



NOTICE

Date: 17/01/2026

This is to inform all SYBBI students that the internal assessment (20 marks) for the course Business Communication-2 will be evaluated on the following criteria:

Part A: Interview Analysis (10 Marks) Assignment

Students are required to watch any one real interview, such as a job interview, celebrity interview, HR interview, podcast interview, or any other relevant interview format. Based on the selected interview, students must **type** a 250–300-word (approx one page) analytical report on A-4 size paper covering the following aspects:

- Type of Interview (e.g., selection, grievance, exit, assessment, etc.)
- YouTube link of the interview
- Structure and Format of the interview
- Qualities and skills demonstrated by the interviewer
- Qualities and skills demonstrated by the interviewee
- Strengths and weaknesses observed during the interview

The analysis should be well-organized, concise, and written in formal English language only.

Part B: Mock Interview (Oral) (10 Marks)

Students will participate in a mock interview conducted orally. They are required to prepare and practice commonly asked interview questions in advance. The mock interview will assess communication skills, confidence, clarity of responses, and overall presentation.

Important Instructions:

- Students must be present in formal attire on the day of the mock interview.
- Prior preparation of interview questions (Top 10 questions asked in an interview) and responses is mandatory.

Submission for SYBBI - A on: 10th of February (Tuesday).

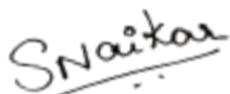
Time: During Lecture hours.

Submission for SYBBI - B on: 13th of February (Friday).

Time: During Lecture hours

Note -

1. Students have to be present in person for the submission.
2. Submission of projects or assignments to be done on proper A4-size paper ONLY.
3. A Google link will be provided to the students on the day to upload their Certificate (will be provided) interview analysis.
4. If the student fails to present themselves on the given date and time, he will be marked ABSENT for the said subject.
5. Any Submissions after the above mentioned date and time will not be accepted and entertained under any circumstances.



Ms. Subhashini Naikar
Vice Principal (SFC)



Prof.(Dr.) D.N Ganjewar
Principal

DI/N-STD/GEN/00