

GANPAT UNIVERSITY									
FACULTY OF MANAGEMENT STUDIES									
Programme	MBA	Branch/Spec.	Agribusiness / Business Analytics / Financial Services / International Business / Logistics and Supply Chain Management / Pharmaceuticals/Healthcare and Hospital Management/Technology Management/IEV						
Semester	I				Version	1.0.0.0			
Effective from Academic Year		2026-27			Effective for the batch Admitted in			July 2026	
Subject code	ISE508CEI	Subject Name			<b>Corporate Etiquette and Interview Skills</b>				
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture(DT)		Practical(Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	O	0	2	0	2	Theory			
Hours	0	0	2	0	4	Practical	25	25	50
Pre-requisites:									
Objective: To develop professional behavior, communication confidence, workplace etiquette, and interview readiness among management students to enhance employability and corporate effectiveness.									
Course Outcome: After learning this Course, students will be able to;									
<b>CO1:</b> Demonstrate appropriate corporate etiquette, grooming standards, and professional workplace behavior.									
<b>CO2:</b> Exhibit effective verbal, written, and non-verbal communication skills suitable for corporate environments.									
<b>CO3:</b> Apply structured interview techniques and confidently participate in various recruitment processes.									
<b>CO4:</b> Develop employability skills including group discussion competence, professional networking, and career planning strategies.									
Theory syllabus									
Unit	Content								Hrs
1	Corporate Etiquette and Professional Conduct: Introduction to Corporate Culture and Workplace Expectations. Professional Grooming and Personal Branding. Business Dress Code (Formal, Business Casual, Industry-Specific). Body Language and Non-Verbal Communication. Professional Greetings and Introductions. Workplace Behavior and Office Decorum. Meeting Etiquette (In-person & Virtual). Dining and Networking Etiquette. Cross-Cultural Workplace Sensitivity. <b>Practical Activities:</b> Grooming audit								5

Note: Version 1.0.0.0 (First Digit= New syllabus/Revision in Full Syllabus, Second Digit=Revision in Teaching Scheme, Third Digit=Revision in Exam Scheme, Forth Digit= Content Revision)

L=Lecture, TU=Tutorial, P= Practical/Lab., TW= Term work, DT= Direct Teaching, Lab.= Laboratory work

CE= Continuous Evaluation, SEE= Semester End Examination

	and feedback. Mock business meeting simulation. Handshake and introduction drills. Role-play on workplace scenarios.	
2	Professional Communication and Workplace Readiness: Business Communication Skills (Verbal & Written). Email Etiquette and Professional Writing. Telephone and Virtual Communication Etiquette. Workplace Conflict Communication Basics. Team Interaction and Professional Collaboration. Elevator Pitch Development. Networking Skills and LinkedIn Professionalism. Corporate Documentation Basics. <b>Practical Activities:</b> Drafting professional emails. Elevator pitch presentation. Video interview etiquette practice. Peer feedback exercises.	10
3	Interview Skills and Selection Process Preparation: Understanding Recruitment and Selection Process. Types of Interviews (HR, Technical, Panel, Case, Stress Interview). Resume and Cover Letter Structuring. Common Interview Questions and Response Framing (STAR Method). Behavioral and Situational Interview Techniques. Salary Discussion and Negotiation Basics. Interview Do's and Don'ts. Post-Interview Follow-Up Etiquette. <b>Practical Activities:</b> Resume clinic workshop. Mock HR interview. Panel interview simulation. Real-time feedback and video analysis	10
4	Advanced Employability Skills and Career Preparation: Group Discussion Techniques and Evaluation Criteria. Case Discussion and Corporate Problem-Solving. Assessment Centre Activities (Role Play, Case Analysis). Emotional Intelligence in Professional Settings. Stress Management During Interviews. Personal SWOT Analysis. Career Planning and Goal Setting. Professional Ethics in Corporate Life. <b>Practical Activities:</b> Mock Group Discussion. Case discussion evaluation. Assessment centre simulation. Personal career action plan development	5
<b>Material will be provided by the faculty experts.</b>		

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