ATMIYA UNIVERSITY	NAAC – Cycle – 1 AISHE: U-0967	
	Criterion - 5	SS & P
	KI 5.1	M 5.1.2

5.1.2	*Efforts taken by the institution to provide career counselling including e-counselling and guidance for competitive examinations during the last five years*

Details of Curriculum courses (VAC/COC) align to student support for competitive exam preparation

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Summary Report

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Summary Report on

Details of Curriculum courses (VAC/COC) align to student support for competitive exam preparation

Coordinator – Mr.Mahesh Shavant(VAC)
Mr. Keyur Parmar(COC)

No. of Beneficiaries: 1200 +

Introduction: Atmiya University offers a variety of Value-Added Courses (VAC) and Co-Curricular Courses (CoC) aimed at enhancing the skills and intellectual capabilities of students, particularly those aspiring for competitive exams. Over 1200 students have benefited from these courses, which are designed to provide a holistic educational experience.

Value Added Courses (VAC): Value Added Courses at Atmiya University are designed to supplement the regular curriculum and provide students with additional skills that are highly valued in the job market. These courses are typically conducted after regular class hours and cover a wide range of topics, including advanced technical skills, soft skills, and industry-specific knowledge.

Co-Curricular Courses (CoC): Co-Curricular Courses are open elective courses available to undergraduate students from various faculties. These courses are compulsory and allow students to choose from a diverse set of subjects, promoting a multidisciplinary approach to education.

Objectives of Co-Curricular Courses (CoC):

- **Vocational Skills Development:** To develop vocational skills among students from different faculties, ensuring they are well-prepared for various career paths.
- **Multidisciplinary Learning:** To provide a platform for students to select and learn from a variety of courses across different disciplines.
- **Entrepreneurial Skills Enhancement:** To encourage students to improve their entrepreneurial skills, fostering innovation and self-reliance.
- **Industry Readiness:** To mould students' abilities to meet industry requirements, making them more competitive in the job market.

Impact and Benefits:

- **Skill Enhancement:** Both VAC and CoC have significantly contributed to the skill enhancement of students, making them more adept at handling real-world challenges.
- **Competitive Exam Preparation:** The courses are particularly beneficial for students preparing for competitive exams, as they cover a broad spectrum of knowledge and skills.
- **Holistic Development:** The multidisciplinary nature of CoC ensures that students receive a well-rounded education, which is crucial for their overall development.

Conclusion: Atmiya University's VAC and CoC programs are instrumental in providing students with the necessary skills and knowledge to excel in their academic and professional careers. By offering a wide range of courses and focusing on practical, industry-relevant skills, the university ensures that its students are well-prepared for the future.

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Syllabus of VAC courses

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Part III

Skill Enhancement Course (SEC) – I - Value Added Course (VAC)

For the students admitted from A.Y. 2021-2022 & onwards

Offered by: Department of English	Offered to:(Please mark √ as applicable)
	☑ Students across the University **other than** the offering department.
	☐ Students across the University **including** the offering department. (The course should not be a part of regular curriculum of the offering department.)

Semester : II –V (3 year programs) / VII (4 year programs)

Course Code	Course Title	Course Credit and Hours
21AEVA014	**English for Competitive Exams**	**1Credit - 4 hrs / wk**

Objective of the course:

1. Familiarize with English as an integral part of various competitive exams.
2. Improve their English language and grammar

Target Skills (Course outcomes):

1. Language Skill Development
2. Analytical Skill Development

Justification and references for the course (Mapping with NSDC/NSQF/Sector Skill Council/Regional needs/any other) :

- The Value added course based on English for Competitive Exams. Various courses based on Grammar and competitive exams are being offered online and offline by various persons/institutes charging huge sum of money. So students preparing for competitive exams will have benefit learning the course in form of Value Added Course.

Course Description:

The course is an introduction to basic grammar, sentence pattern, language work, reading comprehension and common errors. Emphasis is on grammatical level as well as syntactical level. The course provides an overall introduction to the nature of English in competitive exams.

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Course Content	Hours

Module-I: Basic English Grammar	8 hrs
• Articles • Prepositions • Direct & Indirect Narration • Voices	
Module-II :Common Errors	8 hrs
• Spelling Errors • Spotting Errors	
Module-III :Sentence Structure	8 hrs
• Sentence Completion • Sentence Improvement • Reordering word and sentences	
Module-IV :Language Work	8 hrs
• Synonyms & Antonyms • One-Word Substitution • Idioms & Phrases	
Module-V :Reading Comprehension Practice	8 hrs
• Dissecting Unseen Passages • Finding answer to the questions from passages	

Suggested laboratory experiments / other activities:

1.Quiz
2.Group Discussion

Pedagogic tools:

1. Chalk and Talk
2. PPT and Videos.
3. Assignment

Reference Books:

1. English grammar & Comprehension- Ramesh Publishing House, New Delhi.
2. Kiran's Common Errors in English- KiranPrakashan, Delhi.
3. Handbook of Superfast English- KiranPrakashan, Delhi.
4. Lucent's General English- Lucent Publication, Patna.

Suggested reading / E-resources

1. High School English Grammar and Composition by Wren and Martin

Part III

Skill Enhancement Course (SEC) – I - Value Added Course (VAC)

For the students admitted from A.Y. 2021-2022 & onwards

Offered by: Department of CS & IT	Offered to: (Please mark √ as applicable)
	☐ Students across the University **other than** the offering department.
	☑ Students across the University **including** the offering department. (The course should not be a part of regular curriculum of the offering department.)

Semester : II –V (3 year programs) / VII (4 year programs)

Course Code	Course Title	Course Credit and Hours
21AEVA005	**E-learning Tools**	**1 Credit - 4 hrs / wk**

Objective of the course:

1. Understand the concept of internet
2. Understand the use of Google tools & Technology
3. Create a document , presentation with formatting by using online tools
4. Understand the working of internet ,DNS
5. Create an effective presentation and diagram using online and offline tools
6. Create Simple website

Target Skills (Course outcomes) :

1. Students will be able to use E-Learning Tools for their academics.
2. Students will be able to use many open source tools provided by google
3. Students will be able to develop static website
4. Students will be able to create google blog
5. Students will be able to know basic foundation of how freelancing can be done
6. Students will be able to use many open source animated presentation tools and software etc.

Justification and references for the course (Mapping with NSDC/NSQF/Sector Skill Council/Regional needs/any other) :

- The Value added course based on E-Learning tools and technology is designed based on the course offered by google for the students to enhance their search experience and improve work productivity by using many automated open source tools

Reference:
https://learndigital.withgoogle.com/digitalgarage

Course Description:

The course is an introduction to E-Learning Tools and Technique. This course aims to provide Many open source technology which allows the students to enhance their digital search skill more advance. This course is designed to build your confidence and help you thrive the digital literacy by discover tools to make Improve your interview skills, academics succeed, Prepare for the career you want

Course Content	**Hours**
Module-I: Introduction of Internet	4 hrs

• Introduction of Network
  ○ Computer Networks & Type of Computer Network
  ○ Remote Desktop Login
  ○ What is Internet? & Use of Internet?
• Applications of Internet
  ○ World wide web(web page, web site, web client, URL web server)
  ○ DNS and Web Hosting
  ○ Email and how email transfer works, Social media and E-commerce
  ○ Data transfer over Internet
• How to stay safe on internet?
• How to download and upload?
• IP addressing	

Module-II : Google Tools & Technology	8 hrs

• Internet search and Content
  ○ Google Trends
  ○ Google alerts(news and search e-mail alerts)
  ○ Google Earth (3-D satellite Imagery),
  ○ Google Image Search
  ○ Google Labs (online services research and development)
  ○ Google Local, Google Play Store (Marketplace for digital content)
  ○ Google (Google gravity , Google Water , Google Sphere etc...)
• Tools and application
  ○ Google sites (To create your personal Homepage) , Google profile
  ○ Blogger
  ○ Gmail, Google Drive (Docs , Forms etc), Google Chrome(web browser)
  ○ Google Language tools
  ○ Google Code
  ○ Google Calendar , Google Reader , Google Voice
  ○ Google Checkout (Google wallet)
  ○ Google Class room	

Module-III : Office Made Easy and Other Utility tools & technique	10 hrs

• Word processing tool in detail
• Spreadsheet
• Presentation tool
  ○ Online/Offline presentation tool to make effective presentation(powtoon etc)
  ○ Diagrammatic Tools (Online and offline)
• Different File Conversion Tools	

Module-IV : Learning Management SystemTools	10 hrs
• Moodle • Coursera, edx, Udemy, Lynda, Udacity, Codeschool, Microsoft Virtual Academy etc • Overview of Freelancing (Fiverr etc)	
Module-V : Other E-Learning Resources and Tools	8 hrs

