

Value Added Course

Course Details:

Name of the Course: - Aptitude Building and Communication Skills

Course Code –PC01

Course Offered to – B.Tech (CE)

Course Duration – 36Hrs

Course Coordinator: - Mr. Akshay Mani

COURSE OBJECTIVES:

1. To prepare the students write their project report
2. Get ready to write proposals implementing their ideas
3. To prepare them to speak in Public
4. To make them prepare effective Presentations
5. Enable students in Aptitude building
6. Enable students to use their Aptitude Knowledge effectively in decision making

COURSE OUTCOMES:

CO Number	CO Statement
CO1	To enhance basic skills related to aptitude i.e. Common methodologies of solving questions related to Verbal Aptitude, Logical Reasoning and Quantitative Aptitude
CO2	To create a holistic growth keeping areas of soft skills in mind.
CO3	To understand the use of aptitude in all the spheres of career and prepare for them precisely.
CO4	To speak fluently and develop communication skills.

Course Outline:

Module I: Report, Proposal, and Project

Report Writing, Types, Structure, Style and Writing of Reports (on different topics), Characteristics of Report, Categories and Types of Report, Types of Proposal, Nature and Significance, Structure of formal Proposal, Sample Proposal, Writing Proposals on different topics, Difference between Report and Proposal, Project Writing: Essential Features, Structure, Choosing the Subject and Writing the Project on the related Subject.

Module II: Speaking Skills

Group Discussions, Public Speaking, Assertive and Negotiation Strategies.

Module III: Communication Skills

Activities related to Skills required for Engineers (Managerial Skills, Leadership Skills, and Organizational Skills).

Module IV: Strategies for Recruitment

Recruitments and Interviews, Stages in Job Interview, Desirable Qualities, Reviewing the common Question Types of Interviews.



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Module V: Numbers and Arithmetic Basic

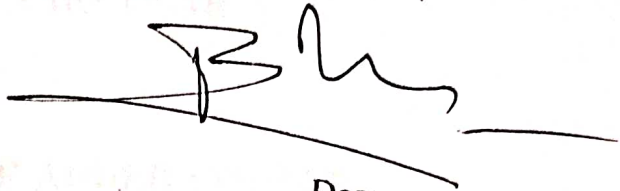
Classification of Numbers, Divisibility rules -LCM/HCF, Remainders - Base System, Surds, Indices, Logarithms, Percentage, Profit and Loss, Ratio and Proportion, Approximations, Vedic Maths, Intro to DI, Comprehensive Practice Test on Number system, Percentage and Calculation,

Simple Arithmetic:

Code-decoding, Analogies, Direction Test, Blood relations ,Comprehension Practice test-1 (Cumulative) ,Comprehension Practice test-2 (Cumulative)



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Department of Civil Engineering

CIRCULAR

05 Aug 2021

VALUE ADDED COURSE

(Aptitude Building and Communication Skills)

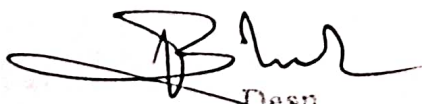
Student of B.Tech (CE) Ist year are hereby informed that value added course "Aptitude Building and Communication Skills" is scheduled from 1 September 2021 in your respective classroom, Academic Block-II.

Schedule:

- Time Slot: 03:00 PM to 05:00 PM
- Key Speaker: Mr. Akshay Mani
- Duration: 2 hrs

Program Overview:

The objective of the "Aptitude Building & Communication Skills" subject is to develop the basics of the students towards three segments of Aptitude that are Verbal Aptitude, Logical Reasoning and Quantitative Aptitude. The subject is offered in order to make the students industry ready/corporate ready and to help them understand the need to improve on the areas of aptitude.


