Department/ School Name: Department of Mechanical Engineering / SOET.

Academic Year: 2019-2020

Report on Workshop entitled "Building Interview Skills"

1. Event Title: Building Interview Skills

2. Event Date: 23rd January 2020- 25th January 2020

3. Event Conduction Duration: 8:00 am – 3:00 pm

4. Event Venue: Room No G-132, S.O.E.T. Y building

5. Instructors Profile:

1) Name : Osden N. D'Mello

2) Academic Qualification :- B.E (Computer Science), DMM, MBA (Marketing Mumbai University)

3) Computer Knowledge :- MS office, Oracle, C, C++, Assembly and Maintenance of computers.

4) Work Experience :-

Centre Manager For Aptech Computers, Business Development Manager For Gates Computing Pvt. Ltd, Centre Manager for CMC Ltd.(Conducted Soft Skill Training For More Than 5000 Students), Corporate Batches Conducted For :-Indian Air Force, Indian Navy, Indian Army

DGFT (Director General Of Foreign Trade)

Tata sons, LNT Infotech , ABS And more…

6. Name of Event Coordinator with contact details:

Prof G.V. Mahajan (9960172419) & Prof. D.S. Dhondge (9503910098)

7. Event Outline & Outcome of the event:

Outline of Program: Department of Mechanical Engineering, School of Engineering & Technology, Sandip University had organized 3 days training workshop on Building Interview Skills by Mr. Osden N. D'Mello (Mumbai)

Objective of Program: To make students ready for placements interview in all aspects so that they get placed easily and explore themselves to the corporate world.

Output of Program: In the 3 day workshop students learned things from basic right from
  a) Self Introduction - In this students were told how to introduce themselves and were given format for the same.
  b) Good manners – In these students were told how to inculcate good manners in themselves. How to greet, give compliments, etc were taught to them.
  c) 5 steps to interview – In this students were taught about how prepare for interview
      i. Find about company's details.
      ii. Give your introduction.
      iii. Prepare basic answers before going to interview.
      iv. Make necessary technology preparation for phone or video interview.
      v. Ask your family or friend to take your mock interview.

  d) Resume building – In this students were taught format of resume
  e) Application Tracking System – This is the software through which your application selection is done.
  f) Group Discussions and Debate – In this student were told about the basic rules to be followed during GD and debate.
  g) Dressing style – In this student was taught about what to be and what not to wear.

8. Event photos which must include photos of Inauguration, felicitation, event conduction and valedictory ceremony: