



**SHARDA**  
UNIVERSITY  
*Beyond Boundaries*



**SHARDA SCHOOL  
OF DESIGN**



**COURSE**

# **Ace the Interview**

## **NV40004**

**VALUE ADDED**  
**COURSE BROCHURE**  
**2026-27**

## ABOUT THE UNIVERSITY

Sharda University is a leading Educational institution based out of Greater Noida, Delhi NCR. A venture of the renowned Sharda Group of Institutions (SGI), The University has established itself as a high quality education provider with prime focus on holistic learning and imbining competitive abilities in students.

The University is approved by UGC and prides itself in being the only multi-discipline campus in the NCR, spread over 63 acres and equipped with world class facilities.

Sharda University promises to become one of the India's leading universities with an acknowledged reputation for excellence in research and teaching. With its outstanding faculty, world class teaching standards, and innovative academic programmes, Sharda intends to set a new benchmark in the Indian education system.

## ABOUT SCHOOL

Sharda School of Design (SSD) prepares the students for the real world they can make a lasting impact in designing the future and have an exciting and rewarding career. The students at SSD have crafted the world as renowned landscape architects, urban planners, urban designers, and history preservationists. The school's nationally accredited degree programs, world-class faculty, and state-of-the-art facilities connect to provide the students with a broad range of opportunities in both the public and private sectors of the industry. SSD leads the students through both practical and theoretical learning until they can master in an innovative design that reflects art and science. The school has forged numerous connections and partnerships with schools and professionals in countries around the world.

The faculty comprises academicians from internationally renowned universities such as the School of Planning & Architecture, B.I.T Mesra, National Institute of Fashion Technology (NIFT), Sheffield University, Nottingham Trent University and Delhi College of Art, University of Delhi as well as leading Architectural practitioners and Planning professionals from all over the country.

### Vision of Department

- To be at the Centre of Excellence in Art & Design Education to shape future-ready professionals catering the needs of the design industry and the society .

### Mission of Department

- To create a global center of innovation and excellence in art and design industry.
- Promoting in-depth research in art and design studies for sustainable practices.
- To inculcate critical, analytical, cognitive, speculative and creative problem-solving skills.
- To develop a sense of social and professional ethics and values.
- To develop the essence of craftsmanship, future technological and vocational skills.

## ABOUT COURSE

This course covers professional communication, personality development, and employability enhancement skills required for academic and corporate environments. Students explore interview techniques, resume building, group discussions, negotiation skills, and workplace etiquette through practical exercises, mock interviews, and real-time case studies to develop confidence and professional competence.

## RESOURCE PERSON

### Prasenjit Sinha

Prasenjit Sinha is a Learning and Development professional with over **18 years of industry experience** in corporate training, instructional design, and talent development. He has worked with leading Fortune 500 organizations, bringing industry best practices into academia. A **Certified Train the Trainer (Level I & II)** from the General Electric Learning Institute, USA, he is also a Certified Instructional Designer, Soft Skills Trainer, and Communication Coach. His expertise includes leadership development, coaching, mentoring, business communication, personality development, and **Voice & Accent (Accent Neutralization) training**. A **Six Sigma Green Belt** and Lean Management professional, he has developed impactful learning content for educational institutions and corporate organizations. With an academic background in **English Literature, Creative Arts, and Fashion Studies**, he is committed to empowering learners with industry-relevant skills, effective communication, and professional excellence.

## ABOUT THE DEPARTMENT

Department of Art & Design established in 2012 at Sharda University, as a multi-disciplinary department has been working tirelessly towards creating global design citizens. Holding their hands, driving them towards innovation through future aligned design thinking & design process, with continuous industry interactions through experiential project-based learning. Its aim is to establish Sharda as a premier center of Design education, where Students are surrounded by an environment of design intuitively based on strenuous research with an aim of developing a new generation of designers, who not only fill the gap of creative entrepreneurs but integrate social and environmental concern to become responsible designers with a mission of

- **Industry-based learning** within the classroom projects as the core of practical teaching, which will include continuous interaction with industries and industry experts to train students as confident Professionals for the future who are initiators & leaders.
- **Related Study Program (RSP)** as research projects based on complete business model by studying, analyzing crafts, connecting business with social impacts while exploring to the maximum and putting them on the forefront of the competitive design industry. Create craft-based design patents from RSPs as well as convert craft documentation into Publications & sources of innovation, combining craftsmanship with technology.
- **Sharda Design Center (SDC)**, used as a vehicle to connect industry with students, business with fresh minds and an instrument to establish Sharda as a multi-disciplinary design interaction center.

