



**GOVERNMENT POLYTECHNIC, NANDED**

## **MICRO PROJECT**

**Academic year: 2019-20**

### **TITLE OF THE PROJECT**

## **COMPARE RESUME ,BIODATA AND CURRICULUM.**

**Program: Information Tech.    Program code: IF 2I**

**Course: BCC**

**Course code:**

**Name of Guide:- A.N.YADAV**



**MAHARASHTRA STATE  
BOARD OF TECHNICAL EDUCATION**

**Certificate**

This is to certify that Mr. /Ms **Harsh Santosh Zanwar** Roll No. **363** of 2nd Semester of Diploma in **Information Technology** of Institute, GOVERNMENT POLYTECHNIC has completed the **Micro Project satisfactorily** in Subject **-BCC(22009)** for the academic year 2019- 2020. as prescribed in the curriculum.

Place: Nanded

Date: .....

**Subject Teacher**

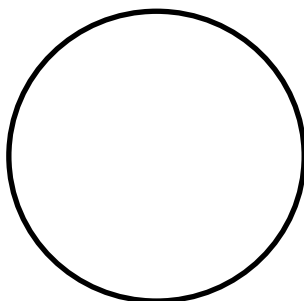
A.N.YADAV

**Head of the Department**

S.R.MUDHOLKAR

**Principal**

Dr.G.V.Garje



## **WEEKLY PROGRESS REPORT**

**TITLE OF THE MICRO PROJECT:- compare  
Resume ,Biodata and curriculum.**

<b>W E E K</b>	<b>A C T I V I T Y P E R F O R M E D</b>	<b>S I G N O F G U I D E</b>	<b>D A T E</b>
<b>1<sup>ST</sup></b>	<b>Discussion and finalization of Topic</b>		
<b>2<sup>ND</sup></b>	<b>Discussion and finalization of Topic</b>		
<b>3<sup>RD</sup></b>	<b>Preparation and submission of Abstract</b>		
<b>4<sup>TH</sup></b>	<b>Literature Review</b>		
<b>5<sup>TH</sup></b>	<b>Collection of Data</b>		
<b>6<sup>TH</sup></b>	<b>Collection of Data</b>		
<b>7<sup>TH</sup></b>	<b>Collection of Data</b>		
<b>8<sup>TH</sup></b>	<b>Collection of Data</b>		
<b>9<sup>TH</sup></b>	<b>Discussion and Outline of Content</b>		
<b>10<sup>TH</sup></b>	<b>Formulation of Content</b>		
<b>11<sup>TH</sup></b>	<b>Editing and 1<sup>st</sup> Proof Reading of Content</b>		
<b>12<sup>TH</sup></b>	<b>Editing and 2<sup>nd</sup> Proof Reading of Content</b>		
<b>13<sup>TH</sup></b>	<b>Compilation of Report and Presentation</b>		
<b>14<sup>TH</sup></b>	<b>Seminar</b>		
<b>15<sup>TH</sup></b>	<b>Viva-voce</b>		
<b>16<sup>TH</sup></b>	<b>Final submission of Micro project</b>		

**Sign of the student**

**Sign of the faculty**

**A.N.YADAV**

## ANEXURE II Evaluation Sheet for the Micro Project

Academic Year: 2019-20

Name of the Faculty: A.N.YADAV

Course: BCC

Course code: 22009

Semester: II

Title of the project: compare Resume , Biodata and curriculum.

Cos addressed by Micro Project:

**A:** Formulate grammatically correct sentences.

**B:** Give presentation by using audio visual aids.

**C:** Communicate Skillfully.

**D:** Write reports using correct guidelines.

**Major learning outcomes achieved by students by doing the project**

**(a) Practical outcome:**

- 1) Deliver presentation (seminar) effectively.

**(b) Unit outcomes in Cognitive domain:**

- 1) Prepare the points for computer presentation.
- 2) Make seminar presentation.

**(c) Outcomes in Affective domain:**

- 1) Function as team member.
- 2) Follow Ethics.
- 3) Make proper use of computer and Internet

**Comments/suggestions about team work /leadership/inter-personal communication (if any)**

R o L L N o	S t u d e n t N a m e	Marks out of 4 for performance in group activity ( D 5 C o l . 8 )	Marks out of 2 for performance in oral/ presentation ( D 5 C o l . 9 )	T o t a l o u t o f 0 6
356	Sauarbh .V. Nitnaware			
357	Omprakash. . Pusa			
358	Chaitanya .K. Rohadkar			
359	Ravikumar. S. Shette			
360	Shrinivas .S. Shrigire			
361	Santosh.P. Surwanshi			
362	Sachin .S. Swami			
363	Harsh S. Zanwar			

(Signature of Faculty)

A.N.YADAV

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## **GROUP DETAILS**

<b>Sr.No</b>	<b>Name</b>	<b>Roll No</b>
<b>1</b>	<b>Sauarbh .V. Nitnaware</b>	<b>356</b>
<b>2</b>	<b>Omprakash. . Pusa</b>	<b>357</b>
<b>3</b>	<b>Chaitanya .K. Rohadkar</b>	<b>358</b>
<b>4</b>	<b>Ravikumar. S. Shette</b>	<b>359</b>
<b>5</b>	<b>Shrinivas .S. Shrigire</b>	<b>360</b>
<b>6</b>	<b>Santosh.P. Surwanshi</b>	<b>361</b>
<b>7</b>	<b>Sachin .S. Swami</b>	<b>362</b>
<b>8</b>	<b>Harsh Santosh Zanwar</b>	<b>363</b>

**Course: BCC**

**Name of Guide:- A.N.YADAV**

# RESUME

THERE ARE SEVEN BASIC TYPES OF RESUMES YOU CAN USE TO APPLY FOR JOB OPENINGS. YOU CAN CHOOSE TO WRITE A CHRONOLOGICAL, FUNCTIONAL, COMBINATION, OR A TARGETED RESUME. EACH RESUME TYPE IS USED FOR DIFFERENT PURPOSES. THEREFORE, WHEN DECIDING WHICH TYPE OF RESUME TO USE, YOU HAVE TO THINK ABOUT YOUR CURRENT CIRCUMSTANCE

## ○ Different Type of Resume

### 1. Chronological Resume

A [chronological resume](#) starts by listing your [work history](#), with the most recent position listed first. Below your most recent job, you list your other jobs in reverse chronological order. Employers typically prefer this type of resume because it's easy to see what jobs you have held and when you have worked at them. This is the most common resume type.

This type of resume works well for job seekers with a strong, solid work history. If you are starting your career, or if you are changing career fields, you might consider a different resume type.

### 2. Functional Resume

A [functional resume](#) focuses on your skills and experience, rather than on your [chronological work history](#). Instead of having a “work history” section at the top of your resume, you might have a “professional experience” or “accomplishments” section that lists various skills you have developed over the years.

A functional resume also sometimes includes a [resume summary](#) or [headline](#) at the top, which details a person's skills and achievements. A functional resume might not include one's [employment history](#) at all or might have a concise list of work history at the bottom of the resume.

Functional resumes are used most often by people who are [changing careers](#) or who have gaps in their employment history. It is also useful for people who are new to the workforce, have limited work experience, or who have a [gap in their employment](#). By highlighting skills rather than work history, one can emphasize that he or she is qualified for the job.

## 2. Combination Resume

A [combination resume](#) is a mix between a chronological resume and a functional resume. At the top of the resume is a list of one's skills and qualifications. Below this is one's chronological work history. However, the work history is not the focus of the resume and typically does not take up much space on the resume.

With this type of resume, you can highlight the skills you have that are relevant to the job you are applying for, as well as provide your chronological work history. After all, most employers want to see your chronological work history, even if that history is not very extensive.

This kind of resume helps you highlight what makes you the best fit for the job, while still giving the employer all the information he or she wants.

## 3. Infographic Resume

[Infographic resumes](#) include graphic design elements in addition to or instead of text. A traditional resume uses text to list a candidate's work experience, education, and skills, while an infographic resume uses layout, color, design, formatting, icons, and font styling to organize content.

