



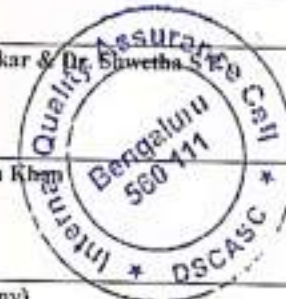
Dayananda Sagar College of Arts, Science, and Commerce  
Internal Quality Assurance Cell  
Report of the Event Conducted



Department: BBA

Date of Report: 29.05.2026

Sl. No.	Particulars	Event related Details		
1.	Event*	HR Club - Yukthi		
2.	Title of the Event	"RESUME BUILDING – Build Today, Stand Out Tomorrow"		
3.	Date of Conduction	26/05/2026	4.	Time: 10am
5.	Venue	Room 212, Building No. 13		
6.	Resource Person 1 Details	Name: Prof. Sowjanya M Nagraj Designation: Assistant Professor Mobile No. NA	Organization: DSCASC Specialization: NA Email ID: NA	
7.	Topics Covered	Framing of ATS-friendly resumes, formatting techniques, professional summaries and career objectives.		
8.	Resource Person 2 Details	NA		
9.	Topics Covered	NA		
10.	No. Faculty Participants	Internal: NA		External: NA
11.	No. Student Participants	Internal: 34		External: NA
12.	Faculty Coordinator/s	Prof. Yashaswi H R, Prof. Lavanya C M, Prof. Anusha Kalburgikar & Dr. Sowetha Sree BBA/B.Com Assistant Professors		
13.	Student Coordinator/s	Ms. Anusha M, Ms. Meghana U, Mr. Vignan Banala, Ms. Ameena Khan 4 <sup>th</sup> sem BCom & 6 <sup>th</sup> sem BBA		
14.	Total Expenditure	NA	15.	Sponsors and Amount (if any)
				NA
16.	Agenda of the Event	Industry Ready Profile Building	17.	Provide the link of the report uploaded on College Website
				NA
18.	Social Media Links	NA	19.	Report sent to Newspapers? If yes, provide cuttings/images:
				NA
20.	Certificates Printed?	NA	21.	Feedback Collected?
				Yes
22.	Attendance Sheet Attached?*	Yes	23.	Photographs of the Event
				Yes
24.	Summary of the Event	This session on Resume Building equipped students with the essential skills required to create professional, impactful, and industry-ready resumes. The session focused on helping participants understand the importance of a well-structured resume in securing internships, placements, and career opportunities. It provided guidance on presenting academic qualifications, technical skills, achievements, certifications, and extracurricular activities effectively to attract recruiters' attention.		



Event Coordinator

*[Signature]*  
IOAC Coordinator  
Dayananda Sagar College of Arts,  
Science & Commerce  
Kumara swamy Layout, Bengaluru - 560 111.

*[Signature]*  
Principal  
Dayananda Sagar College of Arts  
Science & Commerce  
Kumara swamy Layout, Bengaluru - 560 111



**Dayananda Sagar College of  
Arts, Science and Commerce**  
Shavige Malleshwara Hills, Kumaraswamy Layout, B'lore-111



**Department of Management - BBA (UG-BU)**

**26th May, 2026 : Tuesday**



**HR CLUB: YUKTHI**



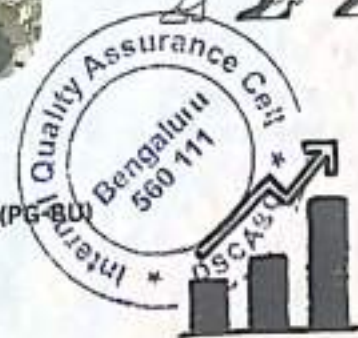
**RESUME BUILDING**

**Build today, Stand out Tomorrow!**



**RESOURCE PERSON:**  
Prof. Sowjanya M Nagaraj  
Assistant Professor

Department of Management - MBA(PG-BU)  
DSCASC



**Building #13**  
**10:00 am - 11:00 am**  
**II floor, 212**

**Student  
coordinators**

Ms. Anusha M  
Ms. Meghana U  
Mr. Vignan Bannela  
Ms. Aamena Khan



**Faculty  
Coordinators**

Prof. Yashaswi H R  
Prof. Anusha Kalburgikar  
Prof. Lavanya C M  
Dr. Shwetha S P



**DAYANANDA SAGAR COLLEGE OF ARTS, SCIENCE & COMMERCE**

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**Department of Management-BBA (UG-BU)**

**HR CLUB: YUKTHI**

**CIRCULAR**

**Date: 25-05-2026**

All the students of the BCOM and BBA Departments are hereby informed that the HR Club: YUKTHI is organizing a **RESUME BUILDING** event on **26<sup>th</sup> May 2026** at 10:00 AM in Building No. 13, Room No. 212.

Through this session, students gain practical knowledge about resume formats, professional presentation, keyword optimization and industry expectations. It enables them to identify their strengths and present them confidently in a professional manner. The session also provides guidance on avoiding common resume mistakes and tailoring resumes according to specific job roles and industries.

We look forward to your enthusiastic participation.

