

Dr.Umayal Ramanathan College for Women, Karaikudi-630003

Accredited with B+ Grade by NAAC
Affiliated to Alagappa University
(Run by Dr.Alagappa Chettiar Educational Trust)
Department of Business Administration

Certificate course on 'Interview Skills'

Circular

14.12.2020

Dear students,

We are glad to inform you that our department is going to conduct a Certificate course on 'Interview Skills' for 30 Hours for First and Second year students from 21st December, 2020 to 3rd January, 2021. All the students are asked to attend and benefit out of it.


Department In-charge


Principal,
Principal
Dr. Umayal Ramanathan College for Women,
Karaikudi.

Dr.Umayal Ramanathan College for Women, Karaikudi-630003

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Department of Business Administration

Certificate course on 'Interview Skills'

SYLLABUS

Unit – I Attitude and Effort

Meaning – How to assess the positive attitude – Power of attitude and Effort – Impact of attitude and Effort – Factors to develop the attitude and Effort.

Unit – II Common Interview questions

Honesty – Humility – Perseverance – Initiative – Determination.

Unit – III What employers want?

Ability to work – Decision Making – Communicate, Plan and organize - Technical Knowledge related to job – proficiency with computer software programs.

Unit – IV – Body Language

Meaning – Types of Body language – Physical movements – Tone of voice – Importance of body language – Applications of body language – Features of good body language.

Unit – V Telephone Interviews

How to handle a Telephone interview-Applications of telephone interview-merits and demerits of telephone interview.

Unit – VI Behaviourial Interviews

Teamwork – Leadership-Handling conflict-Problem solving – Work Ethic.

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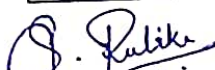
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Department of Business Administration

Certificate course on 'Interview Skills'

Registration- II BBA

S.No.	Names	Signature
1	M. Agastriya	M. Agastriya
2	K. Ainuzzakiya	K. Ainuzzakiya
3	S. AlaguPriya	S. AlaguPriya
4	S. Alamelu	S. Alamelu
5	A. Anusuya	A. Anusuya
6	A. Arthi	A. Arthi
7	S. Balabarathi	S. Balabarathi
8	M. ChitraBanu	M. ChitraBanu
9	M. Deepika	M. Deepika
10	P. Gayathri	P. Gayathri
11	P. Geetha	P. Geetha
12	M. Hemalatha	M. Hemalatha
13	A. Janani	A. Janani
14	C. Jeyashree	C. Jeyashree
15	M. Jayapriya	M. Jayapriya
16	J. Karthika	J. Karthika
17	M. Kaviranjani	M. Kaviranjani
18	M. KaviyaJanani	M. KaviyaJanani
19	P. Keerthika	P. Keerthika
20	S. KulorinRubina	S. KulorinRubina
21	V. Latha	V. Latha
22	S. Manjula Devi	S. Manjula Devi
23	R. Nithyashree	R. Nithyashree
24	P. Oviya	P. Oviya
25	G. Pavithra	G. Pavithra
26	R. Rajeshwari	R. Rajeshwari
27	K. Sangari	K. Sangari
28	K. Sangeetha	K. Sangeetha
29	S. Saranya	S. Saranya
30	R. Sasi	R. Sasi
31	R. Sindhuja	R. Sindhuja
32	M. Sindhu	M. Sindhu
33	A. Sneha	A. Sneha
34	S. Sneha	S. Sneha
35	KR. Swetha	KR. Swetha
36	M. Tamilmalar	M. Tamilmalar
37	A. Thenmozhi	A. Thenmozhi
38	K. Ulagammal	K. Ulagammal
39	B. Vigneshwari	B. Vigneshwari


Staff Co-ordinator


Department In-charge


Principal
Dr. Umayal Ramanathan College for Women,
Karaikudi.

