
SYLLABUS FOR BOARD OF STUDIES ADOPTION — generated from the live catalogue record

Placement Readiness: Aptitude, Group Discussion, Resume and Interview

C-08 · 5 days (configurable 1–5 days) · Informatics · Career & Communication · Years: 3rd, PG

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Catalogue C-08 · version 1 · generated 2026-08-24

OVERVIEW

Quantitative and logical aptitude, structured GD practice, an ATS-ready resume, and three recorded mock interviews.

Aimed squarely at the outcome your Placement Office is measured on, and the three recorded mock interviews give each student something to work on rather than a score.

HOURS AND CREDIT POSITION

Contact hours: 40 Guided project: 20 Self-study: 0 Notional total: 60

Credit claim: 2

60 notional hours ÷ 30 hours per credit (NSQF track, UGC Micro-credentials Guidelines §5.3.3) = 2 credits.

COURSE OUTCOMES

CO1. Solve standard quantitative and logical aptitude problems within examination time limits (K3)

CO2. Construct an ATS-ready resume with quantified, role-tailored achievements (K3)

CO3. Participate in a group discussion, building on and constructively challenging peers' points (K4)

CO4. Deliver STAR-structured answers to behavioural interview questions (K3)

CO5. Analyse recorded interview performances and write a targeted improvement plan (K5)

COURSE CONTENT — MODULES

Hours shown are the recommended format; module time scales proportionally when the engagement runs 1–5 days.

Module 1 — Quantitative aptitude I (5h recommended)

Theory: Percentages, ratios, profit and loss, time-speed-distance

Lab: Timed drills with technique review

Output: Scored drill set

Module 2 — Quantitative aptitude II (5h recommended)

Theory: Permutations, probability, data interpretation

Lab: Timed drills with error analysis

Output: Personal error log

Module 3 — Logical reasoning (5h recommended)

Theory: Series, syllogisms, arrangements, puzzles under time pressure

Lab: Mock reasoning sections

Output: Two completed mock sections

Module 4 — The ATS-ready resume (5h recommended)

Theory: Structure, action verbs, quantified impact, tailoring per role

Lab: Draft, peer-review and rewrite the resume

Output: Final ATS-checked resume

Module 5 — Group discussion (5h recommended)

Theory: Openings, building on others, disagreeing well, closing

Lab: Three assessed GD rounds with rubric feedback

Output: GD rubric scores

Module 6 — Interview fundamentals (5h recommended)

Theory: Tell-me-about-yourself, STAR stories, technical basics revision

Lab: Story bank construction and drilling

Output: Six prepared STAR stories

Module 7 — Mock interviews (5h recommended)

Theory: Recorded one-to-one interviews with structured feedback

Lab: First two recorded mock interviews

Output: Recordings + feedback sheets

Module 8 — Final mocks and the plan (5h recommended)

Theory: Third mock interview, gap analysis, the thirty-day plan

Lab: Final mock + personal improvement plan

Output: Recorded mock + written plan

ASSESSMENT SCHEME (100 MARKS)

Aptitude & reasoning mocks — 40 marks

Resume + GD rubric — 30 marks

Recorded mock interviews — 30 marks

CO-PO MAPPING

CO1 !' PO2 (strength 2)

Aptitude is problem analysis at speed.

CO2 !' PO10 (strength 2)

The resume is the first written communication a recruiter reads.

CO3 !' PO10 (strength 2)

GD is assessed spoken collaboration.

CO4 !' PO10 (strength 2)

Structured answers are professional storytelling.

CO5 !' PO12 (strength 2)

Self-review of recordings builds the improvement habit.

EVERY PARTICIPANT RECEIVES

- Certificate of completion
- Course material
- LMS access
- Interview question bank
- Mock interview & viva practice
- Optional nasscom NSQF assessment (priced per candidate on your quotation)

FEE

13,200 per student, incl. GST

Excludes the optional nasscom assessment where offered. Final pricing on your college's quotation.

DESIGNED BY

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