



BBS COLLEGE OF ENGINEERING AND TECHNOLOGY

Subject: PROFESSIONAL COMMUNICATION LAB

Submitted By:

Adarsh Pandey

MCA – 1st Year

Submitted To:

Miss. Lubna Khan

Curriculum Vitae

Name: Adarsh Pandey

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Career Objective

To secure a backend developer role where I can apply my expertise in **Python (Django)** and **Java (Spring Boot)** to design scalable, secure, and high-performance web applications. I aim to contribute to an agile development team while continuously enhancing system reliability, API efficiency, and database performance.

Key Skills

Programming Languages: Python, Java

Framework/Tools: Django, Spring-boot, GitHub

Database: MySQL, PostgreSQL

Academic Qualifications

Course	University/Board	Institute/College	Year of Passing	Percentage/CGPA
MCA(Master of Computer Application)	DR. A. P. J. Abdul Kalam Technical University, Lucknow	BBS College of Engineering & Technology, Phaphamau, Prayagraj	Pursuing	NA
BCA(Bachelor of Computer Application)	Prof. Rajendra Singh (Rajju Bhaiyaa) University, Prayagraj	(01329) Shambhunath College of Education, Raheemabad Prayagraj	2025	7.76/10
12 th (Intermediate)	Board of High School and Intermediate Education U.P.	Urmila Devi Inter College AVC Jhunsi Prayagraj	2022	66%
10 th (High School)	CENTRAL BOARD OF SECONDARY EDUCATION	Dawn The Higher Naseerapur Phoolpur Prayagraj UP	2020	66%

Trainings

Organization	Date/Time – duration	Knowledge/Skills
Softronic Automation, Prayagraj	27 th June – 14 th July, 2023 (45 hours)	Python Programming
Softronic Automation, Prayagraj	08 th September – 27 th September, 2025 (45 hours)	Java Full Stack Training

Achievements

- **2nd Place – Codefest**, Shambhunath College of Education (2024)
Recognized for building an innovative web-based project demonstrating strong problem-solving and programming skills.

Extra-Curricular Activities

- **Web Design Competition Organizer**, Techfest, Shambhunath College of Education (2024)
Led event planning, participant coordination, and judging criteria for a 30+ participant design contest.
- **Presentation Event Co-ordinator**, BCA Departmental Event (2023)
Managed scheduling, logistics, and evaluation panels for academic presentations.

Hobbies & Interests

- Using music to sustain focus and motivation during work.
- Following new technologies, world trends, and global diplomacy strategies.

Personal Details

Name	:	Adarsh Pandey
Date of Birth	:	02 nd August, 2004
Fathers name	:	Mr. Someshwar Pandey
Mother's name	:	Mrs. Kiran Pandey
Gender	:	Male
Marital status	:	Unmarried
Languages Known	:	English & Hindi
Postal Address	:	Krishna Vihar Colony Jhansi, Prayagarj U. P. 211019
Permanent Address	:	Kaserwa Janghai, Jaunpur 222165

Declaration: The above Information Given by me are true to best of my knowledge and belief.

DATE:

PLACE:

SIGNATURE:

Job Application Letter

Date: 15 October 2025

The HR Manager
Infosys Pvt. Ltd.
Plot No. 44, Phase II, Hinjewadi IT Park
Pune, Maharashtra – 411057

Subject: Application for the position of *Backend Developer*

Respected Sir/Madam,

I am writing to express my interest in the position of *Backend Developer* at Infosys Pvt. Ltd., as advertised on your company's career portal. I am currently pursuing my Master of Computer Applications (MCA) from Dr. A.P.J. Abdul Kalam Technical University, Lucknow, and hold a Bachelor's degree in Computer Applications (BCA) from Shambhunath College of Education, Prayagraj.

Through my academic journey and practical training, I have gained strong proficiency in Python (Django) and Java (Spring Boot) frameworks. I have also worked with MySQL and PostgreSQL databases, and I am confident in designing secure, scalable, and high-performance web applications. My training at Softronic Automation, Prayagraj enhanced my understanding of backend systems and full-stack application development.

