



**Swami Vivekanand Vidyaprasarak Mandal's
College of Commerce
Bori, Ponda- Goa**

(Affiliated to Goa University and Recognised by UGC under Section 2(f) of UGC Act, 1956)

Department of Library & Information Science

Library Activity

2024-2025

**30-HOUR SHORT-TERM CERTIFICATE COURSE: "EMPOWERMENT
JOURNEY – SHAPING YOUR CAREER**

Date: -18th – 29th November 2024

Participants: - Students, Teachers, Learning Enthusiasts.

Preamble: - The Department of Library and Information Science & Counselling Cell, in collaboration with IQAC of Swami Vivekanand Vidyaprasarak Mandal's College of Commerce, organized a 30-Hour short-term certificate course titled "Empowerment Journey: Shaping Your Future." The Course aimed to enhance participant's personal and professional skills, equipping them to Succeed in their chosen careers.

The program commenced with the traditional lighting of the lamp, symbolizing the pursuit of knowledge, followed by a floral welcome of the esteemed dignitaries: Chief Guest: Mr. Durgaprasad Madhav Pai (Renowned Journalist), Guest of Honor: Dr. Cidalia Bodade (Associate Professor, Director PANACHE), Principal: Dr. Shekhar Sawant, Program Conveners: Mrs. Sonia Desai (College Librarian) & Ms. Florencia Souza (College Counselor) and IQAC Coordinator: Mrs. Gayatri Behare.

The Principal of the College ,Dr. Shekhar Sawant welcomed the dignitaries and participants, emphasizing the course's relevance in shaping individuals personalities and future careers. He congratulated the students for their enthusiasm and participation, highlighting how the course would foster holistic development.

The Program Convener Mrs. Sonia Desai introduced the 30-hour course, by highlighting the need of the time and then outlining 11-day schedule and objectives. The IQAC Coordinator Mrs. Gayatri Behare then introduced the Chief Guest, Mr. Durgaprasad Madhav Pai and the Guest of Honour Mrs. Cidalia Bodade. Mr. Pai then addressed the gathering and commended the organizers for their vision of initiating such a beneficial program. He highlighted how the course would not only contribute to career development but also enhance individuals overall personality. He encouraged participants to utilize this opportunity to gain essential skills for personal and professional growth.

Principal Dr. Shekhar Sawant presented mementos to the dignitaries as tokens of gratitude. The event concluded with a formal vote of thanks delivered by Program Convener Mrs. Sonia Desai. The inaugural function was hosted by Ms. Florencia Souza

Report on Day 1 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Elevating your Professional Image: Grooming and Behaviour.

The inaugural session on 18th November 2024 of the 30-hour certificate course, “Empowerment Journey: Shaping Your Future,” organized by the Counselling Cell and the Department of Library and Information Science in collaboration with IQAC of Swami Vivekanand Vidyaprasarak Mandal’s College of Commerce, began on a high note with an interactive and impactful session conducted by Dr. Cidalia Bodade, Associate Professor and Director of PANACHE on Elevating your Professional Image: Grooming and Behaviour.

Dr. Bodade’s session was engaging, centering on the following crucial aspects such as the Importance of good manners, a positive attitude, and proper posture where she emphasized the role of etiquette, a constructive mindset, and body language in personal and professional settings. She provided practical examples to help participants to understand how these qualities contribute in creating a strong and likable personality. She highlighted on the significance of teamwork and interdependence where Dr. Bodade underlined the importance of collaboration, considering others perspectives, and fostering a sense of interdependence for organizational success. She highlighted that working together and prioritizing collective goals over individual ambitions help in building a strong and growth-oriented team. Later she focused on the attributes of a proactive person by stressing the importance of being proactive, she discussed the qualities of individuals with strong principles and the ability to take initiative. She encouraged participants to develop a solutions-oriented mindset, which is vital for achieving personal and professional goals. She also gave practical demonstrations on treating and greeting women in public which included showcasing the proper ways to treat, introduce, and greet women in public. Her examples highlighted the need for respect, dignity, and equality in everyday interactions.

