

PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT

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CAREER OPTIONS AFTER GRADUATION

You have come so far in your academic life, and now it's high time to take the right career decision as this will eventually pave your way to a bright professional future. Graduation plays a critical role in shaping professional career. After completing graduation, you are supposed to have superior knowledge in a particular stream of education. Today, the job market is expanding at an exponential rate & off-beat jobs are becoming popular. You have multiple career options after graduation like Engineering, Management, Medical, Hospitality, Computer, Information Technology, Healthcare etc.

Almost 60% of candidates start looking for job opportunities right after their graduation. Before you choosing the best career after graduation, you need to know growth scope, prospects, competition, availability of jobs in market, work requirements, etc. If you are good in Spoken, you may tend to get better salaries than other candidates. Communication skills and personality make a remarkable difference in overall career development irrespective of nature of work.

Some Points to Handle these issues

- ***Fight between Degree and Jobs:*** If you think only degree is not enough for getting right jobs, you must try to understand what your graduation can do to get right career. Based on your assumptions you must go for some certifications to add value to your skills.
- ***A Gap Year:*** A gap year after graduating from college is the right choice to make if you want to spend some time on yourself and are willing to explore the things around you. A gap year is a wise choice for those who want to see more of the world, learn new languages, experience different cultures and meet new people before settling for a monotonous work routine.
- ***Lack of confidence about getting jobs:*** If you're struggling to find jobs, why not create it yourself by setting up your own company. If you have a business idea you cannot stop thinking about or believe in making something new out of the available resources then it will be the perfect time for you to take action right after graduating.

Further Study Options after Graduation

- **Marketing, Sales and Business Development** - In the field of high competition, the demand for business development professionals is increasing day by day. In every company, irrespective of its size and strength, requires marketing and sales professionals. Business Development Roles in every company are one the most sought after profiles in top B-Schools.
- **Advertising and Communication:** Smaller companies who can't afford MBAs hire fresh graduates and train them for their specific roles. You must have excellent communication and analytical skills to excel in this field.
- **Management:** *MBA/ PGDM are no more a lucrative career option if you have done it from a below average college. Student does MBA/PGDM for better placements. Placement records of below average colleges have been pathetic in last few years. Most of the MBA/PGDM graduates are unemployable now a days. The worst thing comes when you pay 8 Lakh+ to do MBA/ PGDM and remain unemployed after completing the course. (You must prepare well for MBA entrance exams like CAT/XAT/MAT /FMA/IIFT/SNAP etc. and get into a top colleges).*
- **Mass Communication and Journalism:** Digital media has opened up a lot of career opportunities for mass communication professionals. You may become reporter, anchor, columnist, correspondent, editor and radio jockey.
- **CS/CA/CFA/CWA:** If you have done your graduation in commerce stream then you will have to go for any of these course like Company Secretary (CS), Chartered Accountant (CA), Chartered Financial Analyst (CFA), or Costs and Works professional (CWA).
- **IT- Information Technology:** We are living in a technology world so a degree or certificate course in IT will open up lubricant career opportunities. You may work as a Programmer, Data analytics, computer operator, site developer, web designer, animator, logo designer, software developer and more.

- **Travel & Tourism and Hospitality:** *If traveling the world excites you and want meet with different cultures, you can join this industry.*
- **Hotel Management:** After graduating in Hotel management, you can also work in catering services, Food technology start-ups, restaurants, Railways, shipping, corporate organizations, clubs, etc.
- **Law:** It is competitive and evergreen field. After completing your LLB/LLM, you may also prepare for judicial services exams or join corporate legal firms.
- **BFSI:** If you want to work in Public sector banks, you need to pass entrance tests like SSC and Bank PO exams.
- **Air Hostess/Commercial Pilot:** Commercial pilots and air hostess are dream job profile for many.
- **Teaching:** To develop a formal career in teaching in schools, you need to complete B.Ed./Teachers' Training program. For teaching in Colleges and universities you should have a post graduate degree and clear NET.
- **Acting/Direction/Production:** *If you want to get into Film and television industry. You can also try your luck for National School of Drama which is the biggest institute for theater training in India or alternatively explore AAFT, GKFTII, Pearl Academy, Barry John Acting Studio etc.*
- **Modelling:** *It is advised that you should continue your education/job while preparing for modelling.*
- **BPO/KPO:** BPO/KPO sector can accommodate fresh graduates from any stream. If you are good in English language, then you can earn a handsome salary in this sector.