• Online Certification sites
• Online tools
  • CourseLab
  • exelearning.org , lamsfoundation.org
  • NPTEL
  • MIT Open Course Ware
  • Learners TV	

Suggested laboratory experiments / other activities:

1. Internet access with network setup
2. Google Searching Technique and Applications
3. Make creative presentation
4. Use of Learning Management tools
5. Join different learning resource and get certification

Pedagogic tools:

1. Computer Application
2. Chalk and Talk
3. PPT & Videos
4. Assignment
5. Group Discussion

Reference Books:

1. R.K. Taxali , Pc Software For Windows Made Simple, McGRAW HILL
2. 1. Vincent Hargreaves , The Complete Book of the Freshwater Aquarium, Thunder Bay Press, CA, 2nd edition, 2007.
3. John E.Bardach, John H. Ryther and William O.Mc.Larney Aquaculture, New York : WileyInterscience.

Suggested reading / E-resources

1. http://www.google.com
2. www.courselab.com
3. nptel.ac.in
4. https://ocw.mit.edu,https://www.edx.org
5. https://www.coursera.org, https://www.udemy.com, https://www.lynda.com/
6. www.learnerstv.com

Suggested MOOCs:

1. http://www.google.com
2. www.courselab.com
3. nptel.ac.in
4. https://ocw.mit.edu,https://www.edx.org
5. https://www.coursera.org, https://www.udemy.com, https://www.lynda.com/
6. www.learnerstv.com

Course wise list of students for VAC

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Value Added Courses

S.N.	Year	Course Title	Department Offering/ Coordinating	Name of Coordinator/ Resource Person/Lab Assistant	Batches	No. of Students/ Batch	Total No of Students/Course	Total Students
1	2023-24	English for Competitive Exams	English	Disha Chaatbar	B1	40	40	812
				Pranjal Pandya				
2	2022-22	E Learning Tools	Computer Science & Information Tech.	Mr. Jitendra Timrai	B1	28	28	
				Kshitij Vachhani				
		English for Competitive Exams	English	Disha Chaatbar	B1	30	30	
				Devang Raninga				
3	2021-22	E Learning Tools	Computer Science & Information Tech.	Hiren Kavathiya	B1	23	460	
				Shital Patel	B2	30		
				Dr. Jaydeep Ramani	B3	32		
				Dr. Jasmin Parmar	B4	31		
				Ms. Jalpa Gondaliya	B5	27		
				Dr. Rupal B. Parekh	B6	35		
				Dr. Priyank Doshi	B7	24		
				Dr. Jignesh Hirpara	B8	31		
				Dr. Priti D. Sadariya	B9	31		
				Mr. Anand Tank	B10	26		
				Dr. Jaydeep Ramani	B11	30		
				Dr. Jasmin Parmar	B12	25		
				Ms. Jalpa Gondaliya	B13	31		
				Dr. Rupal B. Parekh	B14	31		
				Dr. Priyank Doshi	B15	26		
				Dr. Jignesh Hirpara	B16	27		
4	2020-21	E learning tools	Computer Science & Information Technology	Mr. Hiren Kavathiya	B1	25	75	
				Mr. Anand Tank	B2	24		
					B3	26		
		English for Competitive Exams	English	Mr. Nilesh Helaiya	B1	36	98	
				Ms. Nishita Jataniya	B2	35		
					B3	27		
5	2019-20	E learning tools	Computer Science & Information Technology	Mr. Hiren Kavathiya	B1	27	54	
				Mr. Haresh Khachariya	B2	27		
		English for Competitive Exams	English	Mrs. Shivangi Oza	B1	27	27	
				Ms. Kajal Gohel				

Atmiya University Rajkot

Syllabus of CoC courses

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18AECO012	Preparation for Competitive Exams for Academic Vertical Mobility in Life Science	Duration (100 Hrs)	01 Credit

ELIGIBILITY

Student of any branch of Life Science.

DURATION OF THE COURSE

The course shall extend over a period of one year comprising of two semesters in one academic year.

OBJECTIVES OF THE COURSE:

To enable the students to:

1. Able to identify solutions to problems encountered in context of competitive exam.
2. Explain and apply appropriate analytical concepts to competitive exams in Life Sciences.
3. Able to recognize the component of various subjects and its weightage.
4. Build up the conceptual and logical reasoning in Science.

