



giBS

Gitarattan International Business School

Grade 'A' Accredited by NAAC

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Gitarattan International Business School

Policy No: GIBS/ACD.POL./22-23/00....

Date:

VALUE ADDED COURSE FOR MBA & MBA IB

Previous Policy No: N.A., dated: N.A.

1 Preamble

Value added courses are designed to provide students with additional skills knowledge and experiences beyond the core MBA curriculum. The program enriches the educational experience and better prepares students for their career whether they are perusing traditional corporate roles, entrepreneur ventures or leadership positions in various industries. The course provides specialized skills that are in high demand, making them more attractive to employers.

2. Objectives

- 2.1 **Global perspective:** offers in-depth global perspectives, including international business strategies and cross-cultural communication skills.
- 2.2 **Personal Growth:** personal development, helping students build essential soft skills like leadership, communication, teamwork, and time management.
- 2.3 **Adaptation to Industry Trends:** Business environments are constantly evolving, and value-added courses can help students stay up-to-date with the latest industry trends and best practices.
- 2.4 **Broaden Skill Set:** These courses allow students to acquire skills and competencies that may not be covered in the core MBA curriculum. This can include skills related to technology, data analytics, leadership, entrepreneurship, or industry-specific knowledge.

3. Course Outcome:

CO1	Applied skills	The students will be able to apply theories and concepts learnt in real-world scenarios, such as through case studies, simulations, or projects.
CO2	Critical Thinking	The students will be able to analyze complex business problems, evaluate different solutions, and make informed decisions.
CO3	Problem-Solving	To identify, define, and solve business challenges using appropriate tools and techniques.
CO4	Communication	To improve written and oral communication skills as per

		corporate environment, as well as the ability to present ideas and findings convincingly.
CO5	Teamwork	To work effectively as part of a team, including skills related to leadership, conflict resolution, and collaboration.
CO6	Leadership Development	To improve leadership qualities, such as the ability to inspire and motivate teams, led change initiatives, and make strategic decisions.
CO7	Ethical Awareness	To heighten awareness of ethical issues in business and the ability to make ethical decisions.
CO8	Networking	To expand professional network and the ability to leverage these connections for career advancement.

4.0 Program outcomes

PO1	Enhanced Critical Thinking	Students should develop the ability to think critically and analytically. This includes the capacity to identify, evaluate, and solve complex problems, make reasoned decisions, and effectively communicate their thought process.
PO2	Enhanced Problem-Solving Abilities	The course should equip students with strategies and techniques to tackle real-world problems effectively. This includes the ability to break down complex issues into manageable parts and develop creative solutions.
PO3	Effective Communication	Critical thinking often involves articulating one's thoughts clearly and persuasively. Student should be able to communicate their ideas effectively in both written and verbal forms.
PO4	Cognitive Flexibility	Critical thinking involves being open to new ideas, adapting to change, and considering alternative viewpoints. Students should become more cognitively flexible and open-minded.
PO5	Leadership Skills	Critical thinking is vital for effective leadership. Graduates should be prepared to take on leadership roles and guide teams or organizations in making thoughtful decisions.
PO6	Innovation and Creativity	Encouraging students to think critically can also stimulate innovation and creativity. Graduates should be able to generate innovative solutions to problems.

5.0 Eligibility criteria of module

- 5.1 The enrolled students of MAB & MBA IB program wef Academic Session 2022-2023, studying at Gitarattan International Business School affiliated to Guru Gobind Singh Indraprastha University is eligible to attend Skill Based Training (herein after referred as SBT) Module of this **Value Added Course**.
- 5.2 Each SBT module pertains to each semester commencing from Semester 1 until Semester 4. The student of Semester 1, 2, 3 & 4 is eligible to attend Module 1, 2, 3 & 4 respectively and not otherwise.