Source : <https://www.dialeducation.com/article/career-options-after-graduation#:~:text=Before%20you%20choosing%20the%20best,better%20salaries%20than%20other%20candidates.>

TEN TIPS FOR CHOOSING A CAREER

Choosing a career is one of those momentous decisions that can change the course of your life. Such an important decision deserves considerable time and introspection. Ample information and self-examination can help you choose a satisfying career that you will enjoy for years to come.

Evaluate Your Work Style

The right career for you will be suited to your work style. Are you a self-starter who accomplishes goals on your own, or do you need the discipline of a structured work environment to do your best? An honest evaluation of your work style will help you decide whether a career where you work independently is right for you. If you're naturally a daydreamer or a procrastinator, you may do well in a career where a supervisor help you stay on task.

Know Your Talents

Do you have a hobby or a talent that you love and are good at? Think of ways to transform activities that come naturally to you into a career. Working with wood, playing an instrument or trying different hair styles can lead to careers as a custom furniture maker, a musician or a hair stylist. Doing what you love can lead to a rewarding career.

In addition to using your specific job skills, look at your inventory of "soft" business skills, recommends [knew Money.com](http://www.knewmoney.com). These are skills such as leadership, time-management, interpersonal communications and project-management.

Set Financial Goals

One of your goals should be to choose a career where you can earn enough money to meet your financial goals. If you want to own a vacation home on every continent and fly to these homes on your private jet, a career as a retail clerk will probably not help you achieve your goals. You may have to make some compromises along the way, but generally speaking, the career you choose should allow you to meet your financial goals.

Evaluate the Value of Re-Training

Before you pay – or, worse, borrow money – for college or graduate school, make sure the career you choose is worth the expense. If you need to go back to school to qualify for your dream job, look into programs that repay your student loans if you work in a public service position for a few years after graduation.

Assess Your Social Needs

You can spend more than one-third of your life with the people you work with, so choose a career that's a good social fit. If you're a loner who doesn't enjoy social interaction, you may be well-suited to a career where you work independently or work from home. If you love to meet new people, you may find a career in sales fulfilling, where you work with the public.

Conduct Informational Interviews

An informational interview with someone who has a job you think you want can help cement your career choice, advises the University of California – Berkeley. Many people will be happy to meet briefly with you to talk about the pros and cons of what they do. They can give you advice on choosing a career and tell you whether they would make the same career choice if they could turn back time. Start and end the meeting on time, ask probing questions and listen carefully to the answers.

Use Self-Assessment Tools

Use do-it-yourself resources to help you narrow your options and help with picking a career path. Take online quizzes to help you assess your aptitude for certain types of work. Review online job descriptions and career information from the Bureau of Labor Statistics to help you understand what the education and training requirements are for different kinds of jobs. Many books and workbooks are also available to guide you through the self-assessment process.

Hire a Career Coach

If do-it-yourself tools aren't right for you, a professional career coach can help you measure your aptitude for success in different professions and navigate your transition from the job you have now toward your dream job. If you feel like you're stuck on your current career path, a coach may provide the counsel you need to jump-start the process and move onward and upward toward success.

Get Real-Life Experience

Follow the example of companies that use interns and temps to evaluate an individual before they extend a job offer. Real-life experience in the work environment where you think you want to work can help you make up your mind for certain. Job shadows, internships and temporary assignments give you a realistic view of a day in the life of a profession.

Be Patient

Finding the right career is a process, not an event. An entry level position in your field may not be your dream job, but it can give you a foothold on the career ladder you want to climb. It takes time to develop your career, but setting goals and following a plan to achieve them can help you fulfil your career aspirations.

Source : <https://www.dialeducation.com/article/career-options-after-graduation#:~:text=Before%20you%20choosing%20the%20best,better%20salaries%20than%20other%20candidates.>

HOW TO BE HAPPY AT WORK: TIPS TO IMPROVE YOUR MIND SET

Feeling happy at your workplace can be important for many reasons, including improving your mental health, productivity and reputation. If you work a full-time job, your office is one of the places where you spend most of your time during the week, so developing a positive mind set there can benefit you. Learning about different ways you can be happy at your workplace can help you develop personally and professionally.