SCHEME OF INSTRUCTION & EVALUATION

Course Code	Title	Total Hrs	Maximum marks			Credit
			CIA	CEE	Total	
18AECO012	Preparation for Competitive Exams for Academic Vertical Mobility in Life Science	100	60	40	100	01

CIA: Continuous Internal Assessment & CEE: Course End Exam

STRUCTURE OF THE COURSE

SYLLABUS:

Unit.1 General Biology : (10 Hrs)

- Cell organelles and their function, internal transport systems of plants and animal.
- Cellular reproduction and regulation
- Cytoskeleton, Signaling, Cancer Biology.
- populations and communities,genesis and diversity of organisms, evolution;
- Animal hormones ,Plant hormones, Plant and animal diseases.

Unit.2 Basics of Biochemistry: (10 Hrs)

- Vitamins & Enzyme mechanisms and kinetics
- Carbohydrates structure and function catabolism & anabolism

- Protein structure, amino acid metabolism
- Fatty acid catabolism, oxidation of fatty acid.
- Fatty acid anabolism, Cholesterol & its derivative

Unit.3 Classical and Molecular genetics: (10 Hrs)

- Problems on Mendelian principles & penetrance and expressivity
- linkage and crossing over, sex linkage
- Mutagen and mode of action, Genome organization, population genetics.
- Replication, Transcription & Translation
- Gene regulation in prokaryotes & eukaryotes

Unit.4 Microbiolog, Immunology, Applied Biology (10 Hrs)

- General character & classification of algae, fungi & bacteria,
- Antibiotics & mode of action, bacterial genetics, archaebacteria, virus,
- Type of immunity, cell & organ of immune system, Antigen and Antibody.
- MHC, compliment system, cytokine, hypersensitivity,Autoimmunity, HIV & other immunodeficiency.
- Vaccine production, Basics of cell culture methods for plants ,Basics of cell culture methods for animals, Transgenics, Molecular approaches to disease diagnosis

Unit.5. Physical and Chemical Science (10 Hrs)

- Motion, Work, Energy and Power, Thermodynamics,Gravitation, simple harmonic motion, Circular motion, Projectile Motion, Work, energy & power, Friction
- Optics & Dual Nature of Matter and Radiations, Electrostatics & Current electricity
- Magnetic Effects of Current ,Semiconductor Devices & logic gates
- Bonding, Periodic properties, Coordination compounds,Chemical equilibrium & kinetics, Acid-base concepts., Mechanism of organic reactions, Periodic properties
- Chemistry of Functional Groups, Important Aromatic hydrocarbons.

Reference Books :

1 Hopkins, W.G. and Huner, A. (2008). Introduction to Plant Physiology. 4th edition, John Wiley and Sons. U. S.A.

2 Gyton C. and Hall J.E. (2011) Textbook of Medical Physiology, 11th edition, Elsevier, USA.

3 Nelson, D. L., Lehninger, A. L., & Cox, M. M. (2008). *Lehninger principles of biochemistry*. Macmillan.

4 Odum, E.P. (2005). Fundamentals of ecology. 5th edition Cengage Learning India Pvt. Ltd., New Delhi.

5 Stryer, B. (1981).*Biochemistry.* San Francisco. WH Freeman and Co.

6 Nelson & Cox (2013) Lenhinger. Principles of Biochemistry, 6th Edition, W. H. Freeman, USA

7 Voet & Voet (2011) Fundamentals of Biochemistry, 4th Edition, John Wiley & Sons, USA
8 Raghavan, V. (2000) Developmental Biology of Flowering plants, Springer, Netherlands
9 Cooper, G. M., & Hausman, R. E. (2000) The cell, Sunderland: Sinauer Associates.
10 Agarwal, R.S. (2013) Quantitative Aptitude for Competitive Examinations, 20th edition, S Chand.
11 Watson, J. D., Baker, T. A., Bell, S. B., Gann, A., Levine, M., &Losick, R. (2008). *Molecular biology of the gene.* 6thedn. New York: Pearson Education.
12 Brown, T. A. (2006). *Genomes*. Garland science
13 Wilson, K., & Walker, J. (2010). *Principles and Techniques of Biochemistry and Molecular Biology* (7th Edition). Cambridge University Press.
14 Abbas, A. K., Lichtman,A. H., & Pillai, S. (2014). Basic immunology: functions and disorders of the immune system. Elsevier Health Sciences.
15 Morrison R.T. (2010), Organic Chemistry, 7th edition, Pearson Education,USA.
16 Lee J.D.(2008) Concise Inorganic Chemistry, Oxford; Fifth edition
17 Verma H.C.(2015) Concepts of Physics,vol-1 & 2, Bharati Bhawan,India
18 Halliday, D., Resnick, R, Walker,J. (1960) Funamental of Physics, John Wiley & Sons, Inc.

