

Rayat Shikshan Sanstha's
Savitribai Phule Mahila Mahavidyalaya, Satara
Academic Year: 2018-2019

IQAC

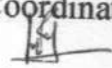
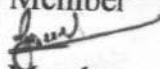
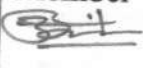
NOTICE

Students Development Programme (SDP)


04/08/2018

All the faculty members are informed herewith that, the IQAC has planned 'Student Development Programme', about some written and spoken communication skills under the guidance of Principal and as per the guidance provided by university through circular no. dated, 06/06/2018. Taking the need of specific training to the rural students' university has provided some guidelines to train them in English Communication. To achieve the goal following committees are formed to train the students at entry level (B.A, B.com, and B.C.A.). Specific units are assigned to them:

• **Resume writing**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	Smt.L.S.Patil	Coordinator 	<ul style="list-style-type: none">• One hour presentation• On how to prepare resume?• Workshop• Task of resume writing to the students.• Evaluation of progress by collecting resumes.
2.	Shri.Gaikwad P.V.	Member 	
3.	Shri.Phate A.A	Member 	

• **Report Writing**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	<u>Dr.V.K.Sawant</u>	<u>Coordinator</u> 	<ul style="list-style-type: none">• One hour presentation to each class.

2.	<u>Dr.Khedkar V.V.</u>	<u>Member</u> <i>Handwritten signature</i>	<ul style="list-style-type: none"> • Workshop. • Task on reports. • Evaluation through reports by students on study tour, field visit, bank visit, village survey.
3.	<u>Dr.Mohite R.V</u>	<u>Member</u>	

• **Proposal Writing**

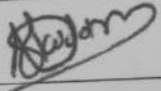
Sr. No.	Name of the faculty	Designation	Action to be taken
1.	<u>Dr.V.B.Nikam</u>	<u>Coordinator</u> <i>Handwritten signature</i>	<ul style="list-style-type: none"> • One hour presentation • Workshop on proposal writing • Work of proposal writing • Evaluation through proposals written by students.
2.	<u>Shri.Nikam M.S.</u>	<u>Member</u> <i>Handwritten signature</i>	
3.	<u>Shri.Nikam.S.B.</u>	<u>Member</u>	

• **Interview Technique**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	<u>Dr.Gharge S.S.</u>	<u>Coordinator</u>	<ul style="list-style-type: none"> • 1 hour PPT <i>Handwritten signature</i> • Do's, Don'ts of Interview • 1 day workshop • Practice session <i>Handwritten signature</i> • Evaluation through actual practice
2.	<u>Smt.Sawant M.B.</u>	<u>Member</u>	
3.	<u>Shri.Khamkar G.C.</u>	<u>Member</u> <i>Handwritten signature</i>	

• **Group Discussion and Presentation Skills**

Sr. No.	Name of the faculty	Designation	Action to be taken
1.	<u>Dr.Mrs.Aphale J.A.</u>	<u>Coordinator</u> <i>Handwritten signature</i>	<ul style="list-style-type: none"> • 1 hour PPT and Lecture on GD and presentation skills • Selected Topics should be assigned to students • Actual Practice
2.	<u>Shri.Dilip Pawar</u>	<u>Member</u> <i>Handwritten signature</i>	

3.	<u>Smt. Archana Kadam</u>	<u>Member</u> 	<ul style="list-style-type: none"> • Evaluation through students' participation, knowledge, skills and confidence.
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NOTICE

All the chairmen and members of concerned activities, have to submit their class wise schedule and action plan to IQAC coordinator in soft and hard copy before 10th August 2018 without fail. Kindly co-operate for Academic Quality Enhancement and continuous Evaluation for students' progress.


IQAC
Co-ordinator


Principal
 Savitribai Phule Mahila Mahavidyalaya
 SATARA.

