



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

From

R.PRADAP,  
Placement co- Ordinator,  
RAAK Arts and Science College,  
Perambai.

To

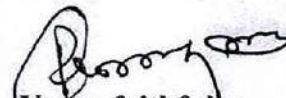
The Principal,  
RAAK Arts and Science College,  
Perambai.

Respected Sir,

Subject: Request for Conducting Impactful Soft Skills and Placement Training Program

I hope this letter finds you in good health and high spirits. I am writing on behalf to propose a collaborative initiative aimed at enhancing the employability skills of your students. We would like to partner with RAAK Arts and Science College to conduct a comprehensive Soft Skills and Placement Training Program, in collaboration with Afan Service Ltd.,  
Pondicherry. 24/09/2018

**Thanking You**

  
Yours faithfully

  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.



18-19



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RASC/PRINCIPAL/CIR/SEP 2018

Date: 18/9/2018

## CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on "Placement Drive: Impact Soft Skill Training Program". This event is scheduled to take place on 24.09.2018 in the SEMINAR HALL 1 from 10.00 am to 01.30 pm. We look forward to active participation from all the students of our college.

For further details or queries please contact  
Placement cell,  
RAAK Arts and Science College,  
Perambai.

*A. M. Harish No 2.*

Principal

**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.

Copy to

1. Principal
2. Office
3. Placement cell



*Jam*

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VILLIANUR POST-605 110  
PERAMBAL.



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## 1. Introduction

On 24.09.2018, the Placement Cell of Raak Arts and Science College, in collaboration with Afan Service Ltd., Pondicherry, organized a specialized Impact Soft Skills and Placement Training program. The event was held in Hall 2, Floor N4 of the college and was exclusively for the final year students.

## 2. Objectives of the Program

The training program aimed to:

- Develop essential soft skills necessary for professional success.
- Prepare final year students for job placements through targeted training.
- Offer practical insights into industry standards and job market trends.

## 3. Agenda

The program comprised several key sessions designed to address both soft skills and placement preparation:

- **Opening Session:** Welcome and introduction by the Placement Cell Coordinator.
- **Soft Skills Development:** Workshops focusing on communication, teamwork, leadership, and time management.
- **Placement Readiness:** Sessions on resume building, interview skills, job search strategies, and networking.
- **Mock Interviews:** Practice interviews conducted by industry professionals from Afan Service Ltd.
- **Interactive Q&A:** Opportunity for students to ask questions and receive guidance from the trainers.

## 4. Participation

The training program was attended by all final year students across various disciplines. The engagement level was high, with students actively participating in workshops and exercises.



  
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## 5. Trainers and Facilitators

The sessions were led by experienced trainers from Afan Service Ltd., Pondicherry. Their industry expertise and interactive approach provided valuable learning experiences for the students.

## 6. Outcomes

The program successfully achieved the following outcomes:

- Improved soft skills, including better communication and teamwork.
- Enhanced readiness for job placements through practical resume writing and interview preparation.

## 7. Feedback

Student feedback was overwhelmingly positive. Participants noted the practical nature of the workshops, the usefulness of mock interviews, and the clarity of advice on job search strategies. Many students felt more confident and better prepared for their job search following the training.

## 8. Conclusion

The Impact Soft Skills and Placement Training program was highly successful in meeting its objectives and providing valuable skills and knowledge to final year students. The collaboration with Afan Service Ltd. significantly contributed to the program's success.

## 9. Acknowledgements

We extend our sincere thanks to Afan Service Ltd. for their invaluable contribution. We also appreciate the efforts of the Placement Cell team and college administration for their support and coordination.



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# RAAK ARTS AND SCIENCE COLLEGE

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## 10. Recommendations

Based on the outcomes and feedback, it is recommended to:

- Continue such training programs regularly for upcoming batches.
- Include advanced modules and specialized topics in future sessions.