In this article, we explain what it means to be happy at work and share 40 ways you can find happiness while on the job.

What does it mean to be happy at work?

Happiness at work refers to how satisfied a professional is personally or professionally while in their workspace. Someone who's happy at work often is more focused, relaxed and productive, and they may be more likely to perform their tasks more effectively and improve the morale of their office.

They also can showcase their strengths to their manager better and develop more reliable, meaningful relationships with co-workers. Professionals who communicate with customers may be more successful and receive better reviews if they're happy at work.

People can become happy at work for many reasons, and some of the main contributing factors can include:

Progress: Professionals who feel like they achieve things and are improving their skills may be more likely to be happy. These feelings can help them think they're becoming a better person, which can improve their confidence.

Rewards: People who receive rewards for doing good work may have more job satisfaction than those who don't. These rewards can help keep them motivated and provide an incentive to continue practicing good habits.

Autonomy: Professionals who have control over their daily tasks make take more pride and responsibility in their work. This can create a feeling of trust, which may make them appreciate their job more and improve their happiness.

Relationships: When people work with peers who they get along with and have positive relationships with, they can feel like they're in a more supportive work environment. They make want to take part in the shared successes of the company, which can create more happiness.

25 tips for how to be happy at work

Consider these tips to help you be happier at your workplace:

1. Know that your work has meaning

No matter what your job title is or what industry you work in, the responsibilities you perform often have an important impact. Your organization may rely on you to meet its goals, and the work you do may benefit the public in some form. This means your job has meaning and recognizing that can help you feel happier about the work you do.

2. Find reasons to celebrate

Celebrations can bring happiness into the office, so consider celebrating after finishing a team project. You can also celebrate birthdays, life events and personal or professional milestones. These celebrations can range from something small, such as a group email that praises good work, or something large, such as an office party.

3. Contribute to the corporate charity

If your workplace has a corporate charity that it donates to, consider signing up for payroll deductions. Knowing that you're contributing to a greater cause can help you feel you're making a greater difference in the world. Unselfish acts like this also can improve your work reputation, which can provide you with even higher job satisfaction.

4. Take small breaks throughout the day

Even if you're busy, it's important to take small breaks to keep from stressing out too much. Think about taking a 10-minute break between each major task to give yourself time to refresh before working again. A break can include walking around the building or stretching at your desk.

5. Say thank you

Common pleasantries, like saying thank you, can make a major difference in your day-to-day interactions at work. When you thank your coworkers, it shows them you appreciate their time and knowledge. This can contribute to a stronger relationship between yourself and your teammates.

6. Ask for feedback

If you'd be happier with more frequent feedback, consider asking for it. Feedback can give you positive reinforcement and provide you with important information you can use to improve your skills and account for any gaps in your experience that you can fill. It also can improve your relationship with your managers because they may feel like you're more invested in the company and its success.

7. Request more responsibility

Some employees feel happy when they have autonomy. Consider asking your manager for more responsibilities and suggest that you can give them a status update about certain parts of the project. In this way, you're more in control of your work and the meetings you have with your supervisor.

8. Maintain a healthy work-life balance

Establishing boundaries between your personal and professional responsibilities can improve your happiness in several ways. For example, it can reduce your stress by allowing you to relax after your workday, which can cause you to feel more motivated and energetic when you return to work. It also can increase your job satisfaction if you feel like your workplace lets you take personal time.

9. Stay hydrated

When you're hydrated, you often experience more mental clarity and focus, which can improve your happiness level. Consider having a bottle or glass of water at your desk to drink throughout the day. This also allows you to take periodic breaks to visit the water cooler for a refill and talk with your coworkers for a minute.

10. Organize group events

The more you get to know your coworkers on a personal level, the more fun you may have at work. Think about organizing group events like a happy hour, lunch or holiday outing. This can help you form relationships with your professional peers, help you grow your network and create a sense of belonging in the workplace.

11. Decorate your office space

An office space that reflects your personality can make you feel happy. You can bring in pictures, a plant or some other object that reminds you of your home. These personal items also can help you relax and feel more comfortable, which can improve your productivity.

