K.V.V.S COLLEGE OF SCIENCE AND TECHNOLOGY PLACEMENT AND CAREER GUIDANCE CELL

COURSES AND ITS CAREER ASPECTS

1. PG DEPARTMENT OF COMMERCE AND MANAGEMENT

Courses offered: Bcom, Bcom with CA, Bcom finance, BBA, Mcom

CAREER OPTIONS IN COMMERCE

01. Chartered Accountant (CA)

As a chartered accountant, you can be involved in a diverse set of roles and responsibilities ranging from financial analysis and reporting to budget management to evaluation and auditing to tax consulting and so on.

02. Investment Banker

Investment banking has been among the sought-after careers for ages. This work type is high risk and demanding in terms of time commitment. You will be helping various clients ranging from governments to corporations, and institutions to raise capital and complete mergers and acquisitions. Students can pursue the Business Analyst Certification Training Course to lay some basic foundation for this career option.

03. Chartered Financial Analyst (CFA)

A chartered financial analyst (CFA) is one of the most revered career options in finances and is recognized worldwide, once the designation is given by the CFA institute to the candidate. To be a charter holder, candidates are required to pass three really difficult examinations, have a bachelor's degree, and acquire at least 4 years of relevant work experience.

04. Cost Accountant

As a cost accountant, your job will entail but not be limited to responsibilities such as profitability analysis, budget preparation, data collection, coordinating physical inventory counts, and so on. In a nutshell, you will help companies and make sure that their money spent is well-planned and worth it by propagating cost-efficiency.

05. Company Secretary (CS)

A company secretary's work can include important tasks such as advising the board to facilitate legal, statutory, and regulatory requirements, filing company tax returns, and so on. The best part of this career option is that any student from any of the streams can apply for the foundation program after clearing their 12th-grade examinations, and clearing the three stages of examinations. This can easily qualify as one of the best courses after 12th commerce with a high salary.

06. Personal Financial Advisor

Personal Financial Advisors are financial experts who help their clients with their short-term and long-term financial goals. Their advice can range from property investments, tax, insurance, taxes to retirement. To be successful, personal financial advisors need to have a great understanding of investment markets and should have a knack for identifying the best stocks, bonds, or funds for their respective clients.

07. Relationship Manager

Relationship managers look after a company's connections with its clients. The responsibilities of the Relationship Manager encompass anything from responding to inquiries and complaints to providing basic information and making sales.

08. Auditor

An auditor examines financial statements to confirm that organizations and businesses adhere to legal requirements. To operate as an auditor, you'll need a degree in accounting, finance, economics, or a comparable subject. You should also be specially certified.

09. Stock Broker

This is also one of the most preferred career possibilities for commerce majors and is known as an investment broker. They are in charge of purchasing and selling stocks on behalf of a specific customer, business, or company as they research and evaluate the financial market. For a successful career in this field, one must have a solid understanding of accounting, business law, and the stock market. A certification in financial risk management or an MBA in finance may benefit this position.

2. DEPARTMENT OF TOURISM AND TRAVEL MANAGEMENT CAREER OPTIONS IN TOURISM AND TRAVEL

Course offered: B.com TTM

01. Travel Agent

You might be familiar with what a travel agent does as you might have encountered a few while travelling, but the role of a travel agent does not end there. A travel agent researches, plans, and organizes trips for individuals and groups. A travel agent usually works for a travel agency that organizes various business and leisure trips and makes sure that the tourists and travellers have a comfortable journey and makes sure that their stay is comfortable. Other things that a travel agent works for is to make sure that the customers get comfortable accommodation, visas, travel, foreign exchange etc.

02. Tour Guide

One of the most sought-after jobs to build a career in Travel and Tourism, a tour guide gives a guided tour to a group of tourists or an individual. A tour guide provides assistance and information on historical sites, religious institutes, museums, sanctuaries and national parks or a place of cultural importance. A tour guide needs to have a thorough knowledge of these destinations, their history, geographical conditions and other relevant information. In order to become a tour guide, you need to develop good communication skills, fluency in foreign languages and information about the local area and a familiarity with the same.

