

<div> <div> One Step In Changing Education Chain...  <b>RED &amp; WHITE</b>  GROUP OF INSTITUTES </div> <div> FACULTY NAME  STARTING DATE  ENDING DATE </div> </div>										D D - M M - Y Y		GRID B. TIME		H H : M M	
S T U D E N T N A M E										GOOGLE CLASS					
INTERVIEW TECHNIQUE (IT)										TOTAL DAYS: ____ /07					
<b>NOTE: -</b> <ul style="list-style-type: none"> <li>- Feedback વિધાર્થીઓ દ્વારા અને Project ના Marks શિક્ષક દ્વારા આપવામાં આવશે.</li> <li>- Signing-Sheet માં સહી કરવાની જવાબદારી વિધાર્થીની રહેશે અને Sign કરતી વખતે વિધાર્થીએ કોઈપણ સંબંધ કે ફેક્ટરીની ફેવર માં આવી ને Grade નક્કી ના કરે. જે ફેક્ટરી અને વિધાર્થી બંનેની જવાબદારી રહેશે.</li> <li>- Next Software કે Course, Certification તેમજ Job Placement ની કાર્યવાહી માટે આ Signing-Sheet ના દરેક Projects સારા માર્ક્સ થી તેમજ દરેક Topics પૂર્ણ થયેલા હોવા જોઈએ.</li> <li>- C કે D Grade વાળા ટોપિક નું પુનરાવર્તન થશે અને Leave એપ્લિકેશન વગર વિધાર્થી રજા પાડશે તો તેના લેકચર નું પુનરાવર્તન કરવા માં આવશે નહીં..</li> <li>- In Feedback (A = Excellent, B = Good, C = Bad, D = Poor)</li> </ul>															
LEC.	TOPICS	DATE	P A	FEEDBACK	STUDENT SIGN	FACULTY SIGN	REMARK								
1	<b>Resume/CV Writing</b> <ol style="list-style-type: none"> <li>What is Resume</li> <li>The employer wants to know</li> <li>Importance Of well design resume</li> <li>key components of Chronological Resume</li> </ol> formatting your resume –do's and don'ts of resume			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														
2	<b>Appearance and behaviour for An interview</b> <ol style="list-style-type: none"> <li>How to dress up for an interview               <ul style="list-style-type: none"> <li>Professional dressing tips</li> <li>First impression tips</li> </ul> </li> <li>behavioural tips before, during and after interview               <ul style="list-style-type: none"> <li>How to be ready for an interview</li> <li>Your conduct during the interview</li> </ul> </li> </ol> After the interview			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														
3	<b>Communication and Digital presence</b> <ol style="list-style-type: none"> <li>what is communication</li> <li>Types of communication</li> <li>Difference between miscommunication, communication and effective communication</li> <li>Key elements of communication</li> <li>What, why, how, when, where of communication</li> <li>3Vs. of communication-Albert Mehrabian's rule</li> <li>DO'S and don'ts for Communication</li> <li>Importance of Digital presence</li> </ol> Do's and Don'ts of digital presence			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														
4	<b>Types of Interviews and unique tips for each type</b> <ol style="list-style-type: none"> <li>walk ins</li> <li>Aptitude Interview</li> <li>Technical Interview</li> <li>HR Interview</li> <li>Telephone Interview</li> <li>Group Discussion</li> <li>Campus Interview</li> </ol>			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														
5	<b>Some FAQs for An Interview</b>			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														
6	<b>Drama set up for An interview</b> <ol style="list-style-type: none"> <li>Telephonic</li> <li>Technical</li> </ol> HR Interview			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														
7	<b>Practical Exam (Over All)</b> Technical viva -25 MARKS Interview skills (MCQ) - 25 MARKS			<table border="1"> <tr> <td>A</td> <td>B</td> </tr> <tr> <td>C</td> <td>D</td> </tr> </table>	A	B	C	D							
A	B														
C	D														

LATEST UPDATED TOPIC						
	Guest Lecture by Field Expert					
* Guest lectures are only eligible for package courses						

## Your Last Subject ?

Yes	No
What is next career :	Hold Course
Write here	Application No : <small>(If Hold , So Write the Hold Application No.)</small>
	Ongoing Course
	Next Course :
	Next Software :
	Next Faculty :
	Next Course Starting Date :
	Next Course Batch Time :
	Next Faculty Sign :

### Tutor Use Only:

Over All Student Performance: \_\_\_\_\_ Grade.

Remark: \_\_\_\_\_

\_\_\_\_\_