

Shri Sarda Education Society (Trust)'s
Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji
Department of English
Academic Session: 2016-17

To
The Principal,
Smt Radhabai Sarda Arts, Commerce &
Science College, Anjangaon Surji

Subject: Regarding permission to conduct Add on Course entitled 'An Interview and Interviewing Skills' during the academic session 2016-17

Hon'ble Sir,

With reference to the above subject, I request you to grant us permission to conduct the said course in the Department of English. The duration of the course will be of 30 hours (1 hour X 30 working days). The syllabus of the course is enclosed herewith for your kind consideration. The course will be fruitful for the students keeping in mind their development regarding their Interviewing Skills.

Permission Granted.
M. K. Singh

With regards,

Date: 16/11/2016

Yours faithfully,

B. K. Singh

Place: Anjangaon Surji

Head, Department of English

Enclosures:

1. Syllabus of Add on Course on 'An Interview & Interviewing Skills'

**Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce and Science College,
Anjangaon Surji**

**Department of English
Academic Session: 2016-17**

Notice

Date: 15/ 11 /2016

All the faculty members of the department are informed that a departmental meeting related to An Add on course on 'An Interview & Interviewing Skills' is arranged today the 15th of November 2016 at 3.30 pm at the department. You all are requested to present for the meeting with some innovative ideas.



Head

Department of English

Shri Sarda Education Society (Trust)'s
Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji
Department of English
Academic Session: 2016-2017

Date: 17/11/2016

Notice

All the students are hereby informed that An Add on Course on An Interview & Interviewing Skills is going to start in the college from November 21, 2016. Interested students are to register their names in the Department of English.


Principal

PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

An Add on Course on An Interview and Interviewing Skills

Academic Session: 2016-2017

Syllabus

Unit I :	06 Marks
Introduction	x 1 hr.
What is the purpose of Interview	x 1 hr.
Types of Interview	x 2 hrs.
Do your research	x 1 hrs.
Prepare yourself	x 1 hrs.
What is Job Readiness	x 1 hrs.
Unit II :	07 Marks
i. Practice Answers to possible questions	
a. Traditional Questions	x 2 hrs.
b. Behavioural or Competency Based Questions	x 2 hrs.
c. Scenario Type Questions	x 2 hrs.
d. Creative Questions	x 2 hrs.
e. Strength based Questions	x 2hrs.
ii. Preparation for telephonic Interview	x 2 hrs.
iii. Talking your strength & weaknesses	x 1 hrs.
Unit III :	08 Marks
i. The Body Language	x 2hrs.
ii. The handshake & Introduction	x 2 hrs.
iii. Verbal Communication	x 1 hr.
iv. Non Verbal Communication	x 1 hr.
v. Preparation Checklist	x 1 hr.
vi. Demo Interviews for Students	x 2 hrs.
Unit Test	x 1 hr.
	Total 30 hrs.

Books Recommended:

1. Interview Skills by D S Paul & Manpreet Kaur
2. The Secret of Getting Success in Interviews by Arihant Publication
3. Most Expected Job Interview Questions by Daniel Burke
4. Master the Group Discussion & Personal Interview by Sheetal Desarda

Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College,
Anjangaon Surji

DEPARTMENT OF ENGLISH

Add on Course

(Academic Session: 2016-2017)

Name of the Enrolled Students

Title of the Course: An Interview and Interviewing Skills

Sr. No.	Name of the Students	Class
1	Rajesh P. Chauhan	BA III
2	Ankita V Pawar	BA III
3	Ankit V Amale	BA III
4	Amol H Hole	BA III
5	Chaitali G Awate	BA III
6	Jayshri P Dhole	BA III
7	Poonam M Kadu	BA III
8	Shaymal S Borkar	BA III
9	Nitin B Adhau	BA III
10	Sonu G Panzade	BA III
11	Sharadha D Wankhade	BA III
12	Shital H Pare	BA III
13	Shubham P Kadu	BA III
14	Aishwarya S Gitnale	Bcom I
15	Ankita V Athawale	Bcom I
16	Akash D Athawale	Bcom I
17	Amruta D Girnale	Bcom I
18	Swapnil V Wankhade	Bsc I
19	Punam A Kalpande	Bsc I
20	Rupali G Piske	Bsc I

21	Pranav B Ranghari	Bsc I
22	Manisha S Metange	Bsc I
23	Sagar M Dhole	Bcom III
24	Sujata S Athawale	Bcom III
25	Dhanashri B Gole	Bcom III
26	Rushikesh R Hanwate	Bcom III
27	Punam A Tanwar	Bcom III
28	Dharti S Ingle	Bcom III
29	Raj B Shahu	Bcom III
30	Ghansham G Bhonde	BA II
31	Abhishek R Tipre	BA II
32	Akshy M Ganorkar	BA II
33	Pragati S Shingne	BA II
34	Sahil S Dhande	BA II
35	Abhijit R Khade	BA I
36	Kirti S More	BA I
37	Pratikasha G Lonkar	BA I
38	Pratikasha P bhuskat	BA I
39	Pooja B Rangole	BA I
40	Shilpa G Wankhade	BA I
41	Akash S Sonone	BA II
42	Akshay P Gawande	BA II
43	Akshay P Tathod	BA II

B. Lathi



Principal
PRINCIPAL
 Smt. Radhabai Sarda
 Arts, Commerce & Science College
 Anjanagaon Surji

Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College,
Anjangaon Surji

DEPARTMENT OF ENGLISH
Add on Course
Interview And Interviewing Skills
Academic Session : 2016-17



Unit Test

Max Marks : 20

Time : 30 min

1. Interviews are conversations with _____
 - a) Fun
 - b) Purpose
 - c) Friendliness
 - d) Informality
2. Which of these is not a type of interview?
 - a) Screening interview
 - b) Stress interview
 - c) Music interview
 - d) Lunch interview
3. Which kind of interview includes a process in which the employability of the job applicant is evaluated?
 - a) Stress interview
 - b) Screening interview
 - c) Group interview
 - d) Behavioural interview
4. How many styles are used in a screening interview?
 - a) Two
 - b) Five
 - c) Three
 - d) Four
5. In which of these interviews, insults are common?
 - a) Screening interview
 - b) Stress interview

6. Which of these interviews is adapted for computer programmers?
 - a) The stress interview
 - b) The group interview
 - c) The screening interview
 - d) The audition
7. In which of these, more than one candidate is interviewed?
 - a) The behavioural interview
 - b) The stress interview
 - c) The group interview
 - d) The audition
8. Which of these interviews is taken for a candidate far away?
 - a) Lunch interview
 - b) Telephone
 - c) Stress interview
 - d) Group interview
9. An interview, candidates are being asked about relevant past experiences, known as
 - a) Situational interview
 - b) Stress interview
 - c) Behavioural test
 - d) Job related interview
10. Structured interview is also called
 - a) Non directive interview
 - b) Directive interview
 - c) Both A and B
 - d) Collaborative approach



Shri Sarda Education Society's
Smt Radhabai Sarda Arts, Commerce & Science College,
Anjangaon Surji

DEPARTMENT OF ENGLISH

Add on Course

(Academic Session: 2016-2017)

Title of the Course: An Interview and Interviewing Skills

Statement of Marks of the Students :

Sr. No.	Name of the Students	Class	Marks	Marks in Words
1	Rajesh P. Chauhan	BA III	18	Eighteen
2	Ankita V Pawar	BA III	16	Sixteen
3	Ankit V Amale	BA III	18	Eighteen
4	Amol H Hole	BA III	16	Sixteen
5	Chaitali G Awate	BA III	14	Fourteen
6	Jayshri P Dhole	BA III	18	Eighteen
7	Poonam M Kadu	BA III	16	Sixteen
8	Shaymal S Borkar	BA III	18	Eighteen
9	Nitin B Adhau	BA III	14	Fourteen
10	Sonu G Panzade	BA III	18	Eighteen
11	Sharadha D Wankhade	BA III	16	Sixteen
12	Shital H Pare	BA III	16	Sixteen
13	Shubham P Kadu	BA III	18	Eighteen
14	Aishwarya S Gitnale	Bcom I	16	Sixteen
15	Ankita V Athawale	Bcom I	18	Eighteen
16	Akash D Athawale	Bcom I	14	Fourteen
17	Amruta D Girnale	Bcom I	16	Sixteen



18	Swapnil V Wankhade	Bsc I	18	Eighteen
19	Punam A Kalpande	Bsc I	14	Fourteen
20	Rupali G Piske	Bsc I	16	Sixteen
21	Pranav B Ranghari	Bsc I	18	Eighteen
22	Manisha S Metange	Bsc I	18	Eighteen
23	Sagar M Dhole	Bcom III	16	Sixteen
24	Sujata S Athawale	Bcom III	14	Fourteen
25	Dhanashri B Gole	Bcom III	18	Eighteen
26	Rushikesh R Hanwate	Bcom III	16	Sixteen
27	Punam A Tanwar	Bcom III	14	Fourteen
28	Dharti S Ingle	Bcom III	18	Eighteen
29	Raj B Shahu	Bcom III	14	Fourteen
30	Ghansham G Bhonde	BA II	18	Eighteen
31	Abhishek R Tipre	BA II	16	Sixteen
32	Akshy M Ganorkar	BA II	14	Fourteen
33	Pragati S Shingne	BA II	18	Eighteen
34	Sahil S Dhande	BA II	16	Sixteen
35	Abhijit R Khade	BA I	18	Eighteen
36	Kirti S More	BA I	14	Fourteen
37	Pratikasha G Lonkar	BA I	16	Sixteen
38	Pratikasha P bhuskat	BA I	18	Eighteen
39	Pooja B Rangole	BA I	16	Sixteen
40	Shilpa G Wankhade	BA I	18	Eighteen
41	Akash S Sonone	BA II	18	Eighteen
42	Akshay P Gawande	BA II	16	sixteen
43	Akshay P Tathod	BA II	18	Eighteen

