

<b>CAREER DEVELOPMENT SKILLS – I semester (2021-22)</b>		
<b>Subject Code: 18HS13</b>	<b>Mandatory Course (CGPC)</b>	<b>No of lecture hours per week: 2 Hrs</b>
<b>Exam Duration: NIL</b>	<b>Exam Marks: NIL</b>	<b>Total No. of lecture hours: 26 hrs per semester</b>

**CGPC – Career Guidance and Placement Cell**

**COURSE OBJECTIVE:**

1. The lessons under this unit are designed to enable the students to plan their career on correct measures and motivate them to set their goals on prior basis.
2. The lessons under this unit aims to develop the personality skills of the students and teach them to lead a corporate discipline nurture.
3. The main goal of this unit is to help students to learn about the culture of corporate world. This unit helps them to get groomed with professional ethics.
4. This unit is designed to give the awareness to the students about the job market to prepare themselves at their own pace and potential. This unit also teaches them about the managing aspects of time and stress.
5. This unit will help students to have brief description about the higher studies courses, Competitive exams and also gives introduction to entrepreneur clauses.

Unit no	Syllabus content	Hours/COs
1	1. Career Planning 2. Goal Settings	5 CO1
2	1. Motivation - I 2. Personality Effectiveness 3. Building Personality and Discipline	5 CO2
3	1. Grooming, hygiene and Cleanliness 2. Attitudes 3. Manners and Behaviour	6 CO3
4	1. Self- Awareness & Self Confidence 2. Time Management 3. Stress Management 4. Emotional Intelligence	5 CO4
5	1. Introduction to Higher Education, Competitive exams 2. Introduction to Entrepreneurship	5 CO5

**COURSE OUTCOME:**

- 1. The students will have learnt about the overview of their goals and also gets to know diversities in the field of their career planning.**
- 2. The student will have developed and improved their personal and professional effectiveness.**
- 3. At the end of this unit, students will have deploy themselves about the corporate culture.**
- 4. After the completion of this unit students will understand the stress, time and emotional management. Also they will learn about the overcoming the fear and uncomfortable situations such as Public speaking.**
- 5. After the completion of this unit, students will gain knowledge about the higher education, types of competitive exams and the entrepreneur assertiveness.**

**REFERENCE:**

- 1. Soft skills for Managers by Dr. T. KALYANA CHAKRAVATHI**
- 2. Personal Development and Soft Skills by BARUN K MITRA, Oxford Higher Education**
- 3. The Emotionally Intelligent Workplace by DANIEL GOLEMAN.**
- 4. Communication skills and soft skills an integrated approach by E. SURESH KUMAR, P. SREEHARI, J SAVITHRI.**
- 5. Top Talking in English (international communication skills) by CHARLES T. RAJENDRA**
- 6. Soft skills by RAJ LAKSHMI SURYAVANSHI, Gurucool Publishing**

	<b>CAREER DEVELOPMENT SKILLS (2) – II semester (2021-22)</b>		
	<b>Subject Code: 18HS23</b>	<b>Mandatory Course (CGPC)</b>	<b>No of lecture hours per week: 2 Hrs</b>
	<b>Exam Duration: NIL</b>	<b>Exam Marks: NIL</b>	<b>Total No. of lecture hours: 26 hrs per semester</b>

**CGPC – Career Guidance and Placement Cell**

**COURSE OBJECTIVE:**

1. The lessons under this unit are designed to enable the students to develop their interpersonal skills and motivation skills.
2. **LS Skills:** The lessons under this unit aims to develop the Listening and Speaking skills of the students and teach them to lead a corporate discipline nurture.
3. **RW skills:** These lessons will help students make inferences and predictions about spoken discourse and by utilizing digital literacy tools their RW skills can be enhanced.
4. The main goal of this unit is to help students to overcome the fear of speaking in both personal and professional culture and it also focuses on the presenting the topics with confidence.
5. This unit is completed dedicated to provide the students about the team building activities and it also encourages them to give a different aspect on creative thinking.

