

S.No.	Topic to be Covered	Learning Objective	Activity	Expected Outcome
1	Introduction and detailed discussion about the major touch point with corporates- RESUME Discussion Based Class The session aims at covering the discussion of how to form a resume highlighting the most important facts using a perfect format. [Supporting Documents: Resume Writing Format]	1. To know the Importance of writing. 2. Being aware of the concept of Social Screening. 3. To understand the Importance of correct grammar and appropriate vocabulary to be put into a resume.	1. PPT and Multimedia. 2. Discussion. 3. Providing the format and explaining the same.	1. Learning the manner to make a resume which is expected by the recruiter. 2. Understanding the do's and don't's of resume writing. 3. Understanding the manner to present the resume and explain the same to the recruiter.
2	Written and Aptitude Testing. Individual Activity for Aptitude Enhancement. [Supporting Documents: Verbal and Numerical Aptitude Questionnaire Sheets]	1. To learn the manner to solve the numerical part in the aptitude test. 2. To enhance the verbal skills in order to do well in the verbal part given in the aptitude tests. 3. To undergo the complete training to correctly answer the questions based upon logical reasoning.	Tests based upon the following will be used to enhance the aptitude of the students: <i>Numerical and Quantitative Ability:</i> Profit and Loss, Averages, Ratio and Proportion, Time and Work, Mixture and Alligation, Bar Graph, Table Calculation, Time and Distance. <i>Verbal Ability:</i> Para Jumbles, Sentence Correction, Sentence Completion, Spot the Error, Fill In the Blanks, Reading Comprehension. <i>Reasoning and Logical Ability:</i> Abstract, Mirror, Deduction, Evaluation of aggregates, Cause and Effect, Recognition of Assumption, Coding Decoding, Directions, Blood Relations, Linear Arrangement, Ranking Arrangement, Missing Pattern, Miscellaneous.	1. Successful training of the tactics to correctly undertake the Aptitude test given by the companies. 2. Overall aptitude development to undergo the aptitude tests.
3	Group Discussion Group activity Students are divided in groups and the rules and regulations are discussed. One group does the GD whereas other group participates as audience. [Supporting Documents: GD Topics List]	1. To understand the manner to qualify the first round of any placement process- GD. 2. To understand when to speak and how much to speak. 3. To understand the importance of speaking relevant content only. 4. To learn the art of speaking when the topic is completely unknown. 5. To learn the manner to control emotions when required.	1. Classroom Group Discussion based upon: a) International Issues and Events b) Economic Issues and Events c) Social Issues and Events d) Political Issues and Events e) Total Industry Issues and Events. f) Abstract topics.	1. Getting equipped with the rules and regulations of GD. 2. Speaking the most relevant content out of all the known facts. 3. Understanding the art of argumentation 4. Reflecting a composed and efficient Body Language. 5. Initiating and Concluding a GD.

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	<p>Corporate and Job Market Awareness. Group Activity to understand various jobs according to top placeable sectors.</p>	<ol style="list-style-type: none"> <li>1. To make the students understand the sector specifications.</li> <li>2. To enhance the skillset of the students according to the top sectors coming up for placements.</li> <li>3. To imbibe a sense of self realization into students for their present skill status.</li> <li>4. To help the students to undertake a skill enhancement journey to attain a job in the company they aspire for.</li> </ol>	<p>Group Activity involving 3-4 students in each group who will work upon an assignment focussing on the top 15 companies of the following Sectors:</p> <p>Manufacturing Shipping Telecom Research Consultancy BFSI FMCG Logistics E-Commerce Education Hospitality Services Retail Medical Real Estate IT</p> <p>The students will follow the job roles and requirements in the companies and will equip themselves accordingly with the guidance of the faculty.</p>	<ol style="list-style-type: none"> <li>1. Students learn to bridge the gap between present skill set and the expected skill set.</li> <li>2. Students learn to work in groups, grooming their communication and Articulation skills.</li> <li>3. Appropriate content building which is sector specific.</li> <li>4. Overall sector specific grooming of each student.</li> </ol>
4	<b>PERSONAL INTERVIEWS</b>			
5a)	<p>Mock Interview by Faculty Major PI Questions asked after the Introduction Individual Activity Discussing the main questions to be covered for Placements. Strengths and Weaknesses Interest area of specialization What motivates you? Long term and Short Term Goals. Interest Areas Latest General Awareness. (Enduring a documented list of questions often used in an interview)</p>	<ol style="list-style-type: none"> <li>1. To learn the manner to answer the secondary questions asked in the interview.</li> <li>2. To analyse the strengths and weaknesses of a student.</li> <li>3. To analyse the area of interest of the student.</li> <li>4. To let the students know about their long term and short term goals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Self Analysis</li> <li>2. Answering the questions asked.</li> </ol>	<p>Students understand to answer the following questions:</p> <ol style="list-style-type: none"> <li>A) Strengths and weaknesses.</li> <li>B) Interest Area</li> <li>C) Motivating Factors</li> <li>D) Long term and Short Term Goals</li> <li>E) Latest General Awareness Questions</li> </ol>
5b)	<p>Mock Interview by Alumni</p>	<ol style="list-style-type: none"> <li>1. To provide a corporate interface to the students.</li> <li>2. To analyse the actual soft skills development of each student.</li> <li>3. To provide an environment of actual placement interview in order to prepare the student well.</li> </ol>	<p>PI Sessions by Alumni</p>	<ol style="list-style-type: none"> <li>1. Students will learn to answer the actual questions asked in an interview.</li> <li>2. Stress interviews will help the students to perform better in upcoming placements.</li> </ol>

