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| <p align="center">Name of the Program: Bachelor of Arts/ Science/ Commerce/ Business Administration/ Social Works; Bachelor of Arts/ Science/ Commerce/ Business Administration/ Social Works (Hons. With or without Research), and Bachelor of Performing Arts, Bachelor of Visual Arts, and Bachelor of Hotel/Hospitality Management</p> <p align="center">Course Code: 5.6</p> <p align="center">Name of the Course: Employability Skills</p> | | |
| Course Credits | No. of Hours per Week | Total No. of Teaching Hours |
| 2 Credits | 3 Hrs | 45 Hrs |
| <p>Pedagogy: Classroom lectures, Activities based learning, Practice Questions, Tutorial Classes, Group discussions, Mock Tests, etc,</p> | | |
| <p>Course Outcomes: On successful completion of the course, the students will be able to</p> <ol style="list-style-type: none"> Develop systematic problem-solving abilities. Enhance verbal and non-verbal reasoning skills. Improve numerical and analytical abilities. Enhance English language and communication skills. | | |
| Syllabus: | | Hours |
| Module No. 1: General Orientation on all Competitive Exams | | 3 |
| Overview of Competitive Exams for Government Recruitment in India - Introduction, Eligibility Criteria, Exam Pattern, Syllabus, and Resources. | | |
| Module No. 2: Quantitative Aptitude | | 30 |
| Number system, HCF & LCM, Ratio and Proportion, Averages, Ages, Percentages, Partnerships, Time, Speed and Distance, Profit and Loss, Data Interpretation, Problems based on Simple interest, Compound interest, Clocks, and Calendars. | | |
| Module No. 3: Verbal and Nonverbal Reasoning | | 6 |
| <p>Verbal Reasoning: Data analysis, Data sufficiency, Decision making, coding & decoding, Blood relations, Puzzle tests, Direction sense test, Problems based on Venn Diagram/Syllogisms, Alphabet test, Arithmetical reasoning, Input/Output, Series and Seating arrangements.</p> <p>Non-Verbal Reasoning: Analogy, Water images, mirror images, embedded figures, Completion of Pattern, Paper folding, Cubes & dice, Figure Formation & Analysis.</p> | | |
| Module No. 4: English Language and Comprehension Solving | | 6 |
| Vocabulary, English Grammar, Verbal Ability, Sentence Structure, Spot the Error, Fill in the Blanks, Idioms & Phrases, Cloze Passages, and Comprehension Passages. | | |
| <p>Skill Development Activities:</p> <p>Various activity-based learning methods such as problem-solving exercises, case studies, role-playing, debates, group discussions, mock tests, and assessments can be conducted, in addition to any other relevant activities for the course to ensure effective learning.</p> | | |
| <p>Materials:</p> <ol style="list-style-type: none"> https://free.aicte-india.org/Quantitative-Aptitude-Basics.php https://onlinecourses.nptel.ac.in/noc20_hs19/preview https://www.udemy.com/course/reasoning-verbal-non-verbal/ | | |
| <p>Note: Latest editions of books such as Quantitative Aptitude for Competitive Examinations, Modern</p> | | |

Approach to Verbal and Non-Verbal Reasoning, Quick Learning Objective General English by R.S.Agarwal or Arihant Publications, and other renowned titles can be referred to enhance exam preparation.