

6. DETAIL OF SYLLABUS

EMPLOYABILITY SKILLS (Blended Mode)		
Module	Topics	Methodolgy
1. Behavioural Skills		Duration: 10 Hrs. Marks: Nil
Expectation Setting	Creating a focused and responsible learning environment	Chart Paper Activity
Personal Strength Analysis/ Strength Blindness	Self-awareness and confidence building	Activity Based
Perception Management	Display Professionalism at the institute and work place	Project Based/ Scenario Based/ Story Telling/ Skit based/ Role Play
Ethics, Values & Etiquette	Increased social initiations relationships and networks Acceptance of peers from different cultures and social groups and work with them. Collaboration with team to prioritize the common goal and compromise individual priorities.	Project Based/ Scenario Based/ Story Telling/ Skit based/ Role Play
Social Etiquette	Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time.	Project Based/ Scenario Based/ Story Telling/ Skit based/ Role Play
Role Modeling	Adopting best practices and aspire to follow success stories of individual for personal development.	Group Presentation
2. English Literacy		Duration: 30 Hrs. Marks: 10
Functional English	Importance of Learning English Different Naming words, Words used for replacing names, Action words, Describing people, place and their use. Introduction to punctuation - Comma, Full stop, Question mark. Singular plural Change of tense - Simple present, past; present, past progressive Construction of simple sentences - Kinds of sentences Usage of appropriate words to express themselves Greetings & Self Introduction Asking & responding to questions	Ensure that they have enough time to prepare for each activity – role playing, pictures, Name/ place/ animal/ thing, Match the columns, Fill in the blanks, Show and tell, Tell a story, what I did yesterday, describing favorite things/ experiences, hot seat, treasure hunt, phrase ball, dialogues,

	Sharing information with others Formal & Informal communication Speak and provide information about workplace Discussions on current happenings.	Newspaper reading, Quiz each other in class, Word search, Crossword, Extempore, Authentic life situations, Writing Leave application, Form filling, Writing resume, etc.
Reading	Reading simple sentences about: a) Self b) Work c) Environment	
Written English	Simple writing skills	
3. Communication Skills		Duration: 20 Hrs. Marks: 8
Self- Introduction	Interview Skills/Confidence Building	Introduction
Perception Management	Professionalism and Display of same at the institute and work place	Project Based/Scenario Based/Story Telling/Skit based/Role Play
a. Verbal Communication	Understand the usage of appropriate words to express themselves Communicate effectively on telephone.	Group Discussions, Inter active session on a particular topic
b. Non-Verbal Communication	Manage Personal Hygiene and Presentation	Activity Based
	Positive body language: adopt and use it appropriately to build a positive impression	Attitude building, Personal Grooming session, Audio-Visual Classes
	Different spatial zones: Understanding and need to maintain it, create safe zones for communication	Activity Based
	Maintaining appropriate eye-contact in building trust and confidence	Conducting GD and PI on different topics
	Impact of touch in a formal environment. Acceptable and unacceptable touch.	
	Role of tone in any communication.	
Campus to Work	Time Management and Planning Skills	Scenario Based Role Plays
	Interview skills- its phases & ways to crack interview.	Personal Interview/ Group Interview Practice
	Handling setbacks/rejection and recover from it with an action plan.	Scenario based, Project Based
	Developing strong professional contacts/ network to gain support in learning process and career as a whole.	Scenario based, Project Based
4. I.T. Literacy		Duration: 20 Hrs. Marks: 08
Basics of Computers	Introduction to Computers and its applications Hardware and peripherals Starting and shutting down of computer Basic of computer Networks.	PPT, Video and Demonstration

Operating System	Basics of Operating System Types of Operating Systems User interface of Windows 10 OS/ latest Create, Copy, Move and delete Files and Folders Use of External memory like pen drive, CD, DVD etc, Introduction to inbuilt windows apps, Tools and features.	Demonstration and Assembling (plugging in devices)
MS-Word	Basic operating of Word Processing Creating, opening and closing Documents Use of shortcuts, Creating and Editing of Text, Formatting the Text Creating simple document like - resume, letter writing, job application etc., Printing document	Audio visuals, task based activities, demonstration
MS-Excel	Basics of Excel worksheet & its importance Creating simple worksheets Adding and average functions Printing of simple excel sheets	PPT, Demonstration & Practice
Web browsers & Search Engines	Introduction to world wide web (WWW), Useful websites, web browser - usage, search engine etc. Using popular sites like Bharat Skills, Skill Training related Government portals, naukri.com and other job portals, CITS applications, Apprenticeship portal (NAPS), resize images, signing up, Online fund transfer using UPI gateway.	Project based assignment to utilize Internet research skills, usage of word and Excel, CV or internet profile creation (Linkedin), job search, online application and e-learning portals.
Email	Creating & using an email account –like Gmail or any other. Usage of CC & BCC. Attaching documents Checking email and composing Email.	Activity- Demonstration & Practice
Mobile application	Scanning QR/AR code, Sharing best practices and downloading trade related videos using Wi-Fi, Fund transfer through App like BHIM.	Activity- Demonstration & Practice
5. Entrepreneurship Skills		Duration: 20 Hrs. Marks: 06
Entrepreneur	Need of becoming entrepreneur Ways to become a good entrepreneur Enabling environment available to become an entrepreneur. Different Govt. institutions/schemes promoting Entrepreneur viz., Gramin banks, PMMY-MUDRA loans, DIC, SIDA, SISI, NSIC, SIDO. Ways to set up an enterprise and different aspects involved viz., legal compliances, Marketing aspect, Budgeting, etc.	Project work and case studies to be used along with debrief by facilitator to connect the concepts to experiences gained through projects and case studies. Budget Planning - Activity

