

9.3 CORE SKILL – EMPLOYABILITY SKILL

CORE SKILL – EMPLOYABILITY SKILL	
First Semester	
1. English Literacy	
Duration : 20 hrs	
Marks : 09	
Pronunciation	Accentuation (mode of pronunciation) on simple words, Diction (use of word and speech)
Functional Grammar	Transformation of sentences, voice change, change of tense, spellings.
Reading	Reading and understanding simple sentences about self, work and environment
Writing	Construction of simple sentences Writing simple English
Speaking/ Spoken English	Speaking with preparation on self, on family, on friends/ classmates, on known people, picture reading, gain confidence through role- playing and discussions on current happening job description, asking about someone's job, habitual actions. Cardinal (fundamental) numbers ordinal numbers. Taking messages, passing on messages and filling in message forms, greeting and introductions, office hospitality, resumes or curriculum vitae essential parts, letters of application reference to previous communication.
2. IT Literacy	
Duration : 20 hrs	
Marks : 09	
Basics of Computer	Introduction, computer and its applications, Hardware and peripherals, Switching on-Starting and shutting down computer.
Computer Operating System	Basics of Operating System, WINDOWS, User interface of Windows OS, Create, Copy, Move and delete Files and Folders, Use of External memory like pen drive, CD, DVD etc., Use of common applications.
Word Processing and Worksheet	Basic operating of Word Processing, Creating, opening and closing documents, Use of shortcuts, Creating and Editing Text, Formatting the text, Insertion & creation of tables. Printing document. Basics of Excel worksheet, understanding basic commands, creating simple worksheets, understanding sample worksheets, use of simple formulas and functions, Printing of simple excel sheets.
Computer Networking and Internet	Basic of computer Networks (using real life examples), Definitions of Local Area Network (LAN), Wide Area Network (WAN), Internet,

	<p>Concept of Internet (Network of Networks), Meaning of World Wide Web (WWW), Web browser, Website, Web page and Search Engines. Accessing the Internet using web browser, Downloading and printing web pages, Opening an email account and use of email. Social media sites and its implication. Information Security and antivirus tools, Do's and Don'ts in Information Security, Awareness of IT - ACT, types of cyber crimes.</p>
3. Communication Skills	
	Duration : 15 hrs Marks : 07
Introduction to Communication Skills	<p>Communication and its importance Principles of Effective communication Types of communication - verbal, non verbal, written, email, talking on phone. Non-verbal communication- characteristics, components-Para-language Body language Barriers to communication and dealing with barriers. Handling nervousness/ discomfort.</p>
Listening Skills	<p>Listening-hearing and listening, effective listening, barriers to effective listening, guidelines for effective listening. Triple- A Listening - Attitude, Attention & Adjustment. Active Listening Skills.</p>
Motivational Training	<p>Characteristics essential to achieving success. The power of positive attitude. Self awareness Importance of commitment Ethics and values Ways to motivate oneself. Personal goal setting and employability planning.</p>
Facing Interviews	<p>Manners, etiquettes, dress code for an interview. Do's & Don'ts for an interview.</p>
Behavioral Skills	<p>Problem solving, confidence building, attitude.</p>
Second Semester	
4. Entrepreneurship Skills	
	Duration : 15 hrs Marks : 06
Concept of Entrepreneurship	<p>Entrepreneur - Entrepreneurship - Enterprises: Conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Performance & Record, Role & Function of entrepreneurs in relation</p>

	to the enterprise & relation to the economy, Source of business ideas, Entrepreneurial opportunities, and the process of setting up a business.
Project Preparation & Marketing Analysis	Qualities of a good Entrepreneur, SWOT and Risk Analysis. Concept & application of PLC, Sales & distribution management. Difference between small scale & large scale business, Market survey, Method of marketing, Publicity and advertisement, Marketing mix.
Institution's Support	Preparation of project. Role of various schemes and Institutes for self-employment i.e. DIC, SIDA, SISI, NSIC, SIDO, Idea for financing/ non-financing support agencies to familiarize with the Policies/ Programmes & procedure & the available scheme.
Investment Procurement	Project formation, feasibility, Legal formalities i.e., Shop Act, Estimation & costing, Investment procedure - Loan procurement - Banking processes.
5. Productivity	
	Duration : 10 Hrs. Marks : 05
Benefits	Personal/ Workman - Incentive, Production linked Bonus, Improvement in living standard.
Affecting Factors	Skills, Working Aids, Automation, Environment, Motivation - How it improves or slows down productivity.
Comparison with Developed Countries	Comparative productivity in developed countries (viz. Germany, Japan and Australia) in selected industries e.g. Manufacturing, Steel, Mining, Construction etc. Living standards of those countries, wages.
Personal Finance Management	Banking processes, Handling ATM, KYC registration, Safe cash handling, Personal risk and insurance.
6. Occupational Safety, Health and Environment Education	
	Duration : 15 hrs Marks : 06
Safety & Health	Introduction to occupational safety and health importance of safety and health at workplace.
Occupational Hazards	Basic Hazards, Chemical Hazards, Vibroacoustic Hazards, Mechanical Hazards, Electrical Hazards, Thermal Hazards. Occupational health, Occupational hygiene, Occupational Diseases/ Disorders & its prevention.
Accident & Safety	Basic principles for protective equipment. Accident prevention techniques - control of accidents and safety measures.

First-Aid	Care of injured & sick at the workplaces, First-Aid & Transportation of sick person.
Basic Provisions	Idea of basic provision legislation of India. Safety, health, welfare under legislative of India.
Ecosystem	Introduction to Environment. Relationship between society and environment, Ecosystem and factors causing imbalance.
Pollution	Pollution and pollutants including liquid, gaseous, solid and hazardous waste.
Energy Conservation	Conservation of energy, re-use and recycle.
Global Warming	Global warming, climate change and Ozone layer depletion.
Ground Water	Hydrological cycle, Ground and surface water, Conservation and Harvesting of water.
Environment	Right attitude towards environment, Maintenance of in-house environment.
7. Labour Welfare Legislation	
Duration : 05 hrs Marks : 03	
Welfare Acts	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's Compensation Act.
8. Quality Tools	
Duration : 10 hrs. Marks : 05	
Quality Consciousness	Meaning of quality, Quality characteristic.
Quality Circles	Definition, Advantage of small group activity, Objectives of quality circle, Roles and function of quality circles in organization, Operation of quality circle. Approaches to starting quality circles, Steps for continuation quality circles.
Quality Management System	Idea of ISO 9000 and BIS systems and its importance in maintaining qualities.
House Keeping	Purpose of House-keeping, Practice of good housekeeping.
Quality Tools	Basic quality tools with a few examples.