



EVENT

COMPLETION

REPORT

Please prepare the report signed by the program Secretariat/Program coordinator within 10 days of event completion for record. Reports should be 2-4 pages.

SECTION A: Event Detail

Event title:	How To Face in Personal and Online Interview		
Starting date of event:	09 may 2020	Duration of Event (in days)	1
Name of the event organizing School	SAHS(School Of Allied Health Sciences)		
Name of the event organizing Department	Radiology		
Sponsor of the Event (Sharda University in case of internal sponsorship)	NA		
Committee Members:	Convener	Prof (Dr)Yogesh Tripathi (Dean)	
	Coordinator	Ms.Bushra Khan (Assistant Professor)	
	Secretary	NA	
Chief Guest/ Guest of Honor with affiliation (If any)	Speaker	Mr.Prasenjit Sinha (Sr Manager)	
Name of Speaker/s with affiliation (If any)	-	Email: prasenjit.sinha@sharda.ac.in	
		Contact No: 91 9891445718	



SECTION B: Event report and reflection

1. Event objectives-

The most delicate aspect of the selection procedure is interview. The information about the candidate which cannot be obtained from the application blank, tests and group discussion can be obtained if the interview is planned well in advance and is conducted by the interviewer tactfully.

The candidate becomes aware of essential facts about the job and the organisation- providing him an opportunity to decide whether to join or not. The process of interview cultivates goodwill towards the concern irrespective of the fact whether the candidate makes it to the last stage of selection or not. The interviewer may follow structure pattern similar to the application form.

- Verifies the information obtained through application form and tests.
- Gives the candidate necessary facts and information about the job and the organization
- Helps establish mutual understanding between the company and the candidate and build the company's image.

2. Event description:

Program on “**How to face interview in personal and Online**” was conducted by School of Allied Health Sciences (SAHS), Sharda University on 09-05-2020 at 12:00 pm to 04:00pm. Prof (Dr) Yogesh Tripathi, (Dean SAHS) was the convener and Ms Bushra Khan (Assistant Professor, Radiology department, SAHS) was the organizing secretary of this webinar. The speaker was Mr. Prasenjit - Senior manager, Sharda Skills, Sharda University Greater Noida, Uttar Pradesh. Live webinar was attended by more than faculties (Associate Professor, Assistant Professor & Tutor) and more than students (both UG & interns) of various schools of Sharda University. She provided knowledge and importance of facing interview c professional level. She also enlighten the importance of below mentioned heads:

Participants (compulsory for events):

S. No	Total Participants	Number of Male	Number of Female
	112	66	46

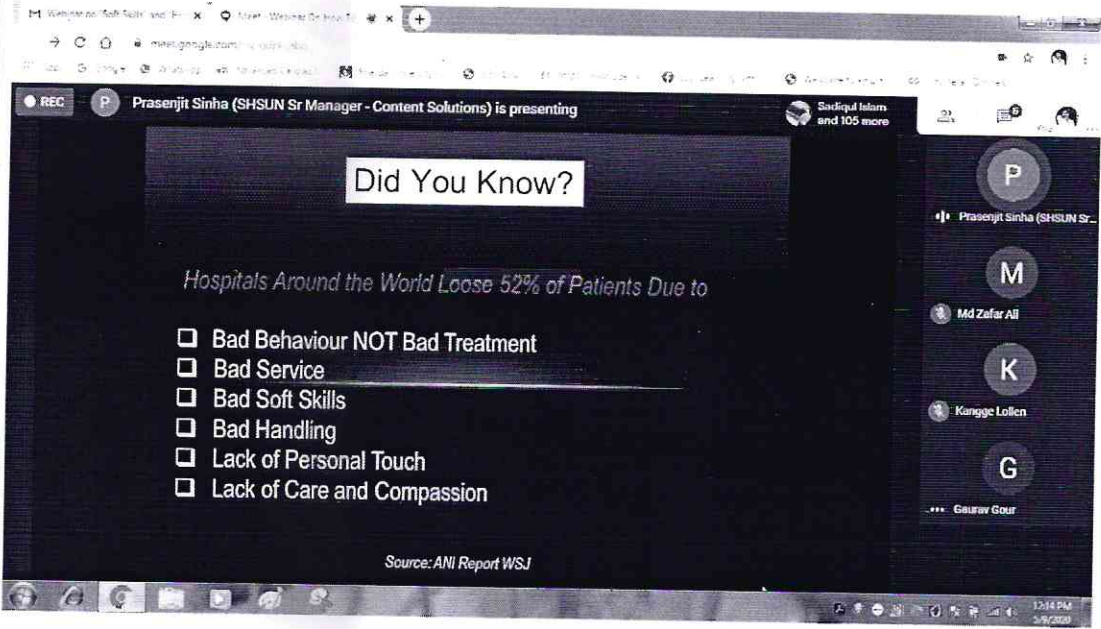
3. Budget distribution from University/any other agency: NIL

4. Appendices

Please attach the following details in the report (**DON'T SEND ANY OTHER ATTACHMENTS**)



Note that the participant contact list is a mandatory requirement .

Appendices	
1	Participant contact List
2	<i>Participants feedback on the organized program.</i> Question answer session of speaker with participants (both students & faculties) and student problem solving approach of speaker with live and current scenario related examples are the best moments of the webinar.
3	Event Agenda- To Provide knowledge about how face interview and what things should be kept in mind during facing interview
4	<i>Photos of the events</i>  <p>The screenshot shows a Google Meet interface. The main content is a presentation slide with the title "Did You Know?". Below the title, it says "Hospitals Around the World Loose 52% of Patients Due to" followed by a list of five reasons, each with an unchecked checkbox: "Bad Behaviour NOT Bad Treatment", "Bad Service", "Bad Soft Skills", "Bad Handling", "Lack of Personal Touch", and "Lack of Care and Compassion". At the bottom of the slide, it says "Source: ANI Report WSJ". The right side of the screen shows a list of participants with initials: P, M, K, G.</p>
5	Web sites link (If created): https://meet.google.com/rvv-gdck-nbp?hs=122
6	Other information (If Any) Event Recording as well: https://drive.google.com/file/d/1w08mk5Tg49qfBw39CQhOqlj96w8Nrcv4/view?usp=s haring



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