	Day to day monitoring mechanism for Maintaining an enterprise. Different Government schemes supporting entrepreneurship. Examples of successful and unsuccessful entrepreneurs.	
6. Maintaining Efficiency at Workplace		Duration: 10 Hrs. Marks: 03
Maintaining Efficiency at Workplace	Factors affecting productivity	Classroom sessions with Videos
	Improving Productivity	
	Personal finance literacy Planning, Saving, Tax, Govt. schemes for financial safety e.g. Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY), etc.	
7. Occupational Safety, Health and Environment Education		Duration: 10 Hrs. Marks: 03
Safety and Health	Introduction to Occupational Safety & health at work place, Occupational Hygiene	Class room methods and Demo
Occupational Hazards	Basic Hazards. Chemical ,Physical (Electrical, Temperature, Illumination) Ergonomic, Biological, Vibro acoustic, Mechanical, Psychosocial Hazards, Prevention of hazards	Class room methods, Videos
Accident and Safety	Different types of Personal Protective Equipment (PPE) Accident Prevention techniques	Class room methods and Demo
First-aid	Care of injured & Sick at the workplace First-Aid & Transportation of sick person	Class room methods, Demo, Role play
Basic provisions on safety and Health	Basic provisions of safety & health	Class room methods, Videos
Environmental Issues	Introduction to Environment, ecosystem and factors causing imbalance Pollution and pollutants including liquid, gaseous, solid and hazardous waste Protecting the environment - Energy Conservation, ground water, global warming Responsibility about the environment Segregation and disposal of waste	Class room methods, Videos
Environmental ethics	Different actions people that affect others and the environment.	Videos
Disaster Management	Types, causes & effects, areas in India that are prone to be affected, preparedness & mitigation, dos and don'ts- Before, During and After any Disaster, how to reduce man-made disasters.	Videos

8. Essential skills for success		Duration: 10 Hrs. Marks: 03
Essential skills for success	Building basic skills to navigate life and career. Self-Awareness, articulating personal values, Value-based decision making, Dilemma situations. Identify sources and types of stress (positive / negative stress), Managing stress (long-term / short-term), Handling rejection and building resilience, Identify day wasters.	Activity-based / reflection exercises /video tutorials (financial literacy)/ workbook (money management, keeping track of expenses and savings)/ introduce money tracking apps
9. Labour Welfare Legislation		Duration: 05 Hrs. Marks: 1.5
Labour Welfare Legislation	Benefits guaranteed under various acts- Factories Act, Apprenticeship Act, Employees State Insurance Act (ESI), Payment Wages Act, Employees Provident Fund Act, The Workmen's compensation Act, POSH. Interpret applicable labour and industrial laws.	Awareness Programme, PPT, Inter Active session
10. Quality Management		Duration: 05 Hrs. Marks: 1.5
Quality Concept and Consciousness	Create awareness on introduction of quality Concepts.	Demonstration of Quality assurance, maintenance, proper method of checking quality tools and services.
Concept of Quality Management (QMS) & PDCA	Concept of Quality Management (QMS), PDCA, Fishbone, 5S, 5D, KAIZEN	
Concept of ISO	Introduction of ISO	
11. Preparation to the world of work		Duration: 10 Hrs. Marks: 03
Career Plan	Identify the difference between job and career	Market scans by students / Group discussions / presentations/ internet search / industry expert interaction / day in the life videos of professionals / access to career counseling platforms / posters for career pathways
Basic Professional Skills	Job roles available in respective trades	Activity-based / practice-based / prototyping (models of career plan) / reflection-based / group learning - plan as a team
Career Pathways	Awareness of industries, and the respective professional pathways	Role plays / presentation / industry expert lectures /

		activity-based (teamwork activities) / video analysis / case studies / simulation exercises (a day at work, etc.) for behavior building
Search and apply for a job	Awareness of higher education / up skilling (short-term) options Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website.	Market Scan, Professional interviews, online search - Group project and Self-learning
12. Customer Interaction / service		Duration: 10 Hrs. Marks: 03
Greeting customers	Forms of greeting	Role plays / video demos
Probing- understanding customer requirements	Use of positive body language	Role plays / activity-based learning / case study
Handling grievances	Handling grievances (Use of ask-listen-repeat technique)	Role play / Case study analysis
Relationship building with customers	Relationship building with customers, importance of probing.	Role play / Case study
To identify the importance of probing	Use of open-ended/ close-ended questions to gauge requirement	Role play / Case study