

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

DEPARTMENT OF TRAINING AND PLACEMENT

Training Syllabus

(2022 Admitted Batch onwards)

APTITUDE

First year I semester:

Quantitative Aptitude:-Number System: Numbers, Prime and Composite Numbers, Divisibility Rules, Basic Number Theory, Factors, Remainder Theory, Unit digit, Double digit, Factorials, Decimals, Bodmas, Squares and Cubes, Simplification, Fractions, LCM & HCF.

Reasoning: - Puzzles: Discrete, Mathematical & Logical, Calendar, Clocks.

First year II semester:

Quantitative Aptitude:- Averages, Ratio and proportion, Percentages, Profit and Loss, partnerships, Data Interpretation, Allegation & Mixtures, Logarithms, Surds & Indices, Statistics (Mean, Median & Mode, Standard Deviation, Variance), Mensuration 1-2 Dimension

Reasoning: Number series, Letter series, Problems on Alphabet, Ranking, Time & Sequence test, Coding & Decoding, Direction test.

Second year I semester:

Quantitative Aptitude:- Problems solving (Numbers, Digits, Fractions & Ages), Time and work (Work & Wages , Pipes & Cisterns), Time and Distance (Problems on Trains, Boats, and streams) Simple and Compound interest, Mensuration 2-3 Dimension, Progressions (AP, GP & HP).

Reasoning: Blood Relations, Cubes & Dice, Coded Relations, Coded Inequalities, Venn diagrams, Puzzle test.

Second year II semester:

Quantitative Aptitude:- Permutations & Combination, Probability, Trigonometry, Heights & Distance, Geometry, Coordinate Geometry.

Analytical Reasoning: Syllogisms, Statements & Assumptions, Statements & Conclusions, Statements & Arguments, Cause & Effects, Analytical decision making, Non-verbal reasoning.

Reference Books for Quantitative Aptitude

1. Quantitative Aptitude for Competitive Examinations by R. S. Aggarwal
2. Teach Yourself Quantitative Aptitude (Arun Sharma)
3. Quantitative aptitude quantum CAT (Sarvesh K Verma)
4. Quickest Maths (Kiran Publications)
5. Practice Book on Quicker Maths (M Tyra, K. Kundan)

Reference Books for Reasoning

1. A Modern Approach to Verbal & Non-Verbal Reasoning
2. CAT Preparation combo by Arun Sharma
3. Analytical Reasoning Session by MK Panday
4. A New Approach to REASONING Verbal & Non-Verbal (Sijwalii B.S.)
5. Test of Reasoning for All Competitive Examination (Jaikishan, Arihant Publication)
6. Analytical Reasoning by k.kundan

VERBAL ABILITY

First year I Semester:

Word Puzzles, Spelling Pitfalls, Homonyms, Foreign Expressions, Articles, Tenses, Prepositions

First Year II Semester:

One Word Substitutions, Verbal Analogies, Phrasal Verbs, Degrees of Comparison, Subject-Verb Agreement, Voice, Reported Speech, Simple, Compound & Complex Sentences

Second Year I Semester:

Synonyms and Antonyms (Medium), Idiomatic Expressions, Formal and Informal Expressions, Sentence Completion/Fill in the Blanks (Single), Spotting Errors, Sentence Rearrangement, Reading Comprehension

Second Year II Semester:

Synonyms and Antonyms (Advanced), Sentence Completion/Fill in the Blanks (Double), Sentence Improvement, Para Jumbles, Inferred Meaning, Cloze Test, Essay Writing

Reference Books:

1. Prof. RS Dhillon, Sabeena Zareen, Manoshi Sinha, Dr. S. Chaudary: "English Improvement Course", published by Rajinder S. Dhillon for Dhillon Group of Publications, New Delhi, 2014
 2. Vijay Pal Singh: "Objective General English", published by PHI Learning Private Limited, Delhi, 2015.
 3. Edgar Thorpe, Showick Thorpe: "Objective English", published by Pearson India Education Services Pvt Ltd, licensee of Pearson Education in South Asia, 2014
 4. SP Bakshi, Richa Sharma: "Descriptive English", published by Arihant Publications India Pvt Ltd, 2013
 5. Arun Sharma, Meenakshi Upadhyay: How to Prepare for Verbal Ability and Reading Comprehension for CAT published by Tata Mc Graw Hill Education Pvt Ltd.
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SOFT SKILLS

First year I Semester:

Fundamentals of Technical Communications: Purpose, objective and process of communication, 7^c of communication/ Types of communication, Types of Listening and essential of effective listening skills, Barriers of communication, Self-Awareness - SWOT Analysis, Time management/ Prioritization, Dealing with Difficult Tasks, Getting Organized.