<b>Unit no</b>	<b>Syllabus content</b>	<b>Hours/COs</b>
1	1. Motivation- II 2. Interpersonal Skills	5 CO1
2	1. Listening Skills 2. Conversation Skills	5 CO2
3	1. Reading Skills 2. Writing Skills	5 CO3
4	1. Presentation Speaking skills 2. Public Speaking skills 3. SWOT Analysis	5 CO4
5	1. Team Building 2. Activity Sessions > Debate > Picture Connector	6 CO5

#### **COURSE OUTCOME:**

- 1. The students will have learnt about the way of quality communication with the co-workers and it will also help to build a strong social relationship with outside society.**
- 2. The student will have develop listening and conversing skills with respect to adaptable situations.**
- 3. At the end of this unit, students will have deploy themselves in the active thinking and also learns about the effective usage of words.**
- 4. After the completion of this unit students will learn to deliver the presentation in a more powerful and persuasive way. It also improves the clarity and confidence of the students.**
- 5. After the completion of this unit, students will learn about the synchronization with the workmate and also gives them an opportunity to unlock their individual potentials.**

#### **REFERENCE:**

- 01. Soft skills for Managers by Dr. T. KALYANA CHAKRAVATHI**
- 02. Personal Development and Soft Skills by BARUN K MITRA, Oxford Higher Education**
- 03. The Emotionally Intelligent Workplace by DANIEL GOLEMAN.**
- 04. Communication skills and soft skills an integrated approach by E. SURESH KUMAR, P. SREEHARI, J SAVITHRI.**
- 05. Top Talking in English (international communication skills) by CHARLES T. RAJENDRA**
- 06. Soft skills by RAJ LAKSHMI SURYAVANSHI, Gurucool Publishing**
- 07. Communication skills and soft skills an integrated approach by E. SURESH KUMAR, P. SREEHARI, J SAVITHRI.**
- 08. Soft skills an integrated approach to maximize personality by SANGEETHA SHARMA, GAJENDRA SINGH CHAUHAN, and Wiley Publishing.**

<b>PERSONALITY DEVELOPMENT SKILLS- III Semester (2021-22)</b>		
<b>Subject Code: 18HS34</b>	<b>Mandatory Course (CGPC)</b>	<b>No of lecture hours per week: 2 Hrs</b>
<b>Exam Duration: NIL</b>	<b>Exam marks: NIL</b>	<b>Total No. of lecture hours: 26 hrs per semester</b>

**CDPC – Career Guidance and Placement Cell**

**COURSE OBJECTIVE**

- 1. In this unit students will learn about the importance of professional etiquettes, writing an email according to the company standard. It involves the creation of best impact in the working environment grounds.**
- 2. The lessons under this unit help students' to learn to business communication activities which sought to help them to become an entrepreneur.**
- 3. This unit depicts the easier decision making and problem solving techniques for overcoming the hardships of interview process.**
- 4. This unit deals with the preparation of Interview skill and also teaches the students about the various interview structures.**
- 5. This unit gives a description to Mock interview preparation and also give exposure to Group discussion activity.**

<b>Unit no</b>	<b>Syllabus content</b>	<b>Hours/COs</b>
<b>1</b>	<b>1. Workplace Etiquettes 2. Email Etiquettes 3. Microsoft Office suite(Excel with basic operation word Power point overview )</b>	<b>5 CO1</b>
<b>2</b>	<b>1. Business Communication 2. Sales and Negotiations 3. Customer Service</b>	<b>5 CO2</b>
<b>3</b>	<b>1. Decision Making 2. Problem Solving</b>	<b>5 CO3</b>
<b>4</b>	<b>1. Interview skills 2. Resume Building 3. Mannerism 4. Behavioural</b>	<b>5 CO4</b>
<b>5</b>	<b>1. Group discussion - each student should be assessed based on their body language , voice modulation, content and creativity 2. Mock Interview sessions</b>	<b>6 CO5</b>

#### **COURSE OUTCOME:**

- 1. After the completion of this unit, students will have learnt to make a professional etiquettes with the right mannerism. And will also learn the technique of email writing to an officials.**
- 2. After the completion of this unit, student will have learnt how to do business etiquettes with proper negotiations and customization.**
- 3. This unit will have helped student to deal with toughest hardships and overcoming the toughest situations with suitable solutions.**
- 4. After the completion of this unit student have learnt about the interview standards that being asked during the recruitment process.**
- 5. At the end of this unit students may have a proper knowledge about the interview skills and also realized the importance of skill set.**

