

Prof. Swapnil Sonkamble:

ICT and E resources usage

1. MS Office,
2. Website,
3. Video,
4. G-suite: Google Form, Google sheets
5. Web SMS

MS Office: Sample PPT of T&P



Dress to Impress

Grooming means dressing well, to be presentable to others. You may want to give a little more attention to how you dress at work because what you wear may be substantially influencing your career path. Although nothing takes the place of talent, hard work, innate ability and ambition, looking your professional best in the workplace can give you a competitive advantage. It simply means dressing in a way that projects an image of the sophisticated, successful working individual you are or would like to become.



EMPLOYABILITY SKILLS

Introduction to Employability Skills

By: Prof. Swapnil S. Sonkamble,
PCET's S. B. Patil Institute of Management,
Pune :33



Guidance on Summer Internship Program

Prof. Swapnil Sonkamble
SBPIM- Training & Placement Department

How to perform well at Interview

Prof. Swapnil Sonkamble

Training & Placement Officer

PCET's S B Patil Institute of Management

Example: Websites referred

- <http://www.campusinteraction.com/Campusinteraction/Campus-Interview-Career-Resource>
- <https://www.citehr.com/>
- <https://careerservices.princeton.edu/undergraduate-students/resumes-letters-online-profiles/accept-decline-letters>
- <https://www.kent.ac.uk/careers/applicn.htm>
- <http://employmentnews.gov.in/NewEmp/Home.aspx>

Example: Videos referred

3 Job Interview Question & Answers for freshers - Free Job Interview tips & English Lessons.mp4 - VLC media player

Media Playback Audio Video Subtitle Tools View Help



05 Common JOB Interview Questions for freshers

3 Job Interview Question & Answers for freshers - Free Job
Interview tips & English Lessons.mp4

00:03



Google Forms: To conduct students Enrollment for Placement Drive

The screenshot shows a web browser window displaying a Google Form. The browser's address bar shows the URL: <https://docs.google.com/forms/d/1RHSbwgGzr-j3i7GZRgma2lwKtAcmORPh3BRflkS3ybA/edit>. The form title is "Gallagher Pool Campus Drive at SBPIM, Nigdi, Pune on 5th Januar". The form content includes the following text:

Pool campus of Gallagher Service Centre LLP.
at S.B. Patil Institute of Management, Nigdi on
5th January 2018, 10am. CTC: PG : 2.23 Lacs -
Graduate:2.17 Lacs per annum. Enroll before:
2nd January 2018

Gallagher Operations as one of the fastest growing KPOs in India.

The parent company Arthur J. Gallagher is the 4th largest Insurance Brokerage and Risk Management Firm in the world,
Listed on NYSE and included in the Forbes Magazine's Platinum 400 Best Big Companies in America.

Our global strength is more than 13500 and our revenue is more than \$ 2 Billion.

We have started our operations in Pune in the year 2006

Our website address: www.ajg.com

The interface also shows a "QUESTIONS" tab, a "RESPONSES" tab with a count of "123", and a "SEND" button. The Windows taskbar at the bottom shows the time as 7:01 PM.

Example: Google Sheets

Gmail | 2.3- Faculty ICT | Fwd: Elastic Run | 2.3- Faculty ICT | Search results - | Gallagher Pool | CRISIL MBA Fin | State Common | Swapnil

Secure | https://docs.google.com/spreadsheets/d/1DaPrwkgUKjxNU9_QSHFQwqqsb3uySrREBmClrGseV-Y/edit#gid=587734326

