

Awareness Programme
On
“Preparing for Interview”



Government Polytechnic

RAJKOT

For Final Year Students of Diploma Engineering

Date: 6th August 2016



Principal Dr.P.P.Kotak delivering Inaugural Address to students in presence of all Heads of various Dept.

Programme Detail

With the blessings of institute principal Dr.P.P.Kotak and under his guidance Training & placement Department of Government Polytechnic –Rajkot has organised an Awareness programme on subject "Preparing for interview" for students of final year Diploma Engineering. It has been observed that the students are bit weak in facing interview due to their poor communication skills as well as lack of awareness about the process of interview. Purpose of this programme is to make them aware about all advance preparation to be done as well as expected questions. Behavioural part is very important at the time of facing interview. Thus to be good in behaviour it is necessary to mold their personaity and make it pleasant. Arranging such programme in semester-5 is helpful to them in getting time to improve their overall personality. Dr.D.H.Ahir – Senior faculty member from EC-Department of this institute and Associate Dean of Gujarat Technological University for zone-4 has designed whole program and delivered to students being a resource person of this event. He has

divided whole program in 5 –steps . Around 250 students have participated in the programme and they have found this event very much useful in building their career in coming days. Very interactive way he has guided all students taking almost 3-00 hours in delivery of all topics.

CONTENTS OF PROGRAMME

1. Searching for Job

From where to search the Job ?
Preparing Resume & Methodos to search Job

2. Knowing About Organisation

Information Gathering On organisation

3. Prior to Interview

Developing Communication Skill & pleasant personality
Preapring for response on expected questions , Rehersal

4. On the Day of Interview

Dessing up for Interview
Reaching in Time
Facing Interview , Do's and Don'ts
Following Interview tips After Interview

5. After Interview





Inauguration

Principal's Words at the Inaugural speech

The Institute Principal along with all Head of the various Departments remained present at the Inaugural ceremony of this event. During his speech principal Dr.P.P.Kotak has thrown light on the reforms going on at the institute to build a strongly active academic environment at the institute. He appealed all students to come forward with their requirement and ideas so that accordingly experts can be invited and similar programmes can be arranged to fulfil the need. He has also appreciated presence of students in such a good mass.

Excitement among students is Observed at the event

The whole Auditorium was full and some of the students were observed seating on the floor. It has reflected that their was a "will" to attend the programme. The event anchor Shri.N.R.Suchak , TPO has given outline of this event at beginning .Shri. A.R.Avlani , Member training & Placement cell has paid vote of thanks at the end of the Inaugural ceremony and handed over whole 3 Hour session to resource Person Dr.D.H.Ahir . Senior faculty member Shri.D.G.Trivedi and Dr.Raviraj Raval along with all T & P team remained present till the end of the 3- hour session and motivated students by their presence.

Resource Person

Dr. D.H Ahir has conducted many programmes for students and teachers on various topics of soft skills from Communication Skills to Developing Desirable attitudes and contributory personality development. He has imparted pedagogical training programmes to the fresh technical teachers of Gujarat. In his journey as Resource person this is one more programme added where he addresses almost 250 students of this institute on subject "Preparing for Interview". The programme was conducted at the institute Auditorium in the presence of all HODs and senior Teachers of the institute. The Institute principal Dr.P.P.Kotak has appreciated this initiative and effort during his inaugural speech. He said that he is very keen to give series of academic programmes to students expecting the response from students to come forward with their requirement in coming days.



|| Thanks to all for making this programme a grand success ||