I BBA

S.No.	Names	Signature
1	Abinaya. K	Abinaya
2	Aishwarya M	M. Aishwarya
3	Ajitha P	P. Ajitha
4	Arthi S	S. Arthi
5	Bhagavathi P	P. Bhagavathi
6	Deepa N	N. Deepa
7	Dhanalakshmi B	B. Dhanalakshmi
8	Dhanalakshmi S	S. Dhanalakshmi
9	Dhivya M	M. Dhivya
10	Dhivya M	M. Dhivya
11	Divya P	P. Divya
12	Durgadevi P	P. Durgadevi
13	Gokulabrintha M	M. Gokulabrintha
14	Jayasakthi S	S. Jayasakthi
15	Lakshitha S. N	S. N. Lakshitha
16	Mahalakshmi S	S. Mahalakshmi
17	Menaka R	R. Menaka
18	Monika K	K. Monika
19	Muthulakshmi S	S. Muthulakshmi
20	Muthulakshmi V	V. Muthulakshmi
21	Muthupriya K	K. Muthupriya
22	Muthupriya M	M. Muthupriya
23	Nivetha K	K. Nivetha
24	Parkavi R	R. Parkavi
25	Pavithra M	M. Pavithra
26	Ponmalar T	T. Ponmalar
27	Priyadharshini P	P. Priyadharshini
28	Priyadharshini Sivakumar	S. Priyadharshini
29	Priyadharshini Subramanian	S. Priyadharshini
30	Priyadharshini Selvaraj	S. Priyadharshini
31	Ragavi R	R. Ragavi
32	Rubika V	V. Rubika
33	SaithunBeevi S	S. SaithunBeevi
34	Santhiya S	S. Santhiya
35	Sneha R	R. Sneha
36	Srimathi S	S. Srimathi
37	Sri Sowmiya S	S. Sri Sowmiya
38	P. Swathi	P. Swathi
39	M. Swetha	M. Swetha
40	A. Syedmeera	A. Syedmeera
41	S. Thrisha	S. Thrisha
42	R. Umamageswari	R. Umamageswari
43	K. Umamageswari	K. Umamageswari
44	S. Vinitha Anandhi	S. Vinitha Anandhi

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S. Jeyasekar
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Attendance - II BBA

S.No.	Names	21/12/20	22/10/20	23/12/20	24/12/20	26/12/20	27/12/20	28/12/20	29/12/20	31/12/20	31/12/20
1	M. Agastriya	X	X	X	X	X	X	X	X	X	X
2	K. Ainuzzakiya	X	X	a	X	X	X	X	X	X	X
3	S. AlaguPriya	X	X	X	X	X	X	X	X	X	X
4	S. Alamelu	X	X	X	X	X	X	X	X	X	X
5	A.Anusuya	X	X	X	X	X	X	X	X	X	X
6	A.Arthi	X	X	X	X	a	X	X	X	X	X
7	S. Balabarathi	X	X	X	X	X	X	X	X	X	X
8	M. ChitraBanu	X	X	X	X	X	X	X	X	X	X
9	M. Deepika	X	X	X	X	X	X	X	X	X	X
10	P. Gayathri	X	a	X	X	X	X	X	a	X	X
11	P. Geetha	X	X	X	X	X	X	X	X	X	X
12	M. Hemalatha	X	X	X	X	X	X	X	X	X	X
13	A.Janani	X	X	X	X	X	X	X	X	X	X
14	C.Jeyashree	X	X	X	X	X	X	X	X	X	X
15	M. Jayapriya	X	X	X	X	X	X	X	X	X	X
16	J. Karthika	X	X	X	X	X	a	X	X	X	X
17	M.Kaviranjani	X	X	X	X	X	X	X	X	X	X
18	M.KaviyaJanani	X	X	X	X	X	X	X	X	X	X
19	P. Keerthika	X	X	a	a	X	X	X	X	X	X
20	S.KulorinRubina	X	X	X	X	X	X	X	X	X	X
21	V. Latha	X	X	X	X	X	X	X	X	X	X
22	S. Manjula Devi	X	X	X	X	X	X	X	X	X	X
23	R.Nithyashree	X	X	X	X	X	X	X	X	X	X
24	P. Oviya	X	X	X	X	X	X	X	X	X	X
25	G. Pavithra	X	X	a	X	X	X	X	a	X	X
26	R. Rajeshwari	X	X	X	X	X	X	X	X	X	X
27	K. Sangari	X	X	X	X	X	X	X	X	X	X
28	K. Sangeetha	X	X	X	X	X	X	X	X	X	X
29	S. Saranya	X	X	X	X	X	X	X	X	X	X
30	R. Sasi	X	X	X	X	X	X	X	X	X	X
31	R. Sindhuja	X	X	X	X	X	X	X	X	X	X
32	M. Sindhu	X	X	X	X	X	X	X	X	X	X
33	A.Sneha	X	X	X	X	X	X	X	X	X	X
34	S. Sneha	X	X	X	X	X	X	X	X	X	X
35	KR. Swetha	X	X	X	X	X	X	X	X	X	X
36	M. Tamilmalar	X	X	X	X	X	X	X	X	X	X
37	A.Thenmozhi	X	X	X	X	X	X	X	X	X	X
38	K. Ulagammal	X	X	X	X	X	X	X	X	X	X
39	B.Vigneshwari	X	X	X	X	X	X	X	X	X	X