6.0 Course structure of Value Added Course Certification - Skill Based Training (SBT)

SBT 1- PRO-LEARN CORPORATE EXCELLENCE

SESSIONS	PRO LEARN CORPORATE EXCELLENCE
Session 1	Introduction to Soft Skills
Session 2	Self-Assessment and SWOT Analysis
Session 3	Netiquette
Session 4	Priority Management Techniques
Session 5	Mid Term Assessment
Session 6	Teamwork & Problem solving
Session 7	Leadership Skills
Session 8	Industrial Visit
Session 9	Final Assessment

SBT 2 - APTI OFFICE SKILL BOOST

SESSIONS	APTI OFFICE SKILL BOOST
Session 1	Introduction to Aptitude Tests-
Session 2	Verbal Aptitude
Session 3	Logical and Analytical Reasoning
Session 4	Abstract Reasoning
Session 5	Mid Term Assessment
Session 6	Microsoft Excel Advanced
Session 7	Microsoft PowerPoint Basics
Session 8	Microsoft PowerPoint Advanced
Session 9	Final Assessment

SBT 3 - PROFESSIONAL PROFILE PRO

SESSIONS	PROFESSIONAL PROFILE PRO
Session 1	Basic Resume Building
Session 2	Customizing Resume
Session 3	LinkedIn Profile
Session 4	LinkedIn Branding
Session 5	RESUME TEST
Session 6	LinkedIn Branding
Session 7	Industry expert Session on job openings and industry insights (Mkt & Finance)
Session 8	industry expert on Regular updates on job openings, and industry insights.(HR&IB)
Session 9	Mock Interviews Analysis & Presentation

SBT 4 - BRAND CRAFT MBA

SESSIONS	BRAND CRAFT MBA
Session 1	Introduction to Personal Branding
Session 2	LinkedIn Learning
Session 3	Group Discussions(Group of 8-10)
Session 4	Preparing for Personal Interviews
Session 5	Virtual GD Assessment (Group of 8-10)
Session 6	STAR (Situation, Task, Action, Result) Interview responses
Session 7	Mock Interviews
Session 8	Mock Interviews(Final assessment)
Session 9	Mock Interviews(Final assessment)

6.1 SBT 1- PRO-LEARN CORPORATE EXCELLENCE

Module overview- This training module will be offered to the 1st Semester students so that after pursuing this training module the students are equipped with essential soft skills that are crucial for their personal and professional development. The module covers a range of topics, from communication and teamwork to leadership and time management. The goal is to enhance students' ability to effectively navigate the complex world of business and management.

SESSIONS	PRO LEARN CORPORATE EXCELLENCE
Session 1	Introduction to Soft Skills
Session 2	Self-Assessment and SWOT Analysis
Session 3	Netiquette
Session 4	Priority Management Techniques
Session 5	Mid Term Assessment
Session 6	Teamwork & Problem solving
Session 7	Leadership Skills
Session 8	Industrial Visit
Session 9	Final Assessment

Evaluation &Assessment Criteria SBT-1

Evaluation &Assessment criteria will consist of four components as per the given table below:

S1 (Attendance)	S2 (CBA)	S3 (MCQ)- MIDTERM	S4 (MCQ) FINAL	Total Marks
10	10	15	15	50

S1	Attendance (attendance criteria is 75 % in each module)
S2	Class Based Activity (detailed below)
S3	Mid Term test MCQ (25 Questions)-Online
S4	Final Assessment MCQ (25 Questions)-Online

S2 Assessment Components:

Self SWOT analysis of student
Drafting formal e-mails for meeting, project presentation
Paraphrasing case study Assessment
Analyzing Emotional intelligence I in professional scenario(live examples)
Solving case study on time management skill.

Syllabus for Skill Based Training Module- 1

SESSION 1: Introduction to Soft Skills
1. Understanding the importance of soft skills in the business world 2. Differentiating between hard skills and soft skills 3. Overview of the soft skills covered in the module
SESSION 2: Self-Assessment and SWOT Analysis
1. Understanding the importance of self-awareness in personal and professional growth 2. Overview of the SWOT analysis framework and its relevance to management a. Exploring personal strength: Skills, talents, knowledge, experiences and reflecting achievements. b. Acknowledging Weaknesses (W) by recognizing areas for improvement: Skills gaps, limitations, and challenges and Reflecting on past failures or setbacks as learning opportunities c. Identifying external opportunities (O): Trends, industry developments, networking and Setting goals. 3. Confronting potential threats(T): Industry competition, market changes, personal challenges
SESSION 3: Netiquette
1. Defining netiquette and its importance in the digital age 2. Professional Email Etiquette a. Crafting effective subject lines and messages b. Proper use of greetings and salutations c. Clear and concise communication in emails d. Avoiding common email pitfalls (overuse of caps, excessive exclamation points) e. Attachment etiquette and file naming conventions

SESSION 4: Priority Management Techniques and SMART Goals
1. Introduction to Priority Management and Goal Setting and their importance 2. Time Management Fundamentals a. Assessing personal time management habits b. Identifying time-wasting activities and distractions 3. Prioritization Techniques a. Categorizing tasks by importance and urgency b. Focusing on tasks with the highest impact
SESSION-5 Introduction to SMART Goals
a. Understanding the SMART acronym: Specific, Measurable, Achievable, Relevant, Time-bound b. Setting Specific (S) Goals c. Establishing quantifiable measures(M) of success d. Setting goals that are realistic and achievable (A) e. Goals Relevance (R): Assessing the impact of goals on personal and professional growth f. Time-Bound Goals (T) g. Translating SMART goals into actionable plans
SESSSION 6: Teamwork
1. Understanding the importance of teamwork and leadership in management
2. Understanding team dynamics and roles a. Identifying traits of high-performing teams b. Communication in Team Settings c. Collaboration and Conflict Resolution d. Cross-Functional Teams
SESSION-7 Leadership
Adapting leadership styles based on situational needs a. Delegating tasks while maintaining accountability and empowering team members to take ownership of their responsibilities b. Engaging teams in decision-making processes: Analyzing problems and generating innovative solutions c. Emotional Intelligence in Leadership
SESSION-8 INDUSTRIAL VISIT
Sharing with students an insight into the real working environment, workstations, plants, assembly lines, machines, systems, and interact with highly trained and experienced
SESSION-9 Final Assesment

Suggested Readings: Module 1

1. Corporate Chanakya by Radhakrishnan Pillai
2. Netiquette: A Guide to Digital Communication by Debarati Halder and K. Jaishankar
3. The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey
4. Soft Skills: Your Success Mantra" by Shiv Khera
5. The Professional by Subroto Bagchi

6.2 SBT 2 - APTI OFFICE SKILL BOOST

Module Overview: This training module is designed to help MBA students prepare for aptitude tests and to equip them with essential Microsoft Office skills used in various Business- related assessments, including job interviews and selection processes. The module covers a range of aptitude topics, proficiency in Excel and PowerPoint.

SESSIONS	APTI OFFICE SKILL BOOST
Session 1	Introduction to Aptitude Tests-
Session 2	Verbal Aptitude
Session 3	Logical and Analytical Reasoning
Session 4	Abstract Reasoning
Session 5	Mid Term Assessment
Session 6	Microsoft Excel Advanced
Session 7	Microsoft PowerPoint Basics
Session 8	Microsoft PowerPoint Advanced
Session 9	Final Assessment

Evaluation & Assessment Criteria SBT-2

Evaluation & Assessment criteria will consist of four components as per the given table below:

S1	Attendance (attendance criteria is 75 % in each module)
S2	Class Based Activity (detailed below)
S3	Mid Term test MCQ (25 Questions)-Online
S4	Final Assessment MCQ (25 Questions)-Online

S1 (Attendance)	S2 (CBA)	S3 (MCQ)- MIDTERM	S4 (MCQ) FINAL	Total Marks
10	10	15	15	50

S2 Assessment Components:

