



# **D.B.M.S College of Education**

(Recognised by National Council for Teacher Education)  
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand  
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097  
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## **PLACEMENT WORKSHOP**

Under the Placement cell of DBMS College of Education had organized a three day Placement workshop. Different eminent resource person were invited to guide our B.Ed 4<sup>th</sup> semester students.

**Day 1- 16/10/23**

**Topic – How to write a cover letter with CV.**

Resource person- Mrs. Sangeeta Samanth, consultant British Council  
& Library

Time- 10am- 12pm

On the first day of workshop Mrs. Sangeeta Samanth the resource person spoke on crafting effective cover letters, CVs, resumes, and biodata emphasizing their significance in the job application process. The session began with an introduction to the purpose and structure of each document. The guest speaker emphasized the importance of a well-tailored cover letter that aligns with the job description, grabs the employer's attention, and showcases the applicant's qualifications. Similarly, the CV, resume, and biodata were discussed, highlighting how they present an applicant's educational and professional background. She shared with the students some examples of cover letter. Attendees left with a deeper understanding of these essential documents, better equipped to make a positive impression in job applications.



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**DAY 2- DATE- 17-10-23.**

## **TOPIC- RESUME WRITING**

Resource Person: Mrs. Rama Srinivasan ,Principal of Sheyn  
International School

Time -10am- 11am

## **TOPIC- HOW TO FACE INTERVIEW**

Resource Person: Mrs. Nargis Madan, Director, J.H. Tarapore School

Time- 11 am – 12-15pm

Day 2 began with session of Mrs. Rama Srinivasan who spoke about the importance of resume writing. She begin the principal shared her side of the story and process of resume selection for calling the person for interview. She made our B.Ed students list down some common errors which one must avoid. She stressed on avoiding spelling mistakes, not to tell lies in resume, including your extra curricular activities in resume, highest qualification should come first in educational qualification, the difference between educational and professional qualification. She gave her life experience on different types of candidates that she has come across. The session helped our students gain a practical exposure and some tips to follow in interview and while writing resume.

In the next session we had Mrs.Nargis Madan as the speaker. Her session was about how to face interview. She emphasized the significance of thorough preparation, including knowing the school's mission, values, and curriculum. She stressed the importance of indepth content knowledge, sitting postures and innovative methods of teaching. Mrs. Nargis also highlighted the need to articulate a



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commitment to student development and a positive classroom environment. Furthermore, she encouraged attendees to practice responses to common interview questions. Overall, her guidance empowered prospective teachers to confidently approach teaching job interviews, ensuring they leave a favorable impression on prospective employers.

## **DAY 3- MOCK INTERVIEW**

### **TOPIC- MOCK INTERVIEW**

**Time 10am onwards**

#### **Panelist resource person**

1. Mrs. Ashu Tiwary – Principal , Moti Lal Nehru Public School
2. Mrs. Gurpreet Bhamra – Principal, DBMS Kadma School
3. Mrs. Shipra Mishra – President’s award winner Teacher, Tata Worker’s Union school Kadma
4. Mrs. Soma Banerjee – Principal , DCA
5. Mrs. Nargis Madan – Director, J.H. Tarapore School
6. Mrs. Kusum Tiwary – Principal , DBMS Girls High School



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Day 3 of the workshop was for conducting mock interview session for prospective teachers which aimed at enhancing their interview skills and boosting their confidence. The things the students had imbibed were to be put to test. The students were instructed to come along with their certificates and resume for the mock interview. The six panelist resource person was divided into three team of two members each. Our students were divided into three heterogeneous group. The participants faced a panel of experienced educators who simulated real interview scenarios. The session covered various aspects, including answering common teaching-related questions, classroom management, and demonstrating subject knowledge. Each participant received constructive feedback on their responses, body language, and presentation. The mock interviews were invaluable in helping candidates identify areas for improvement and enhancing their preparedness for actual teaching job interviews. This practical experience was well-received, providing a positive step in their journey toward becoming successful educators. Few resumes of students who were exceptional in interview were taken by the Principals for contacting them in future if vacancies arises in their schools.



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