

KRISHNASAMY COLLEGE OF SCIENCE,ARTS & MANAGEMENT FOR WOMEN,

ANAND NAGAR,S.KUMARAPURAM,CUDDALORE - 607 109.

DEPARTMENT OF COMPUTER APPLICATION

DEPARTMENT ACTIVITY - ODD SEMESTER - [JUN-NOV 2020]

Our I B.C.A., Students Inaugural Function was celebrated on 31.08.2020 in Google meet online. Our Principal and our department H.O.D were given introduction to students and their parents about the college and conducted bridge course to the students.

BRIDGE COURSE TIME TABLE - 2020 - 2021

DEPARTMENT OF COMPUTER APPLICATIONS

DATE / HOURS	1	2	3	4	5
31.08.20	Inaugural function			About the Rules of the College	Library
02.09.20	Basics of Computer	Letter writing in English	Anti Ragging Awareness	Values of Relationship	Solving Puzzles
03.09.20	Computer Short- Cut Keys	Smart Class		Letter writing in Tamil	General Counselling
04.09.20	Internet Concepts	NAAC Awareness	Women's Safety	Skill and Personality Development	Soft Skill
05.09.20	Course Outcomes	Digital Conversion		Tips for Competitive Exams	Un Vazhkai Un Kaiyil

Minutes:

- ✓ Krishnasamy College of science, Arts and Management for Women offers Bridge course for the first year Under Graduate students. The five day Bridge course is been offered as a regular programme.
- ✓ The teacher acts as a facilitator helping the students to improve language acquisition and their course outcomes for the remaining four days.
- ✓ The units with exercises of bridge course material facilitate self-learning and build confidence level.
- ✓ Various activities that induce interactions and discussions among students to express themselves freely in English.
- ✓ Thus, Bridge course proves to be the best opportunity for the students to adapt themselves to the new academic and social environment.
- ✓ The objective of the course was to orient the students on the unlearning and re-learning of language skills in an effective manner.

Outcome:

- ✓ After the completion of the Bridge Course, there was a significant progress in the Listening, Speaking, Reading and Writing skills of the students. Students who had tremendous stage fear were able to overcome it and speak fluently.
- ✓ They could easily take part in Group Discussions and exhibit their views in English. Students who had Tamil as the medium of instruction at the school level gained confidence to speak and write in English.

B.C.A., COURSE OUTCOME

Computer science deals with the theoretical foundations of information and computation, together with practical techniques for the implementation and application of these foundations.

Computer science is the study of the theory, experimentation, and engineering that form the basis for the design and use of computers. It is the scientific and practical approach to computation and its applications and the systematic study of the feasibility, structure, expression, and mechanization of the methodical procedures (or algorithms) that underlie the acquisition, representation, processing, storage, communication of, and access to, information. An alternate, more succinct definition of computer science is the study of automating algorithmic processes that scale. A computer scientist specializes in the theory of computation and the design of computational systems.

What is the best field in computer science?

Here, the top jobs for computer science majors, based on income, employment outlook, and job satisfaction.

- Software Developer.
- Database Administrator.
- Computer Hardware Engineer.
- Computer Systems Analyst.
- Computer Network Architect.
- Web Developer.
- Information Security Analysts.
- Computer Programmer.
- Software Development Engineer (SDE)
- Android Software Developer
- Cyber Security Engineer
- Information Security Engineer
- Teacher
- Government Jobs
- Top 6 computer science jobs: Duties, salaries and growth

Computer scientists are employed in all sorts of positions in nearly every industry. But you may be wondering: What is a typical computer science salary? What types of duties are computer scientists responsible for? What does the computer science job outlook look like?

A detailed breakdown of six of the most common careers that call for a computer science degree. Learn a bit about the duties, outlook and earning potential for each of these computer science jobs.

1. Software application developer

- **Typical duties:**
- Designing or customizing computer applications software
- Modifying existing software to optimize operational efficiency or correct errors
- Evaluating software requirements and user needs to determine software feasibility
- **Projected growth (2016–2026):** 30% (much faster than average)
- **Median annual salary (2016):** \$100,0802

2. Computer systems analyst

- **Typical duties:**
- Analyzing data processing problems to improve computer systems
- Developing and testing system design procedures
- Enhancing system compatibility so information can be shared easily
- **Projected growth (2016–2026):** 9% (as fast as average)
- **Median annual salary (2016):** \$87,2202

3. Software systems developer

- **Typical duties:**
- Designing, developing and testing software for a variety of industries
- Altering existing software to correct errors or improve performance
- Analyzing data to identify, recommend and plan new system installations or modifications
- **Projected growth (2016–2026):** 11% (faster than average)
- **Median annual salary (2016):** \$106,8602

4. Web developer

Typical duties:

- Writing, designing or editing web page content, or directing others producing content
- Identifying and correcting problems uncovered by testing or user feedback
- Backing up website files for immediate recovery in case of problems
- **Projected growth (2016–2026):** 13% (faster than average)
- **Median annual salary (2016):** \$66,1302

5. Network systems administrator

- **Typical duties:**
- Installing and supporting an organization's network system
- Examining website functions to ensure performance without interruption

- Performing data backups and disaster recovery operations
- **Projected growth (2016–2026):** 6% (as fast as average)
- **Median annual salary (2016):** \$79,7002

6. Database administrator

- **Typical duties:**
- Testing and administering computer databases
- Coordinating changes and correcting errors to computer databases
- Applying security measures to safeguard information

Learning Outcomes for Computer Science Majors

The curriculum leading to a baccalaureate degree in Computer Science prepares students for positions as computer scientists in business, industry and government, or for graduate study in computer science. The curriculum's main objectives are to impart students with an understanding of the basics of computer science, to develop proficiency in the practice of computing, and to prepare them for continued professional development. Learning outcomes for Computer Science majors are listed below.

Application Development

Problem solving-based, non-Web-based software development that includes programming languages such as Java and C#.

Systems Development

Designing and coding background software created to support application development; includes program languages like C and C++.

Web Development

Designing software or applications to run in a Web browser and used programming languages such as HTML, JavaScript and PHP.

Embedded Systems Development

Designing computing systems and software to work on non-computing devices, such as automobiles. Uses programming languages such as C and assembly languages.

List of All Microsoft Office Word Shortcut Key Combinations

Microsoft Office Word (MS Word) is world's most used word processing software. It provides users many facilities to create, edit and publish their word documents. MS Word Shortcut Key combinations help the users manage, edit and create long word documents easily. In this post we present the list of all Microsoft Office Word shortcutkey combinations using which you can create, edit or manage your MS Word documents easily.

List of All Microsoft Office Word ShortcutKeys

All MS Word Shortcut Key Combinations with CTRL + "A-Z"	
Ctrl + A	Select all text in Word Document
Ctrl + B	Bold the selected Text
Ctrl + C	Copy the selected text
Ctrl + D	Open font formatting window
Ctrl + E	Center text
Ctrl + F	Find a word or phrase
Ctrl + G	Go to specific page or bookmark
Ctrl + H	Find and Replace a word or phrase
Ctrl + I	Italicize the text
Ctrl + J	Justify the text
Ctrl + K	Opens "Insert Hyperlink" window
Ctrl + L	Left align text
Ctrl + M	Indent a paragraph from the left
Ctrl + N	Open a new MS Word Document
Ctrl + O	Open an existing MS Word Document
Ctrl + P	Print the document
Ctrl + Q	Remove paragraph formatting
Ctrl + R	Right align text
Ctrl + S	Save MS Word document
Ctrl + T	Create a hanging indent
Ctrl + U	Underline selected text
Ctrl + V	Paste copied text
Ctrl + W	Close Word Document
Ctrl + X	Cut selected text
Ctrl + Y	Redo an action previously undone or repeat an action
Ctrl + Z	Undo a previous action

All MS Word Shortcut Key Combinations with CTRL + SHIFT + "A-Z"

