

Branch Name:	B.Com
Program Code:	2CM101
Course Name:	Group Discussion and Personal Interview
Course Code:	2CM1010621
Pre-requisite Course:	Basic knowledge regarding Group Discussion and Personal Interview.

Course Objectives:

- 1-Students are able to perceive the common ideas of people on a particular topic.
- 2- students are able obtain additional information from the candidates as required by the job.
- 3- Students are able to obtain additional information about the skills and knowledge of the interviewee.

Teaching and Examination Scheme:

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
3	--	-	3	70	30	-	-	100

Subject Contents:

Sr. No	Topic	Total Hours	Weightage (%)
1	Group Discussion: What is group discussion, Do's and Don'ts in group discussion, How to get success in group discussion, Procedure and steps of group discussion, Various approaches to Group Discussion, Role of GD in getting success in job, Role of moderator in GD, Advantages of Group Discussion.	9	25%
2	Interviews: Introduction General preparation for an interview Assess Yourself, Track and Leverage your Accomplishment, Updating your resume, Re-Assessing your resume. Types of Interviewing Questions Permission questions, Factual Questions, 'Tell Me about' questions, 'Feeling' questions, 'checking' questions	9	25%
3	Assignments: • Case study on group discussion, • Case study on Personal interview, • video clips to be shown in classroom on GD and PI • Teacher Student interaction Students Interaction with the Audience.	9	25%
4	Practical : • 5 Topics to be discussed in group • Conduct personal interview • Seminar on interview tips by experts. • One inter-college Group discussion competition	9	25%

Text Books: Business communication Meenakshi Raman & Parkas Singh

Reference Books:

1. Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz1. Effective Presentation Skills – Robert Dilts, Meta Publication
2. Business Communication Today - Bovee and Thill: Tata McGraw Hill,
3. Presentation Skills 2015

List of Open Source Software/learning website:

LAB/Practical

Course Learning Outcomes (CLO): On completion of this course, the students will be able to:

CLO	Description	Bloom's Taxonomy Level
CLO1	It helps to establish mutual understanding between the company and candidates.	2 Understanding 1 Remembering 5 Evaluating
CLO2	Group discussion fosters the development of teamwork. Team members help each other out and share information. When students work together, they develop a sense of belonging and become closer friends	2-Understanding 5-Evaluating
CLO3	Conducting GDs help with proactive listening, which is a vital skill for academic achievement. By participating in group discussions, students are encouraged to listen carefully to what others say. They also learn how to follow directions and understand instructions.	1 Remembering 4 Analyzing 2 Understanding
CLO4	develop the skills needed for approaching different types of interviews.	2 Understanding 3 Applying 5-Evaluating
CLO5	understand the various ways of gathering information by asking people questions	2 Understanding 3 Applying
CLO6	Cognitive strategy. In this type of learning outcome, the learner uses personal strategies to think, organize, learn and behave.	2 Understanding 3 Applying 6- Creating

Mapping of CLOs with POs & PSOs

Course Learning Outcomes (CLOs)	Program Outcomes (POs)							Program Specific Outcomes (PSOs)	
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2
CLO1		H		M		H		H	
CLO2	M		L			H		M	L
CLO3		H		M		L	M	M	
CLO4		H		L		L		H	
CLO5	H		L		H		M		H
CLO6		M		M		H		M	

H: High, M: Medium, L: Low