Number sequences & Matrix reasoning
create complex formulas and functions using advanced functions like v lookup, index-match,
Adding slide transitions and simple animations to make the presentation more engaging.
creation of charts and graphs using PowerPoint's charting tools based on provided data

Syllabus for Skill Based Training Module- 2

SESSION 1: Introduction to Aptitude Tests
1. Introduction to Aptitude Tests a. Understanding the purpose of aptitude tests b. Different types of aptitude tests (numerical, verbal, logical, abstract, etc.) c. Importance of aptitude tests in job interviews and academic assessments
2. Mathematical Aptitude a. Arithmetic: Basic operations, fractions, percentages, decimals b. Algebra: Equations, inequalities, simplification c. Data Interpretation: Analyzing graphs, charts, and tables

SESSION 2: Verbal Aptitude
1. Verbal Aptitude a. Vocabulary: Synonyms, antonyms, analogies b. Reading Comprehension: Understanding passages, answering questions c. Sentence Completion: Fill in the blanks, error detection
SESSION 3: Logical and Analytical Reasoning
1. Logical and Analytical Reasoning a. Patterns and Sequences: Identifying patterns and completing sequences b. Deductive Reasoning: Drawing logical conclusions from provided information c. Inductive Reasoning: Making predictions based on patterns
SESSION 4: Abstract Reasoning
1. Abstract Reasoning a. Non-verbal puzzles: Shapes, patterns, series b. Visual Analogies: Recognizing visual relationships between elements c. Matrix Reasoning: Completing matrices based on rules
SESSION 5: Microsoft Excel Basics
a. Overview of Microsoft Office applications: Word, Excel, PowerPoint, Outlook b. Understanding Excel's interface: Cells, columns, rows, and sheet c. Data entry and basic formulas: Addition, subtraction, multiplication, division d. Formatting cells and data: Numbers, text, dates, and currency e. Data sorting and filtering for analysis f. Keyboard Shortcuts and Time-Saving Tips
SESSION 6: Microsoft Excel Advanced
1. Microsoft Excel Advanced Features a. Pivot tables and data analysis in Excel b. Data visualization c. What If analysis d. V LOOKUP& HLOOKUP Command e. Macros f. Practical minor project using above features (i.e. data visualization)
SESSION 7: Microsoft PowerPoint Basics
1. Microsoft PowerPoint Basics a. Creating engaging presentations: Slide layout, design, and themes b. Adding content: Text, images, shapes, and multimedia c. Slide transitions and animations for dynamic presentations d. Presenting slides effectively using speaker notes and presenter view

e. Advance formatting and master slides. f. . Mail merge and advanced email management in Outlook
SESSION 8: Microsoft PowerPoint Advanced
1. Microsoft PowerPoint Further a. Presenting data using charts, graphs, and infographics b. Creating Dynamic and Interactive Elements by adding hyperlinks to external content or websites c. Incorporating Multimedia and Video d. Adapting presentation style for academic, business, and industry audiences
SESSION-9 Final Assesment

Suggested Readings : Module 2

1. A Modern Approach to Verbal & Non-Verbal Reasoning by R.S. Aggarwal
2. Verbal Ability and Reading Comprehension by Ajay Singh
3. "Teach Yourself VISUALLY PowerPoint 2019" by Barbara Boyd and Ray Anthony
4. Online courses and resources: Consider taking online courses or using websites like Coursera, edX
5. Khan Academy to access a wide range of resources on critical thinking, abstract reasoning -solving.
6. LinkedIn Learning: offers courses on various quantitative aptitude topics,
7. Including statistics, data analysis, and business Maths.

6.3 SBT 3 - PROFESSIONAL PROFILE PRO

Module Overview: This training module is designed to guide MBA students in creating effective and compelling resumes that highlight their skills, achievements, and Potential for success in the business world. The module also covers the key components of a compelling LinkedIn profile, strategies for networking, and leveraging the platform for career opportunities.