Ctrl + Shift + C	Copy formats
Ctrl + Shift + D	Double underline text
Ctrl + Shift + E	Track changes
Ctrl + Shift + F	Change the font
Ctrl + Shift + H	Apply hidden text formatting
Ctrl + Shift + K	Format letters as small capitals
Ctrl + Shift + L	Apply the list style
Ctrl + Shift + M	Remove the paragraph indent from the left
Ctrl + Shift + N	Apply the normal style
Ctrl + Shift + P	Change the font size
Ctrl + Shift + Q	Change the selection to Symbolic font
Ctrl + Shift + S	Apply a style
Ctrl + Shift + T	Reduce a hanging indent
Ctrl + Shift + V	Paste formats
Ctrl + Shift + W	Underline words but not spaces
Ctrl + Shift + >	Increase font size
Ctrl + Shift + <	Decrease font size
All MS Word Shortcut Key Combinations with CTRL + ALT + "A-Z"	
Ctrl + Alt + I	Switch in or out of print preview
Ctrl + Alt + M	Insert a comment

Ctrl + Alt + R	Insert Registered trademark symbol
Ctrl + Alt + S	Insert copyright symbol
Ctrl + Alt + T	Insert trademark symbol
“All MS Word Shortcut Key Combinations” with CTRL + “Special Keys”	
Ctrl + [Decrease size of selected text
Ctrl +]	Increase size of selected text
Ctrl + 1	Single space lines
Ctrl + 2	Double space lines
Ctrl + 5	1.5 space lines
Ctrl + 0	Add/Remove one line space preceding a paragraph
Ctrl + Left Arrow	Move one word to the left
Ctrl + Right Arrow	Move one word to the right
Ctrl + Up Arrow	Move one paragraph up
Ctrl + Down Arrow	Move one paragraph down
Ctrl + Page Up	Go to the top of previous page
Ctrl + Page Down	Go to the top of next page
Ctrl + END	Go to the end of the document
Ctrl + Home	Go to the beginning of the document
Ctrl + Enter	Page break
Ctrl + Delete	Delete one word to the right
Ctrl + Backspace	Delete one word to the left
Ctrl + TAB	Insert a “ TAB ” character

Learning all Microsoft Office Word key combinations is not easy but by practicing them daily, you can learn all MS Word shortcut keys easily.

How to Write a Formal Letter?

To write a formal letter follow the below-given tips:

- Address or greet the concerned person properly like Dear Sir/Madam
- Always mention the subject of writing the letter
- Be concise in your letter. Write the reason for writing the letter in the first paragraph itself. Do not stretch the letter too much.
- The tone of the letter should be very polite and not harsh
- Write in a proper format and take care of the presentation of a letter
- Mention the address and date correctly.
- Mention the name and designation of the recipient correctly
- The closing of the letter should be with gratitude. Use “Thank you” for consideration of the letter and then at last mention “Yours sincerely or truly” along with your name and signature.

Formal Letter Writing Topics

There could be many reasons to write a formal letter meaning. They are:

- [Sick Leave Application](#)
- [Leave Application for Marriage](#)
- [Leave application for maternity](#)
- [Resignation letter](#)
- [Appointment letter](#)
- [Job offer letter](#)
- [Complaint letter](#)
- [Business letter](#)

Formal Letter Format

The general format of a formal letter structure is given below:

Formal Letter Format
Name of the Sender
Address
Date
To
Name of the Recipient
Designation
Company Name
Address
Salutation (Dear Sir,/Madam)
Subject:
Body of the Letter
[Write 2 -3 paragraphs including the reason behind the letter. Make sure to keep the letter concise without dragging too much]
Thank you for your consideration. Waiting for your response.
Yours Sincerely,
Name
Signature

Women's Safety material

Women safety in India is widely discussed everywhere nowadays. It has now become a major issue. The crime rate is on the spike. Women are neither safe outside nor at home. Women travellers from other countries are also in a dubious state while thinking about coming to India. However, this fear cannot keep them away from any kind of social activity. There are laws but there should be proper safety measures which we have to follow strictly to protect the women from violence.

Along with essays on Women's safety in India, there are many other sample essays being provided on our site and mobile app as well. Take a look into it for further reference.

Women's safety in this country is a major concern and therefore should be talked about as much as possible. She is strong, she is worshiped in this country. She is a mother, she is a sister, a grandmother, a wife. She plays many roles and yet, she is not safe. She lives in terror and fear. She is scared to go from her house to a shop nearby at night. Women's safety is a big concern that must be addressed in a country like ours. India is definitely not the safest country for our women. For a country that has been known for worshipping gods like The Durga, Laxmi and The Kali, we clearly need to start worrying about the issue of how unsafe women have become in the country. Women of all ages are currently facing some sort of crime against their rights and are suffering in the worst ways. The more we keep letting things like these happen, the more they will continue to grow. We need to make sure that the safety of the women in our country is something that we talk about all the time. Only when we plan on making the most regular everyday activities for the women in our country safe, will we be able to call ourselves a successful nation.

Women's life is endangered due to violence and discrimination and kept them away from participating in any social activity. In India, the rapid increase in crimes of women violence through Durga, Sati, Sabitri are worshipped by the people treating them as the goddess. Women are caged in the houses previously, but urbanization forces them to break these jails and show their talent to the world at par with men. Women showed their talent in every sector from the taxi driver to the CEO of multinational corporate companies. People must shrug off the idea that women can't do anything by going out of the house. They should admit that she has set foot on the moon too. Kalpana Chawala, the first Indian woman astronaut stepping on the moon, became a role model for not only women around the world but also all other men who desire to be astronauts. She became an inspiration in front of the whole world.

In India domestic abuse, sexual assault and murder are common forms of violence against women. Dowry death is an ultimate form of murder. Indians are still with the psychology that dowry is tradition and girls' fathers lose everything to pay it. Domestic violence or domestic abuse is done by one partner with the other partner in a relationship. The rate of domestic violence is increasing in India. 70% of women are victims of domestic violence. It leads to depression and suicides. It's not a direct murder but it is a cause of murder for sure. Moreover, girls are forced into marriage at a young age. This child bride is not even mature enough to understand her responsibility. Acid throwing is a form of violent assault which ruins the beautiful girl's life. 'Cheating in a relationship' is another commonly found crime against women. A man easily breaks up with his wife and starts a new life with another bride.

There are many places in the country where women are still not aware of some of the most basic rights that they can take advantage of in order to empower themselves. This brings us to the next

thing that needs the attention of people living in our country. The most important way to ensure that women are staying safe in the country is by making sure that they are empowered on an everyday basis. Many women living in socially and economically backward areas are being victims of domestic violence, without being aware of what they should be doing in order to prevent this from happening and taking a stand for themselves after this happens, women keep on enduring this horrible behavior against them. Hence, empowering them and by making them aware of what they must be doing, who they should be reaching out to and just exactly why it is important to not stay silent are some of the most important things that we need to bring our attention to.

Women safety is a crucial concern in India and a lot of organizations started working on it after Nirbhaya's case. Women should adopt some self-defence tips and tricks so that it proves helpful during the worst sceneries for them. Countless videos and information about such defensive techniques are available online for educating women's safety. Primary and frontier tip for women is if it seems even a slight unsafe it's better to get out of that place immediately.

Violence is widely observed in public transports, so she should try to avoid travelling with public transports at night, and if it's not possible then make sure you travel with enough crowd. If she is driving alone, don't give a lift to strangers, because we are not sure about their intentions. Using a smartphone wisely can provide a bodyguard in emergencies. There is plenty of handy equipment available in the market which will provide assistance at the time of emergencies. Keeping such equipment, sprays, and small blades in the purse can be useful if things go wrong. Precautions are always better than cure! To protect women from domestic violence 'The Parliament of India' passed 'The Protection of Women from Domestic violence Act 2005'.

Conclusion

The day women in India will feel safe to do the most basic things like going to nearby shops without the fear of anything is when we will truly succeed as a country. The moment every citizen understands what consent is and starts respecting the women around them is when we can truly accomplish the dream that our predecessors dreamt of. But right now, we still have a long way to go as a nation.

Relationship

The way in which two or more people, groups, countries, etc., talk to, behave toward, and deal with each other.

Interpersonal Relationship :

An interpersonal relationship is a strong, deep, or close association or acquaintance between two or more people that may range in duration from brief to enduring.

