



ಮೈಸೂರು ಕಾಲೇಜ್ ಆಫ್ ಇಂಜಿನಿಯರಿಂಗ್ ಅಂಡ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್
MYSORE COLLEGE OF ENGINEERING & MANAGEMENT

(APPROVED BY : AICTE, NEW DELHI AFFILIATED TO VTU. BELAGAVI, RECOGNISED BY GOVT. OF KARNATAKA)

CET CODE : E252 COMED - K CODE : E180

Mysore College of Engineering and Management

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Training Modules – 1st & 2nd Semester – Batch of 2016

The training modules during the first two semesters emphasize more on speaking skills and building the confidence level of the students. With a strong foundation in place, students would be trained in communication skills during the second semester.

The training modules are as under:

A) Modules during 1st Semester

Training Module	Description of the Module	Duration
Pre Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Pre assessment of the students in communication skills <input type="checkbox"/> Assessment of the students in two major areas namely – oral & written communication <input type="checkbox"/> Oral communication assessment will be done through Just A Minute (JAM) session and will focus on their language, grammar, body language, etc. <input type="checkbox"/> Written communication assessment will be done through online mode <input type="checkbox"/> Assessment rating of the students in the above mentioned parameters will be provided to the college 	6 Hours
Orientation	<ul style="list-style-type: none"> <input type="checkbox"/> Why training? <input type="checkbox"/> What is the need for training <input type="checkbox"/> What will we cover in the training and how will it be useful for placements and life 	1 Hour
Industry Expectations	<ul style="list-style-type: none"> <input type="checkbox"/> Expectation of corporates from upcoming engineers in terms of Skill set, Knowledge and capabilities <input type="checkbox"/> Learn ability to generalize a specific knowledge and apply in various contexts <input type="checkbox"/> The understanding of “industry-academia gap” <input type="checkbox"/> How to be Flexible, Adaptable, Self-Motivated & have a Positive Attitude 	3 Hours

<p>Importance of Engineering</p>	<ul style="list-style-type: none"> <input type="checkbox"/> What is engineering and why are we pursuing it? <input type="checkbox"/> What are the career opportunities for a budding engineer? <input type="checkbox"/> Finding career direction in the first 2 years of engineering <input type="checkbox"/> How to identify career derailing behaviours during the 4 years of engineering <input type="checkbox"/> Discovering the true potential of students and suitable careers for them <input type="checkbox"/> Life after engineering 	<p>2 Hours</p>
<p>Motivation</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Motivate students for better focus on their careers <input type="checkbox"/> Believe they have the skills to be effective agents in reaching their desired goals <input type="checkbox"/> Importance of being committed, enthusiastic and dynamic <input type="checkbox"/> Mastering the concepts - not just for achieving good grades 	<p>3 Hours</p>
<p>Goal Setting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> How to connect different aims of life (Both Long term and Short Term) <input type="checkbox"/> Establishing specific, measurable, achievable, realistic and time-targeted (S.M.A.R.T) goals <input type="checkbox"/> Importance of Goal setting in development of an individual <input type="checkbox"/> Powerful process for thinking about your ideal future and for motivating yourself to turn your vision of the future into reality 	<p>3 Hours</p>
<p>Stage Fear I</p>	<ul style="list-style-type: none"> • What is stage fear and why do people have stage fright • Identify the biggest stage fear of each participant and steps to overcome it • Just A minute session (JAM) – Participants would be made to talk on any topic of their choice from their seats, without coming to the stage – The trainer will emphasize on participants talking rather than on their language, grammar, etc. • Home Assignment – Preparation on a topic of the participants choice to be presented during the next session <p><u>MODULE OUTCOME:</u></p> <ul style="list-style-type: none"> • <i>Students understand the concept of stage fear & try to overcome the same</i> • <i>JAM session helps in eliminating stage fear and</i> 	<p>6 Hours</p>