03. Tourism Manager

A tourist/tourism manager promotes tourism in his or her area by utilising various advertising methods and campaigns. The manager also assists travellers from all cultures and customs.

04. PR Manager

A public relations manager looks at the various aspects of managing the reputation of a travelling agency or any other firm in the market. A PR manager is responsible for advertising and spreading information about an agency in order to build a good reputation for it in the market. A PR Manager in this industry usually works for a travel agency, hotel chains and airlines. A PR Manager also needs to write press releases, manage events and act as a coordinator between various departments of the firm. A PR Manager usually needs to have good communication and management skills and should be able to handle any potential crisis. This is a lucrative career in Travel and Tourism.

05. Event Manager

An event manager is responsible for organizing, planning and supervising various logistics of an event. An event manager also acts as a coordinator who meets the various demands of a client. The events may vary from a concert to a conference.

06. Airline Ground Staff

Ground personnel is essential in sectors such as commercial activities, airport operations, airline operations, and so on. Ground staff have a wide range of tasks, including checking, storing, and carrying luggage, as well as filling the aircraft with food and beverages.

3. DEPARTMENT OF COMPUTER SCIENCE

Courses offered: BSc Computer Science, BCA

CAREER OPTIONS IN COMPUTER SCIENCE

01. Mobile application developer

Mobile application developers create functional concepts and designs for mobile applications according to customer requirements. They write clean, well-organised code for the applications, test their features and interfaces and identify any malfunctioning issues. They optimise the applications by debugging them and fixing performance issues.

02. IT project manager

IT project managers plan, budget, develop, organise and manage IT projects from start to completion. They oversee and coordinate the project-related work of IT and administrative professionals. IT project managers analyse user needs, provide developers with technical specifications and offer solutions and tips to resolve technical issues.

03. Information systems manager

Information systems managers maintain the efficiency and security of IT systems and networks. They devise technology plans to meet an organisation's computer and software needs. Information systems managers also install and update software and resolve technical issues.

04. System engineer

System engineers are responsible for the installation, configuration and testing of operating systems. They evaluate existing systems to ensure structural integrity.

System engineers plan automation to increase the efficiency of systems and provide technical guidance to the IT support staff.

05. Network security engineer

A network security engineer is responsible for testing, configuring and safeguarding hardware and software systems. They monitor these systems to prevent viruses, malware, hacking and other cyber threats. Network security engineers also take preventive steps against future threats, resolve the problems that arise and provide technical support to company staff, clients, suppliers and customers.

06. Information security analyst

Information security analysts create, implement and monitor IT security systems to prevent cyber-attacks and security breaches against computer networks and websites. They decipher and investigate reports about security violations and install firewalls, data encryption and other security software to safeguard sensitive data. Information security analysts also research data security trends.

7. Front-end developer

A front-end developer is responsible for planning, designing and developing websites. Using a variety of mark-up languages, they create aesthetic websites that are functional and consistent in design. They ensure the website pages are responsive and meet user experience requirements.

8. Software engineer

Software engineers create software programs, applications and systems that enable the digital world to function. Keeping project expenses, deadlines and safety factors in mind, they use engineering principles to research, plan and design, develop, test and debug software projects. Software engineers create and update design documentation and training manuals and modify and improve existing software programs.

09. Java developer

Java developers write code for Java-based web applications, websites and software programmes using the Java programming language. Apart from working on software development, they may carry out software analysis, testing and debugging. They may also update the code as needed.

10. Database administrator

Database administrators are responsible for data resource management, which includes designing, implementing, controlling and securing database systems. They develop standards, policies and procedures to store, transform and retrieve data. Additionally, they analyse user needs and conduct data authentication, capacity planning and performance monitoring. Database administrators also oversee database backup and recovery.

11. Data scientist

Data scientists gather, organise, analyse and interpret large amounts of data to help businesses make crucial decisions. They identify and select valuable data sources, automate the data collection method and process the collected data. They identify trends and patterns, use data visualisation techniques to create presentations and build machine learning algorithms and predictive models.