Students
 1. M. Agastriya
 2. K. Ainuzzakiya
 3. S. AlaguPriya
 4. S. Alamelu
 5. A.Anusuya
 6. A.Arthi
 7. S. Balabarathi
 8. M. ChitraBanu
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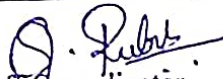
J. Pulek
Staff Co-ordinator

J. Pulek
Department In-charge

S. Jeyarajasekar
Principal

I BBA

S.No.	Names	21/11/20	22/11/20	23/11/20	24/11/20	25/11/20	29/11/20	30/11/20	31/11/20	2/12/21	3/12/21
1	Abinaya. K	X	X	X	X	X	X	X	X	X	X
2	Aishwarya M	X	X	X	X	X	X	X	X	X	X
3	Ajitha P	X	X	X	X	X	X	X	a	X	X
4	Arthi S	X	X	X	X	X	X	X	X	X	X
5	Bhagavathi P	X	X	X	X	X	X	X	X	X	X
6	Deepa N	X	X	X	X	X	X	X	X	X	X
7	Dhanalakshmi B	X	a	a	a	X	X	X	a	X	X
8	Dhanalakshmi S	X	X	X	X	X	X	X	X	X	X
9	Dhivya M	X	X	X	X	X	X	X	X	X	X
10	Dhivya M	X	X	X	X	X	X	X	X	X	X
11	Divya P	X	X	X	X	X	X	X	X	X	X
12	Durgadevi P	X	X	X	X	X	X	X	X	X	X
13	Gokulabrintha M	X	X	X	X	X	X	X	X	X	X
14	Jayasakthi S	X	X	X	X	X	X	X	X	X	X
15	Lakshitha S. N	X	X	X	X	X	X	X	X	X	X
16	Mahalakshmi S	X	X	a	X	X	X	X	X	X	X
17	Menaka R	X	X	X	X	X	X	X	X	X	X
18	Monika K	X	X	X	X	X	X	X	X	X	X
19	Muthulakshmi S	X	X	X	X	X	X	X	X	X	X
20	Muthulakshmi V	X	X	X	X	X	X	X	X	X	X
21	MuthuPriya K	X	X	X	X	X	X	X	X	X	X
22	Muthupriya M	X	X	X	X	X	X	X	X	X	X
23	Nivetha K	X	X	X	X	X	X	X	X	X	X
24	Parkavi R	X	X	X	X	X	X	X	X	X	X
25	Pavithra M	X	X	X	X	X	X	X	X	X	X
26	Ponmalar T	X	X	X	X	X	X	X	X	X	X
27	Priyadarshini P	X	X	X	X	a	X	X	a	X	X
28	PriyadarshiniSivakumar	X	X	X	X	X	X	X	X	X	X
29	PriyadarshiniSubramanian	X	X	X	X	X	X	X	X	X	X
30	PriyadarshiniSelvaraj	X	X	X	a	X	X	X	X	X	X
31	Ragavi R	X	X	X	X	X	X	X	X	X	X
32	Rubika V	X	X	X	X	X	X	X	X	X	X
33	SaithunBeevi S	X	X	X	X	X	X	X	X	X	X
34	Santhiya S	X	X	X	X	X	X	X	X	X	X
35	Sneha R	X	X	X	X	X	X	X	X	X	X
36	Srimathi S	X	X	X	X	X	X	X	X	X	X
37	Sri Sowmiya S	X	X	X	X	X	X	X	X	X	X
38	P. Swathi	X	X	X	X	X	X	X	X	X	X
39	M.Svetha	X	X	X	X	X	X	X	X	X	X
40	A. Syedmeera	X	X	X	X	X	X	X	X	X	X
41	S. Thrisha	X	X	X	X	X	X	X	X	X	X
42	R.Umamageswari	X	X	a	X	X	X	X	X	X	X
43	K.Umamageswari	X	X	X	X	X	X	X	X	X	X
44	S. VinithaAnandhi	X	X	X	X	X	X	X	X	X	X