#### **REFERENCE:**

- 1. Personal Development and Soft Skills by BARUN K MITRA, Oxford Higher Education**
- 2. Seven Habits of Highly Effective People by STEPHEN COVEY.**
- 3. Communication skills by SANJAY KUMAR, PUSHPA, Oxford Higher Education**
- 4. Communication Skills for Professionals by NIRA KONAR, PHI learning Pvt. Ltd.**
- 5. Communication skills and soft skills an integrated approach by E. SURESH KUMAR, P. SREEHARI, J SAVITHRI.**
- 6. Enhancing English and Employability Skills by State Board of Technical**

<b>PROFESSIONAL SKILLS – IV semester (2021-22)</b>		
<b>Subject Code: 18HS44</b>	<b>Mandatory Course (CGPC)</b>	<b>No of lecture hours per week: 2 Hrs</b>
<b>Exam Duration: NIL</b>	<b>Exam marks: NIL</b>	<b>Total No. of lecture hours: 26 hrs per semester</b>

**CDPC – Career Guidance and Placement Cell**

**COURSE OBJECTIVES:**

1. After the completion of this unit student will learn to handle various situations in a positive way. And students will also get to know about the problem solving techniques and adaptable methods on various grounds of corporate culture.
2. This unit brings in students to develop the leadership quality, creative thinking and magnificent approach towards the strength of individuals.
3. This unit begins with the Quantitative Aptitude content as it is a crucial round to clear in order to proceed to further rounds of interviews. This will help students to strengthen the general aptitude.
4. The lessons under this unit make students to understand the Arithmetic concepts of Profit, Loss, Percentage, SI and CI
5. This unit deals with the concepts of Probability, Permutation & Commutation, Pipe and Cistern.

UNIT NO	SYLLABUS CONTENT	HRS /COS
1	a. Attitude b. Adaptability c. Values d. Perception and Learning	4  CO1
2	e. Leadership f. Creativity g. Reaching your potential	4  CO2
3	<b>General Aptitude</b> 1. Number System 2. HCF & LCM 3. Factorial Concepts	6  CO3

4	<b>Quantitative Aptitude – 1</b> 4. Profit and Loss 5. Percentage, Ratio and Proportion 6. Simple Interest, Compound Interest	6 CO4
5	7. Probability 8. Permutation and Combination 9. Pipe and Cistern	6 CO5

**COURSE OUTCOME:**

1. After the completion of this unit student will have learnt to handle various situations in a positive way.
2. At this unit student's confidence level increases with creative thinking ability. 3.
4. After the completion of this unit students will know about general quantitative aptitude.
5. At the end of this unit student will learn about the Arithmetic Aptitude which includes Profit & Loss, Percentage solving problem and SI & CI. This unit helps the students to gain the knowledge on Business Mathematics.
6. After the completion of this unit students will have learnt of major Aptitude concepts on Probability, Permutation & Combination, Pipe and Cistern.

**REFERENCE:**

1. Quantitative aptitude for competitive exams by S.Chand, Dr. R.S. Aggarwal
2. Quantitative aptitude for CAT by Arun Sharma, Tata McGrew Hill
3. Rapid Quantitative Aptitude by Er. Deepak Agarwal and Mr. D.P Gupta
4. Numerical Ability and Quantitative aptitude for Competitive examinations by P.K.Mittal.



<b>QUANTITATIVE &amp; VERBAL APTITUDE – V semester (2021-22)</b>		
<b>Subject Code: 18HS53</b>	<b>Mandatory Course (CGPC)</b>	<b>No of lecture hours per week: 2 Hrs</b>
<b>Exam Duration: NIL</b>	<b>Exam marks: NIL</b>	<b>Total No. of lecture hours: 26 hrs per semester</b>

**CDPC – Career Guidance and Placement Cell**

**COURSE OBJECTIVES:**

1. The lessons under this unit make students to understand the extended Arithmetic concepts of Speed and Distance, Time and Work.
2. This unit covers the Mathematical concepts of Progression, Algorithms & Geometry.
3. This unit aims at teaching the Verbal Ability and it involves all grammar aspects of English verbal.
4. This unit includes the concepts of Idioms and Phrases, Critical reasoning and One word substitution.
5. This unit evolve with the concepts of Analogies, Sentence Completion and Non-verbal reasoning.