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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

From

17/02/2019

R.PRADAP,  
Placement co- Ordinator,  
RAAK Arts and Science College,  
Perambai.

To

The Principal,  
RAAK Arts and Science College,  
Perambai.

Respected Sir,

Subject: Request for Conducting Seminar on Communication and English Training Program

I hope this letter finds you in good health and high spirits. I am writing on behalf to propose a collaborative initiative aimed at enhancing the employability skills of your students. We would like to partner with RAAK Arts and Science College to conduct a comprehensive Soft Skills and Placement Training Program, in collaboration with Afan Service Ltd., Pondicherry. 22.02.2019

Thanking You



Yours faithfully

**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAI.



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RASC/PRINCIPAL/CIR/FEB 2019

Date: 18/2/2019

## CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on Seminar on Communication and English Training Program. This event is scheduled to take place on 22.02.2019 in the SEMINAR HALL 1 from 10.00 am to 12 pm. We look forward to active participation from all the students of our college.

For further details or queries please contact  
Placement cell,  
RAAK Arts and Science College,  
Perambai.

*A. M. Chandrasekhar*

Principal

**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.

Copy to

1. Principal
2. Office
3. Placement cell



*Jm*

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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## Placement Cell Report

**Event:** Seminar on Communication and English Training Program

**Date:** February 22, 2019

**Venue:** Hall 2, Floor N4, Raak Arts and Science College

**Participants:** Final Year Students

### 1. Introduction

On February 22, 2019, the Placement Cell of Raak Arts and Science College organized a seminar focused on Communication and English Training. The seminar, held in Hall 2, Floor N4 of the college, was designed to enhance the language and communication skills of final year students, preparing them for professional environments.

### 2. Objectives of the Seminar

The primary objectives of the seminar were:

- To improve students' English language proficiency for professional and personal use.
- To develop effective communication skills essential for career success.
- To provide practical training and strategies for overcoming common communication challenges.

### 3. Agenda

The seminar followed this agenda:

- **Opening Session:** Introduction and welcome by the Placement Cell Coordinator, including an overview of the seminar's goals and schedule.
- **Session 1: English Language Proficiency:** Focused on improving grammar, vocabulary, and overall language skills through interactive exercises and practical examples.
- **Session 2: Communication Skills:** Covered key aspects of effective communication, including verbal and non-verbal communication, active listening, and presentation skills.
- **Interactive Workshop:** Hands-on activities and role-playing exercises to practice and apply the communication skills learned.
- **Q&A Session:** An open forum for students to ask questions and seek personalized advice from the trainers.



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- **Closing Remarks:** Summary of key takeaways and distribution of resource materials for further learning.

## 4. Participation

The seminar was attended by all final year students, totaling approximately [number] participants. The students engaged actively in the sessions and workshops, demonstrating a keen interest in improving their communication and language skills.

## 5. Trainers and Facilitators

The seminar was conducted by specialists in communication and English training. Their expertise and engaging presentation style provided valuable insights and practical tips to the students.

## 6. Outcomes

The seminar achieved the following outcomes:

- Enhanced English language skills among students, including improved grammar and vocabulary.
- Developed communication skills that will benefit students in interviews, presentations, and professional interactions.
- Increased confidence in using English in various contexts, both academic and professional.

## 7. Conclusion

The Communication and English Training Seminar held on February 22, 2018, was a successful initiative in improving the language and communication skills of final year students. The event met its objectives and provided valuable skills that will aid students in their future careers.



  
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## Communication Skills Training Program

### Training By



*Jmr.*

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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

From

R.PRADAP,  
Placement Coordinator,  
RAAK Arts and Science College,  
Perambai.

16/03/2019

To

The Principal,  
RAAK Arts and Science College,  
Perambai.

Respected Sir,

Subject: Request for Conducting Soft Skills and Personality Development

I hope this letter finds you in good health and high spirits. I am writing on behalf to propose a collaborative initiative aimed at enhancing the employability skills of your students. We would like to partner with RAAK Arts and Science College to conduct a comprehensive Soft Skills and Placement Training Program, in collaboration 22nd March 2019.

**Thanking You**

Yours faithfully



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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RASC/PRINCIPAL/CIR/MAR 2019

Date: 18/3/2019

## CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on "Placement Drive: Impact Soft Skill Training Program". This event is scheduled to take place on 22nd March 2019 in the SEMINAR HALL 1 from 10.00 am to 12.30 pm. We look forward to active participation from all the students of our college.

For further details or queries please contact  
Placement cell,  
RAAK Arts and Science College,  
Perambai.

*A. M. Harand No 2.*

Principal

**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
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2. Office
3. Placement cell



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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## Report on Soft Skills and Personality Development Program by Nayaam A. Khan

**Date:** 22nd March 2019

**Venue:** College Campus, RAAK Arts and Science College

**Participants:** All UG and PG Students

**Resource Person:** Nezam A. Khan, Master Trainer & Consultant (HR, Soft Skills, and Personality Development Specialist)

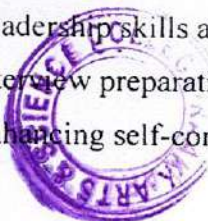
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On the 22nd of March 2019, RAAK Arts and Science College organized a comprehensive program on soft skills and personality development, led by Nezam A. Khan, a distinguished master trainer and consultant specializing in HR, soft skills, and personality development. The program was held on the college campus and saw enthusiastic participation from both undergraduate and postgraduate students.

The primary objective of the program was to equip students with essential soft skills and enhance their overall personality, making them more competitive and prepared for professional challenges. Mr. Khan, known for his expertise in the field, delivered an engaging and insightful session that covered a broad range of topics relevant to students' personal and professional growth.

Key highlights of the program included:

- Understanding and developing effective communication skills
- Building and maintaining a positive attitude
- Time management and goal-setting techniques
- Leadership skills and teamwork
- Interview preparation and resume building
- Enhancing self-confidence and professional image



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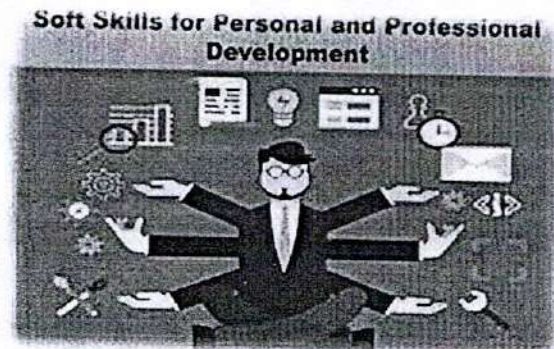
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Throughout the session, Mr. Khan utilized interactive teaching methods, including group activities, role-playing, and real-life case studies, to ensure that the students could actively participate and apply the concepts being taught. His approachable and motivational style made the session highly engaging and impactful.

The students were encouraged to reflect on their strengths and areas for improvement, with Mr. Khan providing personalized tips and strategies for self-development. The program also included a Q&A session, where students had the opportunity to seek advice on specific challenges they face in their academic and personal lives.

Feedback from the participants was overwhelmingly positive, with many expressing that the program had significantly contributed to their personal development and readiness for future professional opportunities. The students appreciated the practical insights and actionable advice provided by Mr. Khan.

In conclusion, the soft skills and personality development program conducted by Nayaam A. Khan was a resounding success. It provided valuable tools and techniques to the UG and PG students of RAAK Arts and Science College, fostering their growth as well-rounded individuals ready to excel in their careers.



*Jam.*  
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# RAAK ARTS AND SCIENCE COLLEGE

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RASC/PRINCIPAL/CIR/MAR 2019

Date: 19/3/2019

## CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on "Tally Software Training ". This event is scheduled to take place on March 22.02.2019 in the N4 HALL 1 from 10.00 am to 11.30 pm. We look forward to active participation from all the students of our college.