School : Sharda School of Design  
 Programme : B. Design  
 Branch : FD/CD/ID/BVA

Batch: 2025-27  
 Current Academic Year: 2026-27  
 Semester: VII

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|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1. Course Code           | NV40004                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| 2. Course Title          | Ace the Interview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
| 3. Credits               | Audit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |
| 4. Contact Hours (L-T-P) | 30 Hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| Course Type              | Value added course                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |
| 5. Course Objective      | To develop students' professional communication, personality development, and employability skills through practical and interactive learning. This course helps learners build confidence in interviews, group discussions, presentations, and workplace communication while enhancing resume writing, personal branding, and relationship management skills. It also strengthens problem-solving, negotiation, and interpersonal abilities through mock exercises, case studies, and real-time professional scenarios.                                                                                                                                                                                                                                 |                |
| 6. Course Outcomes       | After completion of this course, students will be able to:<br>CO1: Develop confidence in professional communication, interviews, and workplace interactions.<br>CO2: Create effective resumes, cover letters, and professional profiles for job opportunities.<br>CO3: Demonstrate skills in group discussions, negotiations, and mock interview situations.<br>CO4: Apply problem-solving, conflict management, and case study analysis in real-time scenarios.<br>CO5: Enhance personality development, written communication, and professional etiquette for career growth.<br>CO6: Develop confidence, professional communication, and interpersonal skills through storytelling, JAM sessions, accent neutralization, and mock interview practices. |                |
| 7. Course Description    | This course covers professional communication, personality development, and employability enhancement skills required for academic and corporate environments. Students explore interview techniques, resume building, group discussions, negotiation skills, and workplace etiquette through practical exercises, mock interviews, and real-time case studies to develop confidence and professional competence.                                                                                                                                                                                                                                                                                                                                        |                |
| 8. Outline syllabus      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Duration Hours |
| Unit 1                   | <b>Ace the Interview</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                |
| A                        | HR Sensitization (Role Clarity   KRA   KPI   Understanding JD)   Conflict Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CO1            |
| B                        | Negotiation Skills   Personal Branding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CO3,CO4        |
| C                        | Uploading & Curating Resumes in Job Portals, getting Your Resumes Noticed   Writing Cover Letters   Relationship Management.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CO1,CO3        |
| Unit 2                   | <b>What is Personality?   Who Am I? Creating a positive impression</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |
| A                        | Group Discussion, Email writing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CO4            |
| B                        | Personal Interviews and Mock Pl's followed by personalised feedback.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CO4            |
| C                        | Story Telling and Analogies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CO5            |
| Unit 3                   | <b>Accent neutralization and Power Dressing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |
| A                        | JAM for confidence Building.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CO6            |
| B                        | MTI reduction - Phonetics (V and A).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CO6            |
| Unit 4                   | <b>Written Communication</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                |
| A                        | Writing a Letter of Recommendation for Higher Studies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CO1            |
| B                        | Email Etiquettes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | CO2            |
| Unit 5                   | <b>Problem Solving and Case Studies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |
| A                        | Real time Case Study Solving Exercises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CO4            |
| B                        | Intra student Mock Situation Handling Exercises.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CO4            |
| Evaluation Weightage     | CA- 100%<br>Class Assignment/Free Speech Exercises / JAM/Group/ Presentations/ Mock Interviews (MIP's)/GD/ Reasoning, Quant & Aptitude                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |
| Text book/s*             | Power of Positive Action (English, Paperback, Napoleon Hill)   Streets of Attitude (English, Paperback, Cary Fagan, Elizabeth Wilson) The 6 Pillars of self-esteem and awareness – Nathaniel Brandon   Goal Setting (English, Paperback, Wilson Dobson)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |