



Quantum University

**Capacity Development
and Skill Enhancement**



A Report on Language and Communication Skills Training

Academic Year (2018-2019)

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Registrar
Quantum University

Following Capacity Development And Skills Enhancement Initiatives Are Undertaken By The Institution
5.1.3 Following Capacity Development And Skills Enhancement Activities Are Organized For Improving Students Capability (8) Language and Communication Skills

Development And Skill Enhancement Programme	Year Of Implementation	Number Of Students Enrolled	Name Of The Agencies-Consultants Involved With Contact Details, If Any
VAP-I(Communication and Professional Skills-I)	2018-2019	Entire University	Department of Humanities and Social Sciences
VAP-II(Communication and Professional Skills- II)	2018-2019	Entire University	Department of Humanities and Social Sciences
VAP-III(Communication and Professional Skills-III)	2018-2019	Entire University	Department of Humanities and Social Sciences
Employability skills-I (Numerical Abilities)	2018-2019	Entire University	Department of Humanities and Social Sciences
Employability skills-II (Aptitude and Reasoning)	2018-2019	Entire University	Department of Humanities and Social Sciences
Employability skills-III (Group Discussion And Personal Interview)	2018-2019	Entire University	Department of Humanities and Social Sciences


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(VAP-I) COMMUNICATION AND PROFESSIONAL SKILLS-I

The ability to communicate with clarity and finesse, coupled with industry-specific expertise, forms the bedrock on which careers are built and aspirations soar.

Communication skills, like the art of active listening and eloquent articulation, hold the key to unlocking doors of opportunity. Individuals who master these skills can effortlessly convey ideas, build strong relationships, and collaborate harmoniously with others. The power of effective communication lies in its capacity to bridge gaps, foster understanding, and propel growth in the professional arena.

Parallel to this lies the significance of professional skills, a realm where industry-specific knowledge and technical prowess reign supreme. By honing their expertise, individuals elevate their job performance and pave the way for career advancement. Professional skills bestow credibility and expertise, equipping individuals with the tools to navigate complex challenges and emerge victorious.

VP 3101	Title: Communication & Professional Skills-I	L T P C 2 0 0 2
Version No.	1.0	
Course Prerequisites	Nil	
Objectives	To make students communicate effectively in English.	
Expected Outcome	The students will be able to effectively comprehend, converse, and write in English in an interview setting.	
Unit No.	Unit Title	No. of hours (per Unit)
Unit I-	Essential Grammar: Modal Verbs for request, probability; Parts of Speech, and use of Tenses in the simulated interview environment	02
Unit II-	Communication Skills: Self Introduction, Listening Skills, Just a Minute, Volte Face, Debate, Group Discussion, Presentation, Face-Off, Extempore, Role Play	08

Personality Development and skill enhancement program (Language and Communication Skills)(Session 2018-19)

Unit III-	Reading Skills: News Paper Reading, Passage Reading, Success Stories	02
Unit IV-	Self Management Skills: Goal Setting, SWOT Analysis, Self Motivation Body Language: Gestures, Posture, Physical Appearance, Facial Expression Soft Skills: Leadership Skills, Team Work Interpersonal Skills: Image Building, Interpersonal Distance, Signature Personality	08
Unit V-	Writing Skills: Email Etiquette, correspondence, Writing, letters, Invitation, Applications, Projects Writing	02

(VAP-ID) COMMUNICATION AND PROFESSIONAL SKILLS-II

As the landscape of the modern workplace evolves, the significance of advanced communication and professional skills has never been more pronounced. Beyond basic proficiency lies a realm of expertise and finesse, where individuals harness advanced techniques and strategies to excel in their careers and make a lasting impact.

Advanced communication skills are a potent arsenal, empowering individuals to navigate the intricacies of today's dynamic work environment. Persuasive communication, active listening, emotional intelligence, and conflict resolution form the pillars of this skill set, enabling individuals to connect, collaborate, and influence with unrivaled efficacy.

On the other hand, professional skills at an advanced level elevate individuals to a league of their own. Strategic thinking, problem-solving, leadership, and adaptability equip them to tackle challenges head-on and lead teams with unwavering confidence.

VP 3201	Title: Communication & Professional Skills-II	L T P C 2 0 0 2
Version No.	1.0	
Course Prerequisites	Nil	
Objectives	To develop the English communication skills of our students. To enable them to communicate effectively and nurture their speaking Expected Outcome skills in English. To inculcate in our students the ability to develop soft skills and professional etiquette which will make them more suitable for jobs in the corporate sector. To overcome interaction phobia as English is not their mother tongue.	

