

# Six Phrase – Three Year – Integrated Course for Skill Development & Career Enhancement

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## SEMESTER 1 – Basic English Communication & SoftSkills – Part 1

### Aim

To educate and enrich the students on setting goals, career planning and lateral thinking. Equip them on techniques of reading, learning and listening skills.

### Course Objectives

To enable students to,

- Assess individual communication skills.
- Plan career
- Set Goals
- Enhance their ability to build stories and situational thinking.
- Improve their language through grammar
- Enhance techniques such as listening, non-verbal communication, verbal oral & written skills etc.

### Unit I

Assessment of individual levels of communication skills, aptitude and employability skills; Psychometric test, SWOT analysis; Planning on setting goals; Understanding the stand of students, College Ethics.

### Unit II

Introduction to Career planning; General Motivation; Communication Skills; Goal setting – Introduction to Soft Skills - Presentation skills - Intra-personal skills.

### Unit III

Reading Skills, Learning & Studying Skills, Memory Techniques, Programmed Thinking, Lateral Thinking, Creativity, Questioning & Listening Skills.

### Unit IV

Initiation, Stage Fear, Lateral Thinking; Self Introduction using an Adjective & Noun – Newspaper Assessment on Nouns; Pronouns – Passage writing by replacing noun with Pronoun; Verbs - Newspaper Assessment on Verbs; Adjectives & Adverbs; Articles - Mime the profession, Assessment for Articles; Prepositions; Past, Present and Future Tense; Situational GD & Story Telling on Tenses; Simple, Compound and Complex Sentences; Active & Passive Voice; Sentence Formation and Completion.

### Unit V

Art of communication – the communication process - Word building and Role play; Exercise on English Language through symposiums and workshops.

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## **References**

- 1) A Practical Course in Spoken English by J.K.Gangal
- 2) Effective English Communication for you by V.Shamala
- 3) Developing Communication Skills by Krishna Mohan &MeeraBanerji
- 4) English for Competitive Exams by Bhatnagar

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## SEMESTER 2 – Advanced English Communication & SoftSkills – Part 2

### Aim

To educate and enhance the students on English language, story building and article summarization. Equip the students on group discussion and public speaking skills.

### Course Objectives

To enable students to,

- Enhance English Language and Listening Ability
- Enhance Non-Verbal Communication
- Improve their written communication through Story-Building, Article Summarization and Audio/Video Analysis.
- Enhance their group behavior and team building skills.
- Build resumes, speak in public, debate and discuss in groups

### Unit I

English language enhancement- Business Idioms- Indianisms in English- Common Errors in Pronunciation - Signposts in English- Verbal ability- Phrases, clauses and modifiers - errors in tenses – prepositional errors – parallelism errors – mood, conditionals and multiple usages.

### Unit II

English listening- hearing Vs. listening - Nonverbal communication – Appearance, dressing and grooming -Tips to maintain good impression at work - business etiquette – basic postures and gestures and table manners, Body language - dealing with people communication - media etiquette - telephone etiquette, email etiquette.

### Unit III

Written Communication - Story Building; Article Summarization, Audio Analysis & Voice Recording; Article Summarization & Movie / Video Analysis;

### Unit IV

Group discussion, interviews and presentation skills - Group behaviour – Team Work – Team building – Open and Closed group discussions. Public speaking skills – Social Phobia – Eliminating Fear - Organizing speech and effective delivery – Common etiquette of Public speaking - opening and closing of speech, audience management and styles.

### Unit V

Exercises on Resume writing - Public speaking, Group discussion, debate, extempore, quiz and contemporary group play and role play.

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## **References**

1. Word Power Made Easy by Norman Lewis
2. High School English Grammar by Wren and Martin
3. English Conversation Practice by Grant Taylor
4. Group Discussion and Interviews by Anand Gangly
5. Art of Social Media by Guy Kawasaki

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## **SEMESTER 3 – Basic SoftSkills Competency Development – Part 1**

### **Aim**

To educate and enhance the students on English language, story building and article summarization. Equip the students on group discussion and public speaking skills.

### **Course Objectives**

To enable students to,

- Enhance the SoftSkills ability of Students.

### **Unit I**

Understanding the stand of students, College Ethics, English Language Gym, General Motivation, Communication Skills, Presentation Skills.

### **Unit II**

Reading Skills, Learning & Studying Skills, Memory Techniques, Programmed Thinking, Lateral Thinking, Creativity.

### **Unit III**

Questioning & Listening Skills, Leadership & Negotiation Skills, Career Skills, Confidence Building, Personality Development

### **Unit IV**

Goal Setting, SWOT Analysis, Dressing Etiquette, Body Language, Time & Team Management, Resume Writing Skills.

