

EVENT REPORT

Sl. No	Details of the Event	
1	Department	Mechanical Engineering
2	Activity (Seminar / Workshop / Conference / FDP / Guest Lecture / Competitions / Sports / Cultural / Exhibition / Cultural Programme/Others (Please specify))	Guest Lecture
3	Title of the Event	Guest Lecture on Resume Writing and Interview Presentation
4	Geographical College (State Level / National Level / International Level / College Level / Department Level / Inter Collegiate / Inter Department / Village Level / Town level)	Department Level
5	Theme of the Event	To enhance the students to prepare their resume
6	Date / Duration	28.07.2023/ 11 am to 12.30 pm
7	Mode of Delivery	Off line
8	Total Expenditure	0
9	Funding Agency (ies) (Attach Sanction Letter)	Department Approval attached herewith
10	Sponsor (s)	Nil
11	Total No. of Participants (Attach list of Participants/Attendance details)	43
12	Publication Type (Proceedings / Edited Book / Technical Note / Handout / Others) (Attach Sample copy)	NA
13	Publication Title with ISBN	NA
	i) No. of Articles Received	
	ii) No. of Articles Published	
	iii) No. of Articles Presented	

14	Joint Organizer	
15	Resource Persons / Chief Guest / Session Chair with Designation and Official Address (with Phone No. and Email)	Mr.Indrajit, MD, Surgical Pharma <i>copy name</i>
16	Organizing Secretary / Coordinator Name Designation and Official Address	Co -Ordinator - Mr.B.K.Parrthipan AP/mech Mr.A.Sankaranarayana murty AP/Mech
17	Attach the Invitation/Brochure/Circular/Approval letters	Yes (Invitation and Approval copy Attached herewith)
18	Attach Photos (geotagged)	Photo Attached .
19	Programme Summary / Short Description of the Activity:	Yes (One page write up attached herewith)
20	Feedback Analysis Report and Action Taken (If any)	Students feed back attached herewith

B.K. Parrthipan
Organizing Secretary / Coordinator

J. S. J. 14 Gyl
08/08/23
HoD / Convener

G. P. Raji
IQAC Coordinator 09/08/2023

S. G. Gental
PRINCIPAL

Dr. T. Pandiselvi, M.E., Ph.D.,
Coordinator
Internal Quality Assurance Cell
KAMARAJ College of Engineering and Technology
(Autonomous)
S.P.G. Chidambara Nadar - C. Nagammal Campus
S.P.G.C. Nagar, K. Vellakulam - 625 701
(Near VIRUDHUNAGAR)

Dr. S. GENTAL, M.E., Ph.D.,
PRINCIPAL
KAMARAJ College of Engineering and Technology
(Autonomous)
S.P.G. Chidambara Nadar - C. Nagammal Campus,
S.P.G.C. Nagar, K. Vellakulam - 625 701.
(Near VIRUDHUNAGAR).

KAMARAJ

COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution - Affiliated to Anna University, Chennai)
S.P.G. Chidambara Nadar - C.Nagamal Campus
S.P.G.C. Nagar, K. Vellakulam - 625 701, (Near Virudhunagar), Madurai District.

Submitted to the SECRETARY for approval through the PRINCIPAL

Book No.

MECH

Date 19/07/23

SL.No. 67

Sub: Request to Organise a guest lecture on Resume writing and interview presentation - req.

Guest Speaker - Mr. Indrajith, 2014 - Mech. Passed out.

Date: 28.07.23

Requirements

1. Memento - 1 no.
2. Sticker to paste in memento
3. Tea, Biscuit and lunch for guest speaker

Approval may please be given to Organise the guest lecture.

B.K. Parthipan
(B.K. PARRTHIPAN)
Signature of Faculty

J. Thy. O/L
HOD

Principal
20/7/23
PRINCIPAL

OFFICE USE

- 1) Account Head
- 2) Budget allotted
- 3) Amount committed / Spent so far
- 4) Balance available

OM

Treasurer

Secretary

B.K. Parthipan

J. Thy. O/L
20/7/23



(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

S.P.G.Chidambara Nadar - C.Nagammal Campus

S.P.G.C.Nagar, K.Vellakulam - 625 701, (Near Virudhunagar), Madurai District.

