



# R. J. COLLEGE of Arts, Science & Commerce (AUTONOMOUS)

(Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE of Arts, Science & Commerce)

Opposite Ghatkopar Railway Station, Ghatkopar (West), Mumbai 400086, Maharashtra, INDIA.

Website: www.rjcollege.edu.in Email: rjcollege@rjcollege.edu.in Tel No: +91 22 25151763 Fax No: +91 22 25150957

College is recognized under Section 2(f) & 12(B) of the UGC Act, 1956

Affiliated to UNIVERSITY OF MUMBAI || NAAC Re-Accredited 'A' Grade (CGPA: 3.50)

## Value Added Course (Personality Development Sessions)

TYBBI: Interview Skills- Advanced Level

### Notice

Department of B. Com (Banking & Insurance) is going to conduct a Value-added course on Personality Development and Building Soft-skills for TYBBI Students during the month of April and May, 2021

*G. Nandini*

Prof Nandini Jagannaryan

Head, Dept. of B.Com.(Banking and Insurance)

Dr. Himanshu Dawda

Principal



PRINCIPAL  
RAMNIRANJAN JHUNJHUNWALA COLLEGE  
OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS)  
Ghatkopar (W), Mumbai-400086, Maharashtra, INDIA

2019: Star College Status by DBT

2008: Best College by University of Mumbai 2010: IMC RBNQ Award 'Performance Excellence' for the year 2009

2011: 'Best Teacher Award' by Government of Maharashtra 2013: DST-FIST 2014: DBT STAR College

2013 & 2014: 'Jagar Jaanivancha Award' by Govt. of Maharashtra 2016: ISO 14001:2015 2016: ISO 9001:2015 2017: ISO 27001:2013

2018: Autonomous Status by University Grants Commission (No. F. 22-1/2018(AC) - 28.05.2018) & by University of Mumbai (No.Aff./ICD/18-19/440 - 08.06.2018)



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## Value Added Course (Personality Development Sessions)

### TYBBI: Interview Skills- Advanced Level

#### Report

**Name of the Activity:** Value Added Course (Personality Development Sessions) Interview Skills- Advanced Level

#### Brief Report:

TYBBI: **Interview Skills:**

- ❖ To help Students in choosing and building a career successfully and getting a good job in the chosen life and progressing in the line chosen.

**Number of Beneficiary:** TYBBI: 52

**Date:** TYBBI: From April 10th to May 2nd, May 15th to 19th, 2021

**Time:** TYBBI: 10.00 am to 1.00 pm

**Event Platform:** Online (Google Meet)

**Resource Person:** Mr. Ambareesh Kshirsagar (Pacific Consultancy & Training Services)

G. Nandini



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BBI Department

Academic Year: 2020-21

Value Added Course (Personality Development Sessions)

**TYBBI: Interview Skills- Advanced Level**

**Duration:** TYBBI: 40 Hours

**Learning Outcome:** Helps students in choosing and building a successful career. Helps students in getting a good job and progress in life.

**Why should one do it:**

**TYBBI:**

To prepare students for corporate jobs, getting to know Corporate Ethics, writing good resumes, etc.

**Eligibility:** Undergraduate Students

**Syllabus included:** PERSONAL DEVELOPMENT PROGRAMME – INTERVIEW SKILLS (ADVANCED LEVEL)

Unit I	Building the Foundation: Preparing for the Corporate – getting to know Industry / job searching tools – different selection procedures.
Unit II	Getting Ready: Writing resumes, Group Discussion techniques (as applicable in this digital era)
Unit III	Personal Interview – Theory with hands on practice – mock interviews and feedback.
Unit IV	Support skills: Stress management and time management – keys to achievement.
Unit V	Building the Foundation: Preparing for the Corporate – getting to know Industry / job searching tools – different selection procedures.

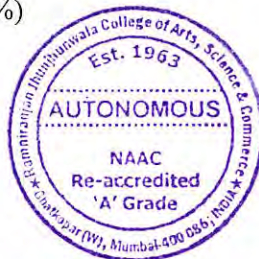
**Requirements:** Students must have basic English communication skills, and basic Computer knowledge.

**Evaluation:** Continuous Evaluation after each unit

**TYBBI:** Continuous evaluation theory and practical – through appearing for interviews, participating in GDs, report writing

**Marks:** 100 Marks (Passing Standard: 40%)

G. Nandini



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AY 2020 Onwards

# Hindi Vidya Prachar Samiti's RAMNIRANJAN JHUNJHUNWALA COLLEGE (AUTONOMOUS)

(Also known as R. J. College of Arts, Science & Commerce as per UGC Notification)

Affiliated to UNIVERSITY OF MUMBAI II Recognized by UGC under 2f & 12B  
NAAC Accredited 'A GRADE' with CGPA 3.50

## Knowledge is all Ambrosia

**CERTIFICATE  
COURSE IN**

**PERSONAL DEVELOPMENT**

**PROGRAMME –**

**INTERVIEW SKILLS**

**(ADVANCED LEVEL)**

**A**



**T**



**S**




**M**



**C**

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## ABOUT US

Hindi Vidya Prachar Samiti was incepted on the auspicious day of Shri Krishna Janmashtami, 15th August 1938. A brain child of a visionary Late Shri Nandkishore Singh Jairamji, samiti was established with the objectives of catering to the educational needs of the Hindi speaking community. Ramniranjan Jhunjhunwala College came into existence in 1963, enabling a larger section of the society to take advantage of the facilities provided for higher education.

From 1999-2000 the College has added a number of self-financing courses like B.M.S., B.B.I., B.Sc. in Computer Science, Information Technology, Biotechnology, M.Sc. in Computer Science, Biotechnology and Information Technology as well as add on courses, which further hone the special skills of the students.

