

Date: 25/05/2026

To
The Dean
School of Computer Applications and Technology
Galgotias University

Subject: Request for Approval to Conduct Mock Interview Session

Respected Madam,

On behalf of the School of Computer Applications and Technology, Galgotias University, we seek your kind approval to organize a Mock Interview Session for BCA, B.Sc., and MCA students on 30th and 31st May 2026.

The objective of this activity is to prepare students for campus placements by providing them with real-time interview exposure. The mock interviews will assess students on resume quality, communication skills, confidence, technical knowledge, problem-solving ability, and professional etiquette.

The activity will simulate actual recruitment processes through Resume Screening, HR Round, Personality Assessment, and Technical Interview Round. Faculty members from the department will serve as interview panelists and evaluate students based on predefined criteria.

We request you to kindly grant permission to conduct this activity.

Thanking you.

Yours sincerely,
Dr. Pratima Singh
Coordinator
School of Computer Applications and Technology
Galgotias University

School of Computer Applications and Technology Galgotias University

Date: 26/05/2026

Notice

All BCA, B.Sc., and MCA students are hereby informed that the School of Computer Applications and Technology is organizing a Mock Interview Session as part of placement readiness and employability enhancement activities.

Details of the Event:

Title: Mock Interview Session

Date: 30th May 2026 (BCA/B.Sc.)

31st May 2026 (MCA)

Time: 09:20 AM – 03:25 PM

Venue: C-136 (BCA/B.Sc.) and C-442 (MCA)

Highlights of the Workshop:

Resume Screening, HR Interview Round, Personality Assessment, Technical Interview Round
Communication Skill Evaluation, Career Guidance and Placement Readiness

Students are advised to carry: Updated Resume, College ID Card, Academic Documents.

Coordinators:

Dr. Pratima Singh, Mr. Rajesh Sharma, Mr. Gaurav Varshney, Dr. Soni Chaurasia

By Order

Dr. Vineeta Khemchandani

Convener & Dean (SCAT)

Galgotias University

Event Report

Title of Activity*	Mock Interview Session
Organized by (School/Centre Name)*	School of Computer Applications and Technology
Program Theme*	Placement Readiness and Employability Enhancement
Date*	30th – 31st May 2026
Time*	09:20 AM – 03:25 PM
Poster*	 The poster is for a 'MOCK INTERVIEW SESSION' organized by the School of Computer Applications and Technology (SCAT) at Galgotias University. It is part of the 'PLACEMENT READINESS & EMPLOYABILITY ENHANCEMENT PROGRAM' for BCA / B.Sc. / MCA Students. The event is scheduled for 30th – 31st May 2026, from 09:20 AM to 03:25 PM, at venues C-136 (BCA/B.Sc.) and C-442 (MCA). The poster lists objectives such as Resume Screening & Evaluation, HR Interview Preparation, Personality Assessment, Technical Interview Practice, Communication & Presentation Skills, and Industry Readiness Assessment. It also lists evaluation parameters including Resume Quality & Projects, Communication Skills, Confidence & Body Language, Problem Solving Ability, Technical Knowledge, HR Round Performance, Professional Etiquette, and Overall Performance Feedback. The coordinators are Dr. Pratima Singh, Mr. Rajesh Sharma, Dr. Soni Chaurasia, and Mr. Gaurav. The convener is Dr. Vineeta Khemchandani, Dean, SCAT. The poster is organized by the Training & Placement Cell, School of Computer Applications and Technology, Galgotias University. It also mentions 'RELEVANT SDGs' and 'QUALITY EDUCATION' and 'ECONOMIC GROWTH'.
YouTube/Facebook Link: (if live steamed or video posted on FB/YT)	NA
Social media link (promoting in any one Facebook/Instagram/ Twitter is mandatory)	https://chat.whatsapp.com/J8qgxniP1DZI-CgzUZ3dk9E
No. of Students* (only no. to be written, list in excel or word should be maintain at department level as proof for any further requirement)	
No. of Faculty* (only no. to be written , list in excel or word should be maintain at department level as proof for any further requirement)	14
No. of External Participants (students+faculty) [write NA if not applicable]	NIL
Photograph	 The photograph shows a group of students and faculty members in a computer lab setting. Some students are seated at desks with computers, while others are standing and talking to faculty members. The room has large windows and modern furniture.

Description (min 250 to max 800 words)*	Objective of the Activity The primary objective of the Mock Interview Session was to provide students with practical exposure to the recruitment process and enhance their employability skills. The activity aimed to assess students' communication abilities, technical competencies, confidence levels, and professional behavior while preparing them for real-world placement interviews. Event Overview The School of Computer Applications and Technology, Galgotias University, successfully organized a two-day Mock Interview Session for BCA, B.Sc., and MCA students on 30th and 31st May 2026. The activity was conducted as part of the department's placement readiness initiative and focused on bridging the gap between academic learning and industry expectations. Students participated in a structured interview process that closely resembled actual campus recruitment drives. Multiple interview panels comprising faculty members evaluated students through various stages, including resume screening, personality assessment, HR interviews, and technical interviews. The BCA/B.Sc. interviews were conducted in Room C-136 on 30th May 2026, while MCA interviews were conducted in Room C-442 on 31st May 2026. Faculty members assessed students based on communication skills, confidence, technical knowledge, analytical thinking, body language, and overall professional presentation. The interview panels provided constructive feedback to students regarding their strengths and areas requiring improvement. Special emphasis was placed on resume preparation, self-introduction techniques, handling HR questions, and demonstrating technical
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	competencies. The activity created an interactive and supportive learning environment where students could experience interview pressure in a controlled academic setting. Faculty members guided students on industry expectations and placement strategies, thereby enhancing their confidence and preparedness for future recruitment opportunities. Interview Evaluation Criteria : The students were evaluated on: Resume Quality, Projects, Skills and Achievements Communication Skills Confidence and Body Language HR Round Performance Technical Knowledge Problem Solving Ability Professional Etiquette Overall Interview Readiness
	Coordinators: Dr. Pratima Singh Mr. Rajesh Sharma Dr. Soni Chaurasia Convener: Dr. Vineeta Khemchandani Dean, SCAT
Attendance Sheet*	Attached at the end of Report
Report Submitted by <i>(write faculty coordinator name)</i>	Dr. Pratima Singh Mr. Rajesh Sharma Mr. Gaurav Varshney Dr. Soni Chaurasia