



Audyogik Tantra Shikshan Sanstha's
Institute of Industrial and Computer Management and Research (IICMR)

Approved by AICTE, Permanently Affiliated to SP Pune University,
Recognized by DTE, Government of Maharashtra, NAAC Re-accredited
Ranked Platinum Category by AICTE-CII for Industry Linked Technical Institute
Awarded Best Management Institute for Industry Interface by CEGR

MBA@IICMR

Date: 9/9/2024

NOTICE

MBA-2nd year Semester-III_2024_25

Employability Enhancement Program: Session 4

This is to inform all MBA II year students that the EEP is scheduled. Details of the session are as follows:

1. Topic – **Workshop on Interview Process**
2. Resource Person – **Dr. Abhay Kulkarni**
3. Date – Saturday (14/9/2024)
4. Time – 9.30 am to 5.30 pm.
5. Venue – IICMR Campus
6. Note – Attendance is compulsory.

All students should be in formals.

2) Bring Revisited Resume Post SIP for the workshop.

Prepared by:

Ms. Pooja Nalawade
EEP Coordinator

Submitted to:

Dr.(Adv.) Manisha Kulkarni
HOD, MBA@IICMR

Approved by:

Dr. Abhay Kulkarni
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Ref.: IICMR/MBA 2024-2025/EEP-2024/3





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Date: 16/9/2024

REPORT

- 1. Title of the Activity:** Workshop on Interview Process
- 2. Date & Venue:** 14/9/2024. MBA@IICMR had organized its second Employability Enhancement Program (EEP) 2024 for Second year MBA Students.

Time: 9.30 am to 5.30 pm.

3. Outcomes of Activity:

1. Students gained a clear understanding of the differences between a CV, biodata, and resume, and when to use each in professional settings.
2. The session equipped students with techniques to effectively answer common interview questions, boosting their confidence for upcoming placements.
3. Participants learned valuable tips for presenting themselves professionally during interviews, improving their overall employability.

4. Description of the Study:

The interview preparation session, conducted by Dr. Abhay Kulkarni and Dr. Sudhir Hasamnis, an expert career coach and recruiter, focused on providing students with essential tools for succeeding in interviews, from creating the right documents to answering tricky questions confidently.

Key Takeaways from the Session:

Difference between CV, Biodata, and Resume: Dr. Kulkarni explained the distinct purposes and structures of a CV, biodata, and resume. A CV (Curriculum Vitae) is a detailed account of one's academic and professional history, typically used in academic, research, and international job applications. Biodata focuses on personal information and is less commonly used today. The resume is a brief, targeted summary of skills and experience suited for corporate job applications.

Common Interview Questions: The session covered frequently asked interview questions, such as "Tell me about yourself," "What are your strengths and weaknesses?" and "Where

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do you see yourself in five years?" Dr. Hasamnis provided strategies for framing answers to reflect both honesty and alignment with the job role.

Behavioral Questions: Students were introduced to the STAR (Situation, Task, Action, Result) technique to answer behavioral questions effectively, ensuring that they highlight relevant experiences in a structured way.

Presentation and Body Language: Dr. Kulkarni emphasized the importance of body language, eye contact, and voice modulation during interviews. He provided practical tips on how to appear confident and engaged, even under pressure.

Handling Tough Questions: The session also addressed how to tackle difficult questions, such as explaining gaps in employment or handling technical questions outside the candidate's expertise.

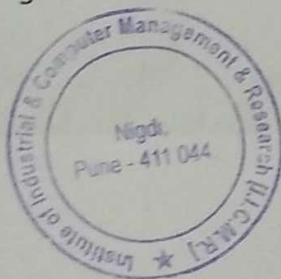
Mock Interviews: Students participated in mock interview sessions where they practiced answering questions in real-time. Dr. Kulkarni provided personalized feedback, helping them improve their communication skills and refine their answers.

5. Assessment of the Activity Outcomes:

The students showed significant improvement in their understanding of interview dynamics, from document preparation to tackling tough questions. They became more self-assured in presenting their qualifications and skills during interviews.

6. Feedback:

The feedback from students was overwhelmingly positive, with many praising the practical insights and mock interviews. Students rated the session on content relevance, speaker effectiveness, and applicability to real-world scenarios. The session received an overall rating of 4.5 out of 5.

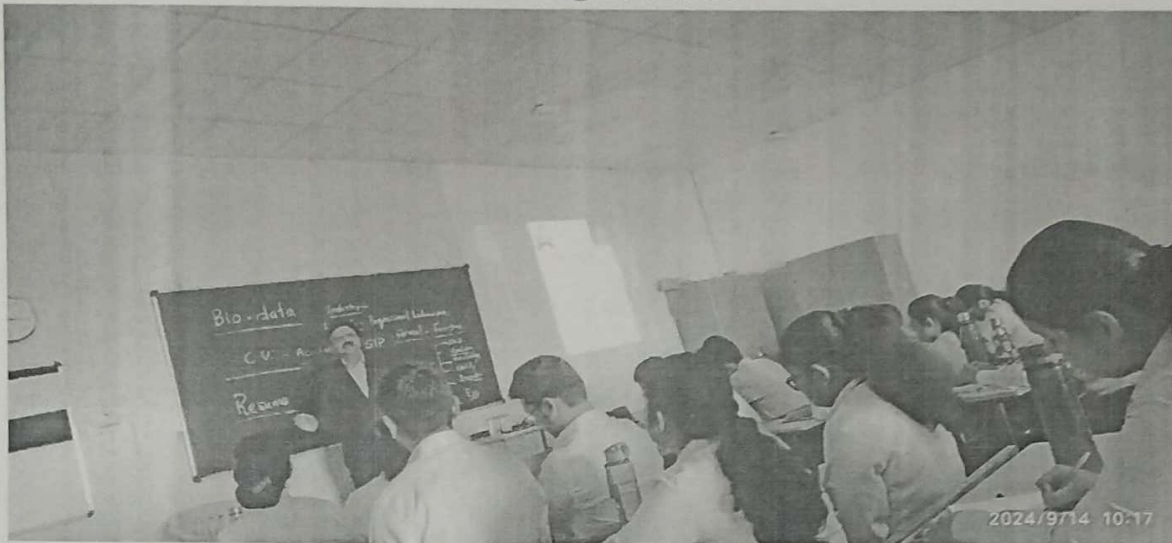




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