**Department of Mechanical Engineering
(Accredited by NBA, New Delhi)**

Guest Lecture on

Resume Writing and Interview Preparation

28-07-2023 (11.00 AM - 12.30 PM)

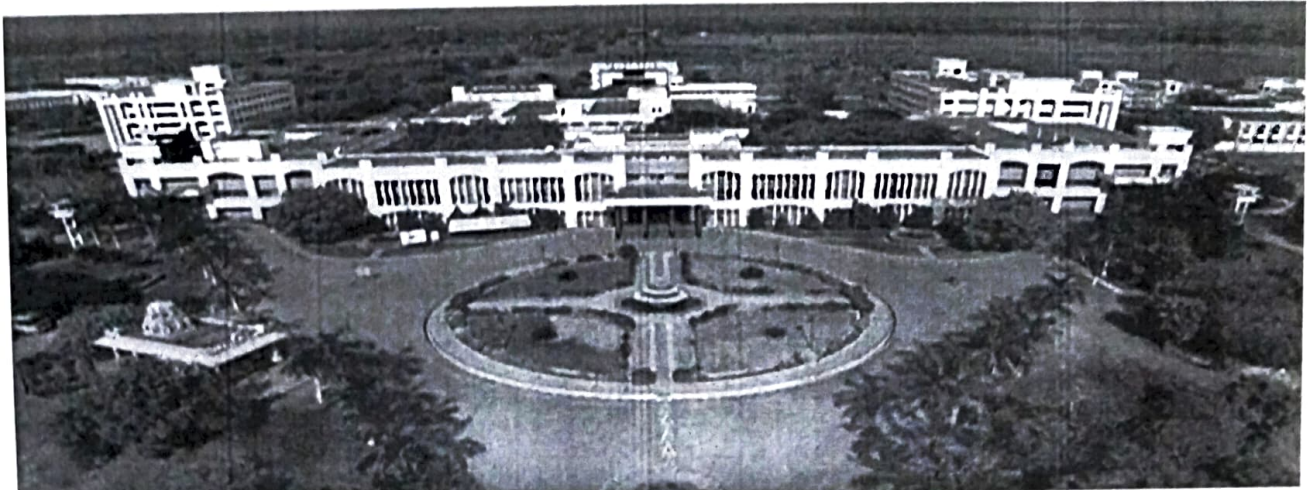
Resource Person

Mr.J.Indrajit

Managing Director,

GJ Surgical & Pharma

Venue: E16 Class Room



Coordinators: Mr.B.K.Parrthipan AP/Mech

Mr.A.Sankara Narayana Murthy AP/Mech

B.K.Parrthipan

J.S.H. 11/08/23



(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

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S.P.G.C.Nagar, K.Vellakulam - 625 701, (Near Virudhunagar), Madurai District.

DEPARTMENT OF MECHANICAL ENGINEERING

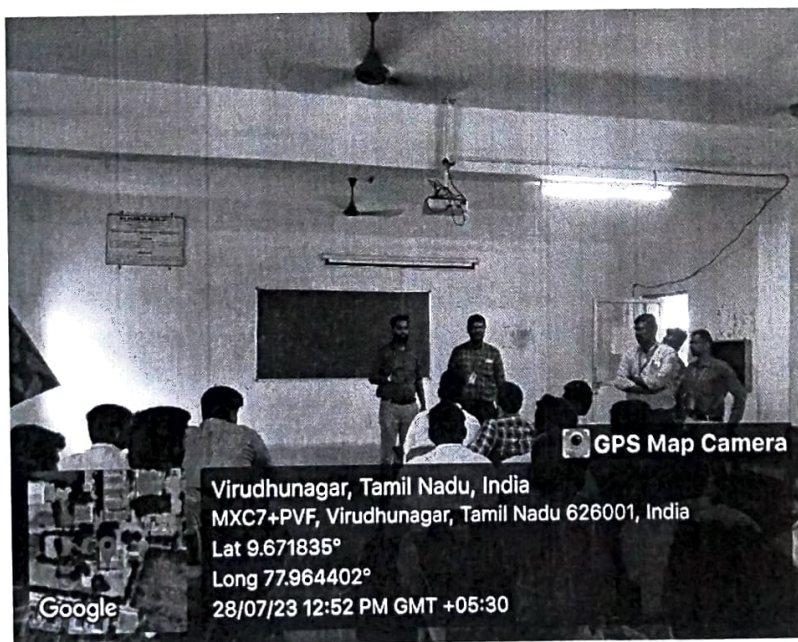
(Accredited by NBA)