Expected Outcome	<p>After the Course, the students will be able to write/understand and create sentences in English of all tenses.</p> <p>They will be able to take part in daily routine conversations in English.</p> <p>Students will be able to understand and be partially groomed in corporate etiquettes and culture</p>	
Unit No.	Unit Title	No. of hours
Unit I-	<p>Advanced Functional Grammar: How to use- nouns, pronouns, verbs, adjectives, adverbs, prepositions, and conjunctions <i>based on AMCAT & ELITMUS.</i></p> <p>How to use Tenses-past, present, future (Advanced)</p> <p>Articles- a, an, the, no article</p>	04
Unit II-	<p>Speaking Skills: Self Introduction, Describe yourself, your educational background, family, hobbies, strengths, Let's talk-making conversation, meeting and greeting people Opinions, likes and dislikes, Group Discussion</p>	04
Unit III-	<p>Personality Enhancement: First impression: Dressing sense, good manners, speaking well and respectably.</p> <p>Positive Attitude: Being happy and alert, a good listener</p> <p>Goal setting, confidence building and handling rejection</p>	04
Unit IV-	<p>Vocabulary Development: Word Formation: Prefix, suffix, conversion and compound words, Homophones and one-word substitution, Words often confused and misused, Antonyms and synonyms</p>	04
Unit V-	<p>Listening: The main point in short simple conversations and messages, Accents, and Essential information in short recorded passages on diverse matters</p>	04
Unit VI-	<p>Reading and Writing: News Paper Reading, Basic descriptions about everyday life in simple sentences, Short simple descriptions of events, and reporting what happened when and where Simple email or letter including expressions for greeting, addressing, asking or thanking, Job Application Letter, CV & Resume</p>	04

(VAP-III) COMMUNICATION AND PROFESSIONAL SKILLS-III

The key to unlocking success in the workplace lies in a powerful blend of effective communication and professional skills. At our esteemed university, we have designed a transformative course aimed at equipping students with the essential tools for excelling in their future careers.

The Communication and Professional Skills Enhancement course is a comprehensive journey that delves into the art of communication and the essence of professional prowess. Through a thoughtfully curated curriculum, students embark on a transformative path of growth, honing their abilities to stand out in the competitive world of work.

This dynamic course focuses on enhancing communication skills, where students immerse themselves in active listening, presentation finesse, and the art of seamless interpersonal communication. The mastery of these techniques enables them to convey ideas with impact, build strong connections, and forge harmonious collaborations.

VP 3301	Title: Communication & Professional Skills-III	L T P C 2 0 0 2
Version No.	2.0	
Course Prerequisites	Nil	
Objectives	To enhance the holistic development of students and improve their employability skills. To develop the Personality of students with a major emphasis on English Communication. To enable them to communicate and present effectively in front of others and nurture their speaking skills in English. To inculcate in our students the ability to develop soft skills and professional etiquette this will make them more suitable for jobs in the corporate sector. To motivate students to overcome interactional phobia and to develop	

	professional etiquette along with conversational skills.	
Expected Outcome	This course will help them to enrich their English communication which will help students to become successful in his or her career pursuits. They will be able to take part in daily routine conversations in English. Students will be able to understand and be partially groomed in corporate etiquette and culture.	
Unit No.	Unit Title	No. of hours (per Unit)
Unit I-	Speaking Skills: Describe yourself, your educational background, family, hobbies, strengths, Let's talk- making conversation, meeting and greeting people, Extempore, Short Speech, Group Discussion, Presentation, Situational Conversation, storytelling, Debate Pronunciation	12
Unit II-	Reading and Writing: Resume Writing, Cover letter, Success Stories, Passage Reading, Newspaper Reading, E-mail etiquettes: Simple e-mail or letter including expressions for greeting, addressing, asking or thanking	10
Unit III-	Personality Enhancement: Body Language: Eye Contact, Facial Expressions, Gestures, Postures, Body Movements First impression: Dressing sense, good manners, speaking well and respectably Positive Attitude: Being happy and alert, a good listener, and a good friend, Goal setting, confidence building and handling rejection, SWOT analysis Self-Management Skills: Anger Management	08
Unit IV-	Vocabulary Development: Word Formation: Prefix, suffix, conversion and compound words, Homophones and one-word substitution, Words often confused and misused, Idiomatic phrases, Antonyms, and synonyms, Vocabulary on theme (e.g shopping, travelling)	04
Unit V-	Listening: Main point in short simple conversations and messages. Essential information in short recorded passages on diverse matters	06

Employability Skills-I (Numerical Abilities)

At our university, we believe in nurturing the brilliance within each student, empowering them to unlock their true potential. The Aptitude Enhancement course stands as a transformative journey, meticulously designed to enhance students' cognitive abilities and ignite their critical thinking skills.

This immersive course places a spotlight on developing aptitude in key areas, including logical reasoning, problem-solving, numerical analysis, and verbal comprehension. Through a carefully crafted blend of theoretical instruction and hands-on exercises, students embark on a voyage of self-discovery, honing their analytical prowess and igniting the flame of curiosity within.

The course serves as a compass, guiding students through various strategies and techniques to sharpen their aptitude and rise to new heights of cognitive excellence. Practical simulations and real-world scenarios provide the perfect canvas for students to apply and fortify their newfound skills.

