UNIVERSITY ⬢ OF MYSORE
Estd. 1916

VishwavidyanilayaKaryasoudha
Crawford Hall, Mysuru- 570 005

No.AC2(S)/151/2020-21

Dated: 08.12.2023

Notification

Sub:- Syllabus of Employability Skills-SEC with effect from the Academic year 2023-24.

Ref:- 1. This office letter No: AC6/303/2022-23 dated: 28-07-2023.

2. Decision of BOS in Employability Skills meeting held On 07.12.2023.

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The Board of Studies in Employability Skills which met on 07.12.2023 respectively has resolved to recommended and approved the syllabus and scheme of Examinations of Employability Skills with effect from the Academic year 2023-24.

Pending approval of the Faculty of Science & Technology and Academic Council meetings the above said syllabus and scheme of examinations are hereby notified.

The syllabus and scheme of Examinations contents may be downloaded from the University website i.e., www.uni-mysore.ac.in.

Draft Approved by the Registrar

Deputy Registrar (Academic)
Deputy Registrar (Academic)
University of Mysore
Mysore-570 005

To:-

1. All the Principal of affiliated Colleges of University of Mysore, Mysore.
2. The Registrar (Evaluation), University of Mysore, Mysuru.
3. The Chairman, BOS/DOS, in Employability Skills, Manasagangothri, Mysore.
4. The Director, Distance Education Programme, Moulya Bhavan, Manasagangotri, Mysuru.
5. The Director, PMEB, Manasagangothri, Mysore.
6. Director, College Development Council , Manasagangothri, Mysore.
7. The Deputy Registrar/Assistant Registrar/Superintendent, Administrative Branch and Examination Branch, University of Mysore, Mysuru.
8. The PA to Vice-Chancellor/ Registrar/ Registrar (Evaluation), University of Mysore, Mysuru.
9. Office Copy.

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**	
3 Credits	**3 Hrs**	**45 Hrs**	
Formative Assessment Marks	**50**	Summative Assessment Marks MCQ	**50**

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
Module No. 1: General Orientation on all Competitive Exams	**5**
Overview of Competitive Exams for Government Recruitment in India - Introduction, Eligibility Criteria, Exam Pattern, Syllabus, and Resources.	
Module No. 2: Quantitative Aptitude	**20**
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**	**10**
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.	
Module No. 4: English Language and Comprehension Solving	**10**
Vocabulary, English Grammar, Verbal Ability, Sentence Structure, Spot the Error, Fill in the Blanks, Idioms & Phrases, Cloze Passages, and Comprehension Passages.	
Skill Development Activities:	
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
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.