UNIT NO	SYLLABUS CONTENT	HRS /COS
1	<b>Quantitative Aptitude -2</b> 1. Speed and Distance 2. Time and Work 3. Average, Mixtures and Allegations	6 CO1
2	4. Logarithm 5. Progression (AP, GP & HP) 6. Geometry	6 CO2
3	<b>Verbal Ability</b> 1. Grammar concepts 2. Anonyms and Synonyms 3. Reading Comprehension	5 CO3
4	4. Idioms and Phrases 5. Critical Reasoning 6. One word Substitution	5 CO4
5	7. Sentence Completion 8. Analogies 9. Non- Verbal Reasoning	4 CO5

**COURSE OUTCOME:**

1. After the completion of this unit students will have learnt about Part 2 of Arithmetic Aptitude.
2. After this unit students will get to know about the concepts of Mathematic Algorithms, Progressions and Geometrical analytics.
3. After this unit students will have learnt about the Verbal Ability section which acts as a key score for English grammar section in online test.
4. Students will get exposure towards the verbal concepts which is added section in Online test.
5. Sentence Completion, Analogies and Non-verbal reasoning concepts are covered under this unit.

**REFERENCE:**

1. Quantitative aptitude for CAT by Arun Sharma, Tata McGrew Hill.
2. Quantitative aptitude for competitive exams by S.Chand, Dr. R.S. Aggarwal
3. Verbal Ability and Reading comprehension by Arun Sharma and Meenakshi Upadhyay, Tata McGrew Hill Education
4. Verbal aptitude for competitive exams by S. Chand, Dr. R.S. Aggarwal

	<b>ANALYTICAL &amp; REASONING SKILLS – VI semester (2021-22)</b>		
	<b>Subject Code: 18HS63</b>	<b>Mandatory Course (CGPC)</b>	<b>No of lecture hours per week: 2 Hrs</b>
	<b>Exam Duration: NIL</b>	<b>Exam marks: NIL</b>	<b>Total No. of lecture hours: 26 hrs per semester</b>

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**COURSE OBJECTIVES:**

1. The lessons under unit 1 is to help students to learn about the concepts of Logical Reasoning section such as Cubes, Dice and Blood Relation.
2. The lessons under this unit make students to learn the problems on Coding, decoding and direction sense.
3. This unit includes the series and seating related problems.
4. The objective of this unit is to exercise the student's brain and prepare to the concepts of Analytical reasoning concepts.
5. The unit 5 aims at teaching the students about the Analytical data interpretation and also make them to learn the Analytical reasoning section of online interview process.

UNIT NO	SYLLABUS CONTENT	HRS /COS
1	1. Cubes and Dices 2. Day Sequence 3. Blood Relation	5 CO1
2	4. Coding and Decoding 5. Age, Puzzles 6. Direction Sense	5 CO2
3	7. Alpha Numeric 8. Seating Arrangement Problems 9. Clocks and Calendars 10. Data Sufficiency	5 CO3
4	11. Statement and Assumptions 12. Statement and Conclusions 13. Statement and Arguments 14. Analogies	5 CO4

5	<b>15. Data Interpretation</b> <b>16. Venn Diagram</b> <b>17. Bar/Line/Pie Graph</b> <b>18. Tabular Data</b>	6  CO5
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**COURSE OUTCOME:**

1. **After the completion of this unit students will know about basic concepts of Logical reasoning problems.**
2. **At the end of this unit student will learn about the problem solving techniques on Age, Direction and Encryption of the data.**
3. **After the completion of this unit students will have learnt about the extended part of Analytical reasoning problems.**
4. **At the end of this unit students will be thoroughly prepared with the Logical Reasoning section which plays a significant role in the first round of online test.**
5. **After this unit students will have learnt about the Data Interpretation concepts and with the end of this unit students will learn a good exposure to an online competitive exams.**

**REFERENCE:**

1. **A modern approach to verbal and Non-verbal reasoning by Dr. R.S. Agrawal, S.Chand**
2. **Logical Reasoning for CAT by Arun Sharma, Tata McGrew Hill Education.**
3. **The Hand on Guide to Analytical and Logical reasoning, Peeyush Bhardwaj, Arihant Publication.**