Guidelines for the completion of the Course:

1. Minimum 80% attendance is required, if not able to fulfil it then only by the permission of Programme Coordinator and Principal will be allowed to compensate in the next year.
2. Only remarks will be given at the end of the course.
3. A separate certificate on completion of each course will be issued by the Controller of Examination.
4. Degree will be awarded only after receiving of the certificate.
5. In event of non-completion of course, the student has to re-do the course or opt for another one.

EVALUATION NORMS: Distribution of 100% CIA components:

The course carries 1 credit and the students will be evaluated continuously based on their participation in learning experiences, theory, and evaluation through tests and assignments and will also be evaluated at the end of course under CEE (Course End Exam) which will be 100% internal. The pattern of evaluation with percentage weightage will be as specified below:

Distribution of Components of Exams: 100 marks
Five Tests: 25 marks, Assignment: 25 marks, Attendance: 10 marks and CEE: 40 Marks

Preparation for Competitive Exams for Academic Vertical Mobility in Life Science					
Sr.	**Component**	**Content**	**Duration**	**Marks**	**Sub Total**
		Semester III			
1. 2. 3	Test-I (End of 1st month) Test -II (End of 2nd month) Test -III (End of 3rd month)	1st unit 2nd unit 3rd unit	01 hr 01 hr 01 hr	30 (set for 5) 30 (set for 5) 30 (set for 5)	5 5 5
		Subtotal =			**15**
		Semester IV			
1. 2.	Test -IV (End of 4th month) Test -V (End of 5th month)	4th unit 5th unit	01 hr 01 hr	30 (set for 5) 30 (set for 5)	5 5
3.	**Assignment-1** **Assignment-2**	Solving Competitive Exam paper Concept mapping		10 15	**25**
	Attendance	Minimum 80%	Both semesters		**10**
		Subtotal=			**45**
4.	**CEE**	All units	02 hrs	40	**40**
		Grand Total(15+10+ 40+25+10)=			**100**

Remarks:

Range of % Marks	**Remarks**
90-100	Excellent

75-89	Very Good
60-74	Good
40-59	Fair
39- and below	Not Completed

18AECO014	Quantitative Aptitude & Logical Reasoning for Government & Bank Competitive Exams	Duration 160 Hrs	01 Credit

Objectives: To enable the students to

1. Create awareness among the youth of Saurashtra particularly from the deprived sections, about aims and objectives, procedures and relative advantages of various competitive examinations.
2. Inculcate in them the culture of serving the community and the nation.
3. Plan and conduct coaching and training programmes for successful participation in competitive examination.

SCHEME OF INSTRUCTION & EVALUATION

Course Code	Title	Total Hrs	Maximum marks			Credit
			CIA	CEE	Total	
18AECO014	Quantitative Aptitude & Logical Reasoning for Government & Bank Competitive Exams	160	50	50	100	01

STRUCTURE OF THE COURSE
SYLLABUS

Unit.1 General Fundamentals of Mathematics for Competitive Exams : (15 Hrs)

- Divisibility Test, Simplification, Division algorithm, unit digit in given number, cube root, cube, square root, square, relations of number, introduction to vedic mathematic techniques.

Unit.2 Arithmetic : (65 Hrs)

- HCF & LCM, Average, Percentage, Ratio & Proportion, Profit Loss & Discount, Partnership & Mixture, Simple & Compound Interest, Time Work & Distance, Area, Volume

Unit.3 Algebra : (20 Hrs)

- Permutation & Combination, Probability, Coordinate Geometry, Liner equation, Quadratic equation, Factorization, Polynomials

Unit.4 Trigonometry & Geometry : (25 Hrs)

- **Trigonometry:** Trigonometric Ratio and Identities, Trigonometric Functions & their Properties, Height and Distance

- **Geometry:** Angels & sides related properties, Theorems of Geometry, Properties of triangles, Similarity & Congruence related Postulates

Unit.5 Reasoning : (35 Hrs)

- **Verbal Reasoning :** Alphabet, Series, Analogy, Classification, Coding/Decoding, Blood relationship, Symbols & Notations, Distance & Direction, Ranking/ Arrangement, Input, Syllogism, Problem solving, Cause & Effect, Assumption, Conclusions/ Inferences, Courses of Action. Data sufficiency, Data Analysis and Miscellaneous
- **Non - Verbal Reasoning:** Series, Analogy, Classification and Miscellaneous

