



**Sandip Foundation's
Sandip Institute of Technology & Research Centre, Nashik
Department of Management Studies
Academic Year 2017-18
Report on Guest Lecture**

Event Title : - Guest Lecture on " Interview Techniques and Resume Writing

Date:- 01st September 2017

Conduction Duration: 02 Hrs

Venue: ENTC Class Room

Resource Person:

1. Dr. Medha Saykhedkar

Coordinator : Prof Adesh Solanke

Objective :

1.To Impart the Necessary Skills on How to face job Interview

2. To Teach students How to prepare Resume

About The Program:

*Department of Management Studies had Organized expert Lecture on How to face Interview for MBA -II students .The session was conducted by **Dr Medha Shykhedkar** . The session began with the meaning of interview. Further, the speaker discussed at length the process of preparing for an interview. She highlighted mainly two factors which should be kept in mind while preparing for an interview, namely, Common Interview Questions and Job Talk. she also spoke about certain commonly asked questions in an interview like, Tell me about yourself, What can you do for us, Why this organization, Why this job and so on. A Job talk means that what the companies are asking for in terms of knowledge, skills and attitude. Having customized CVs can help in this regard. she asked students to go for an interview after doing a thorough research about the important factors of the organization, corporate culture and work atmosphere. According to the speaker, the success mantras for an interview are to be confident, positive and courteous. We certainly hope that the session would be instrumental in reiterating the importance of good interviewing skill among future managers.*

Outcome:

- 1. Students were able to upgrade themselves & are ready to face the Job Interview**
- 2. Students got clear cut view about the what content a Resume must have**

Photograph:





