



UKA TARSADIA
u n i v e r s i t y

Placement Training

Date: 12/03/2026

Trainer: Prof. Amita Rathod
Asst. Professor, SRIMCA,
Uka Tarsadia University.

Number of Students Benefited: 50

Report on Resume Writing & Communication Skill Session

Organized by: Training, Information, Placement, & Alumni Cell (TIPA Cell), Uka Tarsadia University

Date: 12/03/2026

Time: 11:30 AM onwards

Venue: TIPA Cell, UTU

Speaker: Prof. Amita Rathod

1. Introduction

The Training, Information, Placement, & Alumni Cell of Uka Tarsadia University organized a "Resume Writing & Communication Skill Session" on 12th March 2026. The session was conducted for B.Tech students of CGPIT from Mechanical, Mechatronics, Automobile, ICT, Electronics & Communication, Electrical Engineering, and Chemical Engineering departments. In today's competitive job market, a well-crafted resume and strong communication skills are critical for engineering graduates. This session aimed to bridge the gap between academic knowledge and industry expectations.

2. Objectives

- Resume Development: To teach students how to structure a professional, ATS-friendly resume highlighting technical skills, projects, and internships.
- Communication Enhancement: To improve verbal and non-verbal communication for interviews, group discussions, and workplace interactions.
- Industry Readiness: To align student profiles with recruiter expectations across core and IT sectors.
- Common Pitfalls: To make students aware of frequent resume errors and communication mistakes that lead to rejection.

3. Seminar Content

Prof. Amita Rathod covered the following key areas during the interactive session:

- Resume Writing

- Difference between CV, Resume, and Biodata
- Chronological vs Functional vs Combination formats
- Writing strong project descriptions and quantifying achievements
- Tailoring resumes for core branches: Mech, Auto, Mechatronics, Chemical, EE, EC vs ICT roles
- Keywords for Applicant Tracking Systems and LinkedIn profile alignment
- Do's and Don'ts with examples of weak vs strong resumes

- Communication Skills

- Verbal: Clarity, tone, technical vocabulary, and structuring answers in interviews
- Non-verbal: Body language, eye contact, and professional etiquette
- Group Discussion techniques and handling HR rounds
- Email writing and professional communication for internships/placements

4. Outcomes

By the end of the session, students were able to:

- Draft a branch-specific resume highlighting technical projects, software skills, and internships relevant to Mech, Mecha, Auto, ICT, EC, EE, and Chem domains.
- Identify and correct common grammatical and formatting errors in their existing resumes.
- Demonstrate improved self-introduction and interview answering techniques.
- Understand recruiter expectations and how to present core engineering skills effectively.

5. Conclusion

The "Resume Writing & Communication Skill Session" by Prof. Amita Rathod was an insightful and practical initiative by TIPA Cell, UTU. It equipped CGPIT students with essential tools to present themselves confidently to recruiters. Regular sessions like these significantly enhance placement readiness and professional growth. TIPA Cell plans to conduct follow-up workshops for mock interviews and LinkedIn profile building.

Organized by: TIPA Cell, Uka Tarsadia University