## 4. Resume with Profile

A resume with a [profile section](#) includes a concise summary of an applicant's skills, experiences, and goals as they relate to a [specific job](#). This summary (typically no more than a couple of sentences long) helps the candidate "sell" his or herself to the company to which he or she is applying.

[Adding a profile](#) is helpful for almost any applicant. If you have extensive experience, a profile can concisely explain that experience to the hiring manager right away. If you have limited work experience, a profile can help you highlight the skills that you do have.

## 5. Targeted Resume

A [targeted resume](#) is a resume that is customized to specifically highlight the experience and skills you have that are relevant to the job you are applying for. It takes more work to write a targeted resume than to click to apply with your existing resume. However, it's well worth the effort, especially when applying for jobs that are a perfect match for your qualifications and experience.

Try to write a targeted resume for every job. Employers can easily see when you submit a generic resume, rather than thinking about why you are qualified for that specific job.



## 6. Nontraditional Resume

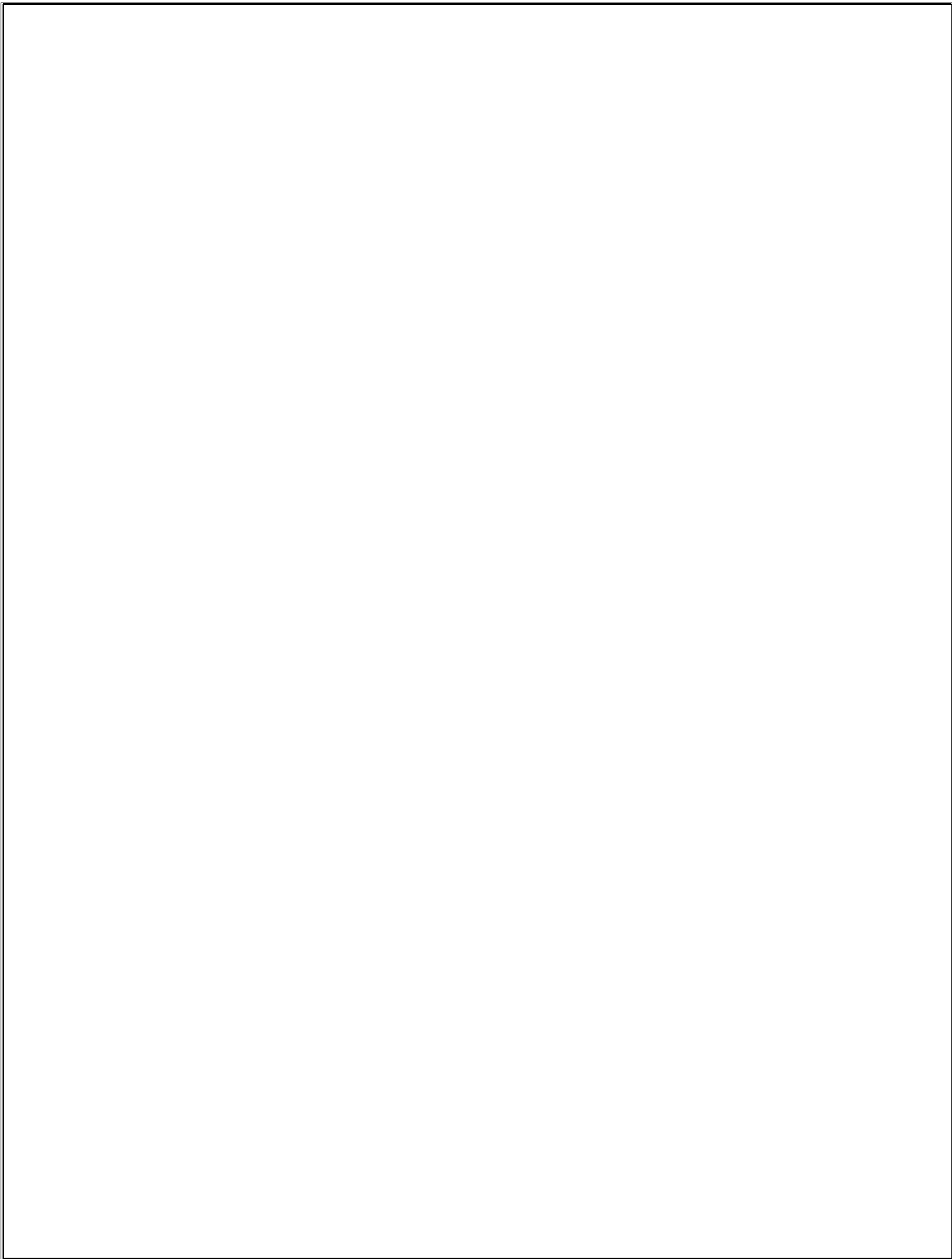
A [nontraditional resume](#) is a unique version of your resume that may include photos, graphics, images, graphs, and other visuals. It might be an online resume, or a physical resume with infographics, as mentioned above. It could also be a video or a resume on a social networking website.