In addition to my technical skills, I have demonstrated initiative and leadership through organizing departmental technical events and securing 2nd place in Codefest for developing an innovative web-based project. I am highly motivated to apply my problem-solving and programming skills in a dynamic environment like Infosys, contributing to your team's goals while continuously enhancing my professional expertise.

I would appreciate the opportunity to discuss how my qualifications align with the company's requirements. I am confident that my technical knowledge, enthusiasm for backend development, and commitment to continuous improvement would make me a valuable addition to your organization.

Thank you for considering my application. I look forward to the opportunity to interview with you.

Yours faithfully,

Adarsh Pandey

Enclosure: Curriculum Vitae

Note: The company name, job role, and HR details mentioned above are used only for example and academic purpose as part of the assignment.

Interview

An Interview is a two-way process. It provides an opportunity to employer and the applicant to sit face-to-face and interact on certain points related to job. L. brown defines interview and writes, “it is a conversation between two people. It is a conversation, yet, but directed to a purpose other than personal, social satisfaction”.

Purposes of an Interview

The dual purposes of interviews are:

1. First to find out the best person available for the job.
2. The applicant's objective is to find the job best suited to his goal.

Sequence of Interviews

The three-tier process to interview a potential or deserving interviewee whom the company is going to offer job is:

1. Screening Stage
2. Selection Stage
3. Final Stage

Types of Interviews

Organizations use various types of interviews to discover of an applicant. Some such types of interviews are:

1. Structured Interview: A Structured Interview is generally used in the screening stage. The purpose of the structured interviews is to screen out the candidates so that they can be passed on to the next stage.
2. Open-ended Interview: Open-ended interviews are used in the selection stage. The interviewer poses open ended questions and wants the applicant to answer them freely. The employer knows about the qualifications of the applicant beforehand but he wants to judge the applicant's personality and to test professional judgment and his ability to get along with co-worker.
3. Stress Interview: Stress Interviews are set up to judge the interviewee's capacity to handle the stressful situations. The interviewer creates artificial stressful situations to judge the applicant's ability.
4. Group Interviews: Now-a-days group interviews have been in practice in which candidates of a group are interviewed at the same time by the panel of interviewers. This type of interview is useful for judging the inter-personal skills.
5. Panel Interview: Some companies set up panel interviews in which an applicant is interviewed by several interviewers at once.
6. Situational Interview: The purpose of the situational interviews is to find out how well the applicant performs on the job.

7. Video-Interview: Some organizations use video-conferencing systems to screen out potential candidates. The sole purpose of video interview is to cut the travel cost.

Enumerate the factors to be emphasized upon while preparing for an interview.

An interview is usually called a formal meeting. It provides an opportunity to the participants to exchange views and also to evaluate others. Bovee et al defines an employment interview “as a formal meeting during which both employer and applicant ask questions and exchange information”. In the word of L. Brown, “it is a conversation between two people. It is a conversation, yet, but directed to a purpose other than personal, social satisfaction”.

Preparations for Interview:

Adequate preparation and practice is necessary to enhance the skill appearing in interviews. The applicant has to know about the basic questions and their answers for specific jobs. The main tasks for a successful interview are as follows:

1. Learn about the organization: The first thing which an interviewee should learn is about the organization- its products or services, its personnel, its latest business activities and other details of the like nature. One's understanding of the operations of the company might give a competitive advantage to the interviewee.
2. Think about questions: The applicant should be able to anticipate some of the questions of interviewer will ask. It will help him/her to control the nervousness and he/she will be able to answer quite confidently.
3. Bolster Confidence: The most important thing for the interviewee is to build their confidence. For this, first of all they must try to build rapport with the interviewer and also be fully prepared for the interview. They must be able to know their flaws and merits as this knowledge of themselves will raise them confident. They will be bold enough to face interview confidently.
4. Polish Interview Style: For success in an interview, how to say is as important as what to say. They should do good practice and learn proper way/style of speaking. Often the coaching institutes organize mock interviews so that the interviewee can learn the right style of answering the interviewer's questions.

Besides the above preparations, Physical preparation is also important. The interviewee should dress up themselves formally and have good posture and manners.

Group Discussion

A group discussion is a meeting of eight to ten persons for discussing a given topic. The group has a problem or a topic to discuss and find a solution or come to the conclusion within the allotted time. It is a joint effort of the group. While it is not a very formal situation, the communication has to be controlled and focused on the task. There is no appointed leader, but a leader may emerge during the discussion. Often, several persons show leadership qualities, and control and guide the group to a conclusion. All participants need discussion skills.

The abilities which are checked in GD are as follows:

- Communication Skills
- Ability to work in a team
- Logical ability
- Leadership skills
- Initiative ability
- Boldness
- Flexibility
- Creativity
- Ability to think; etc.

Importance of GD:

The reason for conducting group discussion in institutes put the candidates through a Group discussion and an interview, after testing their technical and conceptual skills in an exam, is to know them as a person and gauge how well they will fit in their institute. The Group discussion tests how the candidates function as a part of a team. As a manager, they will always be working in teams, as a member or as a leader. Therefore how they interact in a team becomes an important criterion for their selection. Managers have to work in a team and get best results out of teamwork. That is the reason why management institutes include GD as a component of the selection procedure.

GDs can be topic-based or case-based.

Topic based GDs can be classified into three types:

1. Factual Topics
2. Controversial Topics
3. Case Based GD

Factual Topics:

Factual topics are about practical things related to some facts, which an ordinary person is aware of in his day-to-day life. These are about socio-economic topics. These can be current, i.e. they may have been in the news lately, or could be unbound by time. A factual topic for discussion gives a candidate a chance to prove that he/she is aware of and sensitive to his/her environment.

E.g. The Mercy Killing, Tourism in India; etc.

Controversial Topics:

Controversial topics are the ones that are argumentative in nature. They are meant to generate controversy. Some people can be agreeing but the others are not. In GDs where these topics are given for discussion, the noise level is usually high. The idea behind giving a topic like this is to see how much maturity, leadership quality, patience, handling situation etc, the candidates are displaying by keeping their temper cool, by rationally and logically arguing their point of view without getting personal and emotional.

E.g. Reservations for women is important, Science as boon or bane.

Case-based GDs:

Another variation is the use of a case instead of a topic. The real or fake incident is narrated to the candidates and some problems are exposed to them. Their suggestions to solve the problems are invited. The objective in the case study is to get you to think about the situation from various angles.

Reasons for conducting a GD:

- It helps you to understand a subject more deeply.
- It improves your ability to think critically.
- It helps in solving a particular problem.
- It helps the group to make a particular decision.
- It gives you the chance to hear other students' ideas.
- It improves your listening skills.
- It increases your confidence in speaking.
- It can change your attitudes.

Strategies for Improving GD Skills:

Asking questions and joining in discussions are important skills for university study. If you find it difficult to speak or ask questions in tutorials, try the following strategies.

Observe:

Attend as many seminars and lectures as possible and notice what other students do. Analysis following things in you:

- How do other students make critical comments?
- How do they ask questions?
- How do they disagree with or support arguments?
- What special phrases do they use to show politeness even when they are voicing disagreement?
- How do they signal to interrupt, ask a question or make a point?
- How they face the people?
- How confidently do they answer the questions?

Rehearse:

Start practicing your discussion skills in an informal setting or with a small group. Start with asking questions of fellow students. Ask them about the course material. Ask for their opinions. Ask for information or ask for help.

Participate:

Take every opportunity to take part in social/informal discussions as well as more structured/formal discussion. Start by making small contributions to tutorial discussions; prepare a question to ask, or agree with another speaker's remarks.

Dos for GD:

- Speak pleasantly and politely to the group.
- Don't be irritated at any issue.
- Respect the contribution of every speaker.
- Put your view confidently and logically to the others.
- Remember that a discussion is not an argument. Learn to disagree politely.
- Think about your contribution before you speak. How best can you answer the question/ contribute to the topic?
- Try to stick to the discussion topic. Don't introduce irrelevant information. Don't jumble here and there be fix to prove your view.
- Be aware of your body language, facial expression, eye contact etc. when you speak.
- Agree with and acknowledge what you find interesting.