Practical: Practice Session & Wkly Multiple objective test of 25 marks

Reference Books:

1. Quantitative aptitude by Agrawal R. S. , Publishers: S. Chand & Co., New Delhi
2. Objective Arrithmatic by Rajesh Verma, Publishers: Arihant Publications (India) Ltd. , New Delhi
3. Quickwer Maths by M. Tyra, Publishers: BSC Publishing Co. Pvt. Ltd., Delhi
4. Analytical Reasoning by M K Pandey, Publishers: BSC Publishing Co. Pvt. Ltd., Delhi
5. Reasoning by Agrawal R. S , Publishers:Kiran Publication, New delhi.
6. Reasoning, Verbal, Non verbal & Analytical by B S Sijwali & Indu Sijwali Publishers: Arihant Publications (India) Ltd. , New Delhi

Guidelines for the completion of the Course:

1. Minimum 80% attendance is required, if not able to fulfil it then only by the permission of Programme Coordinator and Principal will be allowed to compensate in the next year.
2. Only remarks will be given at the end of the course.
3. A separate certificate on completion of each course will be issued by the CoE.
4. Degree will be awarded only after receiving of the certificate.
5. In event of non-completion of course, the student has to re-do the course or opt for another one.

Evaluation Norms:

The course carries 1 credit and the students will be evaluated continuously based on their participation in learning experiences, theory, and evaluation through tests and assignments and will also be evaluated at the end of course under CEE which will be 100% internal. The pattern of evaluation with percentage weightage will be as specified below:

Distribution of 100% CIA components:

S.N	Component	Content	Duration	Marks	Sub Total
1	Attendance	Theory: Min. 80%	For full 160 hrs course	10	10
		Practice Session & Weekly Multiple objective test: At least 75% of tests to be attended			
2	Unit Test	Total 5 unit tests (at the end of each unit)	1 Hr each	each 06 (set for 30)	30
3	Assignment	Number will be decided by coordinator (as per batch)	-	10	10
4	Course End Exam (CEE)	Full syllabus	3 Hrs	50	50
				Total	**100**

At the end of the course no marks are given, only remarks are given as follows:
Remarks:

Range of % Marks	Remarks
90-100	Excellent
75-89	Very Good
60-74	Good
40-59	Fair
39- and below	Not Completed

18AECO016	Quantitative Aptitude &logical reasoning for industrial placement	Total Duration 80 hrs	1 Credit

Objectives:-

Upon completion of the course students will be able to

1. Understand the concepts of Quantitative Aptitude, mathematical logic and reasoning with emphasis on analytical ability and computational skill needed in for industrial placement.
2. Solve problems requiring Quantitative Aptitude & logical reasoning.
3. Perform well in competitive tests conducted for industrial placement.
4. Develop their critical thinking skills, professional skills, social skills and Corporate specific approaches.
5. Become an accomplished employee.

UNIT I: COUNTING ABILITY **(17Hrs)**

- **Vedic Mathematics**
  - Number system
  - Simplification
  - Square roots & Cube roots
  - Mathematical operation tactics
  - Surds and Indices
- **Modern Mathematics**
  - Probability
  - Permutation and Combination
  - Applied Permutation and Combination
  - Set Theory
  - Progression

UNIT II: ARITHMETICAL ABILITY **(17Hrs)**

- Averages and Ages
- Ratio and Proportion
- Percentage
- Profits and Loss
- Interests
- Time, Work and Remuneration
- Pipes and Cistern
- Speed, Time and Distance

UNIT III: REASONING ABILITY **(16Hrs)**

- **Analytical Reasoning**
  - Basic English
  - Coding and Decoding
  - Comparisons and Rankings
  - Seating Arrangement
  - Selection and Matching
  - Sequencing
  - Syllogism
- **Critical Reasoning**
  - Statement and Assumption
  - Statement and Conclusion
  - Statement and Strong/Weak Argument
  - Cause and Effects

UNIT IV: ARITHMETICAL REASONING, GEOMETRY AND MENSURATION **(16Hrs)**

- **Arithmetical reasoning**
  - Mathematical Puzzles
  - Calendar
  - Clock
  - Direction Sense
- **Geometry**
  - Lines and Angle
  - Triangle
  - Square
  - Circle
- **Menstruation**
  - Area
  - Volume

UNIT V: CAPABILITIES **(14Hrs)**

- **Intra-Personal Skills**
  - Self Awareness
  - Self Analysis and Assessment
  - Goal Setting
  - Self Management
  - Self Motivation
  - Attitude
  - Ethics and Values
  - Study Skills/Habits etc.
- **Inter-Personal Skills**

- Emotional Intelligence (Emotion Management)
- Communication Skills(Presentation Skills)
- Team Working Skill
- Volunteerism
- Problem Solving Skills/ Creativity Skills.
- Decision Making Skill.
- Time and Stress Management etc.