Dr. Bodade’s session was highly interactive, with active participation from the students. The practical insights and relevance of her discussion resonated well with the audience, making it a valuable learning experience. The students expressed their appreciation for the session’s real-life applicability and its potential to influence their personal growth. The principal of the college Dr. Shekhar Sawant presented the token of gratitude and appreciation to Dr. Cidalia Bodade and Ms. Florencia Souza delivered the vote of thanks. The session was hosted by Ms. Florencia Souza.

The Day 1 session, led by Dr. Cidalia Bodade, set an excellent tone for the 11-day course. The focus on interpersonal skills, personal values, and real-world scenarios ensured a strong start to this transformative journey. Participants left the session motivated and eager to continue exploring the remaining aspects of the program.

Report on Day 2 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Boosting Writing Skills: Reading, Writing and the Effective use of AI tools

On 19th November 2024, the second day of the 30-hour certificate course, “Empowerment Journey: Shaping Your Future,” featured an enlightening session conducted by Mrs. Sonia Desai, the College Librarian of SVVM and the Convenor of the Course. The title for the session was Boosting Writing Skills: Reading, Writing and the Effective use of AI tools where the session focused on the enhancement of reading and writing skills and their connection to personal and professional growth.

The program started with the floral welcome to the esteemed resource person Mrs. Sonia Desai in the hands of the participant. The resource person was introduced by Ms. Florencia Souza and a recap of the previous day session was delivered by the participant Ms. Monaliza Araujo

The session commenced with the inspirational journey of the resource person towards the success of her career revolved around her life story of the library and the books in moulding her future. She also showcased a video by Mr. Vivek Bindra, which outlined the habits of successful billionaires, setting a motivational tone for the day.

The session focused on reading and writing skills where Mrs. Desai emphasized the interconnection between reading and writing and their impact on an individual's mental, emotional, and social development. She highlighted the importance of reading in building knowledge, improving focus, and fostering creativity, which in turn enhances writing skills. She also elaborated on how engaging in regular reading and writing activities can sharpen problem solving skills and contribute to a stress-free life.

The session concluded with an effective and engaging activity on story forming where the participants had to collect the story lines and then make a collage of it on the paper, which was well-received and thoroughly enjoyed by the students. This activity aimed at enhancing cognitive abilities and fostering teamwork. Later a general knowledge quiz was administered on the participants, with students actively participating in discussions and exercises.

The session ended with the feedback from the participants, token of appreciation and gratitude was presented by Mr. Ashay Korde to the resource person and vote of thanks was delivered by Ms. Florencia Souza. The session was hosted by Ms. Monalisa Araujo

The Day 2 session, led by Mrs. Sonia Desai, successfully highlighted the importance of reading and writing in shaping one's career and personal growth. The emphasis on mental and emotional well-being, combined with practical skills, left the participants motivated to implement these learnings in their daily lives.

Report on Day 3 Session of the 30-Hour Certificate Course: "Empowerment Journey – Shaping Your Future" on From Stress to Success: Beating Stage Fright and Performance Anxiety.

On 20th November 2024, the third day of the program featured an engaging and insightful session conducted by Dr. Smita Sanzgiri, Head and Associate Professor at GVMs Gopal Govind Poy Raiturcar College of Commerce and Economic, Ponda- Goa, on overcoming stage fright and performance anxiety. The program was hosted by Jyoti Uma Shankanram, with a floral welcome extended by the IQAC Convenor, recap provided by the participant Mr. Chaitan Gaonkar and the guest was introduced by Ms. Florencia Souza.

The session began where, Dr. Sanzgiri emphasized that the foundation of success lies in self-belief and the willingness to take the first step. She introduced the concept of glossophobia, commonly known as the fear of public speaking, and discussed effective strategies to overcome it. Highlighting the importance of body language, she explained how it reflects confidence and can significantly impact one's performance.

Dr. Sanzgiri delved into the preparation process for any event, stressing key aspects such as defining clear goals, mastering voice modulation, scriptwriting, and embracing creativity. She advised participants to avoid duplication of thoughts, stay focused on the topic, and present ideas strategically. Practical methods to beat fear and anxiety were also shared, including staying calm, practicing regularly, observing oneself through recordings, or rehearsing in front

of a mirror. Additionally, she outlined essential dos and don'ts for any performance and recommended motivational books to foster self-improvement and confidence.