SESSIONS	PROFESSIONAL PROFILE PRO
Session 1	Basic Resume Building
Session 2	Customizing Resume
Session 3	Creating a compelling LinkedIn Profile
Session 4	LinkedIn Branding
Session 5	RESUME TEST
Session 6	Industry expert Session on job openings and industry insights (Mkt & Finance)
Session 7	Industry expert on Regular updates on job openings, and industry insights.(HR&IB)
Session 8	Industry Trends
Session 9	Mock Interviews Analysis & Presentation

Evaluation & Assessment Criteria SBT-3

Evaluation & Assessment criteria will consist of four components as per the given table below:

S1	Attendance (attendance criteria is 75% in each module)
S2	Class Based Activity (details below)
S3	Presentation on self branding by extempore.
S4	Resume analysis on the basis of interview

S1 (Attendance)	S2 (CBA)	S3 (Presentation)	S4 (Resume analysis & self- branding Assessment)	Total Marks
10	10	15	15	50

S2 Assessment Components:

crafting of basic resume on given format
Customizing Resume-Role based
Developing basic LinkedIn profile page
Describe personal goals as per professional requirement

SYLLABUS SBT 3

SESSION 1: Basic Resume Building

1. Introduction to Resume Building
 - a. Understanding the purpose and importance of a resume
 - b. Choosing between chronological, functional, and combination resume formats
2. Essential Resume Components
 - a. Contact information: Name, phone number, email, LinkedIn profile
 - b. Professional summary or objective statement
 - c. Education: MBA program details, degrees earned, relevant coursework
3. Showcasing Relevant Experience
 - a. Highlighting work experience: Internships, projects, part-time jobs
 - b. Describing job responsibilities and achievements using action verbs
 - c. Quantifying accomplishments with measurable results
4. Skills and Core Competencies
 - a. Listing key skills relevant to the MBA field and specialization
 - b. Highlighting technical, soft and hard skills with supportive documents
 - c. Demonstrating proficiency in relevant software, tools, and languages
5. Accomplishments and Achievements
 - a. Showcasing leadership roles, awards, honors, and extracurricular activities
 - b. Demonstrating involvement in clubs, organizations, and volunteer work
 - c. Highlighting contributions that align with future career goals
6. Hands-on exercises to create and improve resumes using different resume building tools & Google add-ons.

SESSION 2: Customizing Resume

- 1 a. Customizing resumes for specific job roles and industries
- b. Aligning skills and experiences with job requirements

c. Analyzing job descriptions to identify keywords and essential qualifications
2. Professional Development and Certifications a. Including relevant certifications and training courses b. Showcasing continuous learning and skill enhancement 3. Crafting a Strong LinkedIn Profile a. Aligning LinkedIn profiles with resumes for consistency b. Optimizing LinkedIn content to enhance online visibility 4. Formatting and Design Tips a. Ensuring clean and professional formatting b. Using bullet points, headers, and white space effectively c. Incorporating a consistent font style and size
5. Proofreading and Editing a. Reviewing resumes for grammar, spelling, and formatting errors b. Seeking feedback from peers, mentors, or career advisors c. Finalizing the resume for submission
SESSION 3: Creating a compelling LinkedIn Profile
1. Introduction to LinkedIn Profiling a. Understanding the role of LinkedIn in professional networking and job search b. Emphasizing the importance of a well-crafted LinkedIn presence for MBA students c. Benefits of a Strong LinkedIn Profile 2. Showcasing Experience and Achievements a. Detailing work experience, internships, projects, and leadership roles b. Highlighting key accomplishments, responsibilities, and results c. Using action verbs and quantifiable achievements to stand out 3. Building a Strong Education Section a. Listing MBA program details, specializations, and key courses b. Highlighting academic achievements, honors, and awards c. Connecting with alumni and fellow students from your program 4. Networking Strategies on LinkedIn a. Connecting with classmates, professors, and professionals b. Engaging with industry groups and communities c. Sending personalized connection requests and follow-up messages