12. DevOps engineer

DevOps engineers oversee the entire process of developing, testing, delivering and updating software. They coordinate between IT operations and software development to supervise and facilitate code releases. They safeguard systems against cyber-attacks, identify and resolve technical issues and help make project management decisions.

13. Machine learning engineer

Machine learning engineers are responsible for researching, designing and creating artificial intelligence programmes and algorithms. They train machines to learn from experience and take self-directed actions. Machine learning engineers use statistical data modelling to detect patterns and analyse machine learning outcomes.

14. Cloud engineer

Cloud engineers manage an organisation's cloud-based systems and processes. They design, install, manage and maintain cloud software and cloud-based systems. They also code cloud applications and processes for various cloud-based services. Additionally, cloud engineers resolve any cloud-related technical issues.

15. IT security specialist

IT security specialists design, build, implement, monitor and maintain efficient and scalable security systems to protect the data, communication systems and technical assets of organisations. They test and monitor network systems and supervise the correct functioning of firewalls, VPNs and other network security

tools to prevent cyber-attacks. They encrypt data transmissions and put up firewalls to conceal confidential company information.

16. Security systems engineer

Security systems engineers are responsible for the security of computer systems and infrastructure. They install, configure, test and maintain security software. Security systems engineers also monitor and evaluate the installed systems and infrastructure to protect them from security threats, breaches and intrusions.

17. Data engineer

Data engineers are responsible for building and managing an organisation's data ecosystem. Under the guidelines of an organisation's business requirements, they create customised data systems and data pipelines. These enable an organisation to access, transport, organise, transform and analyse data.

18. Site reliability engineer

Site reliability engineers work on software systems to make them reliable, scalable and capable of withstanding potential failures. They keep development projects within budget and review software codes and operational processes. Site reliability engineers also monitor systems to identify and resolve problems.

19. Software architect

Software architects design and build software programs, applications, interfaces, frameworks and systems. They determine the design and technical specifications, such as platforms and coding standards. They coordinate, oversee and evaluate all software development phases, from planning to final delivery.

4. DEPARTMENT OF BIOTECHNOLOGY

Courses Offered: B.Sc. Biotechnology, M.Sc. Botany

CAREER OPTIONS IN BIOTECHNOLOGY

1. Lab Technician

A lab technician usually performs testing for different healthcare facilities and works full time in a laboratory setting. The responsibilities of a lab technician may include collecting, preparing and analysing body samples, like blood and tissues and maintaining laboratory equipment. Other duties may include lab testing according to standard procedures and procurement of laboratory supplies. A lab technician organises and stores fluids and chemical substances safely. They

also record data and results obtained in physical and digital formats. A biotechnology lab technician may help scientists to conduct research activities in various laboratory settings.

2. Microbiologist

Microbiologists study microorganisms and their behaviour on the immune system. They seek to understand microbes to improve treatments and prevent diseases from occurring in the human body. A microbiologist's extensive knowledge and understanding find use in several places—from laboratories to universities, museums and research institutes. Microbiologists work in a variety of industries from pharmaceuticals and biotechnology to agriculture. These professionals work in settings like laboratories, hospitals and offices. They may work on testing samples, creating vaccines and new medicines and overseeing quality control activities.

3. Biostatistician

Biostatisticians analyse data gathered from medical research and clinical trials. They collate information gathered in studies and use it to make predictions and draw logical conclusions. These professionals also ensure accuracy in the results of clinical trials through organised study, analysis and monitoring. Based on the data analysed, biostatisticians may present their findings to the scientific community or write research proposals. Most biostatisticians work alongside data scientists and fellow statisticians to develop and implement research studies. Entry-level biostatisticians can also work as consultants, research assistants or clinical research coordinators.

4. Epidemiologist

Epidemiologists study disease outbreaks in various populations and research methods to effectively treat them. These professionals either conduct research or apply information gathered at the workplace. Epidemiologists may work towards finding and tracing the root causes of infection, rates of mutation and levels of contagion in an outbreak. The information collated from epidemiologists can help the medical community come up with better and more effective ways to prevent and treat diseases. Epidemiologists often work with government organisations. They may work in hospital settings or at teaching positions in universities.