Nontraditional resumes are ideal for people in creative fields, who want to demonstrate their ability to create visually engaging designs or to create web pages. It can be a good way for a job candidate to stand out from the crowd in professions like design, web design, journalism, and more.

## 7. Mini Resume

A [mini resume](#) contains a [brief summary](#) of your career highlights and qualifications. It only contains the information that relates to the position you are applying for or the industry you would like to work in.

In most cases, your [traditional resume](#) will be appropriate. A mini resume, however, can be useful at job fairs or career networking events when you're meeting with many people and want to leave them with something more than just a [business card](#). You can also use a mini resume when you're networking and would like your contact to pass on your information to a hiring manager or recruiter.



# Resume format



**Your Name**  
*Curriculum Vitae*

## PERSONAL DETAILS

---

*Birth* January 1, 1980  
*Address* 111 First St, New York  
*Phone* (123) 000-0000  
*Mail* me@home.com

## EDUCATION

---

**MSc. Name of Education** **2010-2012**  
*Name of University*

Descriptive text goes here. In order to maintain a stylish look, try to fill this description with a few lines of text. Do the same for the other entries in the education section.

**BSc. Name of Education** **2007-2010**  
*Name of University*

Descriptive text goes here. In order to maintain a stylish look, try to fill this description with a few lines of text. Do the same for the other entries in the education section.

## WORK EXPERIENCE

---

**Job name** **2011-present**  
*Company Name inc., Full-time*

Job description goes here. To maintain a stylish look, try to fill this description with a few lines of text. Do the same for the other entries in this section.

**Job name** **2010-2011**  
*Company Name inc., Part-time*

Job description goes here. To maintain a stylish look, try to fill this description with a few lines of text. Do the same for the other entries in this section.

## SKILLS

---

*Languages* Dutch (mother tongue)  
English (fluent)  
German (fluent)  
*Software* MATLAB, L<sup>A</sup>T<sub>E</sub>X, ANSYS, COMSOL

## REFERENCES

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Available upon request

# **BIODATA**

## **Biodata**

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### ***navigation Jump***

***In industrial and organizational psychology, biodata is biographical data. Biodata is "...factual kinds of questions about life and work experiences, as well as items involving opinions, values, beliefs, and attitudes that reflect a historical perspective." Since the respondent replies to questions about themselves, there are elements of both biography and autobiography. The basis of biodata's predictive abilities is the axiom that past behavior is the best predictor of future behavior. Biographical information is not expected to predict all future behaviors but it is useful in personnel selection in that it can give an indication of probable future behaviors based on an individual's prior learning history. Biodata instruments (also called Biographical Information Blanks) have an advantage over personality and interest inventories in that they can capture directly the past behavior of a person, probably the best predictor of his or her future actions.[citation needed] These measures deal with facts about the person's life, not introspections and subjective judgements.***

