Aditya Institute of Technology and Management (Autonomous), Tekkali
IV Year B.Tech – 1st Sem.
EMPLOYABILITY SKILLS
(Common to all branches)

Subject Code:16HS4203   **Credits : 1.5**
Internal Marks: 75   **External Marks: 0**

AITAM has an independent Department of Training and Placement Cell, committed to provide all possible assistance to its students and also to meet the needs of organizations.

OBJECTIVES:

➢ Department provides necessary training to impart employability skills to its students.
➢ Department provides necessary arrangements for company visits.
➢ Department ensures the students to secure placements.
➢ Department makes the students to feel comfortable to face several competitive examinations with confidence and competence.
➢ Department is instrumental in entering into MOU's with reputed companies.

Employability skill training starts from 2nd year onwards for all the branches in the college. The training modules cover Aptitude, Technical, Objective general English and Soft Skills (in the areas of Corporate Culture Team Work, Leadership Skills, Creative Thinking, Motivation Mind-Set Management, Resume Writing, Group Discussions and Interview facing techniques etc.).

Apart from the regular syllabus oriented training classes, Department conducts special training classes whenever there is a Placement Drive by any IT or Non-IT Company to increase the number in selection.

TRAINING SHEDULE:

Year/Semester	ECE/CSE/IT	EEE/Mech./Civil
II B. Tech. (1st Sem.)	GA/Technical (Module 1)	GE/Soft Skills (Module 1)
II B. Tech. (2nd Sem.)	GE/Soft Skills (Module 1)	GA/Technical (Module 1)
III B. Tech. (1st Sem.)	GA/Technical (Module 2)	GE/Soft Skills (Module 2)
III B. Tech. (2nd Sem.)	GE/Soft Skills (Module 2)	GA/Technical (Module 2)
IV B. Tech. (1st Sem.)	Company specific training.	
IV B. Tech. (2nd Sem.)		

Minimum teaching hours for each module is 15 clock hours

GENERAL APTITUDE SYLLABUS

MODULE 1:

Arithmetic: Number Systems, Ratio & Prepositions, Average, Problem Solving, Mensuration, Partnership, Percentage, Profit & Loss.

Reasoning: Number Series, Letter Series, Analogy & Classification, Coding & Decoding, Direction Test, Ranking Test, Calendar, and Clock.

MODULE 2:

Arithmetic: Permutations & Combinations, Probability, SI & CI, Time & Distance, Problems on trains, Boats & Steamers, Time & Work, work and wages, pipes & cisterns , Mixture & Allegation.

Reasoning: Problems on Alphabet, Seating Arrangement, Blood relations, Puzzle Test, Data Interpretation, Data Analysis, Syllogism, Analytical Reasoning, Critical reasoning, Cubes and Dies, Nonverbal Reasoning

TECHNICAL SYLLABUS

MODULE 1:

C – Language (for EEE/Mech./Civil): Introduction to 'C', Operators in 'C', Control structures, Iterative loops, Arrays, Pointers.

C – Language (for ECE/CSE/IT): Introduction to 'C', Operators in 'C', Control structures, Iterative loops, Arrays, Pointers, Functions – modular programming, Structure and union.

MODULE 2:

C – Language (for EEE/Mech./Civil): Functions – modular programming, Structure and union, File Handling, OOPS Concepts. C – Language & **JAVA (for ECE/CSE/IT):** DS concepts using 'C', Introduction to JAVA, JAVA tokens, Control structures, Class and object, Inheritence, Interfaces. JAVA (for CSE/IT): Packages, Exception Handling.

SOFT SKILLS SYLLABUS

MODULE 1:

Business Communications, Art of Communication, Know Your Industry, Communication Planning and Feedback, Effective Listening, Non Verbal Communication, Interpersonal Relationships - JOHARI Window, 7 Habits of Highly Effective People, Positive Attitude and Confidence.

MODULE 2:

Service Denial and Time Management, Anger and Stress Management, Conflict Management, Transition to Corporate World, Professionalism of work, Body Language at work & B'ness Etiquette, Email & Telephone Etiquette, CV Format & GD Guidelines, Public Speaking & How to set Goals, Mock interviews and Group Discussions.

GENERAL ENGLISH SYLLABUS

MODULE 1:

One Word Substitutions, Words often Confused, Phrasal Verbs, Analogy, Tenses, Voice, Speech, Degree of Comparison, Simple, Complex and Compound, Subject-Verb Agreement, Articles, Prepositions.

MODULE 2:

Synoyms & Antonyms, Idioms & Phrases, Punctuation, Email Etiquette, Business Letter Writing, Reading Comprehension, Theme detection, Cloze test, Jumbling Exchanges, Essay Writing, Correction of Sentences, Sentence Completion.