For further details or queries please contact  
Placement cell,  
RAAK Arts and Science College,  
Perambai.

*A. M. Hussain Na 2.*

Principal

**PRINCIPAL**

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Copy to

1. Principal
2. Office
3. Placement cell



*Jan.*

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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## Report on Training Program Conducted by the Placement Cell

**Date:** 21<sup>st</sup> February 2019

**Venue:** RAAK Arts and Science College

The Placement Cell of RAAK Arts and Science College organized a comprehensive training program on 21st February 2019, aimed at enhancing the employability skills of the final-year students. The session was led by **Mr. Nayeem A. Khan**, a renowned Master Trainer and Consultant in Human Resources, specializing in Soft Skills and Personality Development.

The program focused on equipping students with essential soft skills and personality development techniques, crucial for their professional careers. Mr. Khan's expertise in the field provided the students with valuable insights into the current demands of the job market and strategies to effectively present themselves during interviews.

All final-year students of the college participated enthusiastically in the training. The interactive nature of the session allowed students to engage directly with Mr. Khan, asking questions and seeking advice on various aspects of career development.

The training program was a significant step by the Placement Cell to ensure that the students are well-prepared for their upcoming job placements and can confidently navigate their future professional journeys.



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VILLIANUR POST-605 110  
PERAMBAL.





# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

From

R.PRADAP,  
Placement co- Ordinator,  
RAAK Arts and Science College,  
Perambai.

12/03/2019

To

The Principal,  
RAAK Arts and Science College,  
Perambai.

Respected Sir,

Subject: Request for Conducting Tally Software Training reg

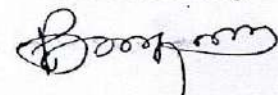
I hope this letter finds you in good health and high spirits. I am writing on behalf to propose a collaborative initiative aimed at enhancing the employability skills of your students. We would like to partner with RAAK Arts and Science College to conduct a comprehensive Soft Skills and Placement Training Program, in collaboration with Yennes Infoc Tec (P) Ltd., Pondicherry. 24/03/2019

Thanking You



  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.

Yours faithfully





# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RASC/PRINCIPAL/CIR/JULY 2018

Date: 18/3/2019

## CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on "Tally Software Training ". This event is scheduled to take place on March 29.03.2019 in the N4 HALL 1 from 10.00 am to 11.30 pm. We look forward to active participation from all the students of our college.

For further details or queries please contact  
Placement cell,  
RAAK Arts and Science College,  
Perambai.

*A. M. Harish Na 2.*

**Principal**

**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
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Copy to

1. Principal
2. Office
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*Jam.*

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# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## Placement Cell Report

**Event:** Seminar by Yennes Infoc Tec (P) Ltd.

**Date:** March 29, 2019

**Venue:** Ground Floor Computer Lab, Raak Arts and Science College

**Participating Departments:** B.Com, B.Com CA, B.Com CS, M.Com

**Focus:** Tally Software Training

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### 1. Introduction

On March 29, 2019, Raak Arts and Science College, in collaboration with Yennes Infoc Tec (P) Ltd., organized a seminar focused on Tally software training. Held in the Ground Floor Computer Lab, the seminar targeted final year students from the B.Com, B.Com CA, B.Com CS, and M.Com departments, aiming to enhance their proficiency in accounting software essential for their future careers.

### 2. Objectives of the Seminar

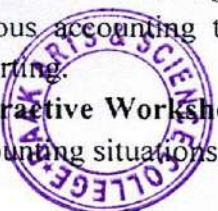
The primary objectives of the seminar were:

- To provide students with hands-on training in Tally software, a widely used accounting tool in the industry.
- To improve students' practical skills in accounting and financial management.
- To prepare students for real-world accounting tasks and enhance their employability.

