



SHARDA
UNIVERSITY
Beyond Boundaries

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:	Workshop on Interview Skills Development		
Starting date of event:	5/4/2018	Duration of Event (in days)	1
Name of the event organizing School	School of Basic Science & Research		
Name of the event organizing Department	Mathematics		
Sponsor of the Event (Sharda University in case of internal sponsorship)	NA		
Committee Members:	Convener	Prof. R. C. Singh (Dean, SBSR)	
	Coordinator	All Faculty of Mathematics Department	
	Secretary	NA	
Chief Guest/ Guest of Honor with affiliation (If any)	Email: NA Contact No:		
Name of Speaker/s with affiliation (If any):	Dr. Sujatha Singh Sharda University, Greater Noida		

School of Basic Science and Research
Sharda University, Greater Noida, India

SECTION B: Event report and reflection

1. Event description:

Event Description : ‘Workshop on Interview skills Development’ for final year students of B.Sc. and M.Sc. (Mathematics & Physics). In this workshop students trained on the following modules:

Module 1 – CV Writing -Formats, Outlines, Objective Setting, Do’s and Dont’s, Sample Sharing and the post-workshop task of individual CV writing.

Module 2 – Personal Branding-The Three V’s of Impression Management-Visual, Vocal and Verbal elements, Grooming, Dressing and Appearance, Body Language essentials, Basic Interview Etiquette.

Module 3 – Interview Handling Skills-Typical Interviewer Expectations, How to Answer the Top 5 Questions Successfully,

At the ends of the session, students are supposed to submit their individual Action Plans.

1. Participants (compulsory for events):

S. No	Total Participants	Number of Male	Number of Female
	26	19	7

2. Budget distribution from University/any other agency: NA

3. 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 .

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List of Participant

2017011694	170797079	Shivi .
2017015099	170797084	Suchitra Chauhan
2017014208	170797024	Ghanshyam Singh
2017013818	170797067	Rupesh Kumar
2017013106	170797092	Vishal Chauhan
2017013096	170797087	Tejaswini Chauhan
2017012764	170797091	Varsha Singhal
2017011408	170797037	M Abhinav Iyer
2017011255	170797076	Sharda Mishra
2017010008	170797001	Aakash .
2017008514	170797077	Shivam Singh
2017008346	170797027	Himanshu .
2017007934	170797093	Vishwadeep Singh
2017006150	170797016	Anubhav Tyagi
2017005670	170797041	Md. Arif
2017005245	170797007	Akash Yadav
2017005093	170797090	Vanlalthazuala .
2017005074	170797051	Mulder Vanlalruata
2017004707	170797059	Prani Sachan
2017004476	170797002	Aaryaman Upadhya
2017003923	170797070	Sandeep Kumar
2017001341	170797083	Somdutt Sharma
2018012618	180716007	Vincent Forson
2018013403	180716006	Slashi Leel
2018005313	180716004	Rohit Kumar
2018013138	180716002	Mohit Kumar Sharma

- 1.Prof. U.V. Balakrishnan
- 2.Dr. Khursheed Alam
- 3.Dr. Sangeeta Gupta
- 4.Dr. Sweta Srivastav
- 5.Dr. Shahid Baboo
- Dr. Anshu Kumar
- 6.Dr. Richa Sharma
- 7.Dr. Alpna Mishra



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Agenda

Event Objectives

: Objective of the workshop to trained the students for interviews.

Nidhi Sahni

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