Staff Co-ordinator


Department In-charge


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Dr. Umayal Ramanathan College for Women,
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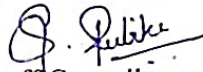
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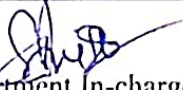
Department of Business Administration

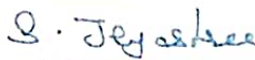
Certificate course on 'Interview Skills'

Mark- II BBA

S.No.	Names	Mark
1	M. Agastriya	23
2	K. Ainuzzakiya	22
3	S. AlaguPriya	23
4	S. Alamelu	24
5	A.Anusuya	24
6	A.Arthi	23
7	S. Balabarathi	23
8	M. ChitraBanu	22
9	M. Deepika	25
10	P. Gayathri	22
11	P. Geetha	22
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14	C.Jeyashree	25
15	M. Jayapriya	22
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25	G. Pavithra	21
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38	K. Ulagammal	21
39	B.Vigneshwari	21


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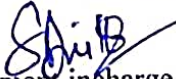
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Department of Business Administration

Certificate course on 'Interview Skills' Mark BBA-I

S.No.	Names	Marks
1	Abinaya. K	25
2	Aishwarya M	22
3	Ajitha P	22
4	Arthi S	25
5	Bhagavathi P	23
6	Deepa N	22
7	Dhanalakshmi B	LA
8	Dhanalakshmi S	21
9	Dhivya M	23
10	Dhivya M	23
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17	Menaka R	24
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21	MuthuPriya K	24
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24	Parkavi R	24
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40	A. Syedmeera	24
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42	R.Umameswari	23
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44	S. VinithaAnandhi	25


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Business Administration

Certificate course on 'Interview Skills'

1. In telephone interview interviewer looks for _____.
a) Intelligence b) Substantial answer c) Appearance d) None
2. Which form is better than face to face interview ;
a) On the spot interview b) Face to Face Interview c) Telephone Interview d) None of These
3. Each member of the panel rates each interview on such dimension _____
a) Motivattion b) Presentation c) Both a and b d) None
4. Which one is the type of un-structural interview:
a) Pannel Interview b) Group Interview c) Behaviorial Interview d) None of these
5. Which two is the type of semi structured interview:
a) In depth b) On the spot c) case study d) Both a and c
6. Which of these should be avoided in an interview?
a) Clarity b) Smile c) Confusion d) Confidence
7. Which of these is not a characteristic of a group personality?
a) Spirit of conformity b) Respect for group values c) Collective power d) Disrespect
8. The word discuss is derived from _____
a) discutere b) discutere c) discuterad) discutare
9. Which of these is not a type of interview question?
a) Open b) Closed c) Probing d) Musical
10. Which of these questions asks the candidate to talk about something?
a) Open questions b) Closed questions c) Probing questions d) Loaded questions
11. Which of these is an open question?
a) What are the advantages of a mixed economy? b) When did you complete your graduation? c) Do you know data processing? d) What was your major subject in college?
The word interview is derived from
a) Latin b) Frenche c) Germand) Spanish

