GOVERNMENT COLLEGE OF ENGINEERING, JALGAON
(An Autonomous Institute of Govt. of Maharashtra)
"Globally Accepted Engineers with Human Skill"
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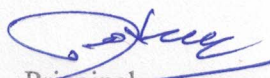Website: www.gcoej.ac.in   E-mail:principal.gcoejalgaon@dtemaharashtra.gov.in

Ref. GCOEJ/2020-21/ T&P/   Date:

Invitation to soft skill-cum-aptitude-cum-programming experts/trainers

Government College of Engineering, Jalgaon is going to arrange Placement oriented online (through suitable platform such as WebEx, google meet, zoom etc) training (soft skills training) for final year students(all branches) under TEQIP III as per the instructions from NPIU. The training shall be conducted in three modules Module A: communication & interpersonal skills development (Duration: 90 Hrs./30 days), Module B: Quantitative and logical Reasoning Test Preparation(90 Hrs./27 days) and Module C: Coding Proficiency (Duration: 30 Hrs./10 days). Training will be conducted in three batches, Each batch will contain approximately 50-60 students. The trainer can be from an institution of repute, Industry Expert/ TEQIP III participant institutions, training institutions or professional trainers/freelancer. Remuneration will be paid as per TEQIP III policy i.e Rs. 5000/- per day or Rs. 2000/- per hour not exceeding day limit (day limit of Rs. 5000/- per day per person). An expert will be invited for particular modules/ hours only. After completion of training/module/ topic allotted to a trainer, the simple assessment test and formal feedback are expected, the suitable time/slot shall be allowed and remuneration will be paid for the same. Individual Persons/ Trainers or trainers from training institutions who are interested are requested to submit their one page resume as per the attached format (scan copy) to Email Id: tandpjal@gmail.com by 17 November 2020. The shortlisted/interested experts will be formally invited to deliver talks as per slots provided by Training and Placement cell of the Institute. The syllabus contents are attached herewith for reference.

Principal

PRINCIPAL
Government College of Engineering,
Jalgaon

Government College of Engineering, Jalgaon

Resume format for Soft Skills-cum Aptitude-cum Programming Trainer

- **Personal Details:**

Full Name:

Gender

Mobile Number:

Email ID:

- **Other Details:**

1	Educational Details:	
2	Experience as a Soft Skills or Related as a Trainer:	
3	Total Experience:	
4	Current Designation & organization:	
5.	PAN & Aadhar No. (pl attach photocopy)	

- **Declaration**

I,---, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief. I will be abide by rules and regulations of institute/TEQIP-III if I have been invited for expert talks/lectures.

Name & Signature

(Pl. send scan copy to tandpjal@gmail.com)

Employability Skills Training Curriculum

for

Final Year Students

Under

Technical Education Quality Improvement Program

(TEQIP III)

TRAINING CURRICULUM *(200 Hours)*

Module Name	Application		Methodology	Take Away	Duration
1. Communication Skills	Speaking **(5 hrs)** Writing **(3 hrs)** Etiquette **(2 hrs)** Effective use of Social Media **(2 hrs)** Presentation Skills**(3 hrs)** Email Writing **(3 hrs)** Grammar/Vocabulary/Preliminary English **(15 hrs)** Non-Verbal Communication**(2 hrs)**		Activity and Chalk n' Talk with A-V Aids	At the end of the lesson, the learners will be able to list steps required to increase their proficiency in speaking, writing English (as judged by the TOEFL rubric for speaking skills)	**35 Hours**
2. Aptitude Test preparation	Quantitative Ability **(40 Hrs)**	Number Properties - I Number Properties - II Linear Equations Ratio, Proportion and Variation, Averages, Percentages Simple Interest and Compound Interest Areas and Volumes - Basic Quadratic Equations Profit and Loss Mixtures and Alligations Time, Speed, and Distance - Basic Time and Work Time, Speed, and Distance - Intermediate and Advanced Permutation and Combination - Basic Permutation and Combination - Intermediate and Advanced Probability Areas and Volumes - Intermediate and Advanced Trigonometry, Logarithms and Functions	Classroom Exercises	At the end of the lessons, students will be able to apply formulae, problem solving approaches and grammar rules to solving problems from various topics.	**80 hours**