Guest Lecture on Resume Writing and Interview Presentation

Date: 28-07-2023

Time: 11.00 AM to 12.30 PM

Photographs



B. Parthasarathy

J. S. J. 11 Qy
08/8/23



(An Autonomous Institution - AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

S.P.G.Chidambara Nadar - C.Nagammal Campus

S.P.G.C.Nagar, K.Vellakulam - 625 701, (Near Virudhunagar), Madurai District.

DEPARTMENT OF MECHANICAL ENGINEERING

(Accredited by NBA)

Event Report: Guest Lecture on Resume Writing and Interview Presentation

Date: 28-07-2023

Time: 11.00 AM to 12.30 PM

The guest lecture covered a wide range of essential topics and offered valuable insights. Some of the key takeaways from the event include:

- **Resume Writing Essentials:** The speaker emphasized the importance of tailoring resumes to specific job positions. Participants learned about the critical sections of a resume, including personal information, objective or summary, work experience, education, skills, and achievements. Practical tips on showcasing accomplishments and using action verbs were also shared.
- **Formatting and Layout:** Attendees gained insights into creating visually appealing resumes with a clear and concise layout. The speaker stressed the significance of using bullet points, appropriate fonts, and organizing information in a reader-friendly manner.
- **Cover Letters:** The lecture also touched upon crafting effective cover letters that complement resumes. Participants were guided on customizing cover letters to highlight relevant skills and experiences for specific job applications.
- **Interview Preparation:** The second half of the lecture focused on interview preparation techniques. Participants learned about researching the company, practicing common interview questions, and developing their unique selling points.
- **Body Language and Communication:** The speaker shared insights into the importance of non-verbal communication during interviews. Tips on maintaining good posture, making eye contact, and using positive body language were discussed.
- **Handling Difficult Questions:** Strategies for handling challenging interview questions and turning weaknesses into strengths were addressed. Participants gained confidence in tackling behavioral and situational interview queries.
- **Interactive Session:**

- The event featured an interactive session where participants had the opportunity to ask questions and seek personalized advice from the guest lecturer. This interactive segment facilitated a deeper understanding of the topics and allowed participants to clarify their doubts and concerns.

Conclusion:

The "Resume Writing and Interview Presentation" guest lecture proved to be a valuable learning experience for all attendees. Participants left the event feeling more confident in their job search strategies and equipped with the knowledge and skills to create impressive resumes and ace job interviews. The event successfully fulfilled its objectives of empowering the audience with essential tools to succeed in their professional pursuits.

The organizers extend their heartfelt gratitude to Mr. Indrajit for sharing their expertise and inspiring the participants with invaluable career guidance. The event concluded on a high note, leaving everyone motivated to embark on their career journeys with renewed enthusiasm.

