

SUIT- PRE-PLACEMENT TRAINING – 2018  
DETAIL ADVERTISEMENT

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Benefits and Outcome

- Enhance and improve employability.
- The ability to communicate effectively.
- The opportunity to enhance organizational skills.
- Improve Personal and professional effectiveness.
- Increased efficiency and leadership skills.
- Gaining the ability to recognize symptoms of stress and learning management strategies.

**SYLLABUS RECOMMENDED FOR - PRE-PLACEMