Name of the Programme: MSc Integrated
Course Code: IMC- 305
Title of the Course: Soft Skills - III (Interview Facing Skills and Mock Interviews)
Number of Credits: 2(2L-0T-0P)
Effective from AY: 2020-21

Prerequisites for the course:	Same as programme prerequisites	
Objective:	To introduce the basics of writing resumes and preparatory skills required to face interviews	
Content:	Fundamentals of Resume Writing, Writing effective Cover letters and emails to organizations.	4 hours
	Group Discussions – different types, Different types of interviews and basic competencies required in facing interviews.	4 hours
	Preparation required prior to facing an interview – industry and firm analysis. SWOT analysis; Frequently asked questions in interviews	4 hours
	Mock interviews to assess conceptual clarity, domain knowledge, soft skills, and perspectives held, etc.	12 hours
Pedagogy:	Lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ selfstudy/ Case Studies etc. or a combination of some of these. Sessions shall be interactive in nature to enable peer group learning	
Course Outcomes	1. Develop effective communication skills for interviews. 2. Prepare thoroughly for job interviews. 3. Master interview techniques and respond confidently. 4. Demonstrate professionalism and leave a positive impression.	
References/Readings	1. Prasad, HariMohan,How to prepare for Group Discussion and Interview, Tata McGraw Hill, Latest Edition 2. Patnaik, Priyadarshini, Group Discussion and Interview Skills, Cambridge University Press, Latest Edition	