B. L. Patil
Teacher In-Charge



M. J. Patil
Principal
PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

Shri Sarda Education Society (Trust)'s
Smt Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji
Department of English
Academic Session: 2016-2017
An Add on Course - Interview & Interviewing Skills

Programme Outcome

English has been gaining increasing importance as a medium of global communication and has now become a language of opportunities rather than just a library language. Keeping in view the increasing importance of English for career purpose, an Add-on Course on Interview & Interviewing Skills, helps the students to face an interview with ease and self-confidence. It is critical that he/she must not only perform well with regard to subject knowledge but must conduct oneself well and have a positive impression on the interviewers. This has been helpful both in planning & preparation and also enables one to know his strength & weaknesses.

B. V. Katti



M. D. S.
PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

Shri Sarda Education Society's
Smt. Radhabai Sarda Arts, Commerce & Science College,
Anjangaon Surji.
Department of English
A Add on Course on "An Interview and Interviewing Skills "
Academic Session 2016 - 2017

Summary Report

The certificate course entitled "An Interview and Interviewing Skills" was conducted by the Department of English in the academic session **2016-17**. The duration of the course was **thirty** hours in which **fourty-three** students were admitted. The students completed the course successfully.

Even the smartest and most qualified job seekers need to prepare for their job interview. Because Interview skills are learned, and there is no second chance to make first impression great. This course will definitely help participants how to answer interview questions and convince the hiring manager that he/she is the one for the job.

While there are as many different possible interview questions as there are interviewers, it always helps to be ready for anything. Which is why we've taken the time to provide a list of number of potential interview questions which will truly prove very useful and beneficial for the students.



Head of the Department


Principal

PRINCIPAL
Smt. Radhabai Sarda
Arts, Commerce & Science College
Anjangaon Surji

**Smt. Radhabai Sarda Arts, Commerce & Science
College Anjangaon Surji, Dist Amravati - 444705**

Application Form for Course Work

(Academic Session: 2016-2017)

Application Form No.: **000119**

Applicant's Full Name :
(In Block Letters)

Ankita V. Pawar.



Class: B.A III

Section: 'A'

Date of Birth: 1 / 1

Gender: Female

Category:

OPEN	OB	✓	SC	ST	NT	VJ	SBC
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Aadhaar Card No.:

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Name of the Department:

English

Date of Admission in College: 04/07/2016

College ID No.: 1920

Name of the Course Applied For:

Add on Course

Title of the Course Work:

An Interview & Interviewing Skills

Applicant's Permanent Address:

Chandani Chowdhan

Chandani Chowdhan

District:

Amravati

State:

Maharashtra

Pin Code:

4	4	4	7	0	5
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Email ID:

pawar.ankita44@gmail.com

Note: I certify that the above information is true and if it is found incorrect, my application will be rejected at any stage.



Ankita V. Pawar

**Smt. Radhabai Sarda Arts, Commerce & Science
College Anjangaon Surji, Dist Amravati - 444705**

Application Form for Course Work

(Academic Session: 2016-2017)

Application Form No.: 000159

Applicant's Full Name : Akshay P. GAWADE
(In Block Letters)



Class: B A - II Section: B

Date of Birth: 1 / 1 Gender: male

Category:

OPEN	DBC	<input checked="" type="checkbox"/> SC	ST	NT	VJ	SBC
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Aadhaar Card No.:

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Name of the Department : English

Date of Admission in College: 01/01/2016 College ID No.: 3267

Name of the Course Applied For : Add on course

Title of the Course Work : An interview & interview skill

Applicant's Permanent Address : SARDA MARG

District: Amravati State: Maharashtra Pin Code:

4	4	4	7	0	5
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Email ID: gawade9909@gmail.com

Note: I certify that the above information is true and if it is found incorrect, my application will be rejected at any stage.



(Signature)

Shri Sarda Education Society's
A linguistic Minority Educational Institute
Smt.Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji.

Department of English

Add on Course in "An Interview & Interviewing Skills"
(Academic Year 2016 - 2017)

Certificate of Participation

*This is to certify that Mr./Miss Akshay P. Gawande
of class B.A.II of college has successfully completed an Add on Course of
30 Hours in "An Interview & Interviewing Skills".*

Certified by

Banlathi
Teacher in Charge

Banlathi
Head, Department of English

Asin
Principal

Shri Sarda Education Society's
A linguistic Minority Educational Institute
Smt. Radhabai Sarda Arts, Commerce & Science College, Anjangaon Surji.

Department of English

Add on Course in "An Interview & Interviewing Skills"
(Academic Year 2016 - 2017)

Certificate of Participation

*This is to certify that Mr./Miss Ankita V. Pawar
of class B.A. III of college has successfully completed an Add on Course of
30 Hours in "*An Interview & Interviewing Skills*".*

B. Latti
Teacher in Charge

Certified by
B. Latti
Head, Department of English

M. S. J.
Principal