	<p><i>gives the student the confidence to speak in public</i></p> <p><input type="checkbox"/> <i>Home assignment ensures the student prepares for the next session and as such there is continuous learning activity</i></p>	
Stage Fear II	<ul style="list-style-type: none"> • Follow up on the learning's from Session I • Participants will be made to talk on the topics prepared by them • The focus will be more on confidence building and less on language, grammar, etc. • Slight focus on participants body language, gestures, etc. <p><u>MODULE OUTCOME:</u></p> <ul style="list-style-type: none"> • <i>Gauge the seriousness of the students in terms of topic preparation & presentation</i> • <i>By the end of the session, each student would have come to the stage and made an individual presentation</i> <input type="checkbox"/> <i>Students are made to understand their strengths & areas of improvement in areas such as body language, gestures etc.</i> 	6 Hours
	TOTAL NUMBER OF HOURS	30

B) Modules during 2nd Semester

Training Module	Description of the Module	Duration
Case Study Discussions	<ul style="list-style-type: none"> • Simple case studies related to general topics would be given <ul style="list-style-type: none"> • Students are divided into groups and are required to discuss the case amongst themselves • Post discussions, presentations about the learnings/findings to be presented to the class <ul style="list-style-type: none"> • The presentations would be followed by question & answer sessions 	6 Hours
Basic Grammar	<ul style="list-style-type: none"> <input type="checkbox"/> Nouns <input type="checkbox"/> Pronouns <input type="checkbox"/> Verbs <input type="checkbox"/> Adjectives 	6 Hours

	<input type="checkbox"/> Adverbs <input type="checkbox"/> Conjunctions <input type="checkbox"/> Prepositions <input type="checkbox"/> Interjections <input type="checkbox"/> Articles <input type="checkbox"/> Subject Verb Agreement <input type="checkbox"/> Grammar Exercises	
Introduction to communication Skills	<input type="checkbox"/> The importance of communication skills in engineering <input type="checkbox"/> Importance of communicating the intended message clearly and effectively <input type="checkbox"/> The key concepts in communication <input type="checkbox"/> The communication process <input type="checkbox"/> Building rapport <input type="checkbox"/> Maximise your verbal & visual communication skills <input type="checkbox"/> Understanding the difference between assertive and aggressive communication <input type="checkbox"/> How communication and Inter personal skills help to crack Job Interviews	6 Hours
Body Language & Listening Skills	<input type="checkbox"/> Importance of Body Language <input type="checkbox"/> Body Language Do's & Don'ts <input type="checkbox"/> Body Language speaks volumes– the fine print <input type="checkbox"/> Body Language behavior & their interpretation <input type="checkbox"/> Listening Skills – Its importance <input type="checkbox"/> Difference between hearing & listening <input type="checkbox"/> Active Listening <input type="checkbox"/> Traits of good listeners <ul style="list-style-type: none"> • The Listening Cycle 	6 Hours
Oral Communication	<input type="checkbox"/> Importance of Speaking <input type="checkbox"/> Purpose of Speaking <input type="checkbox"/> Secrets to Speaking <input type="checkbox"/> Importance of Pronunciation in speaking <input type="checkbox"/> Improving pronunciation through cluster sounds <input type="checkbox"/> Pronunciation clarity & Cluster sounds – Practice Sessions <input type="checkbox"/> What prevents people from speaking?	6 Hours
	TOTAL NUMBER OF HOURS	30

Training Modules – 3rd to 7th Semester – Batch of 2015

The Training modules spread over 150 hours, focuses on building the employability skills of a student. The modules are designed in consultation with representatives from the industry.

The modules cover two fundamental areas which recruiters emphasize upon viz.

- 1) **Communication Skills**
- 2) **Aptitude Skills**

Each of the training module is a step towards preparing the students to be industry ready. The proposed training modules under each semester are as under:

