



Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College



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Mahaveer College of Commerce

(Affiliated to the University of Rajasthan)

Workshop On How to prepare for an Interview & Group Discussion

28th- 29th August,



ABOUT: How to prepare for an Interview & Group Discussion

To prepare for an interview and group discussion, start by researching the company and role to understand their values and expectations. Practice common interview questions and formulate concise, impactful responses. Highlight your skills and experiences relevant to the position. For group discussions, focus on developing clear, structured arguments and practicing active listening. Stay updated on current events and industry trends to contribute meaningfully. In both settings, demonstrate confidence, professionalism, and effective communication. Prepare questions to ask interviewers to show interest and engagement. Lastly, practice good body language and dress appropriately to make a positive impression.

SCHEDULE: 2-Day Workshop on How to prepare for an Interview & Group Discussion

Day 1: Topics	Day 2: Topics
Understanding Different Types of Interviews	Personal Branding
Research and understanding job	Confidence and Poise
Effective Verbal Communication and Non-Verbal Communication	Problem-Solving and Critical Thinking
Building Rapport	Adaptability and Flexibility

Neelima

IQAC
Co-ordinator
Shri Mahaveer College



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SHRI MAHAVEER COLLEGE
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A Report on “How to prepare for an Interview & Group Discussion” Workshop

NAME OF ACTIVITY: How to prepare for an Interview & Group Discussion

DATE & DURATION: 28th- 29th August, 2019

TYPE OF ACTIVITY: Workshop

ORGANIZER: Mahaveer College of Commerce, Jaipur.

EXPECTED OUTCOMES:

CO1: Students will be able to learn Interview Techniques

CO2: Students will be able to Enhance Communication Skills.

CO3: Students will be able to Develop Soft Skills.

2-Day Workshop on How to prepare for an Interview & Group Discussion

Day 1: Topics	Day 2: Topics
Understanding Different Types of Interviews	Personal Branding
Research and understanding job	Confidence and Poise
Effective Verbal Communication and Non-Verbal Communication	Problem-Solving and Critical Thinking
Building Rapport	Adaptability and Flexibility

MAPPINGS WITH PO&PSO: Mapping Levels: 1- Low, 2- Moderate, 3- Strong

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	-	-	-	-	3	-	-	-	-	-	-	-	2	3	2
CO2	-	2	-	-	-	-	-	-	3	-	-	-	3	3	2
CO3	-	-	-	-	-	-	-	-	-	-	-	3	2	3	2

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NOTICE

Date: 21/08/2019

We are pleased to announce through this notice that a two day workshop entitled “**How to prepare for an Interview & Group Discussion**” will be organized on 28th & 29th August 2019. Participants are required to register themselves. Certificates will be issued to the registered participants.

Dr. Ravi Sharma
Principal
Mahaveer College of Commerce

Neelima
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Co-ordinator
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FLYER/POSTER:



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Workshop On How to prepare for an Interview & Group Discussion

28th- 29th August,



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ABSTRACT OF THE SESSION: MCC organized a workshop on ‘How to prepare for an Interview & Group Discussion Workshop’ on 28th- 29th August, 2019. The main objective of this workshop is to prepare students for an interview and developing a strong personality involves a multi-faceted approach. Gain knowledge about various interview formats (e.g., behavioral, technical, panel, case, stress interviews) and how to approach each type. Develop skills in researching companies, understanding job descriptions, and tailoring responses to align with the company's values and job requirements. This includes how to create a strong personal brand through resume building, LinkedIn profiles, and personal websites that highlight strengths and achievements, improve clarity, tone, and articulation in spoken language to convey confidence and professionalism. In this workshop the participant will be able to adapt to changing circumstances and show resilience, which are highly valued in dynamic work environments.

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GLIMPSES:



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LIST OF PARTICIPANTS:

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40	Kashish Suresh Khanchandani	SMC01BADM040	BBA I	kashmitasuresh@yahoo.com



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ATTENDANCE SHEET:

S. No.	Name	College Name	Signature
1	Akshat Soni	Mahaveer College of Commerce	Akshat
2	Akshu Jangid	Mahaveer College of Commerce	Akshu
3	Ananya Khurana	Mahaveer College of Commerce	Ananya
4	Anmol Singh Chouban	Mahaveer College of Commerce	Anmol
5	Anna Sharma	Mahaveer College of Commerce	Anna
6	Anushka Bhargava	Mahaveer College of Commerce	Anushka
7	Apeksha Agarwal	Mahaveer College of Commerce	Apeksha
8	Apoorv Kalla	Mahaveer College of Commerce	Apoorv
9	Aryan Sain	Mahaveer College of Commerce	Aryan Sain
10	Aryan Sharma	Mahaveer College of Commerce	Aryan Sharma
11	Ashpreet Singh	Mahaveer College of Commerce	Ashpreet
12	Ashutosh Pareek	Mahaveer College of Commerce	Ashutosh
13	Ayush Patel	Mahaveer College of Commerce	Ayush
14	Bilal Qureshi	Mahaveer College of Commerce	Bilal
15	Charandeep Singh	Mahaveer College of Commerce	Charandeep
16	Chinmay Sogani	Mahaveer College of Commerce	Chinmay
17	Chirag Gupta	Mahaveer College of Commerce	Chirag
18	Deeptik Rajoria	Mahaveer College of Commerce	Deeptik
19	Dev Kapoor	Mahaveer College of Commerce	Dev
20	Devansh Guliyani	Mahaveer College of Commerce	Devansh
21	Devesh Koolwal	Mahaveer College of Commerce	Devesh Koolwal
22	Divyansh Sharma	Mahaveer College of Commerce	Divyansh
23	Divyanshi Sharma	Mahaveer College of Commerce	Divyanshi
24	Farhan Khan	Mahaveer College of Commerce	Farhan Khan
25	Ganesh Sharma	Mahaveer College of Commerce	Ganesh
26	Gautam Bihani	Mahaveer College of Commerce	Gautam Bihani
27	Gautam Jaipuria	Mahaveer College of Commerce	Gautam
28	Harsh Kushwaha	Mahaveer College of Commerce	Harsh
29	Harsh Pareek	Mahaveer College of Commerce	Harsh
30	Harsh Sharma	Mahaveer College of Commerce	Harsh
31	Harshita Bansal	Mahaveer College of Commerce	Harshita
32	Hemangi Sharma	Mahaveer College of Commerce	Hemangi
33	Hemant Sharma	Mahaveer College of Commerce	Hemant
34	Himanshi Agarwal	Mahaveer College of Commerce	Himanshi
35	Himanshu Jhamtani	Mahaveer College of Commerce	Himanshu
36	Ishu Agarwal	Mahaveer College of Commerce	Ishu
37	Jai Sharma	Mahaveer College of Commerce	Jai Sharma
38	Jatin Bathija	Mahaveer College of Commerce	Jatin Bathija
39	Kanika Gaur	Mahaveer College of Commerce	Kanika
40	Kashish Suresh Khanchandani	Mahaveer College of Commerce	Kashish

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FEEDBACK ANALYSIS:

WORKSHOP FEEDBACK ANALYSIS								
Sr.no	Attributes	Total Feed Back	Total Feed Back- 40					Remark
			>80% Objective Achieved, 60 to 79 %- Satisfactory, Below 60%, Need improvement					
1	Do you think workshop was useful for you?	40	Yes	No	Partial	---	---	Remark
			38	0	2	0	0	Objective Achieved (86.67%)
			86.67	0.00	13.33	0.00	0.00	
2	Did you receive all the information about prepare for an Interview & Group Discussion?	40	Yes	No	Partial	---	---	Remark
			39	0	1	0	0	Objective Achieved (93.33%)
			93.33	0.00	6.67	0.00	0.00	
3	Did you find the interactive activities engaging and helpful in prepare for an Interview & Group Discussion?	40	Yes	No	Partial	---	---	Remark
			40	0	0	0	0	Objective Achieved - Outstanding & Excellent (100%)
			100	0	0	0.00	0	
4	Do you feel more confident in practicing prepare for an Interview & Group Discussion after attending the workshop?	40	Yes	No	Partial	---	---	Remark
			40	0	0	0	0	Objective Achieved (100%)
			100	0	0	0	0	
5	Overall experience about the Session	40	Outstanding	Excellent	Good	Average	Satisfactory	Remark
			38	1	1	0	0	Objective Achieved - Outstanding (86.67%)
			86.67	6.66	6.67	0	0	

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SAMPLE CERTIFICATE:



Mahaveer College of Commerce

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Present this

CERTIFICATE OF PARTICIPATION

to

This is to certify that Akshat Soni of Mahaveer College of Commerce has successfully completed the 2 day workshop on “How to prepare for an Interview & Group Discussion” held on 28th- 29th August, 2019. He / She demonstrated a strong commitment to enhance their skills and developing their knowledge.

Dr. Simmi Choyal
Coordinator

Dr. Ravi Sharma
Principal
Mahaveer College of Commerce

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