First Year II Semester:

Establishing SMART Goals, Importance of Mission statement, Importance of non-verbal communication, appropriate body language/mannerisms, & cultural differences, Business Etiquettes, Conflict management, Negotiation and Persuasion; Dealing with Aggressive Behaviour

Second year I semester:

Interpersonal Communication: - Managing Interpersonal and Intrapersonal communication, Emotional Intelligence: - Role of Emotion in Interpersonal Communication, Barriers to Interpersonal Communication, Interpersonal Relationships- JOHARI Window, Technical Communication:- business correspondence (Report writing, Business letters & Email drafting), Resume preparation and Covering letter

Second year II semester:

Presentation skills: prerequisites of effective presentation, Group Discussion: Communication skills for group discussion, Interview Techniques: Personal, panel and Telephonic interviews, Video resume, Mock GD, Mock interviews

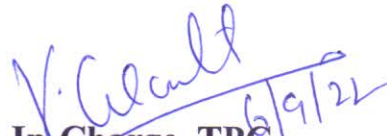
Reference Books:

1. Communication skills 2 edition by Sanjay Kumar and Pushpa Lata oxford university press
2. MEENAKSHI Rama Business communication oxford university press
3. Chauhan and sangeeta sharma softskills New Delhi Wiley 2006
4. Nitin and Mamata Bhatnagar Effective communication and Soft skills: Strategies for Success Pearson 2012



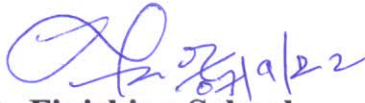
TPO

**Training & Placement Officer
AITAM, Tekkali**



In-Charge, TPC

**V.V.S.S.P.S Srikanth
Incharge
Training and Placement Cell
AITAM, Tekkali**



Dean, Finishing School

**DEAN (Finishing School)
AITAM, TEKKALI**



Principal

**PRINCIPAL
Aditya Institute of Technology
& Management
TEKKALI - 532 201**

Aditya Institute of Technology and Management

(An Autonomous Institute)

Managerial Communication & Soft Skills

Code: 22MBA3020

Credits: 2

Regulation: AR22

(II MBA I semester)

Course Objectives:

- **CO1:** Develop Life skills among MBA graduates
- **CO2:** Enrich students' emotional intelligence and inter-personal skills
- **CO3:** Enable students to understand the importance of employing appropriate body language when communicating.
- **CO4:** Develop students' competence in written communication
- **CO5:** Train students in interview skills, group discussions and presentation skills to enhance their employability skills
- **CO6:** Make students industry ready by grooming them for business world.

Outcomes: By the end of the course students should be able to:

- P01. Apply Life skills to address business challenges
- P02. Demonstrate the communication required in the workplace: interpersonal and intrapersonal communication skills, listening skills along with barriers of communication
- P03. Interpret the role of Non verbal communication, Cultural differences ,business etiquettes in communication,
- P04. Express and understand complex ideas accurately in written and spoken formats: resume writing ,E-mail writing and report writing
- P05. Express technical knowledge and expertise orally through presentations, group discussions and interviews to enhance employability competence
- P06. Preparing students for Corporate transition to improve employability
- P07. The student analyses the situation shows professionalism and displays a good Code of conduct at the workplace according to the need.

UNIT I: IMPORTANCE OF LIFE SKILLS IN BUSINESS WORLD

Importance of life skills in Business world: Leadership skills, Goal setting skills, Time management skills, Problem solving skills, Persuasive skills-SWOT analysis & Johari Window

UNIT II:INTERPERSONAL COMMUNICATION & EMOTIONAL INTELLIGENCE

Managing Interpersonal and Intrapersonal communication - Role of Emotion in Interpersonal Communication- Barriers to Interpersonal Communication- Exchange Theory- Gateways for Effective Interpersonal Communication.

UNIT III: NON VERBAL COMMUNICATION,

Non-verbal communication and Body Language: Kinesics, Proxemics, Paralanguage, Haptics, handshakes, appropriate body language and mannerisms for interviews and group discussions: business etiquettes- across cultural differences

UNIT IV: BUSINESS COMMUNICATION SKILLS

Written communication: mechanics of writing, report writing- business correspondence- business letter and E-Mail format - Meetings and managing meetings- Resume and cover letter writing -Formats.

UNIT V: PRESENTATION SKILLS

Presentation skills: prerequisites of effective presentation, format of presentation; Assertiveness –strategies of assertive behavior; Communication skills for group discussion video conferencing and interviews- Interview Techniques-communication etiquette

UNIT VI: TRANSITION TO THE BUSINESS WORLD

Business and Social Etiquette Professional conduct in a business setting: workplace hierarchy; the proper way to make introductions; Use of courteous phrases and language in the workplace. Professional attire & etiquettes- Professional Image: appropriate business attire; Telephone Etiquette; Table etiquette

Text Books:

- E. Suresh Kumar,P. Sreehari,J. Savithri “Communication Skills and Soft Skills : An Integrated Approach” Published by Dorling Kindersley (India) Pvt. Ltd, Pearson Education in South Asia.2011
- Meenakshi Rama: “*Business Communication*”, Oxford University Press, New Delhi
- Meenakshi Raman and Sangeeta Sharma: “*Technical Communication: Principles and Practice*” Oxford University Press, New Delhi 2015
- Butterfield, Jeff. *Soft Skills for Everyone*. New Delhi: Cengage Learning. 2010