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Mr. Arvind Kumar

(HOD)

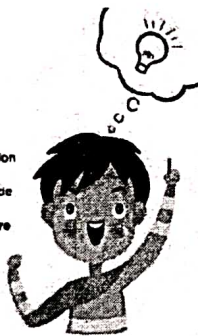
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APTITUDE BUILDING AND COMMUNICATION SKILLS


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Organized by:-
Department of Civil Engineering

Good communication
skills and a strong
quantitative aptitude
Keys to the Future



Program: - B.TECH(CE-I SEM)

03:00 PM TO 05:00 PM

SEPT 01 - SEPT 23 2021

HOD:
Mr. Arvind Kumar

Key Speaker :
Mr. Akshay Mani

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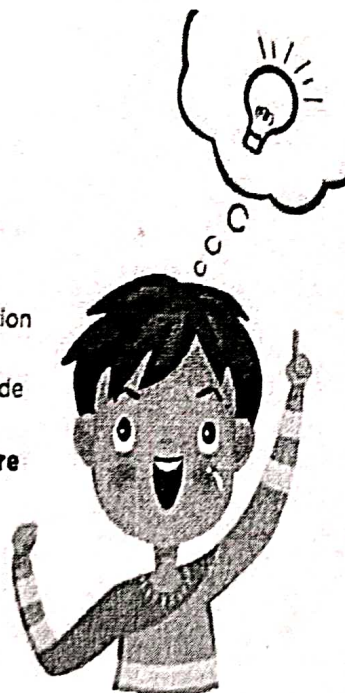
APTITUDE BUILDING AND COMMUNICATION SKILLS

Course Overview:

The objective of the “Aptitude Building & Communication Skills” subject is to develop the basics of the students towards three segments of Aptitude that are Verbal Aptitude, Logical Reasoning and Quantitative Aptitude. The subject is offered in order to make the students industry ready/corporate ready and to help them understand the need to improve on the areas of aptitude.

Good communication
skills and a strong
quantitative aptitude

Keys to the Future



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Value Added Course
Course -Aptitude Building and Communication Skills
Course Code - PC01


Duration - 36 hrs

Sep 2021

S.No	Name	Course	Student ID	Year	1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	22	23
1	RAYAN KHAN	B.Tech	BCE2021005	2021-22	P	A	A	A	A	A	A	A	P	P	A	A	A	A	P	A	A	A
2	SHUBHAM SHARMA	B.Tech	BCE2021007	2021-22	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	VIVEK YADAV	B.Tech	BCE2021008	2021-22	P	P	A	P	P	P	A	A	A	P	P	P	A	P	P	P	P	P
4	RAMISH ALI KHAN	B.Tech	BCE2021009	2021-22	A	A	A	P	P	A	A	A	A	A	A	P	A	A	P	A	A	P
5	PARWAL BADAL	B.Tech	BCE2021010	2021-22	P	A	A	P	P	P	A	A	A	A	P	P	A	A	P	A	A	P
6	VIPIN KUMAR	B.Tech	BCID2021004	2021-22	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
No. of students present					5	3	01	05	05	04	02	02	03	02	04	05	02	02	04	03	02	03


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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. Nipin Kumar
of Program B.Tech CCE Year/Semester I
for successfully completing a value added course _____

Apthade Building and Communication Skills
offered by Department of Civil Engineering
during 1 September - 23 September 2021

Head of the Department



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Akshay Nandi
Course Coordinator



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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. Praveen Baidal
of Program B.Tech. (CE) Year/Semester I
for successfully completing a value added course _____
Appitide Building and Communication Skills
offered by Department of Civil Engineering
during 1 September - 28 September 2021

Head of the Department

AI



Course Coordinator

Ashray Nandi

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. Ranish Ali Khan
of Program B.Tech (CE) Year/Semester I
for successfully completing a value added course

Attitude Building and Communication Skills
offered by Department of Civil Engineering
during 1 September - 23 September 2021

Head of the Department



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Akshay Mohi
Course Coordinator



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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. Navek Yadav
of Program B.Tech. (CE) Year/Semester I
for successfully completing a value added course _____

Apptitude Building and Communication Skills
offered by Department of Civil Engineering
during 1-September - 23 September 2021

Head of the Department [Signature] Ashraf Masri
Course Coordinator

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. Shubham Sharma
of Program B.Tech (CE) Year/Semester I
for successfully completing a value added course _____
Appitude Building and Communication Skills
offered by Department of Civil Engineering
during 1 September - 23 September 2021

Head of the Department



Ashwini Mehta
Course Coordinator

Santosh
Registrar

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CERTIFICATE OF VALUE ADDED COURSE

This Certificate is awarded to Mr./Ms. Rayan Khan
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offered by Department of Civil Engineering
during 1 September - 23 September 2021

Head of the Department



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Ashwani Mehta
Course Coordinator



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