5. Biochemist

Biochemists study various biological, physical and chemical properties of living organisms. They study processes such as growth, cell development, heredity, and use their research to develop products and solutions that may improve the quality

of human lives. A biochemist may perform basic research or applied research depending on the work setting and type of job. Basic research may involve studying to understand a specific problem at hand. Applied research may help biochemists work on real-life solutions and applications. Examples of applied research include biofuel or genetically modified crops for pest control.

6. Clinical research associate

A clinical research associate is responsible for running clinical trials to test the efficacy, benefits and risks of drugs. These professionals are usually present in all stages of a clinical trial from identifying and setting up investigational sites to starting, overseeing and closing the trial. They may write and present trial protocols, manage various regulatory approvals, oversee the facilities at the trial site or work together with doctors to conduct the trial smoothly. They can work with a medical statistician for technical trial reports and may also prepare manuscripts for publications.

7. Medical transcriptionist

Medical transcriptionists assist doctors in translating their audio input to a printable format. They help in the transcription of important patient information such as name, medical records and the Aadhaar number. These professionals keep a transcription log to look for various terminologies and medical procedures. They also work on following a physician's dictation and producing reports in a timely and organised manner. Medical transcriptionists can work for clinics, hospitals or organisations that offer transcription services.

8. Medical representative

Medical representatives demonstrate products to doctors, pharmacists and scientists. These professionals often work as mediators between Pharma and medical companies and healthcare professionals. Medical representatives may work to represent a medical company to promote new products, initiate sales, provide training on product usage and offer necessary advice. These professionals create a strong relationship with clients and provide valuable feedback to their companies. A bachelor's degree in life sciences or a related field may be necessary to enter this profession.

9. Medical writer

A medical writer translates complex medical information into different formats for a variety of audiences. Medical writers can perform two types of writing—regulatory and non-regulatory writing. Regulatory writing can involve writing material like clinical trial protocols, study reports, preclinical research reports and

consent forms for clinical trials. Other regulatory documents can include protocols, clinical data and annual safety reports. Examples of non-regulatory writing include marketing material like promotional content, website content, and educational content and social media copy. Non-regulatory medical writers can also work on health and medical news articles, blogs and patient stories.

10. Biotechnology instructor

Biotechnology instructors deliver theoretical and practical concepts associated with biotechnology. Apart from having excellent communication and teaching skills, an instructor uses strategies to access different learning styles. Instructors are excellent communicators and show strong interpersonal skills and sensitivity to the needs of others. They may lead students to perform experiments and show the proper usage of equipment. Strong knowledge of various biotechnology concepts may help them excel in this role.

11. Food safety officer

Food safety officers ensure that different food products are safe for consumption. They usually perform tasks like inspecting facilities for food processing and storage and making sure that they meet all safety regulations. Food safety officers also test food product samples and look into complaints regarding the same. These officers may work on behalf of independent authorities like the Central Drugs Standard Control Organisation or as a part of private organisations. They also help identify various problems in manufacturing processes and help bring in new ways to ensure improvement in production quality.

12. Quality controller

Quality control is a very important part of the medical industry. Quality controllers help ensure quality and compliance in all goods that are manufactured in the company. Their responsibilities may include analysing blueprints, performing research and competitor analysis. Quality controllers work to take the right steps to meet organisational standards and customer expectations. They ensure that the drugs and other products manufactured are safe, consistent and therapeutically active.

5. DEPARTMENT OF ENGLISH

Courses Offered: BA English and Communicative English

CAREER OPTIONS IN ENGLISH

1. Publisher

A publisher oversees the entire process of producing and distributing books, magazines or other printed materials. They select manuscripts, collaborate with authors and editors and manage marketing and sales strategies to ensure the success of published works. They negotiate contracts, manage budgets and monitor industry trends to stay competitive.

2. Search Engine Optimisation (SEO) Executive

An SEO executive optimises websites and online content to increase search engine rankings and visibility. They conduct keyword research, implement on-page and off-page strategies and analyse website performance to improve the user experience. By staying current with search engine algorithms and industry trends, they ensure consistent organic website traffic growth for their clients or company.