Family relationships

Parent-child

Parent-child relationships have always concerned people.

Siblings

Sibling relationships have a profound effect on social, psychological, emotional, and academic outcomes. Although proximity and contact usually decreases over time, sibling bonds continue to affect people throughout their lives. Sibling relationships are affected by parent-child relationships, such that sibling relationships in childhood often reflect the positive or negative aspects of children's relationships with their parents.

- Friend
- Enemy
- Neighbor
- Business relationships
 - Partnership
 - Employer and employee
 - Contractor
 - Customer
 - Landlord and tenant
- Official
- Teacher and Student

Adult attachment and attachment theory :

Healthy relationships are built on a foundation of secure attachments. [Adult attachment](#) models represent an internal set of expectations and preferences regarding [relationship intimacy](#) that guide behavior.^[68] Secure adult attachment, characterized by low attachment-related avoidance and anxiety, has numerous benefits.

What does family mean in a relationship?

This does not mean that it is always easy to make and keep friends; it just means that we share the goal of having strong relationships. "Family" includes your siblings and parents, as well as relatives who you may not interact with every day, such as your cousins, aunts, uncles, grandparents, and stepparents.

Role in Relationships :

- **Father:** a [male parent](#)
- **Mother:** a [female](#) parent
- **Son:** a male [child](#) of the parent(s)
- **Daughter:** a female child of the parent(s)
- **Brother:** a male [sibling](#)
- **Sister:** a female sibling
- **Husband:** a male [spouse](#)
- **Wife:** a female spouse
- **Grandfather:** the father of a parent
- **Grandmother:** the mother of a parent
- **Cousins:** two people who share at least one [grandparent](#) in common, but none of the same parents.
- (In some language there is a difference between a grandfather/grandmother from the father's side and one from the mother's side)
 - Uncle: parent's brother, or male spouse of parent's sibling
 - Aunt: parent's sister, or female spouse of parent's sibling
 - Nephew: sibling's son, or spouse's sibling's son
 - Niece: sibling's daughter, or spouse's sibling's daughter

What are the qualities of a good relationship?

Here are what I consider the 15 essential qualities of a lasting relationship:

- Acceptance. Any partner will have qualities, characteristics, and behaviors that push your buttons and test your sanity. ...
- Respect. ...
- Vulnerability. ...
- Trust. ...
- Honesty. ...
- Empathy. ...
- Kindness. ...
- Commitment.

GOOD RELATIONSHIP

- What is relationship?

It is the Giving and receiving of energy in the form of Love, Light and Power.

- What is the purpose of relationship?
To learn, to grow and to serve through the experience of interaction with others.

VALUES THAT LEAD TO GOOD RELATIONSHIP

- Respect
- Humility
- Spirit of co-operation
- Love
- Politeness
- Honesty

METHODS TO HEAL RELATIONSHIP

Art of improving relations are:-

- Awareness of sense.
- Alert mind.
- Affirm about the word
- Accept what is required.
- Appreciate others work.
- Achievement of the work.

WHAT KILLS RELATIONSHIP??

- Misunderstanding
- Selfishness
- Lack of trust
- Ego clashes with properties
- Improper communication
- High expectations
- Assumptions
- Aggressive nature
- Ignorance
- Irresponsible
- Negative attitude.

TENTATIVE ANNUAL RECRUITMENT PLANNER FOR THE YEAR 2020

TO BE NOTIFIED IN 2020		
SL.NO.	NAME OF THE POST / RECRUITMENT/ SERVICE	TENTATIVE MONTH OF NOTIFICATION
1	COMBINED CIVIL SERVICES EXAMINATION – I (GROUP-I SERVICES)	JANUARY
2	AGRICULTURAL OFFICER (EXTENSION) IN TAMIL NADU AGRICULTURE EXTENSION SERVICE	JANUARY
3	ASSISTANT DIRECTOR OF HORTICULTURE AND HORTICULTURAL OFFICER	JANUARY
4	ASSISTANT HORTICULTURAL OFFICER IN HORTICULTURE AND PLANTATION CROPS DEPARTMENT IN TAMIL NADU HORTICULTURAL SUBORDINATE SERVICE	JANUARY
5	COMBINED ENGINEERING SUBORDINATE SERVICE EXAMINATION	FEBRUARY
6	COMBINED LIBRARY AND INFORMATION SERVICES EXAMINATION	MARCH
7	INSPECTOR OF FISHERIES IN FISHERIES DEPARTMENT IN TAMIL NADU FISHERIES SUBORDINATE SERVICE & ASSISTANT DIRECTOR OF FISHERIES IN TAMIL NADU FISHERIES SERVICE	MARCH
8	BURSAR IN TAMIL NADU COLLEGIATE EDUCATIONAL SERVICE	MARCH
9	COMBINED GEOLOGY SERVICE EXAMINATION	APRIL
10	COMBINED ENGINEERING SERVICE EXAMINATION	APRIL
11	COMBINED STATISTICS SERVICE EXAMINATION	APRIL
12	ASSISTANT DIRECTOR OF CO-OPERATIVE AUDIT IN TAMIL NADU CO-OPERATIVE SERVICE	APRIL
13	COMBINED CIVIL SERVICES EXAMINATION – II (GROUP-II AND GROUP-IIA SERVICES)	MAY
14	EXECUTIVE OFFICER GRADE-I INCLUDED IN GROUP-VII A SERVICES	JULY
15	EXECUTIVE OFFICER GRADE-III INCLUDED IN GROUP-VII B SERVICES	JULY

16	EXECUTIVE OFFICER GRADE-IV INCLUDED IN GROUP-VIII SERVICES	JU LY
17	COMBINED CIVIL SERVICES EXAMINATION-III (GROUP-III SERVICES)	JU LY
18	ASSISTANT DIRECTOR OF INDUSTRIES AND COMMERCE (INDUSTRIAL CO-OPERATIVES) DEPARTMENT IN TAMIL NADU INDUSTRIES SERVICE	JU LY
19	ASSISTANT DIRECTOR (LEATHER) OR MANAGER (LEATHER) IN TAMIL NADU INDUSTRIES SERVICE	JU LY
20	ASSISTANT COMMISSIONER OF LABOUR IN TAMIL NADU LABOUR SERVICE	AU GU ST
21	COMBINED CIVIL SERVICES EXAMINATION-IV (GROUP-IV SERVICES & VAO)	SE PT EM BE R
22	VOCATIONAL COUNSELLOR IN THE GOVERNMENT INSTITUTE OF REHABILITATION AND ARTIFICIAL LIMB CENTRE IN MEDICAL EDUCATION DEPARTMENT IN TAMIL NADU MEDICAL SUBORDINATE SERVICE	SE PT EM BE R
23	FOREST APPRENTICE INCLUDED IN GROUP-VI SERVICES	OC TO BE R

Note:-

- 1) This planner is tentative and released to enable the applicants to prepare themselves for the examination. There may be addition or deletion to the recruitment mentioned in the planner.
- 2) Tentative month of notification mentioned in this planner is subject to change.
- 3) Refer tentative time line announced in the notification regarding the date of notification, number of vacancies, period for submission of online application, last date for submission of online application, date of examination, tentative month of publication of written result, month of Oral Test /Counselling.
- 4) Scheme of examination and syllabus are made available in the Commission's Website www.tnpsc.gov.in from time to time.
- 5) Keep on watching the Commission's website and the newspapers / media for latest informations / every update pertaining to the notifications.

ANTI-RAGGING POLICY

1. INTRODUCTION

'Merit' and 'Ethics' being the core driving values towards turning out professionals of high caliber with strong sense of ethical judgments, social integration of student's population coming from different parts of the country with most diverse cultural and social back grounds, becomes a matter of prime importance. 'Ragging' a social menace, as such has no place in academic environment of the Institute and concerted efforts are required to be in place to prevent its occurrence at any point of time. Hence the need for a balanced 'anti- ragging policy' to be adopted by the Institute.

Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

Ragging is a criminal offence and lowers the standards of education. The 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by Hon'ble Supreme Court of India, recommendations of the Raghavan Committee, instructions/guidelines issued by the Ministry of HRD (Govt. of India).