Rayat Shikshan Sanstha's

Savitribai Phule Mahila Mahavidyalaya, Satara

A Guidance Session under Student Development Programme

Framed by IQAC

On

Interview Techniques

Resource Person : Mrs. Kadam A. S.

What are Interview Techniques?

Interviews range from conversations lasting a few minutes to several formal meetings, sometimes with more than one interviewer. Interview techniques cover all the basics you need to know to polish up your interview technique and ace a job interview. From checking out the company to sending an interview thank you note, make your meeting with the hiring manager a success from beginning to end.

Why it is required for students?

When you're interviewing for a job, the little things can make a big difference. Even a small mistake can cost you a job offer. Take the time to prepare so you can make the best possible impression at every job interview you go on. A job interview gives you a chance to shine. What you say and do will either move you to the next round of consideration for employment or knock you out of contention. With a whole host of advice on job interview techniques, students will be able to get interview ready – fast. Whether you're trying to figure out what the most common interview questions are, you want to know how to answer second interview questions, or you've got a competency-based interview coming up – you'll find everything you need to nail your interview training..

Details of activity

Name: A Guidance Session under Student Development Programme Framed by IQAC on Interview Technique

Date: 13/03/2019

Time: 11.30 p.m. to 12.30 p.m.

Objectives of Activity-

1. To give detail knowledge to students about ways to improve their interview techniques.
2. To aware students about ways to minimize interview stress.
3. To aware students about how to sell your qualifications and credentials to the hiring manager.
4. To give knowledge to students about preparation, research, practice these things are important for interview success.

Description of activity

- Mrs. Kadam A. S. Asst. Prof of B. C. A. Department conducted a guidance session on "Interview techniques" She said that A job interview gives you a chance to shine. What you say and do will either move you to the next round of consideration for employment or knock you out of contention. During a job interview, your ability to interact with the interviewer and articulate your thoughts are just as important factors in getting the job as the qualifications listed on your resume. She said that take some time before the interview to ensure your interview skill set is as ready as your resume. Interviews can be stressful, even if you're a pro who has gone on many of them. She explained techniques to avoid stress. It will make it much easier to manage the interview when you're not feeling stressed She said that prepare, research, practice, search vigorously, try to avoid negative thinking, focus on success these things are important for stress relief. She has explained different interview techniques. She expressed that Know the Facts, Focus on Listening, Thank Your Interviewer these things are important to improve your interview skills. She said that Preparation, punctuality, thinking before

you speak, speaking clearly and calmly, actually listening, being confident, expressing optimism, these things are important things to get hired . For interview success you have to make the best first impression. She said that you have to sell yourself to the interviewer for that you should have to carry yourself with confidence, watch your word choices, be specific , put your strengths on display, she also explained different ways to practice interviewing, ways to research a company. She said using your networking contacts is important thing. She explained most common interview mistakes to avoid like dressing inappropriately, arriving late, using your phone during interview, fuzzy resume facts, talking too much. She explained common interview questions.

Output

Student learned the concept of interview techniques and applied it practically by taking personal interviews of some students like Shrunali Ghag from BCAIII and Kiran Kambale from BCAIII

Photos:



Mrs. Archana S. Kadam guiding students on Interview Technique in presence of Mrs. Sawant M. B., Mr. Nikam S. R. , Mr. Gaikwad P. V.



Mrs. Archana S. Kadam guiding students on Interview Technique.


Organizing Faculty


IQAC Co-ordinator


Principal

Notice

Date : 8/1/2019

All the students from BCA (I,II,III) hereby informed that, a guidance session is organized on 'Group Discussion' Wed, 9th January 2019, at 2.30 p.m., in Hall No. 16, under the Student Development Programme framed by IQAC. All have to remain present without fail .

Resource Person: Dr. Mrs. Jayashri Aphale .


Principal

BCA-I - 

BCA-II

BCA-III



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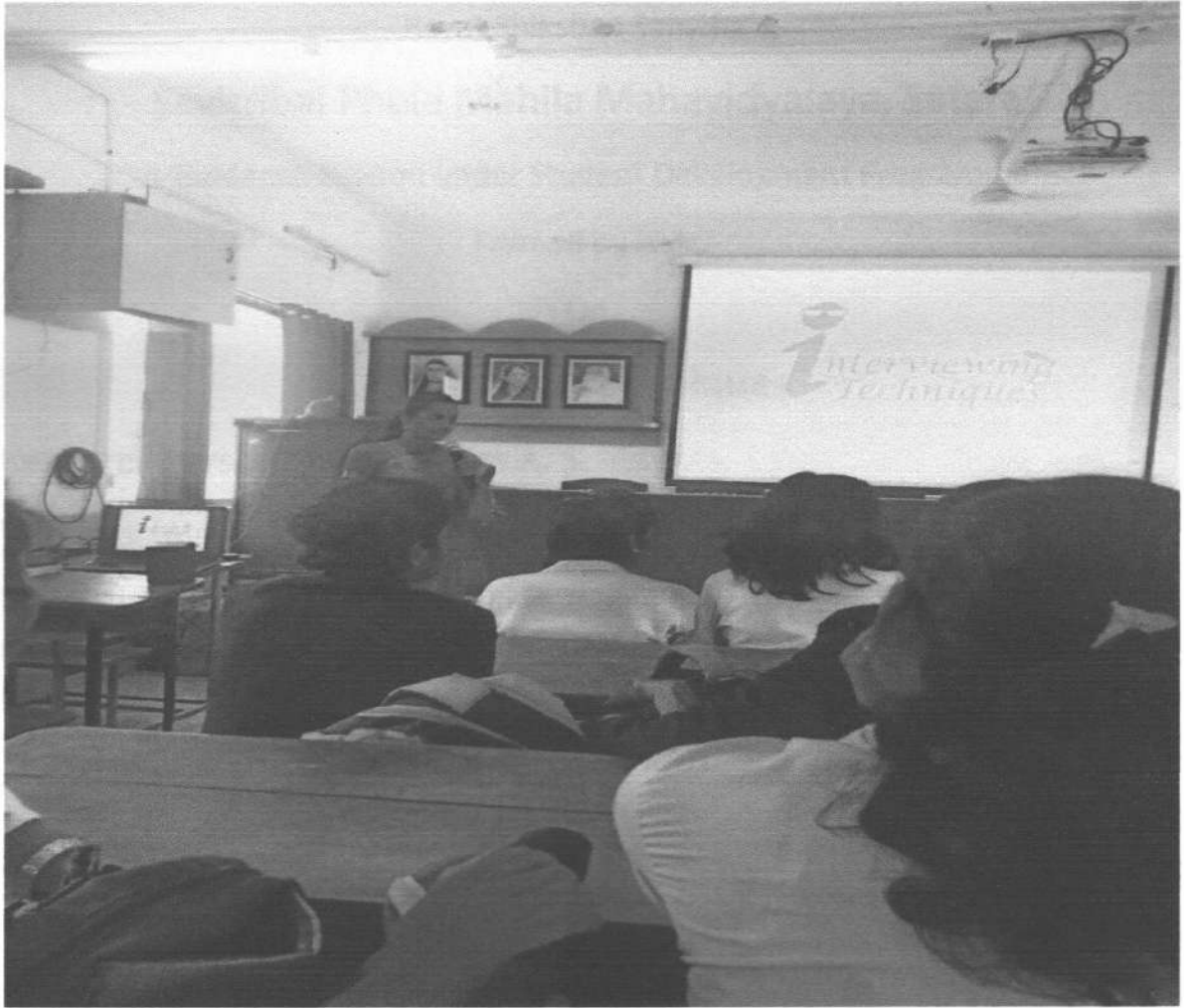
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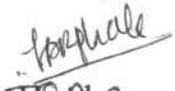


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