3. Proof-reader

A proof-reader meticulously examines written materials for grammar, punctuation and spelling errors before publication. They ensure consistency in style and formatting while checking for factual accuracy and clarity. Proofreaders help maintain a high-quality standard in the final published work by finding and correcting mistakes.

4. English Teacher

An English teacher imparts knowledge of language and literature to students, focusing on reading, writing, speaking and listening skills. They plan lessons, assess student progress and provide feedback to facilitate comprehension and mastery. They foster critical thinking and analytical skills and encourage students to engage with literary works to develop their own writing abilities.

5. Research Analyst

A research analyst gathers, interprets and presents data to support decision-making processes in various industries. They employ quantitative and qualitative methods to analyse trends, evaluate market conditions and predict future outcomes. By providing actionable insights, research analysts help organisations develop strategies, optimise performance and stay competitive in their respective fields.

6. Paralegal

A paralegal assists attorneys by performing various legal tasks, including conducting research, drafting documents and organising case materials. They help with trial preparations, interview clients and witnesses and maintain communication with patrons. They work in various legal settings, such as law firms, government agencies and corporate legal departments, contributing to the efficiency and effectiveness of these services.

7. Librarian

A librarian manages and maintains library collections, including books, periodicals and digital resources. They help patrons locate and use materials, develop and conduct educational programs and oversee cataloguing and classification systems. They stay informed about new publications and technologies, ensuring the library remains a valuable and current resource for communities or organisations.

8. Editor

An editor revises written content to enhance clarity, coherence and overall quality. They collaborate with authors to revise manuscripts, offering suggestions for improvement while maintaining the writer's voice and intent. Editors check for grammar, punctuation and spelling errors, adhere to style guidelines and ensure the final product is ready for publication.

9. Project Coordinator

These coordinators support project management by organising and monitoring tasks, resources and timelines. They facilitate communication among team members, track progress and help with problem-solving duties. They ensure projects progress as per their respective timelines. By maintaining documentation and reporting on project status, they help ensure the timely and successful completion of plans across various industries.

10. Journalist

A journalist investigates and reports on news and current events, communicating information to the public through various media outlets. They conduct interviews, gather facts and write articles that inform, educate or entertain. They keep the public informed and engaged by adhering to journalistic standards of accuracy, objectivity and integrity.

11. Social Media Manager

A social media manager creates, schedules and publishes engaging content across multiple platforms to promote a brand, product or service. They monitor and analyse audience engagement, respond to comments and messages and develop strategies to grow their online presence. By staying current with platform algorithms and social media trends, they ensure the company's messaging remains effective and relevant.

12. Fundraiser

A fundraiser designs and implements campaigns to secure financial support for non-profit organisations, educational institutions or other causes. They identify potential donors, plan events and develop marketing materials to communicate their missions and funding needs. Fundraisers help ensure their workplace's financial sustainability and success by cultivating relationships and managing donor databases.

13. Translator

A translator converts written content from one language to another while preserving the original message, tone and intent. They work with various materials, such as technical documents, literary works and business communications. They possess excellent language skills, cultural awareness and subject matter expertise to ensure accurate and contextually appropriate translations.

14. Copywriter

A copywriter crafts persuasive and engaging written content for various media, such as advertisements, websites and brochures. They customise their writing to target specific audiences, conveying a brand's message and encouraging desired actions. By collaborating with marketing and design teams, copywriters contribute to the overall effectiveness of promotional materials and campaigns.

15. Content Manager

These individuals oversee the creation, curation and publishing of content for websites, blogs and other digital platforms. They develop and implement content strategies, ensuring consistency in tone, style and messaging. By monitoring performance metrics and analysing audience engagement, they optimise content to achieve desired goals, such as increased traffic or conversions.

16. Communications Manager

A communications manager develops and executes strategies to effectively convey a company's message to internal and external audiences. They draft press releases, manage public relations efforts and oversee the creation of marketing materials. By collaborating with various teams and monitoring media coverage, they maintain a positive brand image and help achieve organisational objectives.