The session concluded with students sharing their honest feedback and personal experiences, reflecting the impact of the talk. The token of appreciation and gratitude was given by the Principal, Dr. Shekhar Sawant to the resource person Dr. Smita Sanzgiri, followed by key highlights of the upcoming sessions shared by Florencia Souza. The session ended on a high note with a vote of thanks delivered by Rithika Shinde. This comprehensive and motivating session equipped students with practical tools to overcome stage fright, build confidence, and enhance their performance skills.

Report on Day 4 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Speak with Impact: Enhancing your English skills.

On 21st November 2024, the fourth day of the course, Mr. Austin Dias, Assistant Professor, conducted an engaging and interactive session on Speak with Impact: Enhancing your English skills (spoken English), focusing on impactful communication and enhancing English language skills. The session was hosted by Khushi Patil, with a floral welcome extended by Pratamesh Devari, recap provided by Ruttam Gaude and the guest was introduced by Ms. Florencia Souza.

The session began with a general discussion highlighting the significance of language and its role in effective communication. Mr. Dias emphasized impactful communication by discussing the importance of articulating ideas clearly, expressing opinions with credibility, and building connections through shared experiences. He also stressed the critical role of communication skills during interviews.

The session featured brain-challenging exercises designed to improve the participants vocabulary and confidence. The first exercise involved introducing oneself in a unique and creative manner, while the second required participants to create one-word stories. These activities not only encouraged creativity but also enhanced vocabulary. Mr. Dias further elaborated on concepts such as articulation and clarity, explaining the distinction between articulation and pronunciation through an engaging game. Additionally, a word chain game was conducted, adding a fun element to the session.

The session concluded with valuable feedback from students. A token of appreciation was presented to Mr. Dias by Mr. Swapnil Talekar, while the key highlights of the upcoming session were shared by Miss Florencia Souza. The session ended with a vote of thanks by Divyaraj Gaude. This dynamic and practical session left participants equipped with essential tools to enhance their spoken English skills and communicate effectively in various contexts.

Report on Day 5 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Unlocking Self-Awareness: From Problem to Solution.”

On 22nd November 2024, the fifth day of the course featured an insightful session by Ms. Florencia Souza, College Counselor, on the topic “Unlocking Self-Awareness: From Problem to Solution.” The session began with a floral welcome by Mrs. Dixita Redkar, a recap of the previous session by Jagan Kalangutkar, and an introduction of the resource person by Priya Nandkumar Pal. The session emphasized the importance of understanding oneself, critical thinking, and decision-making. It began with an introduction to self-awareness, its significance, and its role in personal growth. To make the participants aware about themselves, self-awareness sheets were provided where the participants had to write about their strengths and weaknesses, what triggers them and how they deal with it, and to check if it helps them as a effective strategy. Also the anger levels of an individual was checked and ways to deal with it was showcased. Ms. Souza also discussed emotional intelligence, explaining how it enhances

self-awareness and enables individuals to understand and manage their emotions effectively. She elaborated on its influence on personal relationships and work dynamics.

Ms. Souza shed light on the concept of automatic negative thoughts (ANTs) and provided strategies to overcome them. She also highlighted the importance of aligning discussions with personal goals and explored the role of emotions in decision-making. She also focused on critical thinking where the participants had to solve a few puzzles in a short time being competitive to the others present in a room by rational thinking and being patient to find a way. Later a few cases were given to the participants where they had to act and find a solution to the problems. To make the session interactive, various activities were conducted, empowering participants to enhance their decision-making skills. To make the session a memorable one a gratitude sheet was given to the participants so they self reflect on one's life and know what a person or a thing can mean to them, ending the session on a good note.

The session concluded with students sharing their feedback and expressing their valuable insights. A token of appreciation was presented to Ms. Souza by Ms. Vandana Naik, followed by key highlights of the next day's session, which were also shared by Ms. Souza. The session ended with a formal vote of thanks delivered by Suraj Bharati. The session was hosted by Chandan Naik. This enriching session provided participants with practical tools to foster self-awareness, improve emotional intelligence, and make informed decisions, leaving a lasting impact on their personal and professional growth.

