SHARDA UNIVERSITY
Beyond Boundaries

SHARDA SCHOOL OF DESIGN, ARCHITECTURE & PLANNING

Ace the Interview
NV40004

VALUE ADDED COURSE
BROCHURE 2025-26

ABOUT THE UNIVERSITY

Sharda University is a leading NAAC A+ educational institution based out of Greater Noida, Delhi NCR. A venture of the well-known Sharda Group of Institutions (SGI), The University has established itself as a high-quality education provider with major focus on holistic learning and imbibing competitive abilities in students.

ABOUT SCHOOL

Sharda School of Design, Architecture & Planning (SSDAP) 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 SSDAP 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. SSDAP 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.

ABOUT 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.

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 Value Added Course for Session 2025-2026

In accordance with the University requirement for Value Added Courses, the Department of Art & Design intends to conduct these courses in collaboration with Sharda Skills

"Ace the Interview " NV40004 for 7th Semester, 4th year students pursuing Bachelors of Design and BVA respectively.

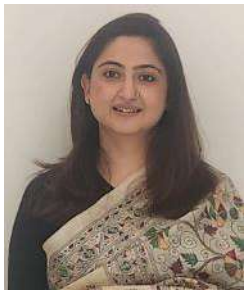
COURSE OUTCOMES

CO1: To develop advance level MS Office suite for day-to-day professional functioning. Develop a creative resume, cover letters, interpret job descriptions and art of conflict management.
CO2: Understand, Interpret and Get ready for Job Interviews.
CO3: Develop skills of writing Cover Letters
CO4: Getting introduced to the HR domain of corporate enterprises
CO5: Understand the Role of Human Resources in Working Life
CO6: Developing a Service attitude and understanding Conflict Resolution and Negotiation skills

ACE THE INTERVIEW (NV40004)

Outline syllabus		
WEEK	CONTENT	Duration Hrs.
18 July 2025	**Advanced MS Office Suite**	2
25 July 2025	Advanced MS Word	2
01 Aug 2025	Advanced MS Excel, Advanced MS Powerpoint	2
08 Aug 2025	**Understanding Resumes | CV | Bio Data**	2
22 Aug 2025	Understanding Resumes, CV and Portfolio, Video Resumes	2
29 Aug 2025	Uploading & Curating Resumes in Job Portals, getting Your Resumes Noticed | (Role Clarity | KRA | KPI | Understanding JD)	2
05 Sep 2025	Understanding the significance of Keywords in Resumes and CV(S) and how advanced search is done by prospect employers	2
12 Sep 2025	**Writing Cover Letters**	2
19 Sep 2025	Structure and Format of a Cover Letter	2
26 Sep 2025	Tailoring the Content to the Job, Tone, Language, and Professionalism	2
03 Oct 2025	**HR Sensitization**	2
10 Oct 2025	Role Clarity & KRA (Key Result Area)	2
17 Oct 2025	Understanding KPI (Key Performance Indicators), Understanding JD (Job Descriptions)	2
31 Oct 2025	**Developing a Service Attitude**	2
07 Nov 2025	Customer-Centric Approach, Professional Communication and Attention to Details	2
14 Nov 2025	Adaptability and Flexibility, Professionalism Under Pressure	2

FACULTY PROFILE



Neha Manocha
Soft Skills Faculty (Sharda Skills)

Neha's strength lies in her ability to relate with the audience and create an environment for their active participation which enhances the learning process. She believes that the right perspective helps individuals to look at life in a way that is encouraging and positive.
Neha takes pride in her story telling abilities and has designed programmes using story telling as a pedagogical tool to deliver trainings, and has also designed special programmes to learn the Art of Story Telling. She has successfully trained university students and working professionals on and through the art of story telling at Sharda University, IAE Global, Vrinda Nano Technologies, Bajaj Capital, to name a few. She has delivered workshops for multiple clients like IFCI, IFCI Factors, IFCI Infrastructure Development, ONGC, CADD Institute, Worldkids Foundation, etc. Neha holds a Masters degree in business administration. She has worked with organisations like Vibgyor Brand Services, the Institute of Leadership Development, a subsidiary of IFCI and I Train Consultants, in various spheres such as business development, marketing, branding, counselling, corporate communication and training & Development. This allows her to bring a wide variety of perspectives during her workshops.

School: SSDAP Program: B.Design & BVA	Academic Year: 2025-2026
Branch: Design	Semester: 7th
Course Code	NV40004
Course Title	Ace the Interview
Credits	
Contact Hours	30 hrs
Course Type	**NCVAC**
Course Objective	To equip and prepare the students to cross the campus to corporate threshold. To arm the students with the critical skills needed to foray into the job market and carve a niche for themselves. The key skills will enable them to be market ready and 360 degrees employable with all the requisite skillsets needed for the 21st century employer.
Course Outcomes	After completion of this course, students will be able to: CO1: To develop advance level MS Office suite for day-to-day professional functioning. Develop a creative resume, cover letters, interpret job descriptions and art of conflict management. CO2: Understand, Interpret and Get ready for Job Interviews. CO3: Develop skills of writing Cover Letters CO4: Getting introduced to the HR domain of corporate enterprises CO5: Understand the Role of Human Resources in Working Life CO6: Developing a Service attitude and understanding Conflict Resolution and Negotiation skills
Course Description	The transition from university life to the corporate world can be both exhilarating and daunting. This program is designed to equip university students with the necessary skills, knowledge, and mind-set to seamlessly transition into the professional sphere. Through a combination of practical workshops, interactive seminars, and real-world simulations, students will gain a comprehensive understanding of corporate culture, professional etiquette, and essential workplace skills.

Outline syllabus		CO Mapping
Unit 1	**Advanced MS Office Suite**	
A	Advanced MS Word	CO1
B	Advanced MS Excel	CO1
C	Advanced MS Powerpoint	CO1
Unit 2	**Understanding Resumes | CV | Bio Data**	CO2
A	Understanding Resumes, CV and Portfolio, Video Resumes	
B	Uploading & Curating Resumes in Job Portals, getting Your Resumes Noticed | (Role Clarity | KRA | KPI | Understanding JD)	CO2
C	Understanding the significance of Keywords in Resumes and CV(S) and how advanced search is done by prospect employers	CO2
Unit 3	**Writing Cover Letters**	
A	Structure and Format of a Cover Letter	CO3
B	Tailoring the Content to the Job	CO3
C	Tone, Language, and Professionalism	CO3
Unit 4	**HR Sensitization**	CO4
A	Role Clarity & KRA (Key Result Area)	
B	Understanding KPI (Key Performance Indicators)	CO4
C	Understanding JD (Job Descriptions)	CO4
Unit 5	**Developing a Service Attitude**	CO5
A	Customer-Centric Approach	
B	Professional Communication and Attention to Details	C06