Don'ts for GD

- Lose your temper. Keep always in mind that discussion is not an argument.
- Don't ever shout. Use a moderate tone and medium pitch.
- Use too many gestures when you speak. Gestures like finger pointing and table thumping can appear aggressive.
- The gestures should support your expression and speech.
- Dominate the discussion. Confident speakers should allow quieter students a chance to contribute.
- Draw too much on personal experience or anecdote. Although some tutors encourage students to reflect on their own experience, remember not to generalize too much.
- Don't interrupt anyone while he/she speaks. Wait for speakers to finish what they are saying before you speak.

Different techniques to initiate a GD and make a good first impression:

- i. Quotes
- ii. Definition
- iii. Question
- iv. Shock statement
- v. Facts, figures and statistics
- vi. Short story
- vii. General statement

Quotes:

Quotes are an effective way of initiating a GD.

If the topic of a GD is: Should the Censor Board be abolished?, you could start with a quote like, 'Hidden apples are always sweet'.

For a GD topic like, Customer is King, you could quote Sam (Wall-mart) Walton's famous saying, 'There is only one boss: the customer. And he can fire everybody in the company -- from the chairman on down, simply by spending his money somewhere else.'

Definition:

Start a GD by defining the topic or an important term in the topic. For example, if the topic of the GD is Advertising is a Diplomatic Way of Telling a Lie, why not start the GD by defining advertising as, 'Any paid form of non-personal presentation and promotion of ideas, goods or services through mass media like newspapers, magazines, television or radio by an identified sponsor'?

Question:

Asking a question is an impact way of starting a GD. It does not signify asking a question to any of the candidates in a GD so as to hamper the flow. It implies asking a question, and answering it yourself.

Any question that might hamper the flow of a GD or insult a participant or play devil's advocate must be discouraged.

Shock statement:

Initiating a GD with a shocking statement is the best way to grab immediate attention and put forth your point. If a GD topic is, The Impact of Population on the Indian Economy, you could start with, 'At the Centre of the Indian capital stands a population clock that ticks away relentlessly. It tracks 33 births a minute, 2,000 an hour, 48,000 a day. Which calculates to about 12 million every year. That is roughly the size of Australia. As a current political slogan puts it, 'Nothing's impossible when 1 billion Indians work together'.'

Facts, figures and statistics:

If you decide to initiate your GD with facts, figure and statistics, make sure to quote them accurately. Approximation is allowed in macro level figures, but micro level figures need to be correct and accurate. For example, you can say, approximately 70 per cent of the Indian population stays in rural areas (macro figures, approximation allowed). But you cannot say 30 states of India instead of 28 (micro figures, no approximations). Stating wrong facts works to your disadvantage. For a GD topic like, China, a Rising Tiger, you could start with, 'In 1983, when China was still in its initial stages of reform and opening up, China's real use of Foreign Direct Investment only stood at \$636 million. China actually utilized \$60 billion of FID in 2004, which is almost 100 times that of its 1983 statistics."

Short story:

Use a short story in a GD topic like, motivation is all about satisfaction.

General statement:

Use a general statement to put the GD in proper perspective.

Summarization/ Conclusion:

- Most GD does not really have conclusions. A conclusion is where the whole group decides in favor or against the topic.
- But every GD is summarized. You can summaries what the group has discussed in the GD in a nutshell.

Keep the following points in mind while summarizing a discussion:

1. Avoid raising new points.
2. Avoid stating only your viewpoint.
3. Avoid dwelling only on one aspect of the GD.
4. Keep it brief and concise.
5. It must incorporate all the important points that came out during the GD.
6. If the examiner asks you to summaries a GD, it means the GD has come to an end.
7. Do not add anything once the GD has been summarized.

Preparing for a Group Discussion:

While GD reflects the intrinsic qualities of an individual, appearing for it unprepared may not predict well for you. These tips would help you prepare for GDs:

Reading:

This is the first and the most important aspect in preparation. This is a never ending process and the more you read, the better you will be in your thoughts. While you may read anything to everything, you must ensure that you are in good touch with current affairs. Chances are the topics would be around these. Read both for the thoughts as well as for data. Also read multiple view points on the same topic and then create

your point of view with rationale. Also create answers for counter arguments for your point of view. The electronic media also will be of good use here.

Mocks:

Create an informal GD group and meet regularly to discuss and exchange feedback and think it as a real one. This is the best way to prepare. This would give you a good idea about your thoughts and how well can you convince. Remember, it is important that you are able to express your thoughts well.