Report on Day 6 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Building Strong Leaders – Navigating Through Difficult Conversations

On 23rd November 2024 day 6 of the course, Priya Nandkumar Pal hosted the program, where Shreyash Naik offered a floral welcome to the esteemed guest, Anisha Gaonkar delivered the recap and Miss Florencia Souza introduced the resource person Dr Alvita de Souza, Positive Psychologist, Counsellor and an Associate professor at PES College Ponda. The session was conducted on the title Building Strong Leaders: Navigating Through Difficult Conversations where the session opened with an exploration of the term leadership and its applications in various areas. The discussion revolved around three key components: leadership, teamwork, and communication.

The resource person emphasized that leadership is both innate and developed. While genetic traits may shape natural-born leaders, environmental factors such as upbringing and experiences play a critical role in molding others into effective leaders. Leadership was defined as the ability to guide a group toward achieving a shared vision, with leaders translating ideas into reality, making sound decisions, and inspiring others to excel. To emphasize self-reflection, participants were asked to write down their purpose in life, fostering deeper insight into their leadership goals.

The session outlined the essential qualities of a good leader, which include having a clear vision, honesty, self-inspiration, and effective communication skills. The importance of two-way communication in leadership was highlighted, as it enables leaders to connect with their team and foster collaboration. Leadership styles were also discussed in detail, including autocratic, bureaucratic, laissez-faire, and democratic approaches, helping participants understand their own leadership preferences.

In addition to leadership, the session delved into the characteristics of an effective team. The resource person underscored the value of collaboration, trust, and shared goals in building

strong and cohesive teams. The interactive session provided practical insights and strategies for navigating difficult conversations while maintaining leadership effectiveness.

The program concluded with participant feedback and a token of appreciation and gratitude given to the resource person by Mrs. Puja Nagvekar. Later Ms. Florencia Souza provided key highlights for the next session. Shantanu Gaude concluded the event with a heartfelt vote of thanks. Overall, the session offered valuable perspectives on leadership and teamwork, leaving participants inspired and well-equipped for future challenges.

Report on Day 7 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on From Resume to Interview: How to land in your dream job.

On 25th November the 7th day was course focused on the title From Resume to Interview: How to land in your dream job was conducted by Ms. Rahmat Shaikh, a marketing consultant. The sessions aimed to equip participants with essential tools and techniques for professional growth and securing their dream jobs.

Ms. Monalisa Araujo hosted the program, where Soham Gaude offered the floral welcome to the esteemed guest, and Rithika Shinde provided a recap. Miss Florencia Souza briefly introduced the resource person for the day.

The session began with Ms. Shaikh briefed about her self and her life journey, and building rapport with the participants. She later introduced the concept of resume writing, covering the entire process from drafting a resume to succeeding in interviews. She began by emphasizing the importance of a proper resume format, explaining three main types: Reverse-Chronological, Functional, and Combination. She elaborated on the stepwise format, highlighting crucial details to include in a resume. Best practices, such as maintaining a one-page resume, using professional fonts, ensuring proper font sizes, aligning margins, including clear section headings, and attaching a cover letter, were thoroughly discussed.

As a hands-on activity, students were tasked with creating a CV using the reverse chronological format, enabling them to apply the concepts learned. The session also addressed critical soft skills, such as leadership, customer relationship management, team management, time management, presentation skills, dedication, adaptability, and effective communication.

A key highlight of the session was the discussion on integrating Artificial Intelligence (AI) tools in professional development. Ms. Shaikh introduced participants to Gemini AI and its features, showcasing how such tools can assist in creating impactful resumes and CVs. Toward the end of the session, she shared tips on interview preparation, including the importance of mock interviews, self-analysis in front of a mirror, and assessing body language to build confidence.

The session concluded with participants sharing their feedback and Siddhi Naik delivered the vote of thanks. Overall, the session was well-received and provided valuable insights into personal and professional development.