### 3. Agenda

The seminar followed this agenda:

- **Opening Session:** Welcome and introduction by the Placement Cell Coordinator, outlining the goals and schedule of the seminar.
- **Introduction to Tally:** Overview of Tally software, its features, and its relevance in the accounting and finance industry.
- **Hands-On Training:** Practical sessions where students learned to use Tally for various accounting tasks, including data entry, ledger management, and financial reporting.
- **Interactive Workshop:** Exercises and scenarios to practice Tally skills in accounting situations.



*Jm*  
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**RAAK ARTS & SCIENCE COLLEGE**  
**VILLIANUR POST-605 110**  
**PERAMBAL.**



# RAAK ARTS AND SCIENCE COLLEGE

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- **Q&A Session:** An open forum where students could ask questions and receive guidance from the trainers.
- **Closing Remarks:** Summary of the seminar and distribution of resource materials for further study.

## 4. Participation

The seminar was attended by students from the B.Com, B.Com CA, B.Com CS, and M.Com departments, totaling approximately [number] participants. Students engaged actively in the hands-on training and practical exercises.

## 5. Trainers and Facilitators

The training was conducted by experts from Yennes Infoc Tec (P) Ltd., specializing in Tally software and accounting solutions. Their expertise and interactive training methods provided valuable learning experiences for the students.

## 6. Outcomes

The seminar achieved the following outcomes:

- Improved students' proficiency in using Tally software for accounting and financial management tasks.
- Enhanced practical skills and understanding of accounting processes.
- Increased student confidence in applying Tally in professional settings.

## 7. Feedback

Student feedback was positive, with many appreciating the practical, hands-on nature of the training. Participants valued the opportunity to learn directly from industry experts and felt better prepared for accounting roles in their future careers. Suggestions for improvement included additional time for practical exercises and more advanced training topics.



  
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RAAK ARTS & SCIENCE COLLEGE  
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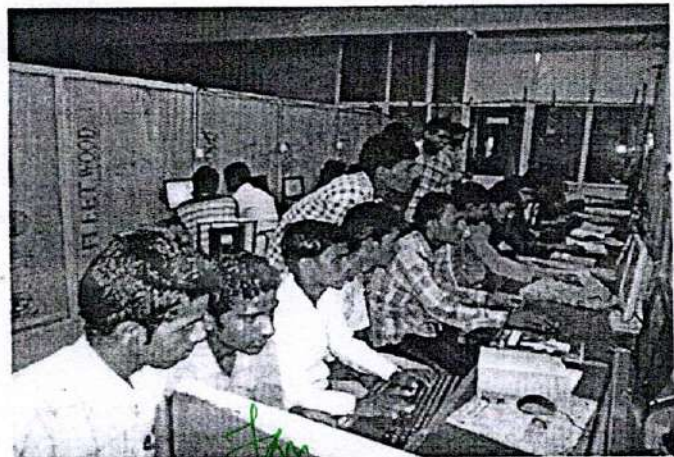
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## 8. Conclusion

The Tally software training seminar conducted on March 29, 2019, was successful in meeting its objectives of providing practical skills and knowledge in accounting software. The collaboration with Yennes Infoc Tec (P) Ltd. was instrumental in delivering a valuable learning experience for the students.

## 9. Acknowledgements

We extend our sincere thanks to Yennes Infoc Tec (P) Ltd. for their valuable contribution to the seminar. We also appreciate the efforts of the Placement Cell team and the college administration for their effective organization and coordination of the event.



**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAI.



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

From

R.PRADAP,  
Placement co- Ordinator,  
RAAK Arts and Science College,  
Perambai.

To


The Principal,  
RAAK Arts and Science College,  
Perambai.

Respected Sir,

Subject: Request for Conducting Placement Training Program

I hope this letter finds you in good health and high spirits. I am writing on behalf to propose a collaborative initiative aimed at enhancing the employability skills of your students. We would like to partner with RAAK Arts and Science College to conduct a comprehensive Soft Skills and Placement Training Program, in collaboration with Afan Service Ltd., Pondicherry. 25/04/2019

Thanking You

  
Yours faithfully



  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAI.



