



**B.V. Patel Institute of Management,  
Uka Tarsadia University**



**Date: 12/02/2022**

**Session on Interview Skills and importance of Soft Skills and Dressing.**

**Objectives of Session:** The main aim of the session was to make students understand about how to appear in an interview according to job profile.

**Outcomes of Session:** At the end of the session students came to know the how to present your skills in front of the hirer, enhance dressing sense and how to write Resume, CV and Biodata

Date	12-02-2022
Time	9:30 a.m. to 10:45 a.m.
Venue:	Manjula Auditorium
Class:	SY, TY BBA
No. of Students:	200
Coordinator:	Dr. Vijay Gondaliya (Director)
Speaker's:	Mrs. Preeti Duggal (Owner: Digital Ink, Sachin GIDC, Surat)
Category	Management Club

B.V. Patel Institute of Management had organized a session on Interview Skills and importance of Soft Skills and Dressing. The session Commenced with felicitation of the speaker through flowers by Vijay sir, and then the discussion started on how to present yourself in front of the interviewer.

She has taught the student how to choose a perfect pair of clothes for the occasion through a list of few questions. Through that it came to our knowledge 4 types of dressing: Business Formal, Business Profession, Business Casual and Casual. She has also highlighted image and impression are the way where the person can show there expression.

For how to present ourselves in an Interview, she shared with us some principles to achieve the desired goals through your Speaking Skills. Also gave some tips on grooming: Body Odour, Hair style, Nails, Makeup, etc.

In the third part of the session, the students got to know the difference between Resume, CV and Biodata and how to prepare the same for an interview.



In the end, the speaker explained everything so well that the students enjoyed the session and learnt a lot of new techniques to embrace your personality. Lastly, she was also given a Memento as a token of respect for giving our institute her precious time and knowledge.

- The person are judge by there appearance, experience and how they present themself.
- Everyone have there own way to express.
- As pr the situation the person should be cope up or adapt the appropriateness.
- Whom you are going to approach. Just set up accordingly.
- Dressings inappropriately reflect poor manners, show that you do not care about yourself, your loved ones and the world around you.
- The dressing what we wear reflects in our work & attitude there personalities.
- What you think that you see.
- Role playing play an important role.
- Experience the internal strength and observe to be what you want to become.
- Defensive play as an best attact.
- Trust your academy & get the solution to the point.
- Body language is how present yourself in front of others.
- The person understand more through the face to face communication rather thom telephonic & spoken word communication.
- The relevant information should be presented in resume.
- Qualities should be match with the works & job.
- There should be specific information pass or shows to the person ask. Avoid the exagratted information.
- Improve yourself in the team, company or organization than the stand alone.
- What are the quality or capability that person possess.