with valuable insights and practical tips for creating effective resumes. The aim of the session was to provide participants with a comprehensive understanding of the purpose and objectives of resume writing. By understanding the purpose and objectives of a resume, participants gained the knowledge and skills necessary to craft resume that stand out to potential employers. An overview of different resume formats such as chronological, functional, and combination formats was given. Explanation of when each format is most appropriate based on an individual's work history and career goals. The interactive discussions and Q&A session allowed for personalized guidance, making the session engaging and relevant to each participant.



**Resource Person**

**Ms Mercy Borah**

Corporate Relationships  
Officer, USTM

## Objectives

- ❖ To understand the purpose of a resume and its significance in the job application process.
- ❖ To provide guidance and assistance in creating an effective resume.
- ❖ To understand the role of a resume in representing an individual's professional profile, qualifications, and experiences to potential employers.
- ❖ To understand the key components of a well crafted resume.
- ❖ To provide tips for creating a pleasing and readable resume, including font selection, spacing, and section headings

**Date : 3<sup>rd</sup> November, 2023**

**Venue : Smart Room, Block-C**

**Time 11:00 AM to 12:00 PM**



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## Special Session on

# Interview Insights: Strategies for Success

Organised by **Department of Pharmaceutical Science**

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**



Accredited by NAAC "A" Grade

**nirf** India Ranking-2024 (151-200)

Collaboration with

**Training and Placement Division**

### About the Session

Interviews are a critical component of the job application process, serving as a platform for candidates to showcase their skills, experiences, and personalities to potential employers. The "Interview Insights: Strategies for Success" session was designed to equip participants with the strategies and techniques needed to excel in interviews, thereby increasing their chances of securing desired positions.

### Objectives

- ❖ Understanding the Interview Process: Familiarizing participants with different types of interviews and what to expect.
- ❖ Preparation Techniques: Providing strategies for thorough preparation, including research and practice.
- ❖ Effective Communication: Enhancing verbal and non-verbal communication skills.
- ❖ Answering Behavioral Questions: Teaching the STAR (Situation, Task, Action, Result) method for answering behavioral questions.
- ❖ Interview Etiquette: Offering tips on professional behavior before, during, and after the interview.



### Resource Person

**Ms Jayashree Deka**

Asst. Training and  
Placement Officer, USTM

### Learning outcomes

- ❖ Understanding Interviews: Participants gained a comprehensive understanding of various interview formats and processes.
- ❖ Thorough Preparation: Improved ability to prepare effectively for interviews, including company research and question anticipation.
- ❖ Enhanced Communication: Developed stronger verbal and non-verbal communication skills for clearer and more confident responses.
- ❖ STAR Method Mastery: Learned and practiced the STAR method for answering behavioral questions, making responses more structured and impactful.
- ❖ Professional Etiquette: Understood and applied professional behavior and follow-up practices to leave a positive impression.

**Date : 25<sup>th</sup> November, 2023**

**Venue : Smart Room, Block-D**

**Time : 2:00 PM to 3:00 PM**



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