A) Modules during 3rd Semester

Training Module	Description of the Module	Duration
Pre Assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Pre assessment of the students in communication skills <input type="checkbox"/> Assessment of the students in two major areas namely – oral & written communication <input type="checkbox"/> Oral communication assessment will be done through Just A Minute (JAM) session and will focus on their language, grammar, body language, etc. <input type="checkbox"/> Written communication assessment will be done through online mode <input type="checkbox"/> Assessment rating of the students in the above mentioned parameters will be provided to the college 	6 Hours
Orientation	<ul style="list-style-type: none"> <input type="checkbox"/> Why training? <input type="checkbox"/> What is the need for training <input type="checkbox"/> What will we cover in the training and how will it be useful for placements and life 	1 Hour
Industry Expectations	<ul style="list-style-type: none"> <input type="checkbox"/> Expectation of corporates from upcoming engineers in terms of Skill set, Knowledge and capabilities <input type="checkbox"/> Learn ability to generalize a specific knowledge 	3 Hours

	<p>and apply in various contexts</p> <ul style="list-style-type: none"> <input type="checkbox"/> The understanding of “industry-academia gap” <input type="checkbox"/> How to be Flexible, Adaptable, SelfMotivated & have a Positive Attitude 	
Importance of Engineering	<ul style="list-style-type: none"> <input type="checkbox"/> What is engineering and why are we pursuing it? <input type="checkbox"/> What are the career opportunities for a budding engineer? <input type="checkbox"/> Finding career direction in the first 2 years of engineering <input type="checkbox"/> How to identify career derailing behaviours during the 4 years of engineering <input type="checkbox"/> Discovering the true potential of students and suitable careers for them <input type="checkbox"/> Life after engineering 	2 Hours
Motivation	<ul style="list-style-type: none"> <input type="checkbox"/> Motivate students for better focus on their careers <input type="checkbox"/> Believe they have the skills to be effective agents in reaching their desired goals <input type="checkbox"/> Importance of being committed, enthusiastic and dynamic <input type="checkbox"/> Mastering the concepts- not just for achieving good grades 	3 Hours
Goal Setting	<ul style="list-style-type: none"> <input type="checkbox"/> How to connect different aims of life (Both Long term and Short Term) <input type="checkbox"/> Establishing specific, measurable, achievable, realistic and time-targeted (S.M.A.R.T) goals <input type="checkbox"/> Importance of Goal setting in development of an individual <input type="checkbox"/> Powerful process for thinking about your ideal future and for motivating yourself to turn your vision of the future into reality 	3 Hours
Basic Grammar	<ul style="list-style-type: none"> <input type="checkbox"/> Nouns <input type="checkbox"/> Pronouns <input type="checkbox"/> Verbs <input type="checkbox"/> Adjectives <input type="checkbox"/> Adverbs <input type="checkbox"/> Conjunctions <input type="checkbox"/> Prepositions <input type="checkbox"/> Interjections <input type="checkbox"/> Articles <input type="checkbox"/> Subject Verb Agreement <input type="checkbox"/> Grammar Exercises 	6 Hours

<p>Introduction to communication Skills</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The importance of communication skills in engineering <input type="checkbox"/> Importance of communicating the intended message clearly and effectively <input type="checkbox"/> The key concepts in communication <input type="checkbox"/> The communication process <input type="checkbox"/> Building rapport <input type="checkbox"/> Maximise your verbal & visual communication skills <input type="checkbox"/> Understanding the difference between assertive and aggressive communication <input type="checkbox"/> How communication and Inter personal skills help to crack Job Interviews 	<p>6 Hours</p>
<p>TOTAL NUMBER OF HOURS</p>		<p>30</p>

B) Modules during 4th Semester

Training Module	Description of the Module	Duration
<p>Body Language & Listening Skills</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Importance of Body Language <input type="checkbox"/> Body Language Do's & Don'ts <input type="checkbox"/> Body Language speaks volumes– the fine print <input type="checkbox"/> Body Language behaviour & their interpretation <input type="checkbox"/> Listening Skills – Its importance <input type="checkbox"/> Difference between hearing & listening <input type="checkbox"/> Active Listening <input type="checkbox"/> Traits of good listeners <input type="checkbox"/> The Listening Cycle 	<p>6 Hours</p>
<p>Oral Communication</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Importance of Speaking <input type="checkbox"/> Purpose of Speaking <input type="checkbox"/> Secrets to Speaking <input type="checkbox"/> Importance of Pronunciation in speaking <input type="checkbox"/> Improving pronunciation through cluster sounds <input type="checkbox"/> Pronunciation clarity & Cluster sounds – Practice Sessions <input type="checkbox"/> What prevents people from speaking? 	<p>6 Hours</p>
<p>Written Communication</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The importance of good sentence and paragraph construction <input type="checkbox"/> Importance of written communication 	<p>6 Hours</p>

