

SE Society's

SNBP College of Arts Commerce Science & Management Studies

Morwadi-Pimpri, Pune -18

Certification Program

Employability Skill Development Program

✦ Introduction:

It is the ability to do something well. A well-developed skill can make us master in a particular field, and it can be learned too. Learning new skills helps in your professional life a lot. It helps you to achieve your goals, gives confidence, and gives you motivation for working too. Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee. Institutions of higher learning need to re-evaluate their teaching-learning approaches to develop the necessary employability skills for their graduates. career is likely to involve many different job roles and employers, and even if you stay in the same job, it is likely to change its nature over time. Therefore, employability skills are useful as they are transferable; you can adapt them to whichever situation you find yourself in. The main objectives of this programme are to make the awareness and buildup employability skills and the corresponding employability skills development approaches among the students. This programme is most effective to be work-integrated learning, stand-alone, academic and non-academic support and campus placement support

✦ Course Objectives:

1. To make students know about self-awareness, life skills, soft skills, need for personal development etc.
2. To boost up students' confidence and enhance their communication which are prerequisites for building their career.

✦ Course Pre-requisites:

1. To get full benefit of this course, student needs to have basic idea about traits of Personality development.
2. Basic idea of significance and reasons for Personality development and self-grooming.

✦ Duration & Credit:

- No. of Hours -35
- No. of Lectures-47
- No. of Credits-2

✦ Course Delivery Method: Offline with 50% conceptual and 50% Practical based.



✦ **Evaluation & Assessment: 200 Marks**

- Evaluation: Internal, Written and Practical evaluation
- Assessment: Written Exam and Practical evaluation of aspirants.

✦ **Evaluation Pattern:**

- Internal Evaluation: **40 Marks** for Internal Submission & Test
- Written Exam: **80 Marks** written examination will be conducted.
- Practical Exam: **80 Marks** practical exam will be conducted.

Syllabus

No.	Chapter Name & Contents	No. of Lectures
1	<p>Physical Appearance</p> <p>1.1 Concept of Physical Appearance: First Impression</p> <p>1.2 Importance of Dressing Sense</p> <p>1.3 Variance of Dressing Sense (Various Clothing styles and their effects on individuals)</p> <p>1.4 Useful tips to make or improve dressing sense.</p> <p>➤ Activity 1.1</p> <p>➤ Activity 1.2</p>	4
2	<p>Communication Skills</p> <p>2.1 Introduction and Importance of Communication</p> <p>2.2 Scientific Process of communication</p> <p>2.3 Formal and Informal Situations</p> <p>2.4 Barrier in Communication</p> <p>2.5 Types of Communication</p> <p style="padding-left: 20px;">2.5.1 Verbal Communication</p> <p style="padding-left: 20px;">2.5.2 Non-Verbal Communication</p> <p>2.6 Non-verbal communication</p> <p style="padding-left: 20px;">2.6.1 Introduction & Characteristics of Non-Verbal Communication</p> <p style="padding-left: 20px;">2.6.2 Body language and Postures</p> <p>2.7 Verbal Communication</p> <p>2.8 Basic Skills of English</p> <p style="padding-left: 40px;">➤ Listening, Writing, Reading, Speaking</p> <p>➤ Activity 2.1.</p> <p>➤ Activity 2.2</p>	8
3	<p>Introduction to Soft Skills</p> <p>3.1 Introduction to Skills</p> <p>3.2 Types of Skills</p> <p style="padding-left: 20px;">3.2.1 Soft Skills</p> <p style="padding-left: 20px;">3.2.2 Hard Skills</p> <p>3.3 Need & Importance of soft skills</p> <p style="padding-left: 40px;">➤ Activity 3.1</p> <p style="padding-left: 40px;">➤ Activity 3.2</p>	6



4	Interpersonal Skills (Social Skills) 4.1 Relationship Building 4.2 Responsibility 4.3 Situational Reactions 4.4 Interaction skills ➤ Activity 4.1 ➤ Activity 4.2	5
5	People Skills (Psychological Skills) 5.1 Psychology 5.2 Attitude 5.3 Behavior 5.4 Personality ➤ Activity 5.1 ➤ Activity 5.2	7
6	Professional Skills 6.1 Problem Solving Skills 6.2 Work Ethic 6.3 Leadership Skills 6.4 Team Work ➤ Activity 6.1 ➤ Activity 6.2	7
7	Group Discussion 7.1 Introduction and Types of Group Discussion 7.2 Skills required to evaluate in group Discussion 7.3 Group Discussion Process 7.4 Group Discussion Guidelines ➤ Activity 7.1 ➤ Activity 7.2	8

List of Activities

Activity No.	Activities Based on
1.1	Dressing Sense
1.2	Dressing Pattern
2.1	Body Language
2.2	Communication Skill
4.1	Social Skills
6.1	Professional Skills
7.1	Group Discussion



References:

Sr. No.	Title of the Book	Author Name	Publications
1	Personality Development and Soft Skills	V.B. Rao	BS Publications
2	Intermediate English Grammar	Raymond Murphy	Cambridge University Press
3	A University Grammar of English	Quirk & Greenbaum	University of London
4	The 7 habits of highly effective people: Powerful Lessons in person change	Stephen R. Covey	Franklin Covey



**Course
Co-ordinator**



**Program
Co-ordinator**



Principal

