

Table 1: Guidance for Competitive Examination related activities during the AY 2021-22

Sr	Date	Resource Person	Topic
1	15/03/2022	Siddharth Prabhakar Founder,Celebrity Schools Corporate Trainer	Group Discussion and Interview skills for MBA Students
2	16/03/2022	Siddharth Prabhakar Founder,Celebrity Schools Corporate Trainer	Resume Writing



15th March 2022

The Director
AIMBA,
Sangamner

Subject: Report on Group Discussion and Interview skills for MBA Students

Dear Sir,

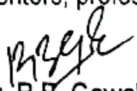
I am delighted to present a report on the importance of group discussions and interview skills for MBA students. The industry expert, motivational speaker and corporate trainer Mr. Siddharth Prabhakar conducted the session on 15th March 2022. This report aims to highlight the significance of these assessment methods in the recruitment process and provide insights into effective preparation strategies for MBA students.

1. Introduction: Rainer explained the role of group discussions and interviews in the selection process for MBA students. He discussed how these assessment methods evaluate candidates' communication skills, problem-solving abilities, teamwork, leadership potential, and overall fit for the organization.

2. Group Discussion: Explained the purpose and format of group discussions in the recruitment process. He discussed the key skills evaluated during group discussions, such as: a. Communication Skills: The ability to express ideas clearly, listen actively, and engage in meaningful discussions. b. Critical Thinking: Analyzing information, evaluating different perspectives, and forming logical arguments. c. Collaboration and Teamwork: Working effectively with others, respecting diverse opinions, and contributing to the group's success. d. Leadership Potential: Taking initiative, guiding discussions, and motivating the group towards achieving common goals. e. Problem-Solving: Identifying and addressing challenges, proposing innovative solutions, and demonstrating adaptability.

3. Interview: Outlined the importance of interviews as a selection tool and discuss the different types of interviews, such as: a. Behavioral Interviews: Focus on past experiences and behaviors to assess candidates' competencies and fit for the role. b. Technical Interviews: Evaluate candidates' knowledge and expertise in specific areas related to their field of specialization. c. Case Interviews: Present candidates with real or hypothetical business scenarios to assess their problem-solving and analytical skills. d. Panel Interviews: Involve multiple interviewers from different departments or levels of the organization to assess candidates from various perspectives.

4. Preparation Strategies for MBA Students: Provided practical tips and strategies for MBA students to prepare for group discussions and interviews: a. Research the Company: Gain a comprehensive understanding of the organization, its values, culture, and industry trends. b. Develop Industry Knowledge: Stay updated on current business affairs, industry trends, and emerging technologies. c. Practice Group Discussions: Engage in mock group discussions to improve communication skills, active listening, and critical thinking. d. Enhance Interview Skills: Practice common interview questions, prepare concise and impactful responses, and demonstrate confidence and professionalism. e. Reflect on Experiences: Identify relevant experiences from academic projects, internships, or extracurricular activities that demonstrate leadership, problem-solving, and teamwork. f. Dress Professionally: Dress appropriately for interviews, reflecting a professional and polished image. g. Seek Feedback: Request feedback from mentors, professors, or industry professionals to improve interview performance.


Dr. R.B. Gawali
Coordinator-Learning & Development

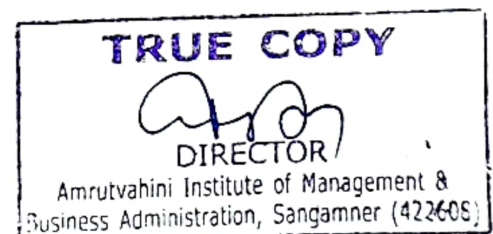
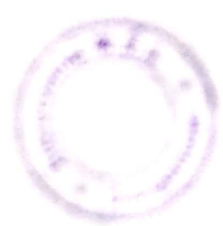


Table 1: Contents for Consistency Examination (based on status change) of 1991-92

Sl. No.	Date	Documents/Returns	Type
1	12/03/02	Contract / Agreement Transfer / Sale, Gift, etc. Corporate Taxes Dividend / Interest	Single / Multiple and / or other Returns
2	10/03/02	Transfer / Sale, Gift, etc. Corporate Taxes	Income History



16/03/2022

To,
The Director
AIMBA,
Sangamner

Subject: Report on Resume Writing Workshop

Dear Sir,


I am pleased to present a report on the "Resume Writing" workshop conducted by our institute on 16/03/2022. The workshop aimed to provide participants with the knowledge and skills necessary to create effective and impactful resumes that would enhance their job prospects and career advancement.

1..Objectives: Outlined the objectives of the resume writing workshop, which include: a. To educate participants about the importance of a well-crafted resume in the job application process. b. To provide guidance on structuring and formatting a resume to highlight key qualifications and achievements. c. To enhance participants' understanding of resume best practices and current trends in the job market. d. To equip participants with the skills to effectively tailor their resumes for specific job opportunities. e. To provide practical exercises and feedback to help participants improve their existing resumes.

3.Workshop Content: Summarized the key topics covered during the resume writing workshop which include: a. Resume Basics: Introduction to the purpose, components, and structure of a resume. b. Resume Types: Differentiate between chronological, functional, and combination resume formats and when to use each. c. Resume Sections: Guide participants on the essential sections to include in a resume, such as contact information, professional summary/objective, work experience, education, skills, and achievements. d. Resume Formatting and Layout: Provide guidelines on font selection, font size, margin settings, and overall visual appeal. e. Tailoring for Job Applications: Explain the importance of customizing resumes for specific job opportunities and provide strategies for aligning qualifications with job requirements. f. Writing Effective Bullet Points: Teach participants how to write concise and impactful bullet points that highlight accomplishments and quantify achievements. g. Incorporating Keywords: Emphasize the significance of incorporating relevant keywords in resumes to pass through applicant tracking systems (ATS). h. Proofreading and Editing: Stress the importance of thorough proofreading and editing to ensure error-free resumes. i. Cover Letters and Application Packages: Discussed the role of cover letters and how to align them with resumes for a comprehensive application package.

4.Workshop Delivery: Mr Siddharth Prabhakar used insightful presentations, interactive discussions, hands-on exercises, and individual and group activities. He highlighted case studies, gave real-life examples and sample resumes used to illustrate concepts and best practices. Emphasize the engagement and participation of the attendees during the workshop.

5.Participant Feedback: Participants expressed their satisfaction towards the end of workshop. They also shared their experiences about resume writing and thanked Mr Siddharth Prabhakar for his valuable guidance during workshop.


Dr. R.B. Gawali
Coordinator-Learning & Development

