

**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

**Course Code:** 5.6

**Name of the Course:** Employability Skills

Course Credits	No. of Hours per Week	Total No. of Teaching Hours	
<b>3 Credits</b>	<b>3 Hrs</b>	<b>45 Hrs</b>	
Formative Assessment Marks	<b>50</b>	Summative Assessment Marks MCQ	<b>50</b>

**Pedagogy:** Classroom lectures, Activities based learning, Practice Questions, Tutorial Classes, Group discussions, Mock Tests, etc,

**Course Outcomes:** On successful completion of the course, the students will be able to

- a) Develop systematic problem-solving abilities.
- b) Enhance verbal and non-verbal reasoning skills.
- c) Improve numerical and analytical abilities.
- d) Enhance English language and communication skills.

Syllabus:	Hours
<b>Module No. 1: General Orientation on all Competitive Exams</b>	<b>5</b>
Overview of Competitive Exams for Government Recruitment in India - Introduction, Eligibility Criteria, Exam Pattern, Syllabus, and Resources.	
<b>Module No. 2: Quantitative Aptitude</b>	<b>20</b>
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.	
<b>Module No. 3: Verbal and Nonverbal Reasoning</b>	<b>10</b>
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.	
Non-Verbal Reasoning: Analogy, Water images, mirror images, embedded figures, Completion of Pattern, Paper folding, Cubes & dice, Figure Formation & Analysis.	
<b>Module No. 4: English Language and Comprehension Solving</b>	<b>10</b>
Vocabulary, English Grammar, Verbal Ability, Sentence Structure, Spot the Error, Fill in the Blanks, Idioms & Phrases, Cloze Passages, and Comprehension Passages.	
<b>Skill Development Activities:</b> 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.	

**Materials:**

1. <https://free.aicte-india.org/Quantitative-Aptitude-Basics.php>
2. [https://onlinecourses.nptel.ac.in/noc20\\_hs19/preview](https://onlinecourses.nptel.ac.in/noc20_hs19/preview)
3. <https://www.udemy.com/course/reasoning-verbal-non-verbal/>

**Note:** Latest editions of books such as Quantitative Aptitude for Competitive Examinations, Modern 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.