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

RASC/PRINCIPAL/CIR/APR 2019

Date: 19/4/2019

## CIRCULAR

I am pleased to announce that the Placement cell of our college is organizing on "Placement Drive This event is scheduled to take place on April 25, 2019 in the SEMINAR HALL 1 from 10.00 am to 01.00 pm. We look forward to active participation from all the students of our college.

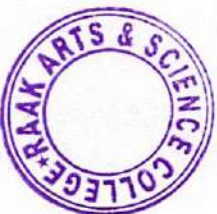
For further details or queries please contact  
Placement cell,  
RAAK Arts and Science College,  
Perambai.

*H. S. Thirumalaiah*

Principal  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.

Copy to

1. Principal
2. Office
3. Placement cell



*Jam.*  
**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR POST-605 110  
PERAMBAL.



# RAAK ARTS AND SCIENCE COLLEGE

Affiliated to Thiruvalluvar University, Vellore.

## Placement Cell Report

**Event:** Placement Drive  
**Date:** April 25, 2019  
**Venue:** Hall 2, Floor N4, Raak Arts and Science College  
**Collaborators:** Afan Service Ltd., Pondicherry  
**Participants:** Final Year Students  
**Total Participants:** 480  
**Selected Students:** 350

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### 1. Introduction

On April 25, 2019, Raak Arts and Science College, in collaboration with Afan Service Ltd., Pondicherry, successfully conducted a Placement Drive for final year students. The event was held in Hall 2, Floor N4 of the college and was organized by the Placement Cell with the objective of facilitating job placements for graduating students.

### 2. Objectives of the Placement Drive

The main objectives of the Placement Drive were:

- To connect final year students with potential employers and job opportunities.
- To streamline the recruitment process and help students secure employment before graduation.
- To provide a platform for students to demonstrate their skills and qualifications to prospective employers.

### 3. Agenda

The Placement Drive followed this agenda:

- **Registration and Briefing:** Students registered for the drive and received an overview of the day's proceedings.
- **Company Presentations:** Representatives from Afan Service Ltd. and other participating companies presented information about their organizations and available job roles.
- **Preliminary Screening:** Students were screened based on their resumes and initial interactions.
- **Interviews:** Shortlisted students participated in interviews conducted by representatives from the participating companies.



**PRINCIPAL**  
**RAAK ARTS & SCIENCE COLLEGE**  
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PALURAMBAI.





# RAAK ARTS AND SCIENCE COLLEGE

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- **Feedback and Results:** Students received feedback on their interview performance and were informed about their selection status.

## 4. Participation

The drive saw participation from 480 final year students. The large turnout highlighted the strong interest among students in securing job opportunities and their eagerness to engage with potential employers.

## 5. Companies and Representatives

The Placement Drive featured key participation from Afan Service Ltd., Pondicherry, along with several other partner organizations. The company representatives played a crucial role in interviewing students and providing insights into job opportunities.

## 6. Outcomes

The Placement Drive achieved the following outcomes:

- **Selection:** Out of the 480 students who participated, 350 students were successfully selected and offered positions or advanced to further rounds of the recruitment process.
- **Experience:** Students gained practical experience in the recruitment process, including interview skills and understanding employer expectations.
- **Opportunities:** The drive provided significant job placement opportunities, with many students securing offers or moving closer to employment.

## 7. Feedback

The feedback from students was highly positive. Participants appreciated the opportunity to interact with multiple employers and valued the practical experience gained through the interviews. The feedback highlighted the effectiveness of the drive in meeting their career needs and expectations.



**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
VILLIANUR P.O.  
PERAMBALUR.



# RAAK ARTS AND SCIENCE COLLEGE

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**PRINCIPAL**  
RAAK ARTS & SCIENCE COLLEGE  
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PERAMBAL.