	<input type="checkbox"/> Hallmarks of good writing <input type="checkbox"/> Accuracy, Ambiguity & Brevity in written communication <input type="checkbox"/> One word for many <input type="checkbox"/> 7 C's of written communication <input type="checkbox"/> Proofing your document	
Stage Fear	<ul style="list-style-type: none"> • What is stage fear and why do people have stage fright • Practice sessions & role plays to overcome stage fear • Ways to effective utilization of the stage • Just A Minute Sessions to help overcome Stage fear 	2 Hours
Public Speaking	<ul style="list-style-type: none"> • Importance of Public speaking • How to be an effective speaker • Do's & Don'ts during public speaking <input type="checkbox"/> Practical sessions on public speaking 	1 Hour
Presentation Skills	<ul style="list-style-type: none"> • How to be a effective presenter • Establishing specific purpose and desired outcomes of a presentation • Organizing, writing and editing content in a presentation • Preparation of effective visuals to guide and support a presentation • Effective use of verbal and non-verbal presentation techniques • Responding to comments and answering questions <input type="checkbox"/> <i>Forming groups for group presentations</i> 	3 Hours
Group Presentations	<ul style="list-style-type: none"> • Group presentations by the participants • Helps the students to overcome stage fear • Builds confidence in public speaking • Extensive feedback would be given by the trainer on the strengths & areas of improvement of each participant • Action plan for improvement 	6 Hours
	TOTAL NUMBER OF HOURS	30

C) Modules during 5th Semester

Training Module	Description of the Module	Duration
Team Building	<ul style="list-style-type: none"> <input type="checkbox"/> Defining team and its important elements <input type="checkbox"/> Clarifying the advantages and challenges of team work <input type="checkbox"/> Understanding bargains in team building <input type="checkbox"/> Defining behaviour to sync with team work 	3 Hours
Leadership Skills	<ul style="list-style-type: none"> <input type="checkbox"/> What is Leadership? <input type="checkbox"/> Leaders Vs Followers <input type="checkbox"/> Managers Vs Leaders <input type="checkbox"/> Test your Leadership Potential <input type="checkbox"/> Your Personality – Conduit of Leadership <input type="checkbox"/> Team Leadership <input type="checkbox"/> Problem solving <input type="checkbox"/> Leadership & Conflict Resolution <input type="checkbox"/> Assertiveness and Leadership 	3 Hours
Interpersonal Skills	<ul style="list-style-type: none"> <input type="checkbox"/> Assessing your ability to deal with People <input type="checkbox"/> Group Interactive Skills– Initiating Skills, Supporting Skills, Clarifying Skills <input type="checkbox"/> Your Interaction – making requests, refusing requests, giving advice, disagreeing, interrupting, bridging etc <input type="checkbox"/> Dealing with the difficult personality types 	3 Hours
Stress management	<ul style="list-style-type: none"> <input type="checkbox"/> Understand positive stress <input type="checkbox"/> Identify symptoms of burnout and overload <input type="checkbox"/> Identify the sources of stress in your work life <input type="checkbox"/> Change behaviours which add to stress <input type="checkbox"/> Make changes to situations that can be influenced <input type="checkbox"/> Develop positive responses to situations that cannot be changed <input type="checkbox"/> What Causes Stress & Stress Busters <input type="checkbox"/> How to handle stress and to destress 	2 Hours
Decision making skills	<ul style="list-style-type: none"> • Components of a good decision • Contrast between the desired process for making a decision and the reality and challenges • Decisions versus "Strategic Decisions" • Characteristics of a gifted and strategic decision 	1 Hour

