



**Sandip Foundation's  
Sandip Institute of Technology & Research Centre, Nashik  
Department of Management Studies  
Academic Year 2019-20  
Report on Guest Lecture**

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**Event Title: - Placement orientation**

**Date: - 29th July 2019**

**Conduction Duration: 02 Hrs**

**Venue: MBA-I Class Room, SITRC**

**Resource Person:**

**1. Ms. Nagma Shaikh**

**Coordinator: Dr. Tushar Savale**

**Objective:**

- 1. To study the importance of soft skills during placement interviews.**
- 2. To understand various elements of resume writing.**
- 3. To understand the various elements of placement interviews**

**About The Program:**

*Department of Management Studies had organized guest lecture on Placement Orientation for MBA –II students. The session was conducted by Ms. Nagma Shaikh, Placement Officer. The session began with introduction of placement drives and what is included in resume. She explained the various soft skills required for the interviews. She further added importance of soft skills. The speaker also spotlighted the attributes of manners and etiquettes required for job interviews. Interview planning helps in ensuring a reasonable balance between outflow and inflow of skills so that the stability is maintained during the actual interview. Pre-planning reduces the uncertainties which can be faced easily at the time of an interview.*

*The speaker further explained the different avenues available for the development of skills and competencies. And further she explained in detailed about the placement drives. She focused on building a strong resume including various platforms wherein students can apply for jobs directly. The speaker flashed light on the importance of the attire during the interview.*

**Outcome:**

- 1. Students learnt about the significance of soft skills.**
- 2. Students understood about resume writing and various ways to apply for the jobs.**

**Photograph:**