	Verbal Ability **(20 hrs)**	Error Spotting - Basic Sentence Correction - Basic Synonyms and Antonyms Para-Jumble Error Spotting - Intermediate and Advanced Analogies Reading Comprehension Sentence Correction - Intermediate and Advanced Sentence Completion, Critical Reasoning			
	Reasoning Aptitude **(20 Hrs)**	Letter Series, Number Series, Coding and Decoding Syllogisms Blood Relations and Direction Sense Non-Verbal Reasoning - I Non-Verbal Reasoning - II Analytical Reasoning - I Analytical Reasoning - II Binary Logic Sequential Output Tracing Selection Decision Table			
3. Career Skills	Group Discussions (**3 + 3 hrs**)	Common Errors; Preparation and Presentation; Simulation	Practical Application and Exercises	A comprehensive guide to group discussions, building an original resume, and essential interview insights	**15 Hours**
	Resume Building (**2 hrs**)				
	Interview Skills **(2 +7 hrs)**				
4. Managerial Skills	Time Management		Activity and Chalk n' Talk with A-V Aids	Learners will be able to use a defined processes to find ideal solutions to the realworld problems	**06 Hours** (1 hr each)
	Planning				
	Problem Solving				
	Conflict Resolution				
	Delegation & Compliance				
	Change Management				

5. Leadership Skills	Ethics and Integrity **(2 hr)**		Role Plays	Students will be able to use the intuitionist model and the consequentialist model to set ethical standards for personal and professional conduct	**06 Hours**
	Goal Setting **(2 hr)**				
	Motivation **(1 hr)**				
	Introspection **(1 hr)**				
6. Team Skills	Trust and Collaboration		Role Plays and Chalk n' Talk with A-V Aids	Learners will be able to explain the importance of creating a collaborative team	**06 Hours** (1 hr each)
	Listening				
	Brainstorming				
	Social and Cultural				
	Etiquette				
	Internal Communication				
7. Entrepreneurial Skills	Influencing **(2 hr)**		Role Plays and Chalk n' Talk with A-V Aids	Learners will be able to use the Fundamental Techniques in Handling People, as covered in the book How to Win Friends and Influence people	**06 Hours**
	Negotiation Skills **(1 hr)**				
	Networking Skills **(1 hr)**				
	Personal Branding **(1 hr)**				
	Organizational Culture **(1 hr)**				
8. Coding Proficiency	C Programming Data Structures Algorithms RDBMS OOPS in Java / C++ HTML, CSS, JS jQuery React JS PHP / Python Mobile app development Cloud Business Intelligence		Hands-on lab sessions	Improved software engineering capabilities with hand-on experience on solving code challenges	**26 Hours**
9. Evaluation Tests (15 Hrs for Modular, Pre & Post Testing) (5 hours for Counselling)					**20 Hrs**
					200 Hours

LESSON PLAN

A.

Quantitative Aptitude

Unit	Duration (hr)	Phase	Objective
Number Properties - I	2	I	At the end of the lesson, the learners will be able to apply formulae and approaches to solving problems from the given topics.
Number Properties - II	2	I	
Linear Equations	2	I	
Ratio, Proportion and Variation	2	I	
Averages	2	I	
Percentages	2	I	
Simple Interest and Compound Interest	2	I	
Areas and Volumes - Basic	2	I	
Quadratic Equations	2	II	
Profit and Loss	2	II	
Mixtures and Alligations	2	II	
Time, Speed, and Distance - Basic	2	II	
Time and Work	2	II	
Time, Speed, and Distance - Intermediate and Advanced	2	II	
Permutation and Combination - Basic	2	III	
Permutation and Combination - Intermediate and Advanced	2	III	
Probability	2	III	
Areas and Volumes - Intermediate and Advanced	2	III	
Trigonometry	2	III	
Logarithms and Functions	2	III	