17. Technical Writer

A technical writer creates clear and concise documentation that explains complex concepts or processes, such as software manuals, user guides or technical reports. They collaborate with subject matter experts to understand technical information and translate it into user-friendly language. By ensuring the accuracy, completeness and accessibility of information, they enhance the usability and effectiveness of technical products and services.

18. Relationship Manager

A relationship manager builds and maintains long-term client connections to ensure long-term satisfaction and loyalty. They assess client needs, develop personalised solutions and provide ongoing support to address concerns or issues. By fostering strong relationships, they contribute to the growth and stability of a company's customer base, directly impacting its overall success.

21. Master of Ceremonies

A master of ceremonies serves as the public face and host for events, including weddings, conferences or award shows. They maintain a smooth flow by introducing speakers or performers, engaging the audience and ensuring the programme follows its schedule. Their charismatic presence and quick thinking help them create a positive and memorable experience for event attendees.

6. **DEPARTMENT OF ELECTRONICS**

Courses Offered: B.sc Electronics

CAREER OPTIONS IN ELECTRONICS

01. Field Service Engineer

A field service engineer or field engineer manages technical functions, tests equipment, handles repairs of faulty appliances and manages large-scale engineering projects. They also conduct site inspections and feasibility studies, engage with clients and manage the work schedules of other employees. They

may possess exceptional technical skills, listening and communication skills and have excellent attention to detail.

2. Electrical Technician

Electrical technicians assemble, evaluate, test and maintain electric circuits, appliances and wiring. They quickly troubleshoot and repair malfunctioning components in different equipment in a variety of settings, such as construction sites, offices and hospitals. They may also supervise other electricians and advise them on the best practices in the industry.

3. Sound Technician

The primary duties of a sound technician include assembling, operating and maintaining technical equipment and appliances used to record, enhance or reproduce sound. They may also work in post-production to mix, edit or enhance pre-recorded audio. Sound technicians can work in industries such as advertising, filmmaking, radio or TV broadcasting and recording studios.

4. Telecommunications Engineer

Telecommunications engineers are professionals who design wired or wireless and satellite communication systems for data, voice or video transmission. They supervise, install, maintain and troubleshoot systems to keep communication seamless. Basic skills such as analytical thinking, attention to detail, listening skills and stress tolerance are necessary for this job.

5. Technical Support Executive

Technical support executives maintain and oversee computer hardware and software systems in a company. They resolve technical issues with customer accounts or hardware infrastructure by diagnosing and troubleshooting problems. They are typically the initial point of contact for technical help, system updates and hardware related enquiries from customers or employees.

6. Electronic Sales Manager

Electronic sales managers are retail professionals who sell electronic equipment. A skilled electronic sales manager assists customers in finding the best product to fulfil their requirements, and consequently contribute to increasing store sales. They quickly process customer queries, complaints or feedback, stock shelves, take inventory, mark prices, set up window displays and process payments. Some sales managers may lead a team of sales representatives and may create work schedules and organise meetings. They also ensure that their staff undergoes training and consistently motivate them to excel in their specific roles.

7. Electrical Supervisor

The primary duty of an electrical supervisor is to oversee the work done by other electricians and provide assistance when necessary. They may create work schedules, motivate teams of professionals and ensure that quality work is completed on time. An electrical supervisor may have strong communication skills and in-depth knowledge of electrical systems and equipment.

8. Software Test Engineer

Software test engineers design and implement test procedures to make sure that a software programme works as intended to. They evaluate software functions and create test protocols, complete testing procedures, suggest performance changes for the software and prepare detailed reports for the developers. A skilled software test engineer identifies every flaw in a software design and suggests simple, effective solutions.

9. Software Engineer

A software engineer writes, debugs, maintains and tests software that instructs computers to accomplish tasks. They convert the task into coded instructions in a programming language such as Java, C++ or Python. A software engineer may manage and mentor teams and help in running large projects.

10. Automation Engineer

Automation engineers are professionals who use technology to improve and automate manufacturing processes. They design and test automated machinery and processes to complete specific tasks. They may also explore and implement new ways to automate systems by identifying issues related to quality and efficiency.