SESSION-4 LinkedIn Branding
1 Leveraging LinkedIn for Job Search a. Utilizing the job search feature and setting job alerts b. Customizing your profile for specific job applications c. Researching companies and interviewers before job interviews
SESSION-5 Resume test
SESSION-6 Industry expert Session (Marketing & Finance)
a. Industry expert on Regular updates on job openings, and industry insights in (Marketing & Finance) b. Engage with online forums and group's related to marketing and Finance on platforms like LinkedIn or Reddit.
SESSION-7 Industry expert Session (HR & IB)
a. Industry expert session on regular updates on job openings, and industry insights in (HR&IB) b. Engage with online forums and group's related to HR and IB platforms like LinkedIn or Reddit c. To aware students about HR and international business professional associations like the Society for Human Resource Management (SHRM), the World at Work Society of Certified Professionals, or the International Business Society.
SESSION -8 Awareness about latest industry trends in job market through experts from industry
SESSION-9 Mock Interviews Analysis & Presentation

Suggested readings: Module 3

1. Resume Magic, 4th Ed: Trade Secrets of a Professional Resume Writer by Susan Britton Whitcomb.
2. Resume Writing 2022: Ultimate Guide to Writing a Resume that Lands YOU the Job! by Charles W. Hanson.
3. LinkedIn for Personal Branding: The Ultimate Guide by Sandra Long
4. LinkedIn In 30 Minutes: How to create a rock-solid LinkedIn profile and build connections that matter by Angela Rose
5. The Art of Social Media: Power Tips for Power Users by Guy Kawasaki and Peg Fitzpatrick
LinkedIn: Tell Your Story, Land the Job by Jeff Norman

6.4 SBT 4- BRAND CRAFT MBA

Module Overview: This training module is designed to equip MBA students with effective group discussion skills, an essential aspect of communication and collaboration in academic and professional settings. The module will prepare them for successful personal interviews, a critical step in securing internships, jobs, and admissions. The module also aims to guide students on how to effectively use LinkedIn Learning to enhance their knowledge, skills, and employability in various business-related areas.

SESSIONS	BRAND CRAFT MBA
Session 1	Introduction to Personal Branding
Session 2	LinkedIn Learning
Session 3	Group Discussions (Group of 8-10)
Session 4	Preparing for Personal Interviews
Session 5	Virtual GD Assessment (Group of 8-10)
Session 6	STAR (Situation, Task, Action, Result) Interview responses
Session 7	Mock Interviews (Specialization Based)
Session 8	Mock Interviews (Final assessment)
Session 9	Mock Interviews (Final assessment)

Evaluation & Assessment Criteria-SBT-4

Evaluation & Assessment criteria will consist of four components as per the given table below:

S1	Attendance (attendance criteria is 75%in each module)
S2	Class Based Activity (details below)
S3	Presentation on self branding by extempore.
S4	Resume analysis on the basis of interview

S1 (Attendance)	S2 (CBA)	S3 (GD Analysis)	S4 (Mock Interview)	Total Marks
10	10	15	15	50

S2 Assessment Components:

Assessment based on (pitching profile, social image)on social media platform
Basic PI- Structuring answers with the STAR (Situation, Task, Action, Result) method for behavioral questions
Assessment on GD performance-(initiation, conclusion, leadership)(physical &virtual mode)
Assessment on mock interview performance-(AI, Business Round, Situational analysis)

SYLLABUS SBT 4

SESSION 1: Introduction to Personal Branding
1. Introduction to Personal Branding a. Understanding the concept of personal branding and its significance
2. Consistency and Authenticity a. Ensuring that your personal brand is consistent across all platforms b. Authenticity in communication and interactions c. Avoiding over-promotion and staying true to your values
3. Managing Your Online Reputation a. Monitoring online presence and managing digital footprints b. Addressing negative feedback and comments professionally c. Utilizing privacy settings to control personal information
4. Elevator Pitch and Personal a. Crafting a concise and compelling elevator pitch b. Communicating your unique value proposition to potential employers or clients c. Tailoring pitches for different contexts and audiences
5. Personal Branding Through Networking Events a. Preparing for networking events, conferences, and seminars b. Effective strategies for introducing yourself and making a lasting impression
SESSION 2: LinkedIn Learning
1. Introduction to LinkedIn Learning a. Understanding the value of continuous learning in a dynamic business landscape b. Emphasizing the role of LinkedIn Learning in MBA education and career advancement