The college has been reaccredited with 'A' Grade by NAAC in 2014 with a CGPA 3.50 and received the Best College Award (2007-2008) of the University of Mumbai. The College has been bestowed with IMC "Ramkrishna Bajaj Performance Excellence Trophy", 2010.

The Principal of the college was awarded "Best Teacher" by Government of Maharashtra in 2011.

Government of Maharashtra conferred the college with "JAAGAR JAANIVANCHA" (First in Mumbai Suburban- in 2013 and Second in Mumbai Suburban- in 2014) for safety of girls.

**C**ourse Code: **RJBBIC03**

**D**uration: **40** hours

**C**redits : **02**

## LEARNING OUTCOME

- Helps students in choosing and building a successful career.
- Helps students in getting a good job and progress in life.



## COURSE OBJECTIVE

Development started early in life has strong and positive impact on the students.



**COURSE  
CONTENT**

Unit I	Building the Foundation: Preparing for the Corporate – getting to know Industry / job searching tools – different selection procedures.
Unit II	Getting Ready: Writing resumes, Group Discussion techniques (as applicable in this digital era)
Unit III	Personal Interview – Theory with hands on practice – mock interviews and feedback.
Unit IV	Support skills: Stress management and time management – keys to achievement.
Unit I	Building the Foundation: Preparing for the Corporate – getting to know Industry / job searching tools – different selection procedures.

## EVALUATION



Continuous evaluation theory and practical's – through appearing for interviews, participating in GDs, report writing

**100 MARKS**



**PASSING 40**

# WHO SHOULD DO

A student enrolled in UG Program and has completed the basic and advanced levels of PDP session

# IT?



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## *Certificate of Completion*

This is to certify that

**AGAM KAJAL DADA SAVITA**

of Class **TYBBI** Roll No. 1

has successfully completed the Value-Added Course in **PERSONAL DEVELOPMENT PROGRAMME - CAREER FOUNDATION & DEVELOPMENT SKILL** organized by Department of **BBI** and conducted from **5/4/2021 TO 20/4/2021**.

**COURSE CODE**  
**RJDBIC03**

Issue Date: 13 July, 2021



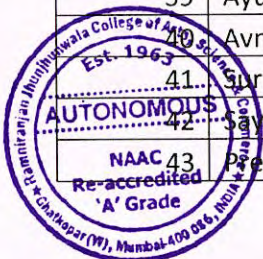
  
Dr. Himanshu Dawda  
In-charge Principal

CERTIFICATE ID: RJC-VAC-202021-01368



# STUDENT COMPLETED Certificate Course in Personal Development Programme --Interview Skills YEAR 20-21

SR NO	NAME	ROLL NO	CLASS
1	Kajal Singh	32	COM-BBI
2	Annu Shukla	30	COM-BBI
3	Shubham Pandey	19	COM-BBI
4	Ruksana Shaikh	0	COM-BBI
5	Shifa Shaikh	28	COM-BBI
6	Niranjan Posture	23	COM-BBI
7	Jayashree Kushwaha	13	COM-BBI
8	Sarvesh Shukla	31	COM-BBI
9	Gauri More	47	COM-BBI
10	Swaraj Sonawane	35	COM-BBI
11	Naved Khan	11	COM-BBI
12	Jaya Pujari	24	COM-BBI
13	Riya Yadav	41	COM-BBI
14	Abhishek Jha	8	COM-BBI
15	Ravi Kumar Gupta	5	COM-BBI
16	Kiran Vishwakarma	38	COM-BBI
17	Priya Dubey	3	COM-BBI
18	Vishal Yadav	44	COM-BBI
19	Poonam Chaurashiya	0	COM-BBI
20	Shivam Jaiswal	45	COM-BBI
21	Vishal Yadav	43	COM-BBI
22	Sail Patiyane	48	COM-BBI
23	Swati Kewat	10	COM-BBI
24	Jyoti Shirsat	29	COM-BBI
25	Akshata Devadiga	2	COM-BBI
26	Pratiksha Patil	20	COM-BBI
27	Mahima	14	COM-BBI
28	Mourya Shabnam	49	COM-BBI
29	Nasreen Khan	0	COM-BBI
30	Shital Gupta	7	COM-BBI
31	Karina Kaneri	9	COM-BBI
32	Sahil Monde	16	COM-BBI
33	Kunal Pawar	21	COM-BBI
34	Aswathi Sureshkumar	18	COM-BBI
35	Harsh Kudve	12	COM-BBI
36	Anagha Pednekar	22	COM-BBI
37	Mansi Chavan	1	COM-BBI
38	Divakar CHAUHAN	52	COM-BBI
39	Ayush Rai	26	COM-BBI
40	Avnish Kumar Dubeu	46	COM-BBI
41	Suruchi Yadav	42	COM-BBI
42	Sonal Mirgule	15	COM-BBI
43	Preeti Singh	34	COM-BBI



  
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44	Priya Kanojia	0	COM-BBI
45	Renu Nishad	17	COM-BBI
46	nikita waghmare	39	COM-BBI
47	PRATHAMESH SURVE	36	COM-BBI
48	Satish Telore	37	COM-BBI
49	Priti Gaikwad	4	COM-BBI
50	Sanjana Singh	51	COM-BBI
51	Vikas Yadav	0	COM-BBI
52	Rehan Qureshi	50	COM-BBI
53	Richa Yadav	40	COM-BBI
54	SHAFIQ AHMAD	27	COM-BBI
55	Ankit Kumar Yadav	55	COM-BBI
56	Madhu Singh	33	COM-BBI
57	Qureshi Sama parveen	25	COM-BBI
58	Rohitkumar Gupta	10	COM-BBI
59	Iqra Khan	54	COM-BBI



  
 7/6 PRINCIPAL  
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