12. Make smart meal choices

If you're in the middle of a large project, you may feel tempted to visit the vending machine for lunch, but it's important to have nourishing food. Explore meal options that keep you full and satisfied may give you the energy to last throughout the rest of the workday. Eating well also can help you feel physically better, which can improve your happiness.

13. Use your paid time off

If you accrue paid time off, try to use it every year. You can allocate some time for a vacation away from the office. Even if you just explore the city you live in, it can be a pleasant break from your standard workweek, and you can come back feeling refreshed and happy.

14. Get along with your coworkers

Part of working with a group is understanding how to communicate with unique personalities. Although you may not be able to adjust someone else's attitude, you can adjust how you interact with them to help you maintain your happiness. If you have a disagreement with a coworker, consider counting to 10 before responding or speaking to them in person versus over email.

15. Reward yourself

Happiness can come naturally when you feel motivated and goal-oriented. One way to get into this mindset is by developing a reward system for yourself. If you've been avoiding a task, try to assign an award to it to make it a little more fun.

16. Keep a gratitude journal

A good way to create happiness is by realizing what you have to be happy about. Consider keeping a gratitude journal where you write everything you're grateful for about your job. You may be grateful for the office coffee machine, the ability to chat with coworkers during downtime or your short commute.

17. Develop a good relationship with your manager

Because your manager has power over your promotions and career path at the company, it's important to have a great relationship with them. When you do, you may feel more comfortable discussing your goals and feel supported. Developing a relationship with them also may benefit you when you look for a new job because they may be more willing to write you a strong letter of recommendation.

18. Join committees

If your workplace has committees you can sign up for, consider doing so. There may be committees for diversity or workplace events, but the important thing is to find something you're passionate about. Committees can allow you to step away from your desk and contribute to your organization in a different way, which can improve your job satisfaction.

19. Take advantage of office perks

If your company provides perks, try to use them to your advantage. These can include a discount on your cellphone bill or free lunch in the corporate cafeteria. These benefits are there to make you happy and let you know you're valued.

20. Sleep well

It's important to get a good night of sleep consistently to help you feel well-rested for your workday. Getting into a habit of waking up at the same time each morning and going to bed at the same time each night can help you adjust and have a more reliable sleep schedule. This can help you focus better and think more creatively at work, which can help you succeed.

21. Create a work playlist

Music can improve your mood and focus, so consider creating a playlist specific to your work. You can have multiple ones depending on your mood, such as upbeat music when you're on a deadline crunch or instrumental music when you're writing a report. The right music can help you feel better and contribute to your creativity.

22. Sign up for conferences

Continual learning in your field can bring some happiness because you feel prepared for different responsibilities and have more education. You then can use these skills to make a more impactful difference on your team. These conferences also can help you expand your network and grow your skills, both of which are important to advancing in your career.

23. Have fun

Even though it's a place of business, you can still have fun at work. Try encouraging your manager to allow board games so the team can have fun during your breaks. You can also consider bringing in a puzzle for yourself. To do this, consider developing the kind of relationship with your coworkers that allows you to joke around during your shift, as long as it's appropriate.

24. Exercise regularly

Regular exercise can release endorphins to make you happy. If you exercise before work or during your break, you may be more likely to come back to the office with a surge of happiness. If your job requires you to perform physical duties, working out can allow you to be more effective in your work, which can improve your job satisfaction.

25. Ask for a raise or promotion

When you feel deserving, consider asking your manager for a raise or promotion. If you get it, you can feel happy getting recognized for your hard work. This also can come with better work hours or more money, both of which can help you establish more positive behaviours.

15 additional tips for being happy at work

Here are some other things you can do to help you become happy at work:

- *Create goals for yourself*
- *Sign up for a workplace mentor*
- *Organize your space*
- *Take a lunch break*
- *Mentor another coworker*
- *Avoid conflict*
- *Imagine a positive future with your company*
- *Find a best friend at work*
- *Smile at others in the office*
- *Help a coworker*
- *Know your worth*
- *Get to know employees in other departments*
- *Change your routine*
- *Avoid negativity*
- *Keep a candy jar at your desk*

Source: <https://www.indeed.com/career-advice/career-development/how-to-be-happy-at-work>