Gallagher Pool Campus 2016 (Responses) ☆

File Edit View Insert Format Data Tools Form Add-ons Help

100% £ % .0 .00 123 Arial 10 B I S A

	A	B	C	D	E	F	G	H	I
1	Timestamp	Haseed Akhtar Khan	Qualification	College Name	Experience	Mobile Number	Email id		
2	27/02/2016 14:20:44	SSS	MBA Finance	SBPIM	Fresher/ Pursuing	8308810721	swapnilsonkamble@gmail.com		
3	27/02/2016 14:29:22	SSSS	MBA Finance	SBPIM	Fresher/ Pursuing	8308810721	swapnilsonkamble@gmail.com		
4	27/02/2016 14:55:18	Mohammad waseem Ans	MBA Finance	S B Patil institute of mana	Fresher/ Pursuing	8421075398	wasim.ahmad969@gmail.com		
5	27/02/2016 15:45:30	SWAPNALI RAJENDRA I	MBA Finance	S. B. Patil Institute of Mar	Fresher/ Pursuing	7057533861	swapnaliraut@sbpatilmba.com		
6	27/02/2016 15:46:18	Sayali Subhash Thorat	MBA Finance	S.B.PATIL INSTITUTE OF	Fresher/ Pursuing	9762209532	sayalithorat@sbpatilmba.com		
7	27/02/2016 15:56:45	Kulkarni Rasika Hemant	MBA Finance	S B Patil Institute of Mana	Experience in Mfg & Expc	9702058361	rasikakulkarni@sbpatilmba.com		
8	27/02/2016 16:52:41	Partha Sarathi Pathi	MBA Finance	ASM Institute of Professic	Fresher/ Pursuing	865,726,106,309,583,000	pathiparthasarathi@gmail.com		
9	27/02/2016 17:21:09	Arpita Bhakare	MBA Finance	Institute Of International E	Fresher/ Pursuing	8421404076	arpitabhakare@gmail.com		
10	27/02/2016 17:28:12	Partha Sarathi Pathi	MBA Finance	ASM Institute of professic	Fresher/ Pursuing	865,726,106,309,583,000	pathiparthasarathi@gmail.com		
11	27/02/2016 17:32:30	Partha Sarathi Pathi	MBA Finance	ASM Institute of Professic	Fresher/ Pursuing	865,726,106,309,583,000	pathiparthasarathi@gmail.com		
12	28/02/2016 00:32:22	Apoorv Kamble	MBA Finance	Institute of Management E	Experience in BPO/ KPO	9850137977	apoorv_000@yahoo.com		
13	28/02/2016 12:06:49	SHWETA Y. JADHAV	MBA Finance	S.B.PATIL INSTITUTE OF MANAGEMENT , AKURI		9960054209	sj.angel21@yahoo.in		
14	28/02/2016 19:20:13	Shekhar Jaysing Mahadik	MBA Finance	Marathwada Mitra Mand	Fresher/ Pursuing	8308246591	shekharjmahadik@gmail.com		
15	28/02/2016 19:25:15	Prasann Vishnu Bivalkar	MBA Finance	Marathwada mitra manda	Fresher/ Pursuing	9011444631	prasannabilvalkar426@gmail.com		
16	28/02/2016 22:01:59	Nabha Menkundale	MBA Finance	ASM IPS	Fresher/ Pursuing	7263990557	nabhamenkundale@gmail.com		
17	29/02/2016 10:24:15	Sapna Motwani	MBA Finance	Pimpri Chinchwad Colleg	Fresher/ Pursuing	7709320331	sapna.motwani2003@gmail.com		
18	29/02/2016 11:09:08	rupali sayaji jadhav	MBA Finance	pimpri chinchward colle	Fresher/ Pursuing	8796553344	rjrupalijadhav2525@gmail.com		
19	29/02/2016 12:16:51	Karan khute	MBA Finance	PCCOE (MBA)	Fresher/ Pursuing	9768342418	karankhute@gmail.com		
20	29/02/2016 12:18:05	Vidhya pawar	MBA Finance	PCCOE(MBA)	Fresher/ Pursuing	9168281228	vidhyapawar25111991@gmail.com		
21	29/02/2016 14:02:42	Rohit Chavane	BE	VPCOE	Experience in BPO/ KPO	9764306233	rohitchavane@gmail.com		
22	29/02/2016 14:12:30	Karan khute	MBA Finance	Pccoe(MBA)	Fresher/ Pursuing	9768342418	khutekaran@gmail.com		

Form responses 1

7:06 PM

Example : Web SMS

Welcome : msgsb-sbpiom
Last Login:2018-07-04 12:43:10

Balance:121176.00000CONT [Logout](#)

JobManagement

Search Category

Message Sender

Date From Date To

[Search](#)

Manage Scheduled Job

[DOWNLOAD CSV](#)

No	Message	Sender	Type	Length	Sent	Total Destination	Scheduled Time	Begin Time	Completion Time	Status	JobId
1	Dear SBPIM Student, Admission Process for MBA 2nd Year is from 9 July to 20 July@ S B Patil Inst of Management, Nigdi, Pune. Contact: Kale Sir: 9960152600	SBPIOM	Text	154	187	189		2018-07-04 12:50	2018-07-04 12:50	Completed	1014
2	MBA CAP Round 1- Today is LAST DAY to Fill OPTION FORM till 5PM Visit: S B PATIL INST OF MGMT, Pune for help.	SBPIOM	Text	155	251	251		2018-07-04 11:19	2018-07-04 11:19	Completed	1014