2. ANTI-RAGGING POLICY

This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of socio-academic integration. The 'anti-ragging policy' adopted by the Institute therefore is aimed at:

- (a) Creation, development and nurturing a conducive, socio-academic environment within the student population.
- (b) Generating and maintaining a high level of confidence within new entrants and their parents/guardians to perceive that fresh entrants to the Institute are welcome and provided support, rather than being harassed and intimidated.
- (c) Keeping in place an integrated system to discourage and prevent any negative acts like 'ragging' by the seniors, which disrupts socio-academic integration of new entrants.
- (d) Prescribing deterrent measures for any violation of the "Anti-Ragging Policy" by way of disciplinary measures.

3. DEFINITIONS

For the purpose of this policy the following are defined as under: -

‘Institute’ means the Indian Institute of Management Shillong.

‘Student’ includes any person who is enrolled for any course, whether full time or part time with the Institute. This also includes research associates/scholars or a visitors, and / or a repeaters.

‘Hostel’ includes the place/(s) where students are accommodated through institutional arrangement.

‘Ragging’ constitutes one or more of any of the following acts:

- (a) a conduct by any student or a group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling any other student with rudeness;
- (b) indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- (c) asking a student to do any act which the student will not carry out in the ordinary course and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such student(s);
- (d) any act by a student that prevents, disrupts or disturbs the regular academic activity of any other student(s);
- (e) exploiting the services of any student for completing the academic tasks assigned to an individual or a group of students.
- (f) any act of financial extortion or forceful expenditure burden put on a student by any other student or a group of students;
- (g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- (h) any act or abuse by spoken words, emails, posts, social networking posts, e-posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to a student(s);
- (i) any act that affects the mental health and self-confidence of a student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by any student or a group of students over any other student(s).

4. PREVENTIVE ASPECTS OF RAGGING

Systemized Efforts for Socio-Academic Integration of New Entrants.

- (a) **Address by the Competent Authorities of the Institute.**
The Director, Dean Academics, Chairperson Admissions, Chairperson Academic Programmes and other concerned official(s) during their address/discussions to/with parents/guardians, admission aspirants/ fresh entrants/ students at the time of counselling meets, new batch induction on registration, batch inaugurals and other such occasions, should invariably assure the students and parents about full protection and support against any attempts of ragging by seniors while briefly introducing the '*Anti Ragging Policy*' of the Institute. The efforts during such meets be directed towards achieving socio- academic integration of new entrants with the specific merit oriented environment of mutuality and trust of the Institute.
- (b) **New batch inaugurals**
The Director and faculty members, during new batch inaugurals may provide to the students, the guidelines on expected behavioural norms wherein a mention to the Anti ragging policy may be made.
- (c) **Welcome Party for New Entrants**
Senior students shall be encouraged to organize a "*Welcome Party*" for new entrants. For the said purpose an organizing committee may be constituted comprising of selected senior students of which, a senior faculty member will be the Ex-Officio-Chairman cum Patron. The Chairperson - Student Affairs and faculty members, to the extent possible, should participate in such a party.
- (d) **Mentoring Cells**
'Mentoring Cell' shall function under the guidance of a Senior Faculty and in direct supervision of the 'Chairman, Student Affairs'. Such a cell would be manned by senior students. There should be one senior student mentor for a specified group of 10 junior students. Membership to the 'mentoring cell' by senior students would be on voluntary basis by inviting applications and nominating membership on year to year basis. The senior student mentor will also monitor 'Psychological Behaviour / behavioural aberration of new students. If any abnormal behaviour or environmental adjustment problem observed, the same shall be reported to the 'Chairman, Student Affairs'.
- (e) **Social, Cultural, Sports Activities**
The membership of all student clubs and committees will be coordinated on the lines of this (proposed anti-ragging) policy. The induction process to all students' clubs and committees will be organized in line with the proposed anti – ragging policy.

(f) Watch and Ward arrangements

The Institute has identified following vulnerable locations

- (i) Hostel blocks and mess,
- (ii) Vacant class rooms.
- (iii) Auditorium
- (iv) Canteen,
- (v) Playground / Gymnasium
- (vi) Student activity centres,
- (vii) Favourite joints of students in the vicinity.

All concerned are to keep a constant vigil and watch at such locations including monitoring of the atmosphere and the environment at eating 'Joints' (Canteens, Mess etc.), Hostel / accommodations, where students are accommodated.

These areas are needed to be carefully guarded if required by posting security personnel

Wide – dissemination of Anti-Ragging

Policy Prospectus and Admission

forms

- (i) All prospectus should contain a specific caution that “ragging is banned in the Institute, and anyone found indulging in ragging, is likely to be punished appropriately which may include expulsion from the institute.”
- (ii) All students of the Institute are required to sign an anti-ragging declaration forms (Annexure I and II) at the time of admission to the institute.

Erection of Posters

Academic programme office may put up posters in prominent places within the campus to exhort students to prevent, or not to indulge in ragging, also mentioning the names of the officials and their contact numbers, to be contacted in case of “ragging”. The same needs to be displayed on the website of the institute.

5. MONITORING ASPECTS OF RAGGING

Anti-Ragging Surveys

Anonymous random surveys, across first year students be carried out every fortnight, during first three months, at all the constituents of the Institute, to verify and check, whether the campus is indeed free from 'ragging'.

Anti – Ragging Committee (ARC) at the Institute Level

An Anti – Ragging Committee (ARC) should be constituted at Institute level to monitor the various aspects related to menace of ragging. The members of this committee can be nominated by the Director (of which one has to be necessarily a female member). The ARC may have '**Dean - Academics**' as chairperson and may also comprise of **Chairperson Student Affairs, Chairperson Academic Programmes and all hostel wardens** as other members in order to carry out the compliance of this policy across the whole institute along with the manner in which the same are dealt with.

6. PROCEDURAL AND PUNITIVE ASPECTS OF “RAGGING”

First Information Person (FIP)

- (a) 'First Information Person (FIP)' would be nominated by the Institute at beginning of each academic year. The FIP would provide first instance intervention in case of any complaint of "ragging".
- (b) FIP will also need to co-ordinate the preventive aspects of ragging, under guidance of the **Chairperson ARC** aiming to create a "ragging free environment"
- (c) FIP will be responsible for taking steps to ensure that cases of "ragging" within the institute are brought to the notice of the **Chairperson ARC** as soon as possible.
- (d) FIP is empowered to deal with informal complaints of "ragging" and/or take suo-moto cognizance of any such incident.

Ragging Reporting Procedure

- (a) If any individual believes that he or she has been subjected to ‘ragging’ or has knowledge of any such incident, such person (or FIP, who may have assisted the complainants or those, who have otherwise observed / known about “ragging”) shall have option to file a complaint with the **Chairperson ARC**. This may be done in writing or orally. Written complaint is preferable.
- (b) FIP or member/s of the **ARC** will also be available to discuss any concerns exhibited by any student or a group of students, about ragging.
- (c) All formal/Informal complaints of “ragging” may be made to the FIP within the constituent unit or directly to **Chairperson ARC** as stated above.

ARC as Enquiry Committee

ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent practicable under the circumstances. The investigations should start maximum within three (03) days of reporting the incident and reports finalized by the ARC pinpointing the involvement of the accused along with recommendations relating to the punishment will be submitted to the competent authority maximum within a period of four (04) weeks. In exceptional circumstances, the Chairperson ARC may grant extension to the time limit under information to the complainant and the accused.

Process of Enquiry

The process of enquiry should be such to ensure that principles of natural justice are adhered to. Details of the process would be identical as in the case of ‘Sexual Harassment Policy’ adopted by the Institute. If the ragging also includes an element of sexual harassment then in that case both committees i.e. ARC and Sexual Harassment committee will look into the matter independently of each other.

Punishment / Penalties for ‘ragging’

Based on the report of enquiry submitted by the ARC, the Chairperson ARC will recommend to the competent authority any of the punishment/(s) listed below or any other kind of punishment, which she/he may consider to be appropriate.