B.K. Pantlha

J. S. H. L. QyL
08/8/23

S. No.	Email	Name	The theme of the program was clearly defined by coordinator	The content delivered by the resource person relevant to the topic of guest lecture.	Did resource person address the objectives clearly?	Content delivered by resource person, was motivated.	Did the hands-on practice sessions improve your knowledge level?	The time allotted for the training was sufficient?	How was the overall organization of the event?
1	20ume001@kamarajengg.edu.in	SAKTHIVEL.K(ME)	5	5	5	5	5	5	5
2	20ume002@kamarajengg.edu.in	RAHUL.K(ME)	4	4	4	4	3	3	4
3	20ume003@kamarajengg.edu.in	LOGESH.A(ME)	5	4	4	5	4	3	5
4	20ume004@kamarajengg.edu.in	RAJA SRINIVAS.M(ME)	5	5	5	5	5	5	5
5	20ume005@kamarajengg.edu.in	SANTHOSH.V(ME)	4	4	4	4	4	4	4
6	20ume006@kamarajengg.edu.in	VIJAY.D(ME)	4	4	4	5	4	4	5
7	20ume007@kamarajengg.edu.in	HARISH.S(ME)	4	4	4	4	3	4	4
8	20ume009@kamarajengg.edu.in	ALPHONSE SAM ANTO.G(ME)	4	4	4	4	4	4	4
9	20ume011@kamarajengg.edu.in	VIGNESH.L(ME)	4	5	4	5	4	4	4
10	20ume012@kamarajengg.edu.in	MANOJKUMAR.M(ME)	5	4	4	4	4	4	4
11	20ume013@kamarajengg.edu.in	ARUL MURUGAN.K(ME)	4	5	4	4	4	4	5
12	20ume014@kamarajengg.edu.in	NAVANEETHAKRISHNAN.P(ME)	5	5	5	5	5	5	5
13	20ume015@kamarajengg.edu.in	ANANTHA KANNAN.K(ME)	4	4	3	4	4	4	4
14	20ume016@kamarajengg.edu.in	JAIDEEP KUMAR.K(ME)	5	5	4	5	4	4	5
15	20ume017@kamarajengg.edu.in	SHYAM.M.D.A(ME)	4	5	5	5	5	5	5
16	20ume018@kamarajengg.edu.in	MAREESWARAN.R(ME)	4	3	4	4	4	3	3
17	20ume019@kamarajengg.edu.in	JEEVA.K(ME)	4	5	5	4	4	4	5
18	20ume020@kamarajengg.edu.in	BALAMANIKANDAN.V(ME)	4	4	5	4	5	5	5
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20	20ume022@kamarajengg.edu.in	SAIKISHORE.K(ME)	5	5	5	5	5	5	5
21	20ume023@kamarajengg.edu.in	SIVAGURU.U(ME)	4	4	4	4	4	4	3
22	20ume024@kamarajengg.edu.in	SIVARAJ.K(ME)	5	5	5	5	4	4	4
23	20ume025@kamarajengg.edu.in	SHYAM.GANESH.V(ME)	5	5	5	5	5	5	5
24	20ume026@kamarajengg.edu.in	SHANMUGAPRIYAN.A.G(ME)	5	5	5	5	5	5	5
25	20UME028@kamarajengg.edu.in	HARIHARAN.N(ME)	4	4	4	4	4	4	5
26	20ume029@kamarajengg.edu.in	THANGARAJ.T(ME)	5	5	5	5	5	5	5

