



**HARMAL PANCHAKROSHI SHIKSHAN MANDAL'S**

**GANPAT PARSEKAR COLLEGE OF EDUCATION**

**Vidya Sankul, Bhom Plateau, Harmal, Pernem – Goa 403 524**

**(Affiliated to Goa University, Recognised by NCTE)**



**How to Face an Interview and Write a Resume**

No. 227

Date: 01/01/2024

## NOTICE

All concerned staff and Fo.Y.B.A.B.Ed and Fo.Y.B.Sc B.Ed are informed that there will be session on 'How to face an interview and write a Resume' on 08/01/2024 conducted by Pillai Institute of Management Studies and Research, Panvel, Maharashtra.

Venue:- Smart Classroom

Timing: 9.45 am – 1.00 pm

Lecture during the above timings stands cancelled on 08/01/2024.

Scheduled lectures will be resumed from 1.30 pm onwards.



(Siena Fernandes)

Convenor

Career Guidance and Development Cell



(Dr. Pandurang Pandit)

Officiating Principal



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**REPORT**

- **Type of the event:-**

Talk on 'How to write resume and to face an interview'

- **Date:-** 08/01/2024

- **Mode:** Offline

- **Time:-** 10.00 am to 1.00pm

- **Resource Person:-** 1. Prof. Siddharta Bose

Pillai College of Management and Research, Panvel

2. Ms. Vrushali D. Nilakhe

Pillai College of Management and Research, Panvel

3. Prof. Satish Nair

Pillai College of Management and Research, Panvel

- **Objective of the Programme**

To Create awareness among Fo.Y B.A. B.Ed and Fo.Y B.Sc. B.Ed students about the various aspect of facing interview and writing a resume.

- **Outcome**

The students were made aware about the various aspect of facing an interview and writing resume

- **Organizing body**

1. Career Guidance and Development Cell



- **Participants for the event:**

Fourth. Y.B.Sc.B.Ed.

Fourth. Y.B.A.B.Ed.

- **Members of the organizing body**

1. Ms. Siena Fernandes – Convenor, Career Guidance and Development Cell
2. Dr. Archana Gaitonde – Member
3. Ms. Vaishali Nevgi - Member
4. Dr. Akshay Salkar- Member
5. Mr. Siddesh Raut- Member

- **Details of the Programme:**

The Resource person Prof. Siddharta Bose, Ms. Vrushali D. Nilakhe, Prof. Satish Nair was formally welcomed by the Principal Shri. Pandurang Pandit. This was followed by a brief introduction of the resource persons by Assistant Professor Dr. Akshay Salkar. Prof. Siddharta Bose, Ms. Vrushali D. Nilakhe and Prof. Satish Nair discussed the skills required to face an interview and how to write a resume. They also briefed the students about the things the students should avoid during the interview and while writing the resume. This was followed by a question and answer session. The Vote of thanks was proposed by Assistant Professor Mr. Siddesh Raut.



(Ms. Siena Fernandes)

Convenor / Programme Co-ordinator,  
Career Guidance and Development Cell



(Dr. Pandurang Pandit)  
Officiating Principal



## FEEDBACK ANALYSIS

Rating towards delivery/ Presentation of the session Ref. Note:1	Rating towards content of the session Ref. Note: 2	Rate your knowledge on the topic before attending the session Ref. Note: 3	Rate your knowledge after attending the session Ref. Note: 4	Any Suggestions
5	4	2	4	Nice session I like this session.. we get many more information.. The session was very much interesting.. thanks you
5	5	2	5	sir n madam It was a good and an interactive session.
5	5	4	5	We got soo much much of information after attending that session,like how to give interview, what are the main points for interview.
5	5	3	5	interview. This session was actually the best, but it could have been even better if they had given us a detailed example of how to write a CV and resume.
4	4	2	4	and resume.
5	5	3	4	
3	4	2	5	It was a wonderful talk very knowledgeable we learnt and enjoyed at the same time
3	3	2	4	
3	1	2	3	
5	4	2	4	Nice session
5	5	2	5	I



<https://docs.google.com/spreadsheets/d/1Bh3QeIp02XqdQsO-WpV6QI6D1M-DP4-VYQAKSycDqGU/edit?usp=sharing>

**Note : 1** Rating towards delivery/ presentation of the session:

( 5 is the highest and 1 is the lowest)

**Note : 2** Rating towards content of the session:

( 5 is the highest and 1 is the lowest)

**Note : 3** Rate your knowledge on the topic before attending the session.

( 5 - Very high, 4 - High, 3 - Satisfactory, 2 - low, 1- no Knowledge)

**Note : 4** Rate your knowledge on the topic after attending the session.

( 5 - Very high, 4 - High, 3 - Satisfactory, 2 - low, 1- the same )





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**NAAC Criteria No. V/ Key Indicator 5.1/ Metric No. 5.1.1**

