



Title of the Workshop: Workshop on CV writing, Grooming, GD and Interview on Grooming

Details of the Coordinator: Dr. Saman Afroz (Convenor JPC) & Mr. Sameer Mohite (Faculty incharge, JPC)

Date: 10 Jan 2022, Monday

Time - 01:34 Pm to 04:07 Pm, Break - 07 Mins

Platform - Microsoft Teams.

Objectives of the Envisaged Project

1. To learn skills for appearing in GD and Interviews both offline and online.
2. To methodically write our CV using standard format.
3. How to take care of oneself and make oneself more presentable.
4. The art of dressing up appropriately as per the occasion.
5. To learn appropriate behavior and manners.

Details on the Collaborating Organization/ Facilitators / Resource Persons

Resource Person – Mr. Adrian Rosario, Free Lance Consultant

- Over 30 years of work experience – 12 years in the IT sector and 18+ years in HR, Training and Education.
- Management Faculty – teaching various subjects at several institutes in Mumbai, etc.
- Trainer for corporates, NGOs, hospitals and educational institutions
- Former Dean of the Xavier Institute of Management, Mumbai
- Visiting Faculty at Nirmala Niketan College of Social Work, teaching Management of Non-profit Organizations (MNPO) from 2004 – 2016.
- Was at IBM India in the HR Department, responsible for Diversity Communications and Special Events across India.
- Trained at the Center for Creative Leadership (CCL) in the USA (2008)
- HR Consultant to a few medium-sized organizations
- Virtual Coach for middle-level managers.

Details of the Participants [Attach Attendance List as Annexures]

64 students of MSW-2 and BSW-3 of College of Social Work, Nirmala Niketan – Mumbai attended the workshop. Their names are attached in Annexure.

Synoptic Overview of the Contents of the Workshop

The session started with Mr.Adrian talking about his background and his years of experiences and skills and suggested students to keep the video on whenever possible and also to ask questions with their video on. Mr.Adrian further divided the session into following parts :

- Get Bio data in place.
- Pre- interview preparation.
- Grooming.
- Group Discussion.

Getting our Bio Data in place

Setting up the Bio data was further divided into Four sections wherein the first section included the personal details and the proper format of the bio data which needs to be set to size 12 and font - Times new Roman.Also suggested that we do not use colored fonts, or of any excel sheet and also not to include any family background or family qualification. The second section included educational details and to put it in a table form which would make the interview to understand better and to put it in a format wherein the latest qualification to be the first one followed by the previous ones. The third section includes our Work experiences which also needs to be set with the latest work experience to be kept first followed by previous ones. Even if we have done any Volunteering work we need to mention that in our Bio Data and that we need to keep it brief but not too much unwanted data needs to be shared. The last section of the Bio data depends on person to person wherein the person can mention their Hobbies and other achievements but not to mention any of such data that can be questionable.

Pre-interview preparation.

Mr.Adrian also informed us that we need to check our Bio data once again before the interview and that we need to keep all our documents even on the 10th and 12th. We need to read and know about the NGO or organization that we are applying to and also find information about the data that we are applying to.

Grooming

Mr. Adrian informed us that First impressions always matter and that whenever we are going for an interview we need to understand that they are not only looking at our biodata but also looking at us - the way they have groomed ourselves and that we have to focus on what we wear majorly on the choice of colors and the accessories we choose.

During an Interview

We need to focus on how we treat any small or big person we see at our interview place and that we need to be polite and take control of our attitude and that our body language matters and it is important to maintain a confident body language and not an arrogant one . Mr. Adrian also informed us the types of questions that can be asked during an interview and informed us that we need to focus on the data that we give out so that unwanted questions won't be asked to us .

Mr.Adrian further gave us references of websites through which we can check out different organizations and check out jobs that are available in the market . He further informed us the importance of Group discussion and how a group discussion happens and the do's and don'ts of the group discussion that one must focus on. Later a mock discussion was taken by Mr.Adrian to teach students how a GD works and how we can keep the discussion going on.

Feedback:

Participants

Asking relevant questions, involving themselves on a mock GD to understand better, students are informed that they have new and relevant information on how to write their own Bio data and how to prepare themselves for an interview.

Coordinators:

The topics were well covered. Students gather a lot of information regarding preparing a CV and appearing for GD and interview.


Annexures

	List of Participants
1.	Abhishek Ashok Khilari
2.	Adrian Rosario (Guest)
3.	Agnel Cherapparamben
4.	Agnes Mariyam Anne
5.	Akshay Gawali
6.	Alisha Khilare
7.	Anita Chaudhary
8.	Annette Zacharia
9.	Anwasha Sinha Chowdhury
10.	Arshak Babu P P
11.	Ashwati Menon
12.	Babita Yadav
13.	Benedict Antony
14.	Chionia Dsouza
15.	Deeksha Sharma
16.	Deepashree Joshi
17.	Devika Singh

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	List of Participants
18.	Firdaous Shaikh
19.	Gayatri Dhargalkar
20.	Hemangi Anil Sawant
21.	Jayati Sinha
22.	Josna Joy
23.	Joyce Jestin Thekkumthala
24.	Ketaki Vithal Jadhav
25.	Kirti Kamble
26.	Komal Sanjay Watambale
27.	Leo Joseph
28.	Mayuri Ganesh Jadhav
29.	MEETA SAPRE VIKRANT
30.	Nikita Gawli
31.	Nilesh Madhukar Rathod
32.	Nimisha Jadhav
33.	Ninad Nikhilkumar Pandya
34.	Nishita Jinendra Bothra
35.	Nitin pawar
36.	Om Balasaheb Hase
37.	Paavani Asthana
38.	Prajakta Shankar Hardas
39.	Pranoti Rajendra Dharankar

	List of Participants
40.	Princellia Christopher Dsouza
41.	Rakhee Shantaram Borade
42.	Rhea Dcruz
43.	Rini Lawrence Panenkaden
44.	Roshni Ranjit Lakra
45.	Saman Afroz
46.	Sarika D'Souza
47.	Savio Ponnachan
48.	Shrikant Sahebrao Kate
49.	Shruti Harishchandra Monde
50.	Shruti Pravin Kulkarni
51.	Shruti Rokde
52.	Shubhangi Waghalkar
53.	Sindhuja Tiwari
54.	Snehal Pawar
55.	Suhaj Shid
56.	Suprita Dutta
57.	Supriya Nandkumar Surywanshi
58.	Sweta Bhanushali
59.	Tanaya Pushkar Wagh
60.	Tanishka Thokle
61.	Tanvi Rane



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	List of Participants
62.	Tanvi Ravrani (Guest)
63.	Varsha Zine
64.	Vijay Donke NN (Guest)