

Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,
(VIVA College)



**Basics of
Interview
Skills
(CC-BIS)**



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VIVA College**

**DEPARTMENT OF SELF FINANCE
(BAF/BBI/BFM/BFMG, BIM/EME)
IN ASSOCIATION WITH IQAC
ORGANIZE**

***ADD ON COURSE- BASICS
OF
INTERVIEW SKILLS***

**Date: 08/08/2023
To
03/10/2023**

**Contact for more Details
7021647737**

**PRINCIPAL
Dr. V. S. Adigal**

**HOD DEPT.
OF COMMERCE**

Dr. Rakhi Oza

VICE-PRINCIPAL

Mrs.Prajakta Paranjape

**VICE-PRINCIPAL &
IQAC COORDINATOR**

Dr. Deepa Varma



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| Sr.no | Particulars | |
|--------|---|--|
| 1. | Department Name | Department of SFC(BAF, BBI, BFM, IMG, FMG, EME) |
| 2. | Name of the Program and Course Code | Basics of Interview Skills- C-052021 |
| 3. | Duration | ----- (Minimum 30 Hours) |
| 4. | Date of Commencement | 28th Sept, 2022 |
| 5. | Curriculum/ Syllabus copy of the course | Attached Below |
| 6. | Committee (BoS) for syllabus setting | 1. Chairman ----- Dr. Roshani Nagar and Rashmi Gurunani 2. Coordinator----- Prof Aaradhana Singh 3. Member ----- Prof Madhura Surve 4. Member ----- Prof Neha Tambe 5. Member ----- Prof Neha Maheshwari |
| 7. | Mode of Delivery of the curriculum | Offline |
| 8. | Assessment procedure | Test, Assignments etc |
| 9. | Outcomes of the program | 1. To procure students with interview skills and interview etiquettes. 2. To construct professional framework and format of resume. 3. To enhance the interpersonal skills. |
| 10. | List of Enrolled Students | 103 |
| 11. | Attendance record of students | Attached below |
| | | |
| 13.** | | |
| 14.*** | | |

Note : Point no.s 01 – 09 are important.



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| Sr. no | Basics of Interview skills | Hrs |
|--------|---|--------------|
| | Module I--Interview Skills | 7 hrs |
| 1 | What is an Interview | |
| 2 | Objectives of an Interview | |
| 3 | Types of Interview. | |
| 4 | Types of interview skills | |
| 5 | Communication, Writing & Language Skills | |
| | Module II--Preparing for An Interview | 6 hrs |
| 1 | How to prepare for an interview | |
| 2 | Job interview tips | |
| 3 | How to impress an Interviewer | |
| 4 | Frequently asked questions during a job interview | |
| 5 | Frequent mistakes while interview | |
| | Module III--Interview Etiquettes | 5 hrs |
| 1 | Importance of Interview Etiquettes | |
| 2 | Rules for Interview Etiquettes | |
| 3 | Interview Etiquettes pre and post interview | |



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| | | |
|---|---|--------------|
| 4 | Dos and Don'ts while Interview | |
| 5 | Interview Etiquettes to be followed while waiting for interview | |
| | | |
| | Module IV--Resume Building | 6 hrs |
| 1 | what is resume, purpose and importance | |
| 2 | How to write a resume | |
| 3 | How to make resume format | |
| 4 | Resume skills | |
| 5 | Resume skills and its types | |
| 6 | why resume is important | |
| | Module V--Practical Mock session for Students | 6 hrs |
| | | |
| 1 | Mock interview sessions | |
| 2 | Group Discussions | |
| 3 | Use of Job Portals. | |
| 4 | Resume maker online or Canva resume | |
| 5 | Session by alumni Miss Bobby Rathod | |
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