Guest Lecture on Resume Writing and Interview Presentation

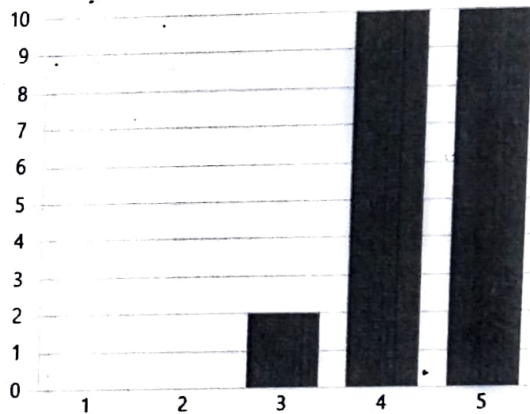
22
Responses

00:30
Average time to complete

Active
Status

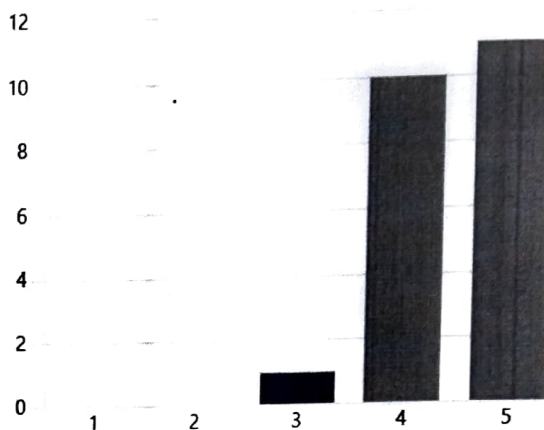
1. The theme of the program was clearly defined by coordinator.

4.36
Average Rating



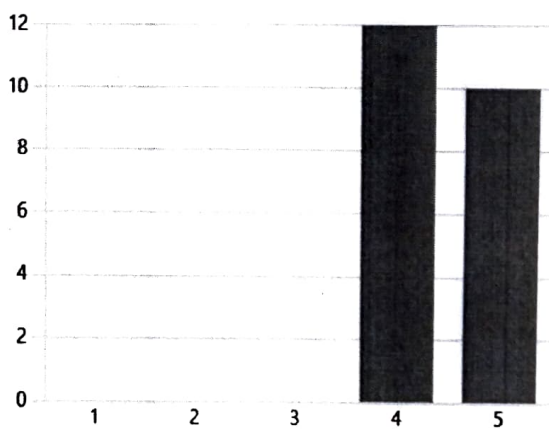
2. The content delivered by the resource person relevant to the topic of guest lecture.

4.45
Average Rating



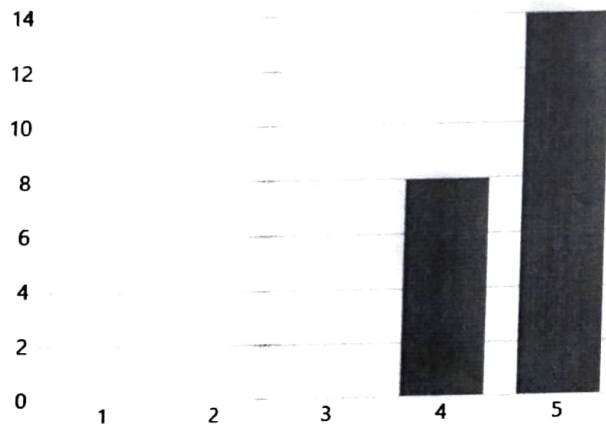
3. Did resource person address the objectives clearly?

4.45
Average Rating



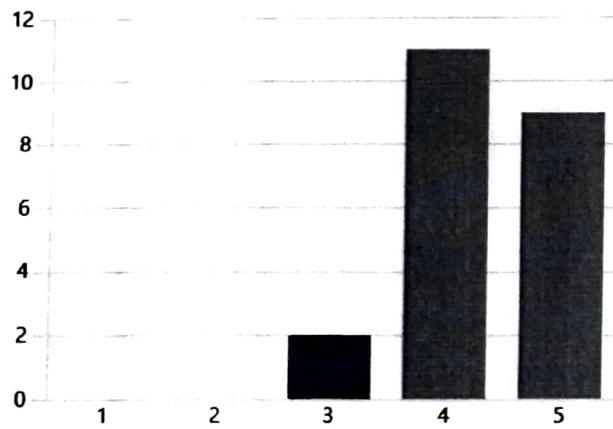
4. Content delivered by resource person, was motivated.