- (a) Debarring from representation of events.
- (b) Withholding results
- (c) Expulsion from Institute.
- (d) Debarring from examination/s.
- (e) Suspension from the institute or class for a limited period.
- (f) Fine with public apology
- (g) Prosecuting for criminal offence.
- (h) Filing FIR with the local police
- (i) Cancellation of admission
- (j) Withholding scholarships or other benefits

Appeal

Appeal with regards to any action taken against the accused at any level and / or against the punishment awarded under this policy, shall lie with the Director of the Institute, which should be filed within a period of two weeks from such an action or award of punishment.

7. SAVING AND REPEAL CLAUSE

Director of the Institute will possess the sole authority for any interpretation, modification, or amendment to the policy depending upon the need from time to time. She/He will also possess powers to exercise her/his discretion with respect to any or all of the clauses of this policy.

Basic Computer Terminologies

1. CPU

CPU means 'Central Processing Unit'. This is the place of computer data handling. Moreover, it does all the data manipulation, calculations and formatting data for output. Hence, whenever someone buys a computer he/she becomes more conscious about the CPU and its capabilities.

The execution of the instructions within the computer system is very fast. It measures it in cycles of time and refers it to as megahertz. That's why the 'Mhz' of a computer's processor is sometimes referred to as the clock speed. Think about CPUs (and aligned circuitry) beating like a heart, this pulsing/beating is expressed as "MHZ" e.g. 2000Mhz.

2. RAM

Specifically, RAM stands for “Random Access Memory” or “Ready Access Memory”. It is a temporary notepad where your computer sends information to disk, or to the storage place of instructions from other input devices. The term “random access” indicates that memory locations in RAM are accessible in any order unlike sequential access of a data cassette tape.

3. Hard-disk Drive

Your computer’s hard disk drive is like an audio CD that you possess at home – except your computer can read and write to it. In other words, your computer can take data from your hard drive (to process it in the CPU or place it in RAM to work with).

Also, it can record the results of the work it does back to the disk, which is “writing to disk”. The abbreviation HDD stands for “hard disk drive”.

If you open your HDD, you would find a pancake stack on double-sided disks.

4. Floppy Disk

You can also read and write data in a floppy disk. Simply, it is smaller than HDD and portable – you can take it to another computer and read from it there also. Floppy disks are sometimes called “secondary storage devices”. They were known as ‘floppy’ originally because they were 5¼ inches in width and floppy. They could carry almost 720kb of data. Today, however floppy disks are smaller, rigid, and can carry more data like 1.44Mb.

5. Hardware

Hardware is the term referring to all the physical parts in a computer system. It includes the monitor, the keyboard, the mouse, the main case which stores the RAM, CPU and the motherboard.

6. Software

‘Software’ is the term which refers to the instructions needed to make a computer work. It is intangible in nature. The software is also known as a “program”. Also, it is a set of computer files which are used to perform various actions on the computer. You can have a program for ‘word processing’. The software can be transferred to a compact disk and floppy disks, but usually, sit on the computers hard drive waiting to be “run”.

Browse more Topics under Basics Of Computers

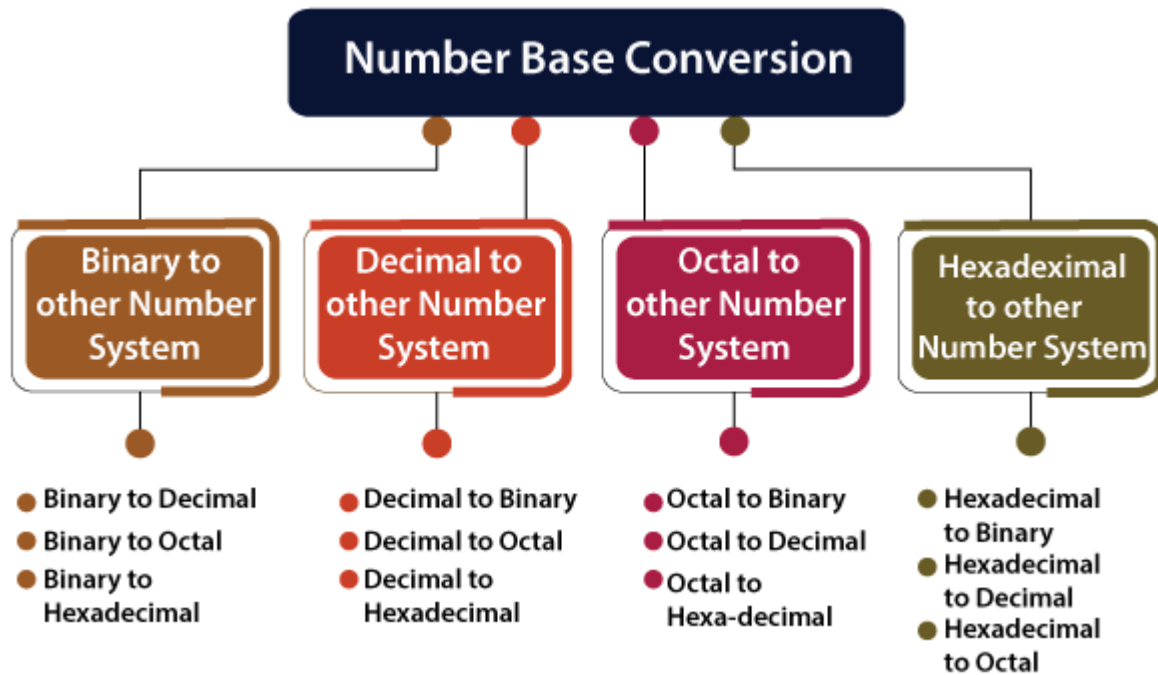
- [Number Systems](#)
- [Number System Conversions](#)
- [Generations of Computers](#)
- [Computer Organisation](#)
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- [Computers Abbreviations](#)
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Number Base Conversion

In our previous section, we learned different types of number systems such as binary, decimal, octal, and hexadecimal. In this part of the tutorial, we will learn how we can change a number from one number system to another number system.

As, we have four types of number systems so each one can be converted into the remaining three systems. There are the following conversions possible in Number System

1. Binary to other Number Systems.
2. Decimal to other Number Systems.
3. Octal to other Number Systems.
4. Hexadecimal to other Number Systems.



Binary to other Number Systems

There are three conversions possible for binary number, i.e., binary to decimal, binary to octal, and binary to hexadecimal. The conversion process of a binary number to decimal differs from the remaining others. Let's take a detailed discussion on Binary Number System conversion.

Binary to Decimal Conversion

The process of converting binary to decimal is quite simple. The process starts from multiplying the bits of binary number with its corresponding positional weights. And lastly, we add all those products.

Let's take an example to understand how the conversion is done from binary to decimal.

Example 1: $(10110.001)_2$

We multiplied each bit of $(10110.001)_2$ with its respective positional weight, and last we add the products of all the bits with its weight.

$$\begin{aligned}
 (10110.001)_2 &= (1 \times 2^4) + (0 \times 2^3) + (1 \times 2^2) + (1 \times 2^1) + (0 \times 2^0) + && (0 \times 2^{-1}) + (0 \times 2^{-2}) + (1 \times 2^{-3}) \\
 (10110.001)_2 &= (1 \times 16) + (0 \times 8) + (1 \times 4) + (1 \times 2) + (0 \times 1) + && (0 \times 1/2) + (0 \times 1/4) + (1 \times 1/8) \\
 (10110.001)_2 &= 16 + 0 + 4 + 2 + 0 + 0 + 0 + 0.125 && \\
 (10110.001)_2 &= (22.125)_{10} &&
 \end{aligned}$$

Binary to Octal Conversion

The base numbers of binary and octal are 2 and 8, respectively. In a binary number, the pair of three bits is equal to one octal digit. There are only two steps to convert a binary number into an octal number which are as follows:

1. In the first step, we have to make the pairs of three bits on both sides of the binary point. If there will be one or two bits left in a pair of three bits pair, we add the required number of zeros on extreme sides.
2. In the second step, we write the octal digits corresponding to each pair.