Reasoning Aptitude

Unit	Duration (hr)	Phase	Objective
Letter Series, Number Series, Coding and Decoding	2	I	At the end of the lesson, the learners will be able to apply problem-solving approaches to solving questions from the given topics.
Syllogisms	2	I	
Blood Relations and Direction Sense	2	I	
Non-Verbal Reasoning - I	2	I	
Non-Verbal Reasoning - II	2	II	
Analytical Reasoning - I	2	II	
Analytical Reasoning - II	2	II	
Binary Logic	2	III	
Sequential Output Tracing	2	III	
Selection Decision Table	2	III	

Verbal Aptitude

Unit	Duration (hr)	Phase	Objective
Error Spotting - Basic	2	I	At the end of the lesson, the learners will be able to apply grammar rules and problemsolving approaches to solving questions from the given topics.
Sentence Correction - Basic	2	I	
Synonyms and Antonyms	2	I	
Para-Jumble	2	I	
Error Spotting - Intermediate and Advanced	2	II	
Analogies	2	II	
Reading Comprehension	2	II	
Sentence Correction - Intermediate and Advanced	2	III	
Sentence Completion	2	III	
Critical Reasoning	2	III	

Career Skills

Unit	Duration (hr)	Phase	Objective
Resume Skills - Common Errors	1	I	At the end of the lesson, the learners will be able to circle errors in a standardized sample resume.
Interview Skills - Common Errors	1	I	At the end of the lesson, the learners will be able to select the correct response to a situation-based Likert Scale questionnaire
Group Discussion - Common Errors	3	I	At the end of the lesson, the learners will be able to select the correct response to a situation-based Likert Scale questionnaire
Resume Skills - Preparation and Presentation	1	II	At the end of the lesson, the learners will be able to present a prepare a resume
Interview Skills - Preparation and Presentation	1	II	At the end of the lesson, the learners will be able to script responses to typical interview questions
Interview Skills - Simulation	5	III	At the end of the lesson, the learners will be able to critique the performance of a few simulated interviews
Group Discussion Skills - Simulation	3	III	At the end of the lesson, the learners will be able to critique the performance of a few simulated group discussion

B. Managerial Skills

Unit	Duration (hr)	Phase	Objective
Time Management	1	I	At the end of the lesson, the learners will be able to apply the Eisenhower Matrix and to use the Pomodoro Technique to manage time
Planning	1	I	At the end of the lesson, the learners will be able to create an action plan and use the SCHEME technique to validate the plan
Problem Solving	1	I	At the end of the lesson, the learners will be able to use the 7-Step Problem Solving process to find the ideal solution to the problem posed in the roleplay

Conflict Resolution	1	II	At the end of the lesson, the learners will be able to explain the Interest-Based Relational Approach to solving conflict posed in the roleplay
Delegation & Compliance	1	II	At the end of the lesson, the learners will be able to apply the principles and processes of delegation to fill the delegation log
Change Management	1	III	At the end of the lesson, the learners will be able to apply the principles and processes in the book Who Moved My Cheese to anticipate and deal with change