- Nitin Bhatnager and Mamta Bhatnagar: Effective communication and soft skills: Strategies for Success, Pearson 2012

Reference Books:

- 1) Kelly M Quintanilla, Shawn T.Wahl:“Business and Professional Communication”, SAGE, New Delhi,2012.
- 2) Chauhan, G.S. and Sangeeta Sharma. *Soft Skills*. New Delhi: Wiley. 2016
- 3) Thorpe, Edgar and Showick Thorpe. *Winning at Interviews*. Pearson Education. 2004.
- 4) Improve Your Writing ed. V.N. Arora and Laxmi Chandra, Oxford Univ. Press, 2001, New Delhi
- 5) Edoardo Roveda- Giulio Zafferri: The Importance of Soft Skills in Engineering and Engineering Education ,Springer 2022

Aditya Institute of Technology And Management

(An Autonomous Institute)

Soft Skills

Code: 20SSS301

III B.Tech. SEM-II

(Common to ALL)

Course Objectives:

- **CO1:** Develop communicative competence in students of engineering
- **CO2:** Enrich students' emotional intelligence and inter-personal skills
- **CO3:** Enable students to understand the importance of employing appropriate body language when communicating.
- **CO4:** Develop students' competence in written communication
- **CO5:** Train students in interview skills, group discussions and presentation skills to enhance their employability skills
- **CO6:** Bridge the gap between the current skill sets of students and the skills required by a potential employer through practice.
- **CO7:** Make students industry ready by grooming them for corporate life.

Outcomes: By the end of the course students should be able to:

- P01. Apply communication theory to solve workplace communication issues.
- P02. Demonstrate the communication required in the workplace: interpersonal and intrapersonal communication skills, listening skills along with barriers of communication
- P03. Interpret the role Non verbal communication, Cultural differences ,business etiquettes in communication,
- P04. Express and understand complex ideas accurately in written and spoken formats: resume writing ,E-mail writing and report writing
- P05. Express technical knowledge and expertise orally through presentations, group discussions and interviews to enhance employability competence
- P06. Preparing students for Campus to Corporate transition and improve employability

UNIT I: FUNDAMENTALS OF COMMUNICATION

Purpose and process of communication: Objectives of Communication-Process of Communication- Types of communication; noise, listening skills, Types of listening, essentials of good listening and tips.

UNIT II: INTERPERSONAL COMMUNICATION & EMOTIONAL INTELLIGENCE

Managing Interpersonal and Intrapersonal communication - Role of Emotion in Interpersonal Communication- Barriers to Interpersonal Communication- Exchange Theory- Gateways for Effective Interpersonal Communication.

UNIT III: NON VERBAL COMMUNICATION, ATTIRE & ETIQUETTES

Non-verbal communication and Body Language: Kinesics, Proxemics, Paralanguage, Haptics, handshakes, appropriate body language and mannerisms for interviews: business etiquettes- across different cultures.

UNIT IV: TECHNICAL COMMUNICATION & RÉSUMÉ WRITING

Written communication: mechanics of writing, report writing- business correspondence- business letter and E-Mail format - Meetings and managing meetings- Resume and **cover letter** writing -Formats.

UNIT V: PRESENTATION AND GROUP DISCUSSION

Presentation skills: prerequisites of effective presentation, format of presentation; Assertiveness –strategies of assertive behavior; Communication skills for group discussion and interviews, Interview Techniques.

UNIT VI: CAMPUS TO CORPORATE TRAINING

Goal setting- Establishing SMART Goals, Importance of Mission Statement, Formulation of Goals ; **Time management** - Prioritization, Dealing with Difficult Tasks, Getting Organized; **conflict management-** Creating a Win-Win situation, Negotiation and Persuasion; Dealing with Aggressive Behavior SWOT analysis; **Team building skills-** Teambuilding Process and Techniques, Coordination in Teams

Text Books:

- 1) E. Suresh Kumar,P. Sreehari,J. Savithri “Communication Skills and Soft Skills : An Integrated Approach” Published by Dorling Kindersley (India) Pvt. Ltd, Pearson Education in South Asia.2011
- 2) Meenakshi Rama: “*Business Communication*”, Oxford University Press, NewDelhi
- 3) C.S.G. Krishnamacharyulu and Dr. Lalitha Ramakrishnan, Business Communication, Himalaya Publishing House,Mumbai
- 4) Butterfield, Jeff. *Soft Skills for Everyone*. New Delhi: Cengage Learning. 2010
- 5) Nitin Bhatnager and Mamta Bhatnagar: Effective communication and soft skills: Strategies for Success, Pearson 2012

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- 2) Chauhan, G.S. and Sangeeta Sharma. *Soft Skills*. New Delhi: Wiley. 2016
- 3) Thorpe, Edgar and Showick Thorpe. *Winning at Interviews*. Pearson Education. 2004.
- 4) Improve Your Writing ed. V.N. Arora and Laxmi Chandra, Oxford Univ. Press, 2001, NewDelhi
- 5) Edoardo Rovida· Giulio Zafferri: The Importance of Soft Skills in Engineering and Engineering Education ,Springer 2022