Example 1: $(111110101011.0011)_2$

On the right side of the binary point, the last pair has only one bit. To make it a complete pair of three bits, we added two zeros on the extreme side.

111 110 101 011.001 100

2. Then, we wrote the octal digits, which correspond to each pair.

$$(111110101011.0011)_2 = (7653.14)_8$$

Binary to Hexadecimal Conversion

The base numbers of binary and hexadecimal are 2 and 16, respectively. In a binary number, the pair of four bits is equal to one hexadecimal digit. There are also only two steps to convert a binary number into a hexadecimal number which are as follows:

1. In the first step, we have to make the pairs of four bits on both sides of the binary point. If there will be one, two, or three bits left in a pair of four bits pair, we add the required number of zeros on extreme sides.
2. In the second step, we write the hexadecimal digits corresponding to each pair.

Example 1: $(10110101011.0011)_2$

1. Firstly, we make pairs of four bits on both sides of the binary point.

111 1010 1011.0011

On the left side of the binary point, the first pair has three bits. To make it a complete pair of four bits, add one zero on the extreme side.

0111 1010 1011.0011

2. Then, we write the hexadecimal digits, which correspond to each pair.

$$(011110101011.0011)_2 = (7AB.3)_{16}$$

Decimal to other Number System

The decimal number can be an integer or floating-point integer. When the decimal number is a floating-point integer, then we convert both part (integer and fractional) of the decimal number in the isolated form (individually). There are the following steps that are used to convert the decimal number into a similar number of any base ' r '.

1. In the first step, we perform the division operation on integer and successive part with base ' r '. We will list down all the remainders till the quotient is zero. Then we find out the remainders in reverse order for getting the integer part of the equivalent number of base ' r '. In this, the least and most significant digits are denoted by the first and the last remainders.
2. In the next step, the multiplication operation is done with base ' r ' of the fractional and successive fraction. The carries are noted until the result is zero or when the required number of the equivalent digit is obtained. For getting the fractional part of the equivalent number of base ' r ', the normal sequence of carrying is considered.

Decimal to Binary Conversion

For converting decimal to binary, there are two steps required to perform, which are as follows:

1. In the first step, we perform the division operation on the integer and the successive quotient with the base of binary(2).
2. Next, we perform the multiplication on the integer and the successive quotient with the base of binary(2).

Example 1: $(152.25)_{10}$

Step 1:

Divide the number 152 and its successive quotients with base 2.

Operation	Quotient	Remainder
$152/2$	76	0 (LSB)
$76/2$	38	0
$38/2$	19	0
$19/2$	9	1
$9/2$	4	1
$4/2$	2	0
$2/2$	1	0
$1/2$	0	1(MSB)

$$(152)_{10} = (10011000)_2$$

Step 2:

Now, perform the multiplication of 0.27 and successive fraction with base 2.

Operation	Result	carry
0.25×2	0.50	0
0.50×2	0	1

$$(0.25)_{10} = (.01)_2$$

Internet

Internet is a global network that connects billions of computers across the world with each other and to the World Wide Web. It uses standard internet protocol suite (TCP/IP) to connect billions of computer users worldwide. It is set up by using cables such as optical fibers and other wireless and networking technologies. At present, internet is the fastest mean of sending or exchanging information and data between computers across the world.



It is believed that the internet was developed by "Defense Advanced Projects Agency" (DARPA) department of the United States. And, it was first connected in 1969.

Why is the Internet Called a Network?

Internet is called a network as it creates a network by connecting computers and servers across the world using routers, switches and telephone lines, and other communication devices and channels. So, it can be considered a global network of physical cables such as copper telephone wires, fiber optic cables, tv cables, etc. Furthermore, even wireless connections like 3G, 4G, or Wi-Fi make use of these cables to access the Internet.

Internet is different from the [World Wide Web](#) as the World Wide Web is a network of computers and servers created by connecting them through the internet. So, the internet is the backbone of the web as it provides the technical infrastructure to establish the [WWW](#) and acts as a medium to transmit information from one computer to another computer. It uses web browsers to display the information on the client, which it fetches from web servers.

The internet is not owned by a single person or organization entirely. It is a concept based on physical infrastructure that connects networks with other networks to create a global network of billions of computers. As of 12 August 2016, there were more than 300 crores of internet users across the world.

How does internet work?

Before understanding this let us understand some basics related to internet:

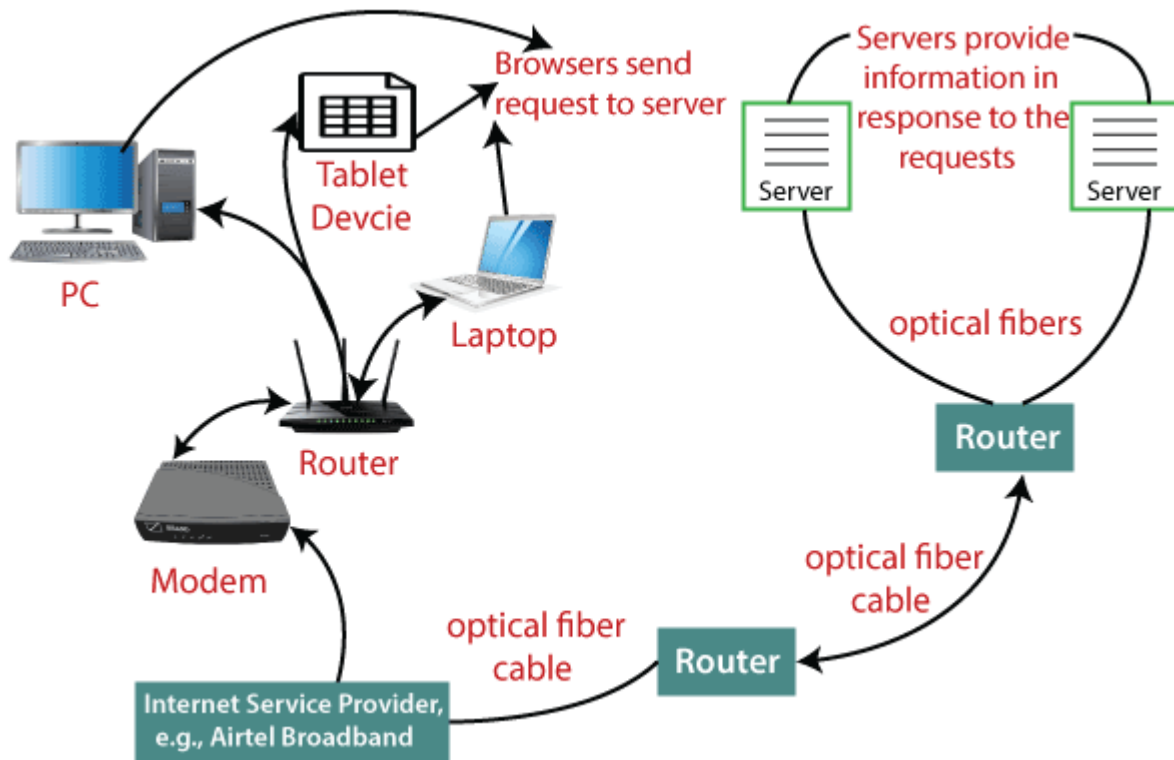
The internet works with the help of clients and servers. A device such as a laptop, which is connected to the internet is called a client, not a server as it is not directly connected to the internet. However, it is indirectly connected to the internet through an Internet Service Provider (ISP) and is identified by an IP address, which is a string of numbers. Just like you have an address for your home that uniquely identifies your home, an IP address acts as the shipping address of your device. The IP address is provided by your ISP, and you can see what IP address your ISP has given to your system.

A server is a large computer that stores websites. It also has an IP address. A place where a large number of servers are stored is called a data center. The server accepts requests send by the client through a browser over a network (internet) and responds accordingly.

To access the internet we need a domain name, which represents an IP address number, i.e., each IP address has been assigned a domain name. For example, youtube.com, facebook.com, paypal.com are used to represent the IP addresses. Domain names are created as it is difficult for a person to remember a long string of numbers. However, internet does not understand the domain name, it understands the IP address, so when you enter the domain name in the browser search bar, the internet has to get the IP addresses of this domain name from a huge phone book, which is known as DNS (Domain Name Server).