	<p>maker</p> <ul style="list-style-type: none"> • Effects of better decisions on leadership and organizational performance <p>impact</p>	
Quantitative Aptitude	<ul style="list-style-type: none"> • Basics of Aptitude • Introduction to Number System • Average • Partnership • Profit and Loss • Ratio and Proportion 	12 Hours
Verbal Aptitude	<ul style="list-style-type: none"> <input type="checkbox"/> Antonyms <input type="checkbox"/> Closet Test <input type="checkbox"/> Ordering of Sentences <input type="checkbox"/> Sentence Correction 	6 Hours
	TOTAL NUMBER OF HOURS	30

D) Modules during 6th Semester

Training Module	Description of the Module	Duration
Quantitative Aptitude	<ul style="list-style-type: none"> <input type="checkbox"/> Time and Work <input type="checkbox"/> Percentages <input type="checkbox"/> Alligation and Mixture <input type="checkbox"/> Time and Distance <input type="checkbox"/> Trains <input type="checkbox"/> Pipes & Cisterns <input type="checkbox"/> Ages 	12 Hours
Reasoning Aptitude	<ul style="list-style-type: none"> <input type="checkbox"/> Number Series <input type="checkbox"/> Letter Series <input type="checkbox"/> Seating Arrangement <input type="checkbox"/> Blood Relations <input type="checkbox"/> Puzzle Test <input type="checkbox"/> Word Analogy <input type="checkbox"/> Letter Analogy <input type="checkbox"/> Number Analogy <input type="checkbox"/> Coding & Decoding <input type="checkbox"/> Direction Sense Test 	12 Hours

Verbal Aptitude	<input type="checkbox"/> Synonyms <input type="checkbox"/> Comprehension <input type="checkbox"/> Change of Speech <input type="checkbox"/> Change of Voice	6 Hours
	TOTAL NUMBER OF HOURS	30

E) Modules during 7th Semester

Training Module	Description of the Module	Duration
Group Discussions	<input type="checkbox"/> GD introduction and basics <input type="checkbox"/> What actually happens in a GD? <input type="checkbox"/> <input type="checkbox"/> Initiation <input type="checkbox"/> <input type="checkbox"/> Body of the GD <input type="checkbox"/> <input type="checkbox"/> Summarization <input type="checkbox"/> GD etiquettes – Do's & Don'ts <input type="checkbox"/> Group Discussions – Frequently Asked Questions	3 Hours
Interview skills	<input type="checkbox"/> Personal Interview – introduction & basics <input type="checkbox"/> Guidance in all types of interviews – technical, behavioural, resume, stress and telephonic <input type="checkbox"/> Dressing for the interview <input type="checkbox"/> Typical interview questions <input type="checkbox"/> Do's & Don'ts in an interview	3 Hours
Email Etiquette	<ul style="list-style-type: none"> • Before you start typing: what to send by email • What I'm trying to say: creating an accurate subject line • It's still business writing: 12 common errors to avoid • Before clicking "send": checking, proofing, and copying • Damage control: Rx for bad email moments 	3 Hours
Resume Building	<input type="checkbox"/> Resume design & formatting for paper, email and uploads on job portals <input type="checkbox"/> Step-by-step creation of the most powerful sections of the resume <input type="checkbox"/> Best practices in resume writing <input type="checkbox"/> Developing resumes that are grammatically correct and written in business English	3 Hours

	<ul style="list-style-type: none"> □ Creating well formatted and consistent resumes across the batch with professional look and feel 	
Mock GD & PI	<ul style="list-style-type: none"> • Mock GD & Interviews for each individual student • The Mock GD & Interviews would be conducted by HRs from the industry • This will help the students to prepare themselves better during their actual placement drives • Detailed & personalized feedback for every student • Individual attention for every student • Review of individual performance to understand strengths and weaknesses • Overall analysis of their performance will be debriefed after the interviews 	6 Hours
Rigorous Company Simulations	<ul style="list-style-type: none"> • 12 hours of company simulations • 2-3 company patterns based on specific companies that visit campus • The company specific training would be conducted 7 to 10 days before the actual drives to help the students prepare in a focussed manner • Post the training, online tests for the specific company would be made live to the students • Continuous analysis based on their performance 	12 Hours
	TOTAL NUMBER OF HOURS	30