***Over the years, personnel selection has relied on standardized psychological tests. The five major categories for these tests are intellectual abilities, spatial and mechanical abilities, perceptual accuracy, motor abilities and personality tests. The mean coefficient for a standardized test of g is 0.51. A review of 58 studies on biodata found coefficients that ranged from 0.32 to 0.46 with a mean validity of 0.35. The mean validity of interviews was found to be 0.19. research has indicated a validity coefficient of 0.29 for unstructured interviews and 0.31 for structured interviews but interview results can be affected by interviewer biases and have been challenged in a number of different court cases.***

***In summary, biodata has been shown to be a valid and reliable means to predict future performance based on an applicant's past performance. A well-constructed biodata instrument is legally defensible and unlike the interview, is not susceptible to error due to rater biases or the halo effect. It has proven its worth in personnel selection as a cost-effective tool.***

***In the South Asian community (Nepal, India, Pakistan, Bangladesh), a biodata is essentially a résumé. The purpose is like that of a résumé, to eliminate some candidates from the pool of prospective suitors before meeting others. The biodata generally contains the same type of information as a résumé (i.e. objective, work history, salary***

*information, educational background), but may also include physical attributes, such as height, weight, hair/skin/eye color, and a photo.*

➤ **Resume format**

# ○ BIODATA FORMATE

## RESUME



**Name Here**

Contact: \_\_\_\_\_

### OBJECTIVE:-

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### Personal Profile

Father Name: : \_\_\_\_\_  
Date of Birth: : 00-00-0000  
Religion: : \_\_\_\_\_  
Marital status: : \_\_\_\_\_  
Nationality: : \_\_\_\_\_  
NIC No: : 00000-000000000-0  
Address: : \_\_\_\_\_

### QUALIFICATION:

Title	Year	_____
Title	Year	_____
Title	Year	_____

### BASIC SKILLS:

❖ \_\_\_\_\_

### LANGUAGE:

❖ \_\_\_\_\_

### ACTIVITIES:

❖ \_\_\_\_\_

### REFERENCES:

❖ \_\_\_\_\_

# **CURRICULUM**

**the subjects comprising a course of study in a school or college.**  
**the three important types of curriculum in India:-**

## **1. The Activity Curriculum 2.**

### **Child Centered Curriculum**

## **3. Core Curriculum.**

### **1. The Activity Curriculum**

Most of the educationists have given priority on activity. Froebel, Montessori, Pestalozzi, Comenius, Rousseau insisted upon introducing creative and productive work as an integral part of curriculum. Rousseau said, “Instead of making the child stick to his books I keep him busy in the workshop, where his hands will work to the profit of his mind”.

### **Advantages of Activity Curriculum:**

#### **The following are the advantages of activity curriculum: (i)**

Education becomes meaningful when the learner finds activities according to his own interest and attitude.

(ii) This type of curriculum promotes team work and cooperative activities.

## **2. Child Centered Curriculum**

The modern teaching-learning process aims at the all-round development of the child-physical, intellectual, emotional, social, spiritual and so on. It has been giving stress on the child or the learner as the center of all kinds of curricular and co-curricular activities.

The NPE 1986 has emphasized the child-centered approach, “A warm welcoming and encouraging approach in which all concerned share solicitude for the needs of the child is the best motivation for the child to attend school and learn”.

**Advantages:**

**The following are the advantages of child-centered curriculum:**

- i. This type of curriculum keeps more emphasis on the problem of the children rather than subject matter.
- ii. It helps correlation in learning.
- iii. There is a scope for active participation of the child in the learning process.

**3. Core Curriculum.**

Traditionally core curriculum includes all required content areas in the school programme. More recently, the term ‘core’ refers to type of course such as general education, united studies, common learning’s, social living and integrated programme. A curriculum based on the essential learning and a common scheme of studies is referred to as a core curriculum.



# CURRICULUM FORMATE

**Full Name**

[Home address]  
[Telephone number]  
[Email address]

## Personal Profile

[Insert personal profile here]

## Career Objective

[Insert career objective here]

## Achievements

Awards:

•  
•

Memberships:

•  
•

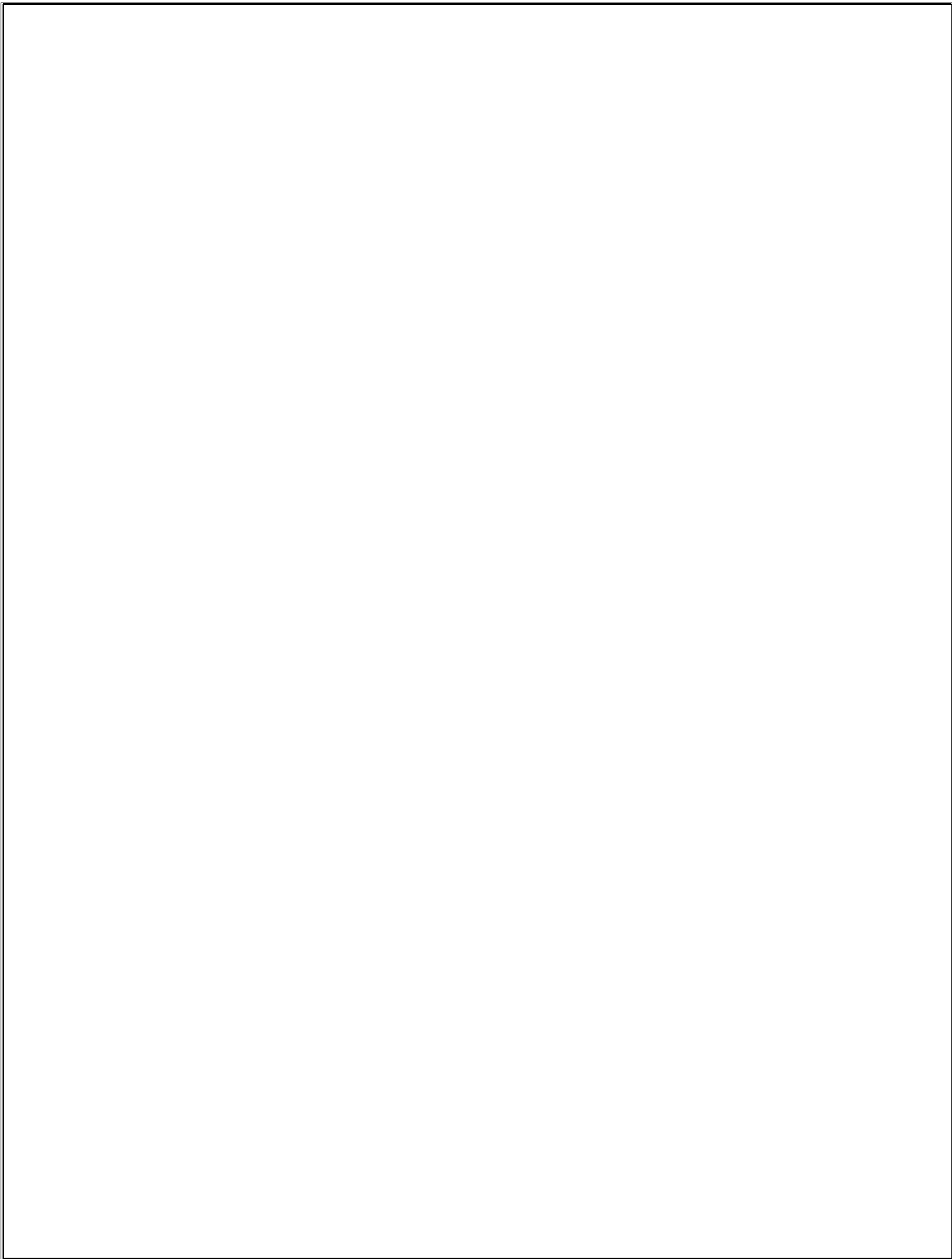
## Education

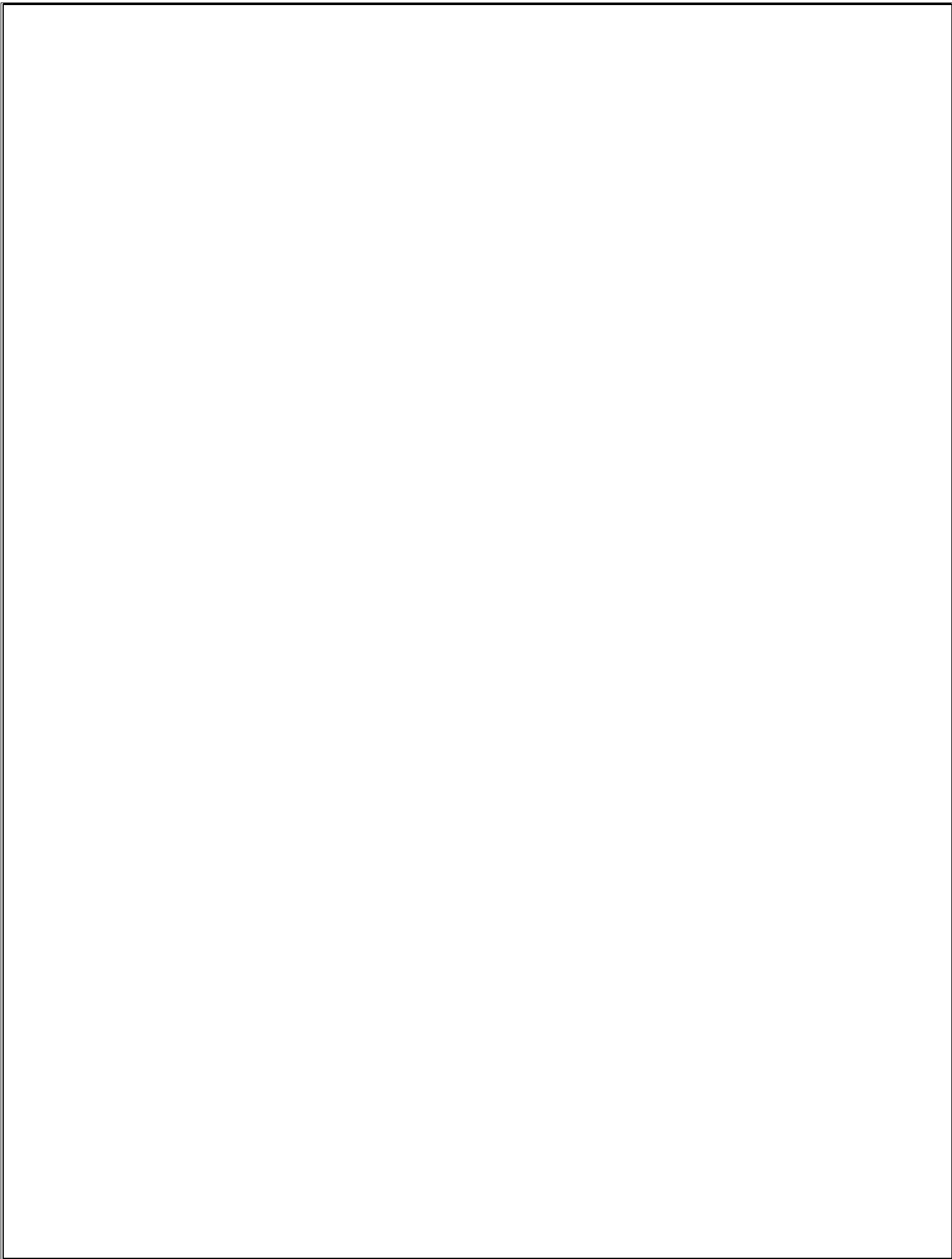
[From – To]	[Name of the Course]	[Name of the Institution]
Grade achieved:		

[From – To]	[Name of the Course]	[Name of the Institution]
Grade achieved:		

[From – To]	[Name of the School]
-------------	----------------------

[Insert GCSE subjects and grades achieved here]





**CONTENT**

**CONTENT CONTENT**

## **CONCLUSION**

**REFERENCE:**

**SOURCES USED**

