



Quantum University

Capacity Development and Skill Enhancement



A Report on Language and Communication Skills Training

Academic Year (2021-2022)

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A Report on Language and Communication Skills Training



Academic Year (2021-2022)


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
Future Prospects for Science and Engineering Graduates	31-12-2021	153	Dr. Chandrashekhar M Mahajan –Professor & Head Department of Engg. Sciences & Humanities, VIT, Pune Maharashtra, India
VAP-I (Communication And Professional Skills-I)	2021-2022	Entire University	Mr. Vaibhav Gupta/Mr. Lokesh K Das (Department of Social Science and Humanities)
VAP -II (Communication And Professional Skills -II)	2021-2022	Entire University	Mr. Lokesh K Das/Mr. Vaibhav Gupta (Department of Social Science and Humanities)
VAP-III(Communication And Professional Skills-III)	2021-2022	Entire University	Mr. Vaibhav Gupta/ Mr. Lokesh K Das (Department of Social Science and Humanities)
Employability skills-I (Numerical Abilities)	2021-2022	Entire University	Mr. Ashish Garg/Ms. Jaya Verma (Department of Social Science and Humanities)
Employability skills-II (Aptitude and Reasoning)	2021-2022	Entire University	Mr. Ashish Garg/Ms. Jaya Verma (Department of Social Science and Humanities)
Employability skills-III (Group Discussion And Personal Interview)	2021-2022	Entire University	Ms. Jaya Verma/Mr. Vaibhav Gupta (Department of Social Science and Humanities)


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GUEST LECTURE ON FUTURE PROSPECTS FOR SCIENCE AND ENGINEERING GRADUATES & INTERVIEW SKILLS

Name of Event: GUEST LECTURE ON FUTURE PROSPECTS FOR SCIENCE AND ENGINEERING GRADUATES & INTERVIEW SKILLS

Date of Event: 31st December 2021

Hosted By: Faculty of Business and Management

Name of Guest Lecturer: Dr. Chandrashekhar M Mahajan

Number of Participants: 153 participants.

On December 31, 2021, Quantum University organized a highly informative and insightful guest lecture tailored for its Science stream students. The event aimed to shed light on the future prospects for science and engineering graduates while placing a significant emphasis on developing interview skills—an essential aspect of career readiness for young students.

The distinguished guest speaker for this event was Professor Dr. Chandrashekhar M Mahajan, who currently serves as the Professor and Head of the Department of Engineering Science and Humanities at VIT, Pune, Maharashtra. Dr. Mahajan brought a wealth of expertise and experience to the lecture, making it a valuable learning opportunity for the students.

Major Outcomes of the Event

The guest lecture covered several essential topics, offering students valuable insights into their future careers and emphasizing the importance of interview skills:

1. Dr. Mahajan provided a comprehensive overview of the rapidly evolving landscape for science and engineering graduates. He discussed emerging fields, the impact of technological advancements, and the growing demand for skilled professionals in various industries.
2. Recognizing the critical role of interview skills in securing job opportunities, Dr. Mahajan dedicated a significant portion of the lecture to this subject. He shared valuable tips and strategies for successful interviews, including effective communication, building a strong resume, and handling common interview questions.
3. The lecture included guidance on career planning and decision-making, helping students make informed choices about their academic and professional paths. Dr.

Mahajan encouraged students to explore diverse career opportunities and pursue their passions.

4. To engage students actively, the guest lecture featured an interactive Q&A session. Students had the opportunity to seek clarification on various topics and receive personalized advice from Dr. Mahajan.

Guest Lecture
On
**"Future Prospects for Science
and Engineering Graduates"**
On 31st December 2021
Starts At 11:00AM

By: Dr. Chandrashekhar M Mahajan
Professor and Head- Department of
Engineering, Science and Humanities
VIT, Pune, Maharashtra, India

Meet Link: <https://meet.google.com/uxn-bddz-rfi>

VENUE: Google Meet



Quantum
UNIVERSITY
ROORKEE, INDIA

ENGINEERING | MANAGEMENT | LEADERSHIP



**In Conversation with Expert Chandrashekhar Mahajan on Future Prospects
For Science And Engineering Graduates**

(VAP-I) COMMUNICATION AND PROFESSIONAL SKILLS-I

Effective communication and professional skills are fundamental for success in the workplace. Communication skills, including active listening and clear articulation, enable individuals to convey ideas, build relationships, and collaborate effectively. Professional skills, such as industry-specific knowledge and technical expertise, enhance job performance and contribute to career advancement.

