MUZAFFARPUR INSTITUTE OF TECHNOLOGY
MUZAFFARPUR, BIHAR-842003

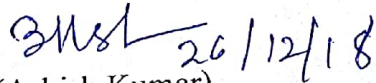Ref. No. 341/TPO   Date: 26/12/2018

Notice

It is to note that Employability Skills Training is being conducted by Career Launcher, a third party consultant appointed under TEQIP-III. This training is being provided for all registered students of third year. The venue of training classes is at Information Technology Department of MIT Muzaffarpur. The training for remaining 140 hours Classes will be conducted as per following schedules. The attendance will be mandatory for all the schedule classes.

January					February			
Days	Dates	Hours	Remarks		Days	Dates	Hours	Remarks
Monday	7	3			Friday	1	3	
Tuesday	8	3			Saturday	2	6	
Wednesday	9	3			Sunday	3	0	Holiday
Thursday	10	3			Monday	4	3	
Friday	11	3			Tuesday	5	3	
Saturday	12	6			Wednesday	6	3	
Sunday	13	0	Holiday		Thursday	7	3	
Monday	14	3			Friday	8	3	
Tuesday	15	3			Saturday	9	6	
Wednesday	16	3			Sunday	10	0	Holiday
Thursday	17	3			Monday	11	3	
Friday	18	3			Tuesday	12	3	
Saturday	19	6			Wednesday	13	3	
Sunday	20	0	Holiday		Thursday	14	3	
Monday	21	3			Friday	15	3	
Tuesday	22	3			Saturday	16	6	
Wednesday	23	3			Sunday	17	0	Holiday
Thursday	24	3			Monday	18	3	
Friday	25	3			Tuesday	19	0	Sant Ravidas jayanti Holiday
Saturday	26	0	Republic Day Holiday		Wednesday	20	3	
Sunday	27	0	Holiday		Thursday	21	3	
Monday	28	3			Friday	22	3	
Tuesday	29	3			Saturday	23	6	
Wednesday	30	3						
Thursday	31	3						
Total Hours in January - 69 hours					Total Hours in February - 69 hours			

Batch 01	CE/01-21+EE/01-14+EC/01-12+IT01-11+ME/01-19+LT/01-02+P/01-03
Batch 02	CE/22-41+EE/15-29+EC/13-24+IT/12-22+ME/20-38+LT/03-04+P/07-08
Batch 02	CE/42-62+EE/30-44+EC/25-35+IT/23-34+ME/39-57+LT/05-06+P/04-06

Note: -

1. On 07th January 2019 an introductory lecture will be given at AVH for all registered and interested students.
2. Classes will be held from 02:00 PM to 05:00 PM on Monday to Friday.
3. On Saturday classes will be held from 10:00 AM to 1:00 PM & 02:00 PM to 05:00 PM
4. Batches are divided based on their Registered number.
5. The Employability skill training curriculum is attached herewith

26/12/18

(Ashish Kumar)
Coordinator, Employability skill Training

TRAINING CURRICULUM *(200 Hours)*

Module Name	Application		Methodology	Take Away	Duration
1. Communication Skills	Speaking (5 hrs)		Activity and Chalk n' Talk with A-V Aids	At the end of the lesson, the learners will be able to list steps required to increase their proficiency in speaking, writing English (as judged by the TOEFL rubric for speaking skills)	35 Hours
	Writing (3 hrs)				
	Etiquette (2 hrs)				
	Effective use of Social Media (2 hrs)				
	Presentation Skills(3 hrs)				
	Email Writing (3 hrs)				
	Grammar/Vocabulary/Preliminary English (15 hrs)				
	Non-Verbal Communication(2 hrs)				
2. Aptitude Test preparation	Quantitative Ability (40 Hrs)	Number Properties - I Number Properties - II Linear Equations Ratio, Proportion and Variation, Averages, Percentages Simple Interest and Compound Interest Areas and Volumes - Basic Quadratic Equations Profit and Loss Mixtures and Alligations Time, Speed, and Distance - Basic Time and Work Time, Speed, and Distance - Intermediate and Advanced Permutation and Combination - Basic Permutation and Combination - Intermediate and Advanced Probability Areas and Volumes - Intermediate and Advanced Trigonometry, Logarithms and Functions	Classroom Exercises	At the end of the lessons, students will be able to apply formulae, problem solving approaches and grammar rules to solving problems from various topics.	80 hours

	Verbal Ability (20 hrs)	Error Spotting - Basic Sentence Correction - Basic Synonyms and Antonyms Para-Jumble Error Spotting - Intermediate and Advanced Analogies Reading Comprehension Sentence Correction - Intermediate and Advanced Sentence Completion, Critical Reasoning			
	Reasoning Aptitude (20 Hrs)	Letter Series, Number Series, Coding and Decoding Syllogisms Blood Relations and Direction Sense Non-Verbal Reasoning - I Non-Verbal Reasoning - II Analytical Reasoning - I Analytical Reasoning - II Binary Logic Sequential Output Tracing Selection Decision Table			
3. Career Skills	Group Discussions (3 + 3 hrs)	Common Errors; Preparation and Presentation; Simulation	Practical Application and Exercises	A comprehensive guide to group discussions, building an original resume, and essential interview insights	15 Hours
	Resume Building (2 hrs)				
	Interview Skills (2 +7 hrs)				
4. Managerial Skills	Time Management		Activity and Chalk n' Talk with A-V Aids	Learners will be able to use a defined processes to find ideal solutions to the realworld problems	06 Hours (1 hr each)
	Planning				
	Problem Solving				
	Conflict Resolution				
	Delegation & Compliance				
	Change Management				

5. Leadership Skills	Ethics and Integrity (2 hr)		Role Plays	Students will be able to use the intuitionIst model and the consequentialist model to set ethical standards for personal and professional conduct	06 Hours
	Goal Setting (2 hr)				
	Motivation (1 hr)				
	Introspection (1 hr)				
6. Team Skills	Trust and Collaboration		Role Plays and Chalk n' Talk with A-V Aids	Learners will be able to explain the importance of creating a collaborative team	06 Hours (1 hr each)
	Listening				
	Brainstorming				
	Social and Cultural Etiquette				
	Internal Communication				
7. Entrepreneurial Skills	Influencing (2 hr)		Role Plays and Chalk n' Talk with A-V Aids	Learners will be able to use the Fundamental Techniques in Handling People, as covered in the book How to Win Friends and Influence people	06 Hours
	Negotiation Skills (1 hr)				
	Networking Skills (1 hr)				
	Personal Branding (1 hr)				
	Organizational Culture (1 hr)				
8. Coding Proficiency	C Programming Data Structures Algorithms RDBMS OOPS in Java / C++ HTML, CSS, JS jQuery React JS PHP / Python Mobile app development Cloud Business Intelligence		Hands-on lab sessions	Improved software engineering capabilities with hand-on experience on solving code challenges	26 Hours
9. Evaluation Tests (15 Hrs for Modular, Pre & Post Testing) (5 hours for Counselling)					20 Hrs
					200 Hours