12.) How many types of interviews are:
a) Two b) Three c) Four d) Five
13. How much stages of interview are:
a) Two b) Three c) Four d) Five
14. Interview which are take on phone or video called evouped:
a) Telephone interview b) Face to face interview
c) Interview d) None
15. The word interview refers to a conversation between:
a) Interviewer b) Interviewee c) Both a and b d) None
16. Which one is the type of semi-structural interview:
a) Panel interview b) Case study c) On the spot d) None
17. The term interview has been derived French word _____
a) Inter-voir b) Inter-view c) Inter- void d) Both a and b
18. ___ is essentially a structured conversation:
a) CV b) Interview c) Phone call d) None of these
19. What is the important stage of interview:
a) Semi stage b) Beginning stage c) Intermediate stage d) Closing stage
20. A panel interview as known as _____.
a) Panel interview b) Face to face interview c) Board interview d) Group Interview
21. that use questions designed to probe the candidates past behavior in specific situations _____.
a) Panel interview b) Face to face interview c) Behavior interview d) Group Interview
22. Re most popular and efficient form of assessment are:
a) On the spot interview b) Face to Face Interview c) Online Interview d) Phone call Interview
23. What are the successful strategies for interview:
a) Personal rapport b) Good eye contact c) Clear idea of the key point d) All of the above
24. In group interview the interviewer can judge the behavior of every candidate according to _____.
a) Presentation b) Intelligence c) Both a and b d) None
25. In telephone interview interviewer looks for _____.
a) Intelligence b) Substantial answer c) Appearance d) None

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Department of Business Administration

Certificate course on 'Interview Skills'

(21.12.2020 – 02.01.2021)

The department of Business Administration organized a certificate course on Interview Skills from 21/12/2020 to 2/1/2021 for I BBA and II BBA students. Totally 83 students attended and benefited out of this program.



A screen shot of students attending the Certificate course on 'Interview Skills'

S. Jayasree
Principal,
Dr. Umayal Ramanathan College for Women,
Karaikudi.



Dr. U MAYAL RAMANATHAN COLLEGE FOR WOMEN

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Karaikudi - 630003

Department of Business Administration
Certificate Course on "Interview Skills"

This certificate is presented to

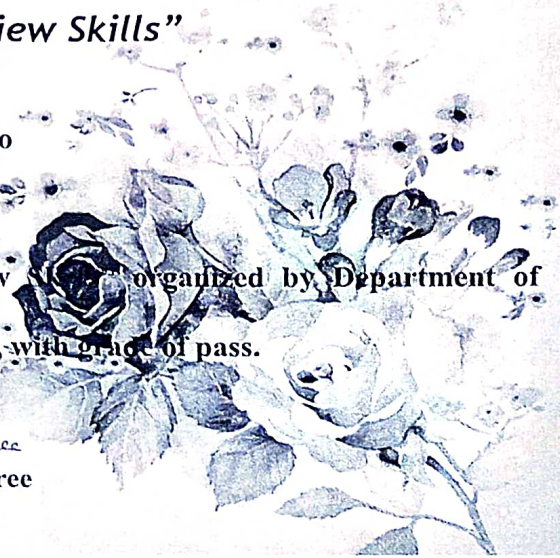
S.Kulorin Rubina, II - BBA

for successfully completing the Certificate Course on "Interview Skills" organized by Department of Business Administration from 21.12.2020 to 02.01.2021 for 30 hours, with grade of pass.

Dr.S.Anitha
Dept. In-charge

{{certificate id}}

S. Jeyashree
Dr.S.Jeyashree
Principal





Dr. UMayal Ramanathan College for Women

Accredited with B+ Grade by NAAC
Affiliated to Alagappa University
Karaikudi - 630003

Department of Business Administration Certificate Course on "Interview Skills"

This certificate is presented to

S.N.Lakshitha, I - BBA

for successfully completing the Certificate Course on "Interview Skills" organized by Department of Business Administration from 21.12.2020 to 02.01.2021 for 30 hours, with grade of pass.

Dr.S.Anitha
Dept. In-charge

{{certificate id}}

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Department of Business Administration

Certificate course on 'Interview Skills'

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2021

Name of the Student	M. Deepika	
Class	II - BBA	
Tick (✓) appropriately	Yes	No
Coverage of the Syllabus	✓	
Availability of text books/ Study materials	✓	
Usefulness of theoretical session	✓	
Proper utilisation of 30 hours	✓	
Give your suggestions about the course	It is very useful.	

M. Deepika
Signature of the student