These skills are interrelated, with strong professional skills providing credibility and expertise, while effective communication skills enable individuals to articulate their ideas and collaborate with others. Developing and honing these skills through continuous learning and practice is crucial for personal and professional growth, leading to improved outcomes for individuals and organizations.

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

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-II) COMMUNICATION AND PROFESSIONAL SKILLS-II

Advanced communication and professional skills are paramount in today's complex and dynamic work environment. These skills go beyond basic proficiency and encompass advanced techniques and strategies for effective communication and professional growth. Advanced communication skills include persuasive communication, active listening, emotional intelligence, and conflict resolution. Professional skills at an advanced level involve strategic thinking, problem-solving, leadership, and adaptability.

Employees with advanced communication and professional skills are highly sought after by organizations, as they possess the ability to navigate complexities, lead teams, and drive innovation. Continuous learning, seeking feedback, and embracing new challenges are crucial for individuals to enhance their advanced communication and professional skills, ensuring long-term career success.

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- noun, pronoun, verb, adjective, adverb, preposition, conjunction <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 respectfully.</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 : Main point in short simple conversations and messages, Accents, Essential information in short recorded passages on diverse matters</p>	04

Unit VI-	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 e-mail or letter including expressions for greeting, addressing, asking or thanking , Job Application Letter, CV & Resume	04
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(VAP-III) COMMUNICATION AND PROFESSIONAL SKILLS-III

The Communication and Professional Skills Enhancement course offered at the university is designed to equip students with the necessary skills to excel in the workplace. This course focuses on enhancing both communication and professional skills through a comprehensive curriculum. Students learn effective communication techniques, such as active listening, presentation skills, and interpersonal communication. Additionally, they develop professional skills like problem-solving, critical thinking, and leadership.

Through interactive exercises, role plays, and real-world case studies, students gain practical experience and confidence in their abilities. This course aims to prepare students for success in their future careers by providing them with the essential tools to effectively communicate, collaborate, and excel in professional settings.

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, Story Telling, 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, traveling)	04

Unit V-	Listening: Main point in short simple conversations and messages Essential information in short recorded passages on diverse matters	06
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Employability Skills-I(Numerical Ability)

The Aptitude Enhancement course offered at the university is designed to enhance students' cognitive abilities and critical thinking skills. This course focuses on developing aptitude in areas such as logical reasoning, problem-solving, numerical analysis, and verbal comprehension. Through a combination of theoretical instruction and practical exercises, students are exposed to various strategies and techniques to improve their aptitude.

The course also provides opportunities for students to practice and apply their skills through simulations and real-world scenarios. By participating in the Aptitude Enhancement course, students can strengthen their analytical abilities, enhance their decision-making skills, and gain a competitive edge in academic and professional pursuits.

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, Problem 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, Coding and Decoding	05

Unit II-	Rule Detection, Blood Relation, Paper Folding, Mirror Images, Water Images, Cube , Dice, Order & Ranking	07
Unit III-	Inequality, Syllogism, Sitting Arrangement Circle, Square, Line, Dictionary Order, Word Formation	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

Logical Venn Diagram, Statement and Course of Action, Statement and Assumption, Statement

Argument, Statement, And Conclusion

Employability Skills-III (Group Discussion and Personal Interview)

The Enhancement Classes for Group Discussion (GD) and Personal Interview (PI) Sessions offered at the university provide students with invaluable skills for excelling in these selection processes. These classes focus on improving students' communication, critical thinking, and interpersonal skills.

Students learn effective techniques for expressing their opinions, listening actively, and presenting their ideas confidently in a group setting. Additionally, they receive guidance on interview preparation, including mock interview sessions, feedback, and tips for showcasing their strengths.

These enhancement classes empower students to handle GDs and PIs with poise and professionalism, increasing their chances of success in academic, employment, and other competitive scenarios.

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