*Y. J.*  
25/5/26  
Co-ordinator-HR Club



*P. K. M.*  
HOD-BBA



Department of Management-BBA (UG-BU)

HR CLUB: YUKTHI

Date: 25-05-2026

Event: RESUME BUILDING

Sl. No	Name of the faculty Member	Room No	Class and Section	Signature
1.	USHA ER	402	II B Com B	[Signature]
2.	Ashwini Seshadri	203	I BBA	[Signature]
3.	Ajith Kumar KV	602	II BBA A	[Signature]
4.	Manjushree	208	VI B Com F	[Signature]
5.	Lavanya CM	205	VI B Com B	[Signature]
6.	Sadiya Fathima R2	508	IV B Com D	[Signature]
7.	Shylaja N	210	IV BBA C	[Signature]
8.	Sowmya G	702	IV B Com B	[Signature]
9.	Vinay M	207	VI B Com E	[Signature]
10.	ASHWATI MOHAN	803	II BBA C	[Signature]
11.	Dr. Poojithi	403	II B Com E	[Signature]
12.	Yashaswini S	409	IV B Com B	[Signature]
13.	Anshupali V	703	IV B Com C	[Signature]



25/5/26  
Co-ordinator-HR Club

[Signature]  
HOD-BBA

## Department of Management-BBA (UG-BU)

## HR CLUB: YUKTHI

Date: 26-05-2026

Event: RESUME BUILDING

## Student Attendance Diary

Sl. No	Name of the Student	Register Number	Class and Section	Signature
1	SAMFERDIWANIE	U03CJ25C0290	II <sup>nd</sup> Sem B.Com	
2	Vellanki Kartikeya	U03CJ25C0374	II <sup>nd</sup> Sem B.Com 'E'	
3	Poonam	U03CT25C0234	2 <sup>nd</sup> Sem B.Com Elective	
4	Peiyanka Kumari .y	U03CJ25C0251	2 <sup>nd</sup> Sem 'D' Sec	
5	G Navyashree	U03CJ25C0280	2 <sup>nd</sup> Sem 'D' Sec	
6	Kusuma . M	U03CT25C0151	2 <sup>nd</sup> Sem 'D' Sec	
7	Lakshmi Devi HG	U03CJ25C0188	2 <sup>nd</sup> SEM 'D' Sec	
8	Sariniidhi . P	U03CJ25C0328	2 <sup>nd</sup> SEM 'D'	
9	Rakshitha	U03CJ25C0265	2 <sup>nd</sup> sem 'D'	
10	Lakshmi Mandhana . M	U03CJ25C0153	2 <sup>nd</sup> Sem 'D'	
11	Chinmaye Petkoti HT	U03CJ25C063	II <sup>nd</sup> Sem 'A'	
12	Growthami . S	U03CJ25C096	II <sup>nd</sup> Sem 'A'	
13	Hithaishi . N.Thunga	U03CJ25C0112	2 <sup>nd</sup> Sem 'E'	
14	Anulika Inge	U03CJ25C0009	2 <sup>nd</sup> Sem 'E'	
15	Afifa Ahura	U03CT25C0012	2 <sup>nd</sup> Sem 'F'	
16	Ahessa Banu	U03CT25C0039	2 <sup>nd</sup> Sem 'F'	
17	Hajira Khanum	U03CJ25C0101	2 <sup>nd</sup> Sem 'F'	
18	A. Saniya Khanum	U03CJ25C0003	2 <sup>nd</sup> Sem 'E'	



Department of Management-BBA (UG-BU)

HR CLUB: YUKTHI

Date: 26-05-2026

Event: RESUME BUILDING

Student Attendance Diary

Sl. No	Name of the Student	Register Number	Class and Section	Signature
1	Chiranthank	U03CJ25C0065	2 <sup>nd</sup> Sem Bcom A	
2)	Gurupreeth	U03CJ25C0098	2 <sup>nd</sup> Sem Bcom A	
3)	Hemant Kumar R	U03C25C0109	2 <sup>nd</sup> Sem Bcom A	
4	Akhilesh S	U03C25C0018	2 <sup>nd</sup> Sem Bcom A	
5.	Siraksha M	U03CJ25C0326	B.COM Sem A	
6.	Chetan B	U03CJ25C0060	2 <sup>nd</sup> Sem Bcom A	
7.	Gautham Kumar R	U03CJ25C0095	B.COM 2 <sup>nd</sup> Sem A	
8.	Hemish Bahalath K	U03CJ25C0104	B.COM 2 <sup>nd</sup> Sem E	
9.	K. Gagana	U03CJ25C0125	B.COM 2 <sup>nd</sup> Sem B	
10.	Sanjay Kumar M	U03CJ25C0276	B.COM 2 <sup>nd</sup> Sem E	
11	H.R. Munish	U03CJ25C0099	B.COM F	
12.	Samir Alam	U03CJ25C0281	B.COM E	
13	Hitali N	U03CJ25C0111	B.COM A	
14	Karan	U03CJ25C0128	B.COM E	
15	Dilip Kumar	U03CJ25C0085	B.COM E	
16	Lalshan	U03CJ25C0098	B.COM E	







**Bengaluru, Karnataka, India**

Shavige Malleshwara Hills, 1st Stage,  
Kumaraswamy Layout, Bengaluru, Karnataka  
560111, India

Lat 12.906918° Long 77.56634°

Tuesday, 26/05/2026 11:12 AM GMT +05:30

Google

Name: POONAM

Reg NO: U03CJ25C0234

Class: B.Com 'E' Section

Course: B.Com

## Feedback

The resume building session was very informative & useful. I learned how to prepare a professional resume with a correct format, session helped me understand the importance of highlighting skills, education, achievements & experience clearly.

The trainer explained each part of the resume in a simple & understandable way. I also learned resume common mistakes to avoid while creating a resume & how to make it suitable for different job opportunities.



shini Devi H.4

103CJ85CO155

2<sup>nd</sup> SEM 'D'

B. Com

The resume building session was very informative and useful. It helped me learn the correct way to prepare a professional resume. I understood how to present skills, qualifications, and effectively. I also learned the common mistakes to avoid while building a resume.



Thank You!