- **Case Studies**
  - Implementation of Whole Personality
- **Resume**

TEXT BOOKS: -

1. B.S.Sijiwali and InduSijiwali, (2014), *Non-Verbal Reasoning*, Arihant publication
2. B.S.Sijiwali and InduSijiwali, (2014), *Verbal & Analytical Reasoning*, Arihant publication.
3. Dr. R.S.Agarwal, (2017), *Quantitative Aptitude*, S.Chand publication.

REFERENCE BOOKS:-

1. B.S.Sijiwali and InduSijiwali, (2014), *A New Approch to reasoning*, Arihant publication
2. BrijeshTripathi, Dr. SatyajeetRawat and Neetika Goyal, (2012), *Pathfinder for CDS Examination*, Arihant publication.
3. Jaikishan and Preamkishan ,(2014), *How to Crack Test of Reasoning:in all Competative Exam*, Arihant publication.
5. Rajesh Varma, (2018), *Fast Track Objective Arithmetic*, Arihant publication.

Evaluation norms for Co-Curricular Course-100% CIA

- Only remarks will be given at the end of the course
- A separate certificate on completion of each course will be issued by the CoE

100% CIA components

S.N	Component	Content	Duration if any	Mark	Sub Total
1.	Attendance	Min. 80%	For full 80 Hrs. course	10	10
2.	Assignment	Two assignments each of 10 marks		10	20
3.	Test – I to V	Each test of 10 marks from each unit	-	10	50
4.	Test	Full syllabus of the theory	1 hour	20	20
Total					100

- All above are compulsory components
- In event of non-completion of course, the student has to re-do the course or opt for another one.

ATMIYA UNIVERSITY

Faculty of Humanities and Social Sciences

Department of English

Part III **Skill Enhancement Course (SEC) – II–Co-Curricular Courses (CoC)** For the students admitted from A.Y. 2021-2022 & onwards		
Offered by: Department of English	Offered to: (Please mark √ as applicable)	
	☑ Students across the University **other than** the offering department.	
	☐ Students across the University **including** the offering department. (The course should not be a part of regular curriculum of the offering department.)	
Semester: III – V (3-year programs) / III - VII (4-year programs)		
Course Code	Course Title	Course Credit and Hours
21AECO024	The Art of Speech Writing and Public Speaking	**2 Credit - 4 hrs / wk**

Objective of the course:

1. To prepare the stakeholders to be able to understand the essential principles of the art and craft of speechwriting.
2. To provide the latest information and data with regards to speech writing and public speaking.
3. To enable the stakeholders to be updated about the importance of public speaking and application of strategies to become a more confident speaker.
4. To give the stakeholders a detailed understanding of developing an audience centered public speaking model.

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Target Skills (Course outcomes):

1. Skill developmentin the art of Speech Writing.
2. Skill development in the art of Public Speaking

Justification and references for the course (Mapping with NSDC/NSQF/Sector Skill Council/Regional needs/any other):

- The Co-curricular course based onPublic Speaking and Speech Writing is applicable for all the sectors of various domains.
- Communicative skill, in general, is an integral part of any job profile, especially Effective Speech Writingwill be an integral asset which can be used predominantly in a professional setup.

Reference:

Link from NSDCIndia https://skillsip.nsdcindia.org/sites/default/files/kps-document/Frameworks%20for%20Social%20Emotional%20Learning%20at%20the%20Workplace.pdf
Course Description: • This course helps the stakeholders to develop and hone their writing and editing skills with specific exercises on hooking youraudience and make the content memorable and engaging. • Finally, it examines how to deliver aspeech with confidence and conviction, which can be an important learning asset for any stakeholder belonging to any domain.