Report on Day 8 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Exploring the internet of things: A new era in Computer technology .

On 26th November the 8th day of the program was on the title Exploring the internet of things: A new era in Computer technology and the resource person for the session was Ms. Rahmat Shaikh a marketing consultant. The session was hosted by Ms.Rudraksha Naik and it commenced with Sanjeeta Naik presenting a floral welcome to the esteemed guest. Later a

recap of the previous day session was given by Svizal Vaz and the session commenced with discussion given on the recap, and the reverse CV format.

Later the resource person, Rahmat Shaikh, then introduced the concept of digital marketing, emphasizing its significance and the advantages of starting at an early age. She explained how early involvement offers the freedom to learn and apply skills, explore diverse opportunities, manage and learn from failures, experience less family pressure, gain valuable insights, and develop a sense of independence.

Rahmat elaborated on why digital marketing is preferred by clients, highlighting its benefits such as creating brand awareness, reaching a larger audience in less time, and being cost-efficient. She also compared digital marketing with traditional marketing, underlining the differences in audience reach, targeted areas, cost-effectiveness, and return on investment (ROI).

To provide a practical understanding, she demonstrated the use of the LinkedIn application, explaining its role in building professional connections and enhancing digital marketing strategies. She also ensured that the participants create their LinkedIn Profile and later provided them with online resources through which they can upskill their skills.

The session concluded with feedback from participants, later the Principal, Dr. Shekhar Sawant, presented a token of appreciation and gratitude to the resource person. The key highlights for the next day session was shared by Ms. Florencia Souza. The session concluded with a heartfelt vote of thanks by Jyoti Uma Shankanram.

Report on Day 9 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Living Well: Strategies for a Healthy and Balanced Life.

On 27th November 2024, the 9th day of the session focused on diet and nutrition, under the topic “Living Well: Strategies for a Healthy and Balanced Life,” led by nutritionist Mrs. Rajlaxmi Bandodkar. The session began by welcoming the guest with a floral tribute by Ritikesh Kudalkar, the program was hosted by Mukund Tawde, and the guest introduction was given by Miss Florencia Souza. The recap of previous day session was Divyaraj Gaude.

The resource person began by discussing the impact of lifestyle on healthy living, explaining what constitutes a healthy life and why it is increasingly important in today’s world, where AI is rapidly changing the way we live. Mrs. Bandodkar emphasized the significance of being physically fit, mentally stable, having strong immunity, and leading a disease-free life, which she illustrated using a food pyramid.

She further explained that maintaining a nutritious diet, having balanced meals, engaging in regular exercise or workouts, ensuring adequate sleep, staying hydrated, and undergoing routine checkups are essential components of a healthy lifestyle. Regular physical activity, she noted, not only improves heart health but also boosts immunity, ultimately contributing to a longer lifespan. To demonstrate the benefits of mindful practices, Mrs. Bandodkar led the participants in a breathing exercise to help calm the mind and body.

She also covered the different types of health checkups and their importance in maintaining overall well-being. The session culminated in a healthy cooking activity, where participants put into practice some of the healthy eating principles discussed earlier, this the participants were clubbed into groups for the healthy food preparation activity.

The event concluded with feedback from participants and a token of appreciation was presented by Mrs. Sneha Lotlikar to the resource person Mrs. Rajlaxmi Bandodkar. The key highlights

of the next day session was given by Miss Florencia Souza and the session ended with a heartfelt vote of thanks from Sanjeeta Naik.

Report on Day 10 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on Unlocking Inner Peace: Yoga for Stress Relief and Relaxation.

On 28th November 2024 the 10th day of the course, titled on “Unlocking Inner Peace: Yoga for Stress Relief and Relaxation,” was led by Dr. Pankaj Sainekar. The program began with a floral welcome by Chaitan Gaonkar, and was hosted by Mukund Tawde. The guest introduction was delivered by Ms. Florencia Souza, while Ankita Tari provided a recap of the session.

The session began with the introduction of yoga in one’s life and it covered essential yogasanas, meditation, and relaxation techniques, focusing on their health benefits. Dr. Sainekar began with basic stretching exercises to loosen the muscles and gradually progressed to more complex asanas, which were actively practiced by all participants. He emphasized the importance of yoga, particularly in today’s generation, where fitness is often taken casually. Dr. Sainekar explained the adverse effects of neglecting yoga and meditation, especially for those in their early twenties.

His dedication to yoga and flexibility inspired many participants to adopt a more disciplined approach to their physical and mental well-being. Later a brief session was held on meditation and its importance in an individuals life, where the participants were made to do a mindful meditation for 5 minutes.

The session concluded with valuable feedback from the participants and a token of appreciation was presented by Askay Korde to the resource person Dr. Pankaj Sainekar, and Miss Florencia Souza delivered the key highlights for the next session. The session ended with a vote of thanks by Nikhil Gaonkar.

Report on Day 11 Session of the 30-Hour Certificate Course: “Empowerment Journey – Shaping Your Future” on *Evaluation & Discussion: Assessment/ Debate & Feedback.*

On 29th November 2024, the 11th day of the certificate course the session was conducted by Ms. Deepali Desai, the Deputy Director of Breakthrough Trust India, who served as the resource person for the topic “Evaluation and Discussion *Assessment/ Debate & Feedback*”. The session was hosted by Mr. Ruttam Gaude, floral welcome was given by Ms. Khushi Patil, the guest was introduced by Ms. Florencia Souza and the recap of previous day session was given by Kritika Jamuni.

Ms. Desai started her session by building rapport with the participants and then introduced and demonstrated the use of the “Mentimeter” application, an interactive tool for gathering participant feedback.

Ms. Desai discussed the key takeaways from the 30-hour short-term course, prompting students to reflect on and write down their views on the sessions they had attended. She asked them to specifically mention the sessions they found most relevant or the topics they wished to explore in greater detail. This provided an opportunity for participants to share their insights and opinions on the course content.

The session concluded with valuable feedback from the participants and a token of appreciation was given by Dr. Shekhar Sawant. The session ended with a vote of thanks by Ruttam Gaude.

REPORT ON VALEDICTORY PROGRAM OF 30-HOUR SHORT-TERM CERTIFICATE COURSE: “EMPOWERMENT JOURNEY – SHAPING YOUR CAREER”

On the last day of the Short Term Certificate course on Empowerment Journey: Shaping your future organised by the counselling Cell and the department of library and information science the valedictory function of the program commenced with a floral welcome extended to the esteemed dignitaries: Mr. Minanath Upadhye, Chairman of the Local Managing Committee, Mr. Pankaj Sainekar, the Chief Guest, Ms. Deepali Desai, the Guest of Honor, Mr. Ashay Korde, Instructor in Physical Education, and the Conveners of the program, Mrs. Sonia Desai and Ms. Florencia Souza.

Following the welcome, Mr. Minanath Upadhye shared his valuable thoughts on the course, expressing his appreciation for the efforts of the convener, Ms. Sonia Desai, for organizing such a beneficial course for the students. Ms. Florencia Souza, the convener and counselor, then read the brief report of the course, highlighting its impact and the positive response from the participants.

Ms. Monalisa Araujo, one of the participants, introduced the Guest of Honor, Ms. Deepali Desai, Deputy Director of Breakthrough Trust India, who shared her views on the course and its impact. She encouraged students to learn from as many sources as possible and urged them to apply their knowledge for the betterment of the college and society.

Next, Ms. Araujo introduced the Chief Guest, Dr. Pankaj Sainekar, a renowned Yoga Instructor, who shared his inspiring journey. Dr. Sainekar motivated not only the participants but everyone present at the function. He also highlighted the various career opportunities in the field of yoga.

The dignitaries then distributed certificates to all the participants, marking the successful completion of the course. As a token of respect and gratitude, a memento was presented to the guests.

Following this, students voluntarily shared their feedback, expressing their appreciation for the program. Finally, the convener, Mrs. Sonia Desai, delivered the formal vote of thanks, acknowledging the efforts of all those involved in the success of the program. The valedictory program was hosted by Ankita Tari. The event concluded with the National Anthem, bringing the ceremony to a dignified close.



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