2. Navigating the LinkedIn Learning Platform a. Getting started with LinkedIn Learning accounts and profiles b. Exploring the course library and categories relevant to MBA students c. Understanding course structures, durations, and learning objectives
3. Choosing Relevant Courses a. Exploring courses related to management, leadership, finance, marketing, and more b. Selecting courses that address knowledge gaps and support career growth
4. Learning Beyond the Classroom a. Incorporating LinkedIn Learning into MBA coursework and projects
5. Leveraging Certifications and Badges a. Completing courses to earn certificates and badges of completion b. Showcasing certifications on LinkedIn profiles and resumes c. Demonstrating commitment to continuous learning and professional growth
6. Exploring examples of professionals who have benefited from LinkedIn Learning
SESSION 3: Group Discussions
1. Introduction to Group Discussion Skills a. Understanding the significance of group discussions in MBA education and business contexts
2. Preparing for Group Discussions a. Analyzing the topic or scenario provided for the discussion b. Conducting research and gathering relevant information c. Formulating key points and arguments to contribute
3. Critical Thinking and Analysis a. Analyzing the topic from different perspectives b. Evaluating pros and cons before forming opinions c. Supporting arguments with facts, examples, and logical reasoning
SESSION-4 Preparing for personal interviews
a. Preparing responses for commonly asked questions: Tell me about yourself, strengths and weaknesses, career goals, etc. b. Preparing for the Interview: Researching the company, program, or institution thoroughly, Understanding the organization's culture, values, and mission, Identifying strengths and experiences to emphasize during the interview
SESSION 5: Virtual GD Assessment
In a group of 8-10 students, conducting Virtual GDs Engaging in mock group discussions on various topics
SESSION 6 Answering STAR Questions

- a. Preparing responses for commonly asked questions: Tell me about yourself, strengths and weaknesses, career goals, etc.
- b. Structuring answers with the STAR (Situation, Task, Action, Result) method for behavioral questions

SESSION-7: Mock Interviews (Specialization Based)

Practicing answering questions in a simulated interview environment

Practicing Mock interview specialization bases.(Hr, Marketing, IB, Finance)

SESSION-8 Mock Interviews (Final assessment) One on one

SESSION-9 Mock Interviews (Final assessment) One on one

Suggested Readings: Module 4

1. Group Discussion and Interview Skills by Bhatia: A comprehensive guide that covers various aspects of GDs and interviews, including tips and sample discussions..
2. Brand Yourself: How to Create an Identity for a Brilliant Career by David Andrusia and Rick Haskins.
3. Case Interview Cracking by Abhinav Agrawal
4. The Ultimate Interview by Prasad Iyer
5. The Interview Success Guide: A Step-by-Step Guide to Acing Your Next Interview" by Dhiraj Jain.

7.0 General Guidelines & Evaluation

- a) The whole course is divided into 4 Skill based training Module. Each module will have Total 9 sessions of 4 hrs each that makes it 36 hours. The session will be conducted every Monday for MBA&MBA (IB) or as decided by the institution for 4 Hours/Week.
- b) All the modules will carry a weight age of 50 Marks each. Participant will be evaluated based on the assessment Criteria mentioned against each Module.
- c) The classes and the test will be conducted in both online &offline mode.
- d) It is mandatory for every student to attend the session maintaining 75% of attendance.
- e) Students are required to score 40% marks in SBT in each semester to qualify for award of SBT Certificate.
- f) The marks obtained in SBT at the end of each semester will be calculated and proportionally divided among the subjects in A3 Component (Class Room Activity).The Weightage will be of 5 marks in each subjects as per semester Scheme.