For example, if you have a person's name, you can find his phone number in a phone book by searching his name. The internet uses the DNS server in the same way to find the IP address of the domain name. DNS servers are managed by ISPs or similar organizations.

Now after understanding the basics, let us see how internet works?



When you turn on your computer and type a domain name in the browser search bar, your browser sends a request to the DNS server to get the corresponding IP address. After getting the IP address, the browser forwards the request to the respective server.

Once the server gets the request to provide information about a particular website, the data starts flowing. The data is transferred through the optical fiber cables in digital format or in the form of light pulses. As the servers are placed at distant places, the data may have to travel thousands of miles through optical fiber cable to reach your computer.

The optical fiber is connected to a router, which converts the light signals into electrical signals. These electrical signals are transmitted to your laptop using an Ethernet cable. Thus, you receive the desired information through the internet, which is actually a cable that connects you with the server.

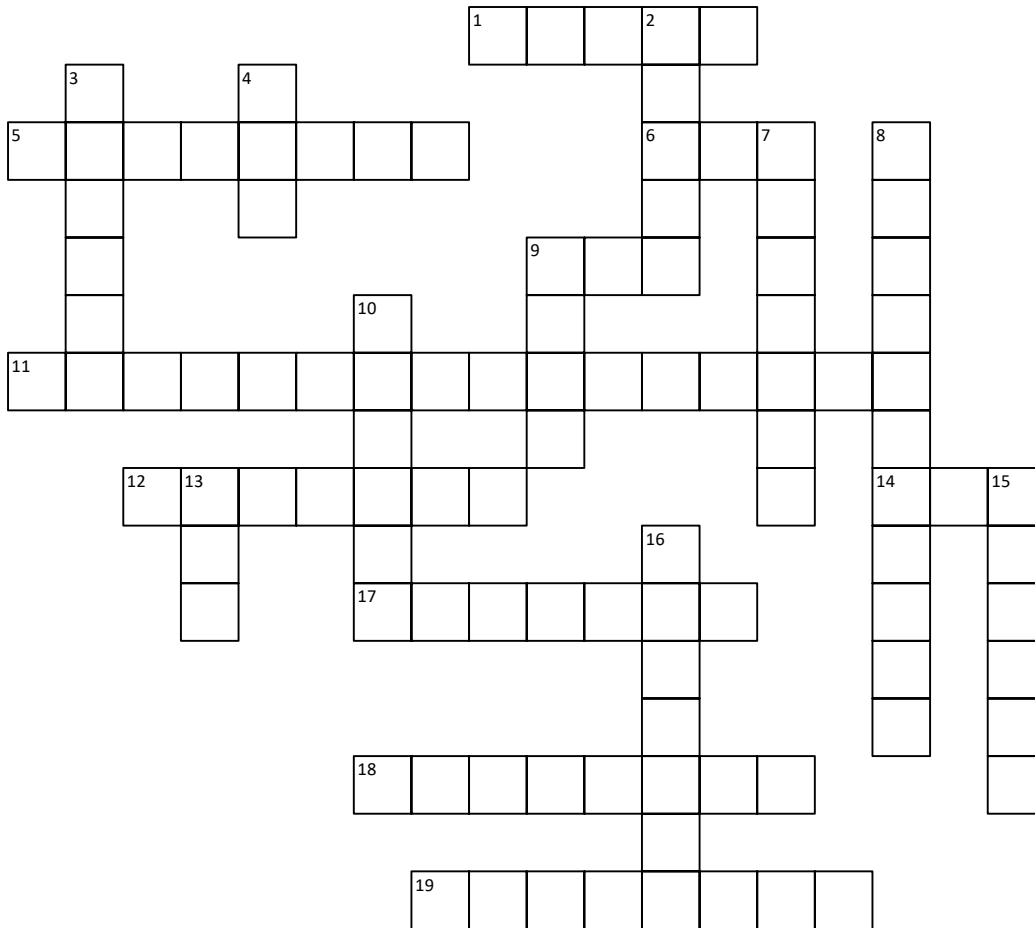
Furthermore, if you are using wireless internet using wifi or mobile data, the signals from the optical cable are first sent to a cell tower and from where it reaches to your cell phone in the form of electromagnetic waves.

The internet is managed by ICANN (Internet Corporation for Assigned Names and Numbers) located in the USA. It manages IP addresses assignment, [domain](#) name registration, etc.

The data transfer is very fast on the internet. The moment you press enter you get the information from a server located thousands of miles away from you. The reason for this speed is that the data is sent in the binary form (0, 1), and these zeros and ones are divided into small pieces called packets, which can be sent at high speed.

Advantages of the Internet:

- **Instant Messaging:** You can send messages or communicate to anyone using internet, such as email, voice chat, video conferencing, etc.
- **Get directions:** Using GPS technology, you can get directions to almost every place in a city, country, etc. You can find restaurants, malls, or any other service near your location.
- **Online Shopping:** It allows you to shop online such as you can be clothes, shoes, book movie tickets, railway tickets, flight tickets, and more.
- **Pay Bills:** You can pay your bills online, such as electricity bills, gas bills, college fees, etc.
- **Online Banking:** It allows you to use internet banking in which you can check your balance, receive or transfer money, get a statement, request cheque-book, etc.
- **Online Selling:** You can sell your products or services online. It helps you reach more customers and thus increases your sales and profit.
- **Work from Home:** In case you need to work from home, you can do it using a system with internet access. Today, many companies allow their employees to work from home.
- **Entertainment:** You can listen to online music, watch videos or movies, play online games.
- **Cloud computing:** It enables you to connect your computers and internet-enabled devices to cloud services such as cloud storage, cloud computing, etc.
- **Career building:** You can search for jobs online on different job portals and send you CV through email if required.