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5c)	<p><b>Domain Specific Mock Interview</b> Supporting Documents: List of domain specific questions often asked in an interview.</p>	<ol style="list-style-type: none"> <li>1. To prepare a student regarding all the Major Domain Specific PI Questions asked in an interview.</li> <li>2. References based on the questions being posed to the batch 2016-18.</li> <li>3. To prepare the students according to the recent employers scenario.</li> </ol>	1. PI Sessions	<ol style="list-style-type: none"> <li>1. Enhancement of PI Skills.</li> <li>2. Understanding of the manner to face an interview in a perfect manner.</li> <li>3. Learning the art to let the panic nervousness get changed into a good nervousness to improve the performance.</li> <li>4. Enhancement of domain knowledge.</li> </ol>
5d)	<p><b>Corporate Grooming</b> 1. Business Etiquettes 2. Overall Dressing 3. Other Elements Discussion Based Class Understanding the importance of first impressions, Dressing for success, Greetings and introductions, Appearance and Attitude, telephone etiquette Supporting Documents: Basic Etiquettes Handouts)</p>	<ol style="list-style-type: none"> <li>1. To enable participants to gain understanding on Positive and lasting first Impression.</li> <li>2. To understand the presentation of an Individual in an impactful manner.</li> <li>3. Impact of dressing sense and groomed personality on peers, seniors, subordinates and clients.</li> <li>4. Tips on telephone etiquettes.</li> <li>5. Tips on cross cultural etiquettes.</li> </ol>	<ol style="list-style-type: none"> <li>1. PPT</li> <li>2. Multimedia</li> <li>3. Discussions</li> <li>4. Q/A session.</li> </ol>	<ol style="list-style-type: none"> <li>1. Learning the importance of first impression and how to create the same.</li> <li>2. Understanding the perfect way to dress.</li> <li>3. Learning the importance of grooming.</li> <li>4. Learning an appropriate manner to answer a call and undertaking a telephonic interview.</li> <li>5. Learning cross cultural etiquettes.</li> </ol>
6e)	<p><b>Body Language Sessions</b> Supporting Documents: A Guide to Non Verbal Gestures</p>	<ol style="list-style-type: none"> <li>1. To understand the art of perfect body language during an interview.</li> <li>2. To understand the importance of non verbal behaviour.</li> <li>3. To learn the basic intricate rules of handing over the resume, taking the seat etc.</li> <li>4. To learn the do's and don't's in an interview.</li> </ol>	<ol style="list-style-type: none"> <li>1. PPT</li> <li>2. Multimedia.</li> <li>3. Mock Interviews analysing the Body Language.</li> <li>4. Demo Body Language Sessions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Learning the perfect way to carry oneself.</li> <li>2. Learning the art to outstand even before speaking.</li> <li>3. Enhancement of overall personality.</li> </ol>
7)	<p><b>Newspaper Analysis</b> Individual activity Based upon the latest business news which will enhance the student content knowledge about the latest activities undergoing in the business world. Supporting Documents: Latest News Clippings to be analysed from ET.)</p>	<ol style="list-style-type: none"> <li>1. To learn about the latest ongoing in the top sectors.</li> <li>2. To learn how to discuss the major points out of a news abstract.</li> <li>3. To answer the situations by offering solutions hypothetically.</li> </ol>	1. Newspaper cutout analysing Activity.	<ol style="list-style-type: none"> <li>1. Enhancement of vocabulary by newspaper reading.</li> <li>2. Understanding the manner of answering the situations hypothetically.</li> <li>3. Offering solutions to the prevailing problem in the economy/ country with one's own thought process.</li> <li>4. Understanding the latest developments in each sector.</li> </ol>

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<p><b>Skill Enhancement</b> <b>Individual activity</b> Based upon the reinforcement of what is learnt by undertaking certain speaking and listening activities like:</p> <ol style="list-style-type: none"> <li>1. TED Talk Sessions</li> <li>2. Debate</li> <li>3. Declamation</li> <li>4. Discipline, Time and Stress Management Classes.</li> </ol> <p>Supporting Documents: (15 TED Talks to listen to, Debate and Declamation topic list.)</p>	<ol style="list-style-type: none"> <li>1. To appreciate the need to listen.</li> <li>2. To build content by listening to various TED Speakers.</li> <li>3. To be highly motivated from the various speakers and to learn from their success stories.</li> <li>4. To be able to overcome fear of audience.</li> <li>5. To be able to sequence the thoughts that come into the mind while listening to a topic.</li> <li>6. To be able to understand the three C's to be covered in the public.</li> <li>7. To learn the art of articulation.</li> <li>8. To learn about various topics to enhance speaking skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. TED TALKS</li> <li>2. Speaking Activities</li> <li>3. Discussions</li> <li>4. Discipline, time and stress management rules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Learning from successful speakers</li> <li>2. Learning to overcome failures.</li> <li>3. Learning the art of articulation.</li> <li>4. Content building on various topics.</li> <li>5. Reinforcement of speaking skills.</li> </ol>
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