*(Illustration: If the student has 7 papers in Semester1 & he/she scores 80% in SBT, he/she will be awarded marks i.e 4 (80%of 5)for each subject. Thereby he/she score $4 \times 7 = 28$ marks out of $5 \times 7 = 35$ marks for **A3 Component** of the subject being taught in that semester, which will be equally divided among each subject.*

- g) **Attendance Criteria-** The marks given in S1 component of each SBT shall be evaluated on the basis of attendance. If a student has 75% or above attendance, he or she shall be given 10 marks in S1 component.
- h) **Remedial Class-** If a student has less than 75% attendance; he or she must attend all remedial classes for that respective SBT in order to cover up his low attendance and score the marks for his attendance on pro-rata basis.
(*Illustration:* If a student has 52% attendance, he/she shall be given 5.2 marks on pro-rata basis only after he/she attends all the remedial classes. This rule is applicable for all those whose attendance is falling between 74.99% - 40%)
- i) Students whose attendance will be less than 40% must also attend all remedial classes to become eligible to appear for the final assessment of SBT and will be given 4.0 marks on pro-rata basis.
- j) If such student fails to attend remedial SBT class, he/she shall be debarred from appearing in the final exam, he/she shall give re-appear exam in the subsequent year after paying a fee of Rs. 1200/- (Rupees twelve hundred only).
- k) All eligible students appearing in final exam must score minimum 40 marks to attain SBT Certificate for that module.
- l) **Re-appear Criteria-** Students scoring less than 40 Marks in the final exam or eligible students who are unable to attempt the final exam (due to medical issue or emergency at home) will be given one more chance to appear in re-appear exam that will be conducted 10-days after the declaration of result of final assessment of that module.
- m) Re-appear Fee for any exam is Rs. 1200/-(Rupees twelve hundred only). Students absent in final exam must also produce a written application mentioning the clear cause of the absence & will be permitted to re-appear only after due approval of the Director.
- n) If a student fails to score qualifying marks in re-appear exam also or is unable to attempt it, no SBT certificate will be awarded to such student.
- o) Such students must attempt to score qualifying marks in that module during final exam of that module in subsequent year after paying a fee of Rs. 1200/-(Rupees twelve hundred only).
- p) The maximum number of attempt a student can take to score qualifying marks in final exam of any module is till the completion of his/her degree.
- q) SBT Certificate will be awarded to a student only after scoring the qualifying marks in a particular SBT.
- r) After Successful Completion of Each Module in a Semester student will be awarded with Skill Based Training e- Certificate.
- s) After successful Completion of all the four SBT, the students will be eligible for **VALUE ADDED COURSE CERTIFICATION**.
- t) It is mandatory for each student to attain e- certificate of each SBT to become eligible for VAC certificate.

Note: In absence of even 1 SBT certificate, the student will not be entitled for the Value-Added Certificate. Hence it is advisable to keep attempting till a student attains all SBT Certificates.

8.0 Grading and Certificate

At the end of every module, a student will receive certificate of SBT with grade mentioned as per the following criteria.

The marks scored will be calculated out of 100 and absolute scoring will be followed as per the given table:

Grade Points			
Marks	Grade	Grade Name	Grade Point
90-100	O	OUTSTANDING	10
75-89	A+	EXCEPTIONAL	9
65-74	A	VERY GOOD	8
55-64	B+	GOOD	7
50-54	B	FAIR	6
45-49	C	BELOW AVERAGE	5
40-44	D	PASS	4
Less than 40 or absent	F	FAIL (Less than 40 or absent F 0)	0

Students scoring 40% & above will only receive **SBT** Certificate at the end of the Semester/course, after successfully passing the assessment at the end of each module. The marks scored by student for each SBT will be considered for calculating the overall grade of value added certification at the end of fourth semester.

Note: All the Continuing Semesters admitted w.e.f. Academic 2022-2023 will be graded as per this policy.

This Policy will come into effect from... 2023

Director



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Gitarattan International Business School

Grade 'A' Accredited by NAAC

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