4.64
Average Rating



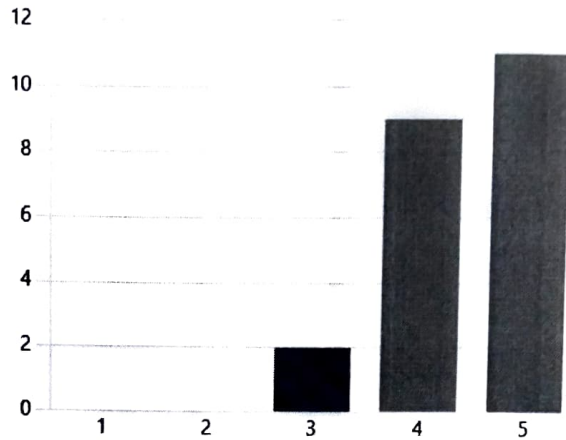
5. Did the hands-on practice sessions improve your knowledge level ?

4.32
Average Rating



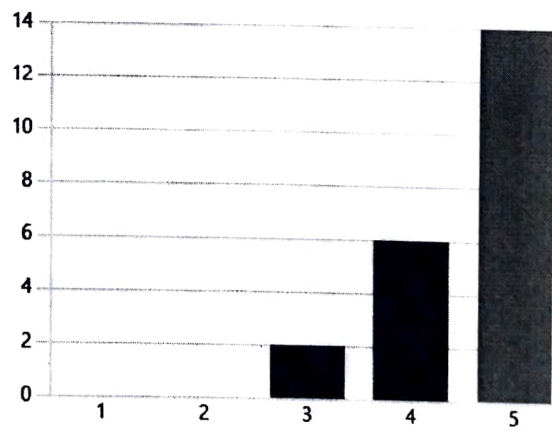
6. The time allotted for the training was sufficient

4.41
Average Rating



7. How was the overall organization of the event?

4.55
Average Rating



Bojard

*J. S. H. 12 Q/L
08/8/23*

View results

Respondent

1 SHANMUGAPRIYAN.A.G(ME)

00:10

Time to complete

1. The theme of the program was clearly defined by coordinator. *

★ ★ ★ ★ ★

2. The content delivered by the resource person relevant to the topic of guest lecture. *

★ ★ ★ ★ ★

3. Did resource person address the objectives clearly? *

★ ★ ★ ★ ★

4. Content delivered by resource person, was motivated. *

★ ★ ★ ★ ★

5. Did the hands-on practice sessions improve your knowledge level? *

★ ★ ★ ★ ★

6. The time allotted for the training was sufficient *

★ ★ ★ ★ ★

7. How was the overall organization of the event? *

★ ★ ★ ★ ★

B.k. Parthasarathy

*J. Thy. 12 Q/L
08/23*

View results

Respondent

PREMKUMAR.V.V(ME)

01:14

Time to complete

1. The theme of the program was clearly defined by coordinator. *

★ ★ ★ ★ ★

2. The content delivered by the resource person relevant to the topic of guest lecture. *

★ ★ ★ ★ ☆

3. Did resource person address the objectives clearly? *

★ ★ ★ ★ ★

4. Content delivered by resource person, was motivated. *

★ ★ ★ ★ ★

5. Did the hands-on practice sessions improve your knowledge level? *

★ ★ ★ ★ ☆

6. The time allotted for the training was sufficient *

★ ★ ★ ★ ☆

7. How was the overall organization of the event? *

★ ★ ★ ★ ☆

S. Parthiban

*S. Parthiban
08/08/23*

View results

Respondent
3 VIGNESH.L(ME)

00:08
Time to complete

1. The theme of the program was clearly defined by coordinator. *

★ ★ ★ ★ ☆

2. The content delivered by the resource person relevant to the topic of guest lecture. *

★ ★ ★ ★ ★

3. Did resource person address the objectives clearly? *

★ ★ ★ ★ ☆

4. Content delivered by resource person, was motivated. *

★ ★ ★ ★ ★

5. Did the hands-on practice sessions improve your knowledge level? *

★ ★ ★ ★ ☆

6. The time allotted for the training was sufficient *

★ ★ ★ ★ ☆

7. How was the overall organization of the event? *

★ ★ ★ ★ ☆

B. J. ...

*Vignesh.L ME
08/8/23*