Course Content	Hours
Module-I: The Art of Speechwriting	16hrs.
• Importance of Speeches • Understanding the Three Golden Principles of Speechwriting • Identifying the Importance of Messaging and Structuring your Content • Exploring the narrative art of Storytelling	
Module-II:Organizing and Outlining Your Speech	16hrs.
• Strategies to organize the main ideas of your speech • Understanding the method to organize the supporting material for the central idea • Learning the Concept of Signposting • Develop a Preparation outline of the speech along with proper introduction and conclusion	
Module-III:Learning Speech Delivery	16hrs.
• Understanding and Remembering your Speech • Managing Stage Fear and Building Self Confidence • Learning the usage of Visual and Verbal Channels for an Elevated Impact • Applying improvised technique based on audience response	
Module-IV:Speaking to Inform	16hrs.
• Exploring the five different types of Informative Speeches • Understanding the Communication and Ethics Conundrum • Identify and use required strategies for organizing informative speeches • Understanding Communication and Diversity • Identify and use appropriate strategies for making informative speeches more interesting and memorable.	
Module-V: The Art of Persuasive Speaking	16 hrs.
• What is Persuasive Speaking? • Understanding the Psychology of Persuasion • Developing an Audience Centered Persuasive Speech • Learning how to support your Persuasive message with Credibility, Logic and Emotion	

• Understanding the process of adapting ideas to people and the people to the ideas	

Suggested laboratory experiments / other activities:

1. Developing and writing speeches to be delivered in different situations
2. Designing content based on audience response
3. Jumbled sentence, crossword puzzles worksheets

Pedagogic tools:

1. Chalk and Talk
1. PPT and Videos.
2. Hands-on activities
3. Assignment
4. Group discussion

Reference Books:

1. Roy, Jennifer Rozines, and Johannah Haney. *Sharpen Your Debate And Speech Writing Skills*. Enslow Publishers, Inc., 2012.
2. Cornbleet, Sandra, and Ronald Carter. *Language Of Speech And Writing*. Routledge, 2015.
3. Beebe, Steven A et al. *Communication*. 6th ed., Pearson, 2019.
4. Lucas, Stephen, and Paul Stob. *The Art Of Public Speaking*.
5. Jacobs, Rachel. *Public Speaking*. Barcharts, Inc., 2014.

Suggested reading / E-resources

1. 2022, https://pac.org/content/speechwriting-101-writing-effective-speech.
2. *Edis.Ifas.Ufl.Edu*, 2022, https://edis.ifas.ufl.edu/pdf/WC/WC11600.pdf.
3. "What Is Public Speaking? [Definition, Importance, Tips Etc!] - Art Of Presentations". *Art Of Presentations*, 2022, https://artofpresentations.com/what-is-public-speaking/.

Suggested MOOCs:

1. https://www.classcentral.com/course/public-speaking-889
2. https://www.my-mooc.com/en/mooc/introduction-to-public-speaking/

Methods of Assessment& Tools:

S.N.	Component	Content	Duration	Marks	Sub Total
1	**Attendance**	Minimum 90%	Entire Course	**10**	10

2	**Assignment**	Topics from the syllabus	1 Week for submission	**10**	10
3	**Practical Skill Assessment** (Continuous Assessment during the semester)	Activity in each semester	1 week	**40** (20 Marks for Each Semester)	40
4	**Course Mid Examination**	From two Modules	1 hr.	**20**	20
5	**Course End Examination**	From all modules	1 hr.	**20**	20
			Total	**100**	**100**

At the end of the course no marks are given, only remarks are given as follows:
REMARKS:

Range of Marks	Remarks
90-100	Excellent
75-89	Very Good
60-74	Good
40-59	Fair
< 40	Not Completed

Course wise list of students for C.o.C

Registrar
Atmiya University
Rajkot

Atmiya University
Rajkot

Co-curricular Courses

Sr. No.	AY	Offering Department	Name of the Cours	Course Code	Contact Hours	Number of Students Completing the Course in the Year
1	2022-2023	B.A. - English	The Art of Speech Writing and Public Speaking	21AECO024	80	28
2	2020-2021	B.Sc. Biotechnology	Preparation for Competitive Exams for Academic Vertical Mobility in Life Science	18AECO012	80	28
3	2020-2021	B.Sc. Chemistry	Quantitative Aptitude & Logical Reasoning for Government & Bank Exams	18AECO014	80	58
4	2019-2020	B.Sc. Chemistry	Quantitative Aptitude & Logical Reasoning for Government & Bank Exams	18AECO014	80	110
5	2019-2020	B.Sc. Mathematics	Quantitative Aptitude & Logical Reasoning for Industrial Placement	18AECO016	80	37

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