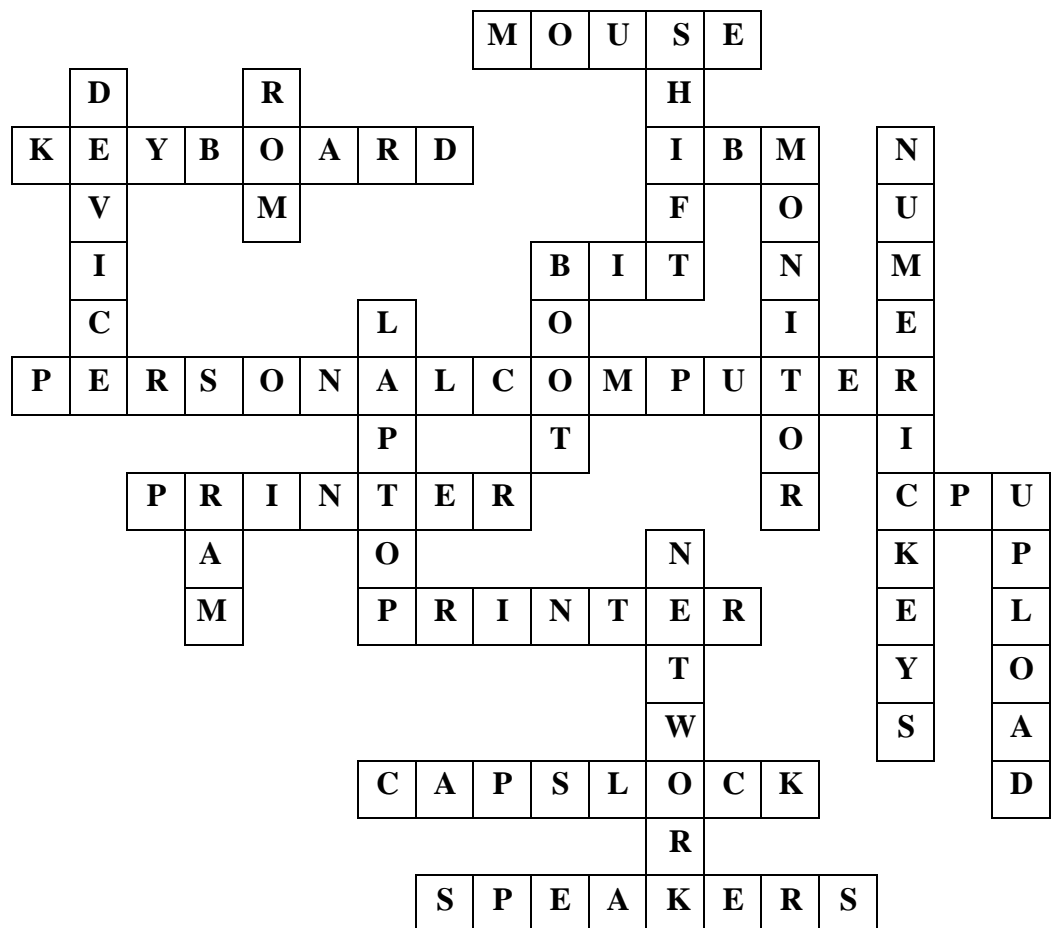


ACROSS

- 1 An input device
- 5 The _____ is a mean of sending information to the computer.
- 6 International Business Machines
- 9 The smallest piece of computer information, either the number 0 or 1.
- 11 A single-user computer containing a central processing unit (CPU) and one or more memory circuits.
- 12 An output device
- 14 The brain of the computer.
- 17 A mechanical device for printing a computer's output on paper.
- 18 change the case of the letter when pressed.
- 19 These are the devices that the sounds come out of which are sometimes built into the monitor.

DOWN

- 2 change the case of the letter when pressed.
- 3 Any hardware unit that is either part of, or is connected to, your PC
- 4 Read-Only Memory
- 7 A video display terminal.
- 8 _____ are found on the right side of the keyboard and act much like a calculator pad,
- 9 To start up a computer
- 10 Small, lightweight, portable battery- powered computers that can fit onto your lap.
- 13 Random Access Memory
- 15 The process of transferring information from a computer to a web site
- 16 A system of interconnected computers.



What are personal qualities and skills?

Personal qualities are the characteristics, attributes or personality traits of an individual. Examples of personal attributes include being honest, having a good sense of humour or being dependable.

Personal skills refer to the inner abilities or skills of an individual and are a type of soft-skills, meaning they are intangible and difficult to define.

Hard skills, on the other hand, are skills that can be quantified and measured (e.g. ability to code or service cars).

Examples of personal skills include the ability to communicate with others, solving problems or thinking creatively.

Why do recruiters care about the personal qualities of employees?

Unless you're a soulless robot*, employers are very much interested in your human side including your personality, values, likes, dislikes, hobbies, etc. They want employees that are dependable and can work with others.

Having the technical skills and know-how to do a technical job is essential, but soft-skills are critical too.

Personal qualities or attributes are highly important for teamwork, group dynamics, building relationships and in day-to-day interactions with colleagues, managers or clients.

** Apologies to any AI robots who felt offended by this depiction.*

List of skills and qualities to use on your CV

The best way to demonstrate your personal skills and qualities to the employer is during the job interview. Unfortunately, to get a job interview you have to be shortlisted based on your CV, cover letter and job application.

One way to solve this problem is to make **mention of your personal attributes and traits on your CV**. This will give the employer the assurance that you do possess soft-skills which will aid you in your job.

Below you will find a list of skills and personal qualities that you can use on your CV. These attributes have been specifically selected due to the value that employers attach to them.

Tip: You should endeavour to mention any real-world examples associated with whichever skill or quality you mention.

1. Interpersonal skills

Your interpersonal skills are your abilities to communicate and interact with others. [Examples of interpersonal skills](#) include communication (verbal, written and listening), interpretation body language, managing emotions, negotiating and resolving conflicts.

This is probably the single most important personal skill to include on your CV as it is essential for almost all jobs and highly valued by employers!

2. Teamwork skills

Your teamwork skills refer to how well you work with others in a team.

Key activities in teamwork include sharing information, helping to resolve a problem, working towards common goals, properly dividing tasks between team members, etc.

The reason why employers value team players is because everyone, no matter what their job is, will be working together with others to achieve certain goals or objectives. That is the very definition of a team. Therefore, we are all team players and employers prefer the candidates that possess or have demonstrated excellent teamwork skills.

3. Leadership skills

Leadership is an important quality to have, even when you're not in a management or leadership position.

This is because leadership consists of many other components that are desirable in any employee, including taking responsibility for one's own work and mistakes, having a long-term vision and not be short-sighted, being productive at all times and leading others to a successful outcome.

Possessing these characteristics means you do not need someone to spoon-feed you or hold your hand on a daily basis in order for you to do your job.

An effective way of demonstrating leadership skills on your CV is to mention any leadership positions you have held in the past;

- Project manager
- Class representative (in college or university)
- Leader/coach/captain of a sports club or team.

4. Attention to detail



Attention to detail is highly valued by employers because applicants with attention to detail tend to strive for perfection in everything they do. They will go the extra mile and not settle for “good enough.”

When writing, they will not make silly spelling or grammar mistakes or write badly-formulated sentences and move on. When designing a product, they will design a product that fully meets the user requirements not just partly.

It seems that it would be a pretty good idea to mention having [attention to detail on your CV](#), don't you agree?

5. Enthusiasm and personal drive

No employer wants to employ a candidate who takes **forever** to do the most trivial of tasks or sighs deeply whenever asked to do something. These type of candidates lack enthusiasm and personal drive. Employers are more interested in people who are enthusiastic about what they do; completing tasks with excellence and always looking forward to the next one.

How can you demonstrate this on your CV? You could use [CV keywords](#) such as “passionate”, “driven” and “motivated” when speaking about your previous jobs, accomplishments or career aspirations.

6. Initiative

Your initiative is your ability to initiate or start things independently.

It means that you do not sit and wait for things to happen or common to you, you make things happen and you make things come to you. You are always taking the first step when required, and are never idle in the face of obstacles or challenges.

How to indicate that you have the initiative on your CV:

- Mention any projects, tasks or activities that you have started independently
- Mention any suggestions, improvements or ideas that you have put forward which has helped people in your previous job(s). For example, you suggested the introduction of a new IT system.

7. Management and organisational skills

Management and organisational skills are essential personal attributes which are required in most, if not all, jobs.

Research has shown that most projects and tasks fail because of mismanagement. Proper management of time, resources and focus can really do wonders in the workplace and make most projects, activities and organisations successful.

It is no wonder that most applicants mention that they have “*excellent management skills*” on their CVs!

Tip: Give real-world examples of incidents in which you demonstrated having excellent management or organisational skills (e.g. completed a project on time and within budget, lead others in a team and working on multiple projects simultaneously).

8. Willingness to learn



No one knows it all.

Some people *think* they do, but they don't.

Employers are looking for people that are willing to learn and develop their skills and qualities further.

The best way to indicate your willingness to learn is by stating on your CV that you are taking on this position in order to grow professionally, personally or technically (whichever are applicable).

9. Ability to handle pressure and meet deadlines

Stress levels and pressure vary from one job to another, for example when comparing the job of a surgeon to that of a cleaner.

Applicants in most jobs, however, will one time or another experience extreme stress or pressure in order to get something completed or a problem/issue resolved on time.

Employers are interested to know whether these candidates will crack under pressure or stay calm and carry out the tasks efficiently.

One way to reassure prospective employers of your ability to handle pressure is to make mention of it in your CV by giving real-world examples of instances in which you demonstrated having this ability.

Examples could include:

- Resolving conflicts
- Handling customer complaints from aggressive customers
- Previously working in a fast-paced or high-pressure work environments
- Meeting tight deadlines on time and within budget

10. Flexibility

Flexibility is important because whole industries, let alone individual jobs, are constantly changing. This may be driven by competition, changing customer expectations or technology. The companies that adapt to the new realities survive, whereas those that can't or won't adapt will go out of business. It is for this reason that flexibility is a highly desired personal quality in any job candidate

Conclusion

Personal qualities, traits, attributes and skills make you the person you are. Employers are very much interested in their employees' personal qualities because they enable them to successfully function in their jobs.