

## Capability Enhancement and Development Schemes

- **Guidance for Competitive Examinations :**

The Competitive Examination Centre of the Dr.A.B.Telang Senior College gives guidance to students for MPSC, UPSC, Bank recruitment, Insurance recruitment, Staff Selection Commission Examinations etc. Teachers take active interest in delivering lectures and giving guidance to students. Experts in the field, IAS officers and Deputy Collectors are invited to the Institution to give guidance to aspiring students. The Library maintains a special collection of 1346 books for Competitive Examinations. Students appearing for Competitive Examinations use these books extensively. The students preparing for such exams have formed Study Circles and use the Reading Halls in the Library throughout the year for study.

- **Career Counseling:**

Career counseling is conducted regularly in the Institution, especially for the Third Year students of each faculty for UG courses and the Second Year for PG Courses. Guest Lectures are taken by experts in the field. The Department Heads and teachers also guide the students. The Alumni Association of the Institution arranges lectures for students where they share their views and experiences on career and business opportunities, new openings in various industries and financial support extended by the government and non-government organizations for business development and expansion.

- **Soft Skill Development:**

The Department of Commerce and the Department of English conduct Soft Skill Development Programmes for the benefit of students. Experts are invited to take sessions and provide training to our students for personality development, communication skills, interview techniques etc.

The Language Laboratory at our sister Institute, The Rasiklal Dhariwal Institute of Management has software which is used by interested students for honing Soft Skills like Positive Attitude, Styles of Leadership, Team Work, Time Management, Presentation Skills, Interpersonal Skills, Body Language, Public Speaking, Interview Skills, Group Discussion Techniques, Telephone Etiquette and Communication Skills.

- **Remedial Coaching :**

Each Department of the Senior College selects academically weak students and conducts Remedial Coaching in all classes, in order to help slow learners cope.

- **Language Laboratory:**

The Rasiklal Dhariwal Institute of Management, our sister Institution in the campus, has a Language Laboratory which is used by the Department of English of the Institution. The Language Laboratory has software with several modules on listening, speaking, pronunciation, phonetics, reading, writing and grammar, etc. Conversational Skills is a part of the Compulsory English Course. Phonetics is a component of the English Special Course. The students are greatly benefitted by the availability of the Language Laboratory in the campus. The Department of English runs a Certificate course in Phonetics. Interested students are encouraged to use the Language Laboratory.

- **Bridge Courses :**

The Institution conducts a Bridge Course for B.B.A. and B.C.A. in association with the Department of Commerce. A Basic Course in Accountancy is organized in the Institution to bridge the gap between students of the Commerce faculty and students of other faculties taking admission in the Commerce faculty. The course is taught by the faculty members of the Department of Commerce.

- **Yoga and Meditation:**

- a) The Department of Physical Education and Sports conducts Yoga sessions as a regular activity for interested students in the M.B.A hall used for indoor games.
- b) A Certificate Course in Yoga and Meditation is conducted in the Institution by the Department of Physical Education. The course is conducted with the help of professionals.
- c) The International Yoga Day is celebrated every year with great enthusiasm by the Institution. The N.S.S. and the Department of Physical Education and Sports coordinate the activity.

- **Personal Counseling:**

Every teacher in the Institution can be approached by students for guidance and counsel regarding any issue, personal or academic. Records are maintained. The Senior College has a special Counseling Centre with a teacher who has been given the additional charge. Students with issues which cannot be resolved at the Centre are advised visits to Professional Counselors associated with the College.

- **Mentoring:**

Teachers have been given the opportunity to be mentors to assigned students. Records of mentoring are maintained by the teachers.