

Ramdeobaba University of Master of Computer Applications (MCA)

Workshop Report: Group Discussion and Personal Interview Training Sessions

MCA



Dates:

- **Seminar 1:** 22nd March 2025, Saturday – Introduction to Group Discussion (GD)
- **Seminar 2:** 5th April 2025, Saturday – Personal Interview (PI) Techniques

Venue: Ramdeobaba University, Main Auditorium

Speaker: Ms. Hemlata Dubey

Prepared by: Dhanashree Naik (CDPC - MCA)

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1. Executive Summary

- **Purpose**

- The seminars aimed to holistically prepare students for the essential components of the placement selection process: Group Discussions (GD) and Personal Interviews (PI). These sessions were designed to build confidence, improve articulation, enhance interpersonal skills, and offer hands-on experience with real-world recruitment scenarios. The seminars provided actionable insights into both GDs and PIs, enabling students to understand what recruiters expect and how to approach each stage with clarity and strategy.



- **Key Highlights**

- **Seminar 1 – Group Discussion**

Ice-Breaking Activities: Energizing and fun activities helped students shed initial hesitation, encouraging teamwork and openness.

GD Frameworks: The session detailed GD types, structures, evaluation rubrics, common pitfalls, and how to approach a GD logically.

Live Group Discussion: Students participated in real-time GDs, followed by personalized feedback from the speaker.



- Seminar 2 – Personal Interview

Interview Dynamics: Speaker explained types of interviews, typical formats, and how to handle technical and behavioural questions.

Mock Interview Demonstration: A live simulation helped participants observe body language, tone, and effective answering techniques.

Interactive Learning: Students clarified their doubts about PI fears, resume gaps, self-presentation, and employer expectations.

Professional Grooming Tips: Guidance was given on appearance, communication style, posture, and etiquette for creating strong first impressions.



• Outcomes

- The seminar successfully provided participants with a structured approach to handling group discussions and personal interviews effectively. Attendees gained confidence in presenting their viewpoints, improved their logical reasoning, and learned how to engage in discussions and interviews respectfully and persuasively. The hands-on activities allowed them to experience real-time challenges, helping them become better prepared for future discussions in academic and professional settings.



2. Introduction

- The Career Development and Placement Cell (CDPC) organized two insightful and impactful seminars under the MCA department, with the goal of preparing students for the highly competitive placement process.
- Group Discussions and Personal Interviews are not only screening tools but also assessments of an individual's overall readiness for the professional world.
- These seminars were curated to introduce students to the underlying purpose, expectations, and best practices associated with these evaluative techniques.
- The sessions brought together theory and application, encouraging self-reflection, practice, and performance in a safe learning environment.
- The interactive format, expert insights, and practical demonstrations contributed to holistic development and preparedness among students.



3. Event Overview

Seminar 1 - Introduction to Group Discussion

• Understanding Group Discussions

- This session focused on understanding the dynamics of a Group Discussion (GD), a common first round in placements and competitive exams. The seminar emphasized how GDs assess a candidate's communication skills, analytical thinking, problem-solving ability, and team behaviour.
- Key Topics Covered:
 - Definition & Relevance: Why GDs are used in placements and how they reflect professional behaviour.
 - Types of GDs: Topic-Based GDs (e.g., current affairs, social issues), Abstract GDs (e.g., "Blue is Better than Red"), Case-Based GDs (e.g., business problem solving), etc.
 - Effective GD Strategies: Initiating the discussion with impact, active listening and respectful rebuttals, summarising discussions concisely, backing points with facts and examples

Common Mistakes to Avoid: Interrupting peers, Speaking off-topic or aggressively, Lacking clarity or confidence

- **Ice-Breaking Activities**

- The session began with engaging ice-breaking activities designed to encourage interaction among students. These activities helped create a comfortable and open environment, allowing attendees to familiarize themselves with one another and ease into the session.

- **Practical GD Activity**

- In the final segment, students were divided into groups and assigned topics for a real-time GD. This activity enabled attendees to apply learned techniques, analyse diverse perspectives, and receive feedback on their performance. Speaker provided insights into strengths and areas for improvement.



Seminar 2: Personal Interview Techniques

- **Understanding Personal Interviews**

- This session was centered around mastering the art of facing Personal Interviews (PIs). As the most critical and decisive stage in the recruitment process, PIs require students to present their personality, technical knowledge, and confidence.

- Key Topics Covered:

Types of Interviews: HR Interview: Personality, goals, strengths, adaptability; Technical Interview: Subject knowledge, logic, problem-solving; Stress Interview: How candidates react under pressure.

Common Questions & Framing Answers: "Tell me about yourself", "Why should we hire you?", "Describe a challenging situation and how you handled it", etc.

Presentation Skills: Positive body language, Proper eye contact, Grooming and professional attire.

Resume Tips: How to structure and tailor your resume, avoiding unnecessary or exaggerated information, highlighting projects and internships effectively, etc.

- **Mock Interview Demonstration**

- The speaker conducted a live mock interview with a volunteer student. The session highlighted dos and don'ts, such as: Avoiding filler words like "umm" or "like", Responding with honesty and brevity, Being aware of tone and composure.
- **Q&A Session**
- Students asked questions about handling rejections, preparing for unexpected questions, and overcoming anxiety. The speaker addressed each concern patiently and provided practical suggestions.



4. Conclusion

- The seminars served as a foundational learning experience for students preparing for campus recruitment. Both sessions were well-structured and received with enthusiasm. The blend of theory, demonstration, and participation made learning effective and enjoyable. Students left with not just knowledge but also the confidence to apply it when it matters most.
- The seminars instilled self-awareness, clarity of thought, and a professional mindset—critical traits that will benefit students beyond campus placements and into their future careers.

5. Appendices & Acknowledgments

- Sincere gratitude to Ms. Hemlata Dubey for sharing their expertise and creating a nurturing learning environment.
- Special thanks to the Career Development and Placement Cell (CDPC), coordinators, organizing faculty members, volunteers, the technical team, venue providers and support staff for their smooth coordination.
- Appreciation is also extended to the students for their active participation and eagerness to learn.