

NORTH EASTERN CAREER ACADEMY



Main Road, Laitumkhrab, Shillong 793 003, Meghalaya

Ref.: NECA/Inst/Cor/2019/341

Date: 12th April, 2019

To,

Dr. (Mrs.) C. Massar
Principal, Lady Keane College
Shillong, Meghalaya

Sub.: Final Report on the 4(four) month Integrated Career Training Program consisting of the following examination sub-modules: (a) SSC (b) Bank PO (c) Civil Services (d) Management Entrance and (e) Combined Defense Services

Ref.: MOU signed between Lady Keane College, Shillong and North Eastern Career Academy (NEC Academy), Shillong, dated 08th August, 2018.

Sir,

As per MOU referred to above, NEC Academy had been entrusted with the task of conducting an Integrated Career Training Program as referred to above for 2(two) batches of students (BA and BSc).

The training program was inaugurated at Lady Keane College, Shillong on 13th August, 2018 by Dr. K. Makdoh (Member IQAC, in charge of the course) and the faculty of NEC Academy. The Chief Instructor, NEC Academy, explained to the students the basic pattern of the 5(five) competitive examinations.

CLASSES

During the training period spread out over 6 (six) months, details of classes held are as follows:

Period	Total no. of classes	Duration of each of the two classes (BA & BSc)	Total duration (in hours)
13 th August, 2018 to 20 th September, 2018	18 (eighteen)	2(two) hours	36
14 th November, 2018 to 05 th December, 2018	12 (twelve)	2(two) hours	24
11 th February, 2019 to 27 th March, 2019	21(twenty one)	2(two) hours	42
TOTAL			102

Power Point Presentations were widely used in most of the classes.


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MOCK TESTS

3(three) modules of mock tests of Multiple Choice Questions were conducted during the duration of the course as indicated below:

Sl. No.	Description	Date
1.	General Knowledge / General Awareness / Subject Comprehension / English Grammar / Vocabulary	12 th March, 2019
2.	Quantitative Mathematics & Logical / Reasoning ability	13 th March, 2019
3.	Combined General Knowledge / General Awareness / Subject Comprehension / English Grammar / Vocabulary & Quantitative Mathematics & Logical / Reasoning ability	25 th March, 2019

Answer keys and detailed solutions of all the mock tests were given including overall assessments of the results. Classes were also taken on writing ability, communication and the interview process. Mock interviews were also conducted.

STUDY MATERIALS / BOOKS

As per terms and conditions of MOU, course material in the form of printed books and printed notes were provided to the trainees. Details of 4 (four) books provided to each student and distributed on 20th February, 2019 are as follows:

- (1) General Knowledge (2019) – Arihant Publications
- (2) Quantitative Mathematics (50 Practice Sets, Quantitative Aptitude) – Arihant Publications
- (3) Verbal, Analytical and Non-Verbal Reasoning – Arihant Publications
- (4) General English for all Competitive Examinations- Arihant Publications

6(six) copies of each of the above 4(four) books (i.e. a total of 24 books) have been handed over to the IQAC, Lady Keane College, Shillong.

FIELD TRIP

Field Trip to the Indian Institute of Management (IIM), Shillong

Through the help and co-operation of Mr. Merlvin J. Mukhim, the Placement Officer in the IIM Administration, the trainees were taken for a field visit to IIM, Shillong on 16th March, 2019 accompanied by the undersigned and Dr. Ksan Makdoh (of IQAC, Lady Keane College). The students had the privilege of sitting in the lecture hall which was the venue of the very last lecture of the (late) beloved President of India, Dr. A P J Abdul Kalam. For a well structured explanation of the various prospects open to the trainees, they interacted with the following students of PGP 18:-



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12/04/2019

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1. Diptanshu Pandey, member of the Students Council, IIM Shillong, who was the overall coordinator.
2. Maharshi Chhaya, member of the Students Council, IIM Shillong
3. Sowmyasree L., member of the Students Council, IIM Shillong
4. Anushree Bhatt, member of the Students Council, IIM Shillong
5. Arumuga Vinayagam S., member of the Public Relations Cell, IIM Shillong
6. Promita Banerjee, member of the Public Relations Cell, IIM Shillong

The students of Lady Keane College benefited a lot from the interaction as the PGP 18 students were from diverse backgrounds like Finance, Electronics & Communication, and Computer Science. Their accounts of their experiences with respect to fields like Information Technology and Business Analytics were an eye opener. The PGP students stressed on the fact that in today's world, the IIMs ensure that the diverse curriculum equips the students with the necessary skills. Further, it was revealed that there is close co-operation between the PGP students during their study so that their diverse skills would aid and assist the learning process.

In a nutshell, the whole process starting from the exam format of CAT, the curriculum of the IIMs, the study process and the skills acquired, the career opportunities, and the placement procedure were spelt out. It was an instructive experience to all.

FEEDBACK

Feedback forms were provided to the trainees for their opinions on the course. Feedback was solicited with respect to (a) syllabus covered, (b) quality of Instructors, (c) methods of instruction, (d) frequency and duration of classes, (e) study materials including books and notes, and (f) quality of mock tests and (g) any other remarks or suggestions on improvement. Please find enclosed herewith the feedback forms (86 nos.) submitted. The feedback was generally positive.

The training program concluded on 27th March, 2019 with a general review of the Training Program and guidance & encouragement to the students.

PHOTOGRPAHS

Please also find enclosed herewith 13(thirteen) sheets consisting of 30(thirty) photographs taken during the duration of the training program.

This report is for your information etc.

Thanking you,

Yours sincerely,

GM Bruce
12/04/2019
(G M Bruce)
Chief Instructor



[Signature]
Principal
Lady Keane College, Shillong