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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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

¹1,000 per student, incl. GST
Excludes the optional nasscom assessment where offered. Final pricing on your college's quotation.

DESIGNED BY

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