C.   Communication Skills

Unit	Duration (hr)	Phase	Objective
Speaking Skills	3	I	At the end of the lesson, the learners will be able to list steps required to increase their proficiency in speaking English (as judged by the TOEFL rubric for speaking skills)
Writing Skills	3	I	At the end of the lesson, the learners will be able to list steps required to increase their proficiency in writing English (as judged by the TOEFL rubric for writing skills)
Non-Verbal Communication	2	I	At the end of the lesson, the learners will be able to demonstrate elements of confident body language as described in the lesson
Etiquette	2	II	At the end of the lesson, the learners will be able to explain elements of professional etiquette as described in the lesson
Effective Use of Social Media	2	II	At the end of the lesson, the learners will be able to explain ways to use social media to advance their career
Presentation Skills	3	III	At the end of the lesson, the learners will be able to demonstrate elements of presentation skills as described in the lesson
Email Writing	3	III	At the end of the lesson, the learners will be able to list steps required to improve their proficiency in email writing emails under various circumstances

D. Leadership Skills

Unit	Duration (hr)	Phase	Objective
Ethics and Integrity	2	I	At the end of the lesson, the learners will be able to use the intuitionist model and the consequentialist model to set ethical standards for personal and professional conduct
Goal Setting	2	I	At the end of the lesson, the learners will be able to use the goal setting process to define SMART longterm, mid-term, and short-term goals in academic, professional, and personal areas
Motivation	1	I	At the end of the lesson, the learners will be able to set intrinsic motivators, as opposed to extrinsic motivators

Introspection	1	II	At the end of the lesson, the learners will be able to use the Johari Window and SWOT analysis to examine their internal mental and emotional processes

E. Team Skills

Unit	Duration (hr)	Phase	Objective
Trust and Collaboration	1	I	At the end of this lesson, the learners will be able to explain the importance of trust in creating a collaborative team
Listening	2	I	At the end of the lesson, the learners will be able to use active listening strategies to encourage sharing of ideas
Brainstorming	1	I	At the end of the lesson, the learners will be able to use group and individual brainstorming techniques to promote idea generation
Social and Cultural Etiquette	1	II	At the end of the lesson, the learners will be able to explain importance of social and cultural etiquette in promoting team work
Internal Communication	1	II	At the end of the lesson, the learners will be able to use digital and physical channels of transmitting information to team members

F. Entrepreneurial Skills

Unit	Duration (hr)	Phase	Objective
Influencing	2	I	At the end of the lesson, the learners will be able to use the Fundamental Techniques in Handling People, as covered in the book How to Win Friends and Influence people
Negotiation Skills	1	I	At the end of the lesson, the learners will be able to use the Persuasion Tools Model to conduct negotiations
Networking Skills	1	I	At the end of the lesson, the learners will be able to explain the three types of personal networks, along with how to leverage each of them
Personal Branding	1	II	At the end of the lesson, the learners will be able to define, explain the importance, and describe the process of building a personal brand
Organizational Culture	1	II	At the end of the lesson, the learners will be able to explain the difference between weak organizational culture and strong organizational culture, along with how to change organizational culture from a weak one to a strong one

I.   Coding Proficiency (Basic Level)

Unit	Duration (hr)	Phase	Objective
C Programming	10	I	Basics of software programming with a focus on solving code challenges
Data Structures		I	
Algorithms		I	
RDBMS		I	
OOPS in Java / C++		I	
HTML, CSS, JS	8	II	Basics on latest web application technologies with cross aspects of mobile application development
jQuery		II	
React JS		II	
PHP / Python		II	
Intro. to Cloud Technologies	8	III	An overview of the in-demand and latest areas in Information Technology.
Intro. to Mobile App Development		III	
Intro. to Business Intelligence		III	

OR

Coding Proficiency (Advanced Level)

Unit	Duration (hr)	Phase	Objective
C Programming	10	I	Software programming with a focus on solving code challenges
Data Structures		I	
Algorithms		I	
RDBMS		I	
OOPS in Java / C++		I	
HTML, CSS, JS	8	II	In-depth study on the latest web application technologies with cross aspects of mobile application development
jQuery		II	
React JS		II	
PHP / Python		II	
Intro. to Cloud Technologies	8	III	An overview of the in-demand and latest areas in Information Technology.
Intro. to Mobile App Development		III	
Intro. to Business Intelligence		III	

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