### **Unit V**

Group Discussion, Mock Group Discussion Sessions, Interview Skills, Mock Interview Sessions, Entrepreneurship Skills

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## SEMESTER 4 – Aptitude & Cognitive Skills – Part 1

### Aim:

To educate and enrich the students on quantitative ability, reasoning ability, and verbal ability.

### Course Objectives

To enable students to,

- Improve their quantitative ability.
- Improve the ability of arithmetic reasoning
- Enhance their verbal ability through vocabulary building and grammar
- Equip with creative thinking and problem solving skills

### Unit I

Quantitative Ability – I

Problems on Trains, Time and Distance, Height and Distance, Time and Work

### Unit II

Quantitative Ability – II

Problems on Ages, Alligation or Mixture, Chain Rule, Simple Interest, Simple Equation, Theory Of Equation

### Unit III

Reasoning Ability – I

Analytical Reasoning, Pipes and Cistern, Logical Problems, Logical Games, Logical Deduction, Data Sufficiency, Arithmetic Reasoning

### Unit IV

Verbal Ability – I

Idioms & Phrases, Synonyms, Antonyms, Classification

### Unit V

Creativity Ability – I

Venn Diagrams, Cube and Cuboids, Dice, Cubes and Dice, Figure Matrix

### References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun sharma

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## **SEMESTER 5 – UPSC - Prelims General Studies**

### **Aim**

To educate and enrich the students on Bank Exam Preparation.

### **Unit I**

Preamble, Schedules, Constitution of India, Citizenship, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties, Union Government, State Government, Centre State Relations, Judiciary, Panchayat Raj and Municipalities, Constitutional and Non Constitutional Bodies, Tribunals, Special Provisions for ST/SC's.

### **Unit II**

National income accounting , Poverty and unemployment, Inflation, Monetary and Fiscal Policy, Money Market, Capital Market, External Sector, International Organisations, Agriculture and Infrastructure.

### **Unit III**

Indian Geography (Basics of India,Physical Features,River System, Climate,Mineral and Industries, Agriculture, Natural Vegetation) Physical Geography (Geomorphology, Climatology, Oceanography, Biogeography) World Geography Major natural regions,Regional geography of developed countries, Regional geography of developing countries, Regional geography of South Asia), Human Geography (Man & environment; relationship, growth and development of human geography; determinism and possibilism, Population, tribes, migration, Economic activities – agriculture, manufacturing, industries, tertiary activities, Settlements, urbanisation, functional classification of towns, million-cities and megacities).

### **Unit IV**

Indian culture will cover the salient aspects of Art Forms, literature and Architecture from ancient to modern times. Modern Indian history from about the middle of the eighteenth century until the present significant events, personalities, issues. The Freedom Struggle — its various stages and important contributors/contributions from different parts of the country. Post-independence consolidation and reorganization within the country. History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization, political philosophies like communism, capitalism, socialism etc.— their forms and effect on the society. Salient features of Indian Society, Diversity of India.

### **Unit V**

General issues on Environmental ecology, Bio-diversity and Climate Change, Conservation, environmental pollution and degradation, environmental impact assessment. Disaster and disaster management, Technology- developments and their applications and effects in everyday life.



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Achievements of Indians in Science & technology; indigenization of technology and developing new technology. Awareness in the fields of IT, Space, Computers, robotics, nano-technology, bio-technology and issues relating to intellectual property.

Current Affairs - Current events of national and international importance.

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## SEMESTER 6 – UPSC - Mains - Aptitude

### Aim

To educate and enrich the students on quantitative ability, reasoning ability and verbal ability.

### Course Objectives

To enable students to,

- Improve their quantitative ability.
- Improve their reasoning ability.
- Enhance their verbal ability through vocabulary building and grammar
- Equip with creative thinking and problem solving skills

### Unit I

Quantitative Ability – III

Compound Interest, Profit and Loss, Partnership, Percentage, Set Theory

### Unit II

Quantitative Ability – IV

True Discount, Ratio and Proportion, Simplification, Problems On H.C.F and L.C.M

### Unit III

Reasoning Ability – II

Course of Action, Cause and Effect, Statement and Conclusion, Statement and Argument, Data Sufficiency (DS), Statement and Assumption, Making Assumptions

### Unit IV

Verbal Ability – II

Change of Voice, Change of Speech, Letter and Symbol Series, Essential Part, Verbal Reasoning, Analyzing Arguments

### Unit V

Creativity Ability – II

Seating Arrangement, Direction Sense Test, Character Puzzles, Missing Letters Puzzles, Mirror & Water Images

### References

1. Quantitative Aptitude for Competitive Exams by R. S. Agarwal
2. Quantum CAT by Sarvesh Verma
3. A Modern Approach to Logical Reasoning by R. S. Agarwal
4. Verbal Ability and Reading Comprehension by Arun sharma