VP 3401	Title: Employability Skills-I (Numerical Abilities)	L T P C 2 0 0 2
Version No.	2.0	
Course Prerequisites	Nil	
Objectives	To provide an understanding of the basic quantitative aptitude and underlying concepts of numerical ability.	
Expected Outcome	The students will learn and improve their mathematical skills and also prepare themselves for various competitive exams.	
Unit No.	Unit Title	No. of hours (per Unit)
Unit I-	Square, Square root, Cube, Cube root, H.C.F. and L.C.M Simplification, Percentage	06
Unit II-	Average, Simple Interest, Compound Interest, Partnerships, Unit digit	08
Unit III-	Time and Work, Problem on Ages, Boats and Streams, Profit and Loss, Problem on Trains	07
Unit IV-	Time Speed and Distance, Problems on Trains , Volume and Surface Areas, Pipes and Cisterns,	06
Unit V-	Linear Equations in Two Variables, Quadratic Equations, Algebra, Trigonometry	08

Employability Skills-II (Aptitude and Reasoning)

In the realm of intellectual growth, our university pioneers a transformative journey that unlocks the full potential of students' minds - the Aptitude and Reasoning Enhancement course. This dynamic program is meticulously designed to sharpen cognitive skills and elevate logical thinking abilities, empowering students to face complex challenges with confidence and finesse.

The course is a symphony of learning, focusing on enhancing aptitude in key areas such as numerical reasoning, logical reasoning, critical thinking, and problem-solving. Through a carefully curated blend of theoretical instruction, immersive hands-on exercises, and invigorating practice tests, students embark on an enlightening voyage of self-discovery.

In the crucible of this course, students develop powerful strategies to conquer intricate problems effectively, honing their analytical prowess and igniting the spark of intellectual curiosity. The art of logical reasoning becomes their trusted ally, equipping them to unravel complexities with ease and grace.

VP3501	Title: Employability Skills-II (Aptitude and Reasoning)	L T P C 2 0 0 2
Version No.	2.0	
Course Prerequisites	Nil	
Objectives	To provide an understanding of the basic reasoning and underlying concepts of mathematical reasoning.	
Expected Outcome	The students will learn and prepare themselves for various competitive exams.	
Unit No.	Unit Title	No. of hrs (per Unit)
Unit I-	Number Series, Letter Series, Analogies, Logical Sequence of Words, Direction Sense Test,	05

Unit II-	Rule Detection, Blood Relation, Paper Folding, Mirror Images, Water Images, Cube , Dice, Order & Ranking	07
Unit III-	Rule Detection, Blood Relation, Paper Folding, Mirror Images, Water Images, Cube , Dice, Order & Ranking	05
Unit IV-	Clock , Calendar, Counting of Triangle, Counting of Square, Counting of rectangle, Counting of Line	05
Unit V-	Logical Venn Diagram, Statement and Course of Action, Statement and Assumption, Statement Argument, Statement, And Conclusion	06

Employability Skills-III (Group Discussion and Personal Interview)

At our esteemed university, we recognize the pivotal role that Group Discussion (GD) and Personal Interview (PI) sessions play in shaping the future of our students. We present the transformative Enhancement Classes for GD and PI to equip them with the essential skills for triumphing in these selection processes.

These classes serve as a beacon, illuminating the path to success by focusing on vital aspects such as communication, critical thinking, and interpersonal finesse. As students delve into these immersive sessions, they unleash their true potential, refining their abilities to stand out in a group setting.

The art of expressing opinions eloquently, actively listening, and confidently presenting ideas becomes second nature to the students. Armed with these effective techniques, they radiate poise and professionalism in every GD and PI, leaving a lasting impression on assessors.

VP 3601	Title: Employability Skills -III(Group Discussion and Personal Interview)	L T P C 2 0 0 2
Version No.	2.0	
Course Prerequisites	Nil	
Objectives	To develop the wholesome personality of students with a major emphasis on spoken English communication.	
Expected Outcome	This course will be beneficial in developing all possible dimensions of the effective personality of an individual student pursuing any professional course. The learning outcome of the designed VAP course is the wholesome development of an individual personality and the enrichment of English Communication which helps students to become successful in his or her career pursuits	

Unit No.	Unit Title	No. of hours (per Unit)
Unit I-	CV Preparation: Chronological order in a CV. Do's & Don'ts in a CV	06
Unit II-	Presentation Skills: Newspaper Reading/ News Narration/ PPT Presentation, Article Writing	05
Unit III-	Public Speaking : Extempore, Debate	05
Unit IV-	Group Discussion Discussions on Social/ Political/ Current affairs/ Economical topics	05
Unit V-	Professional Grooming & Mock Interviews : Tips on Professional attire for a Group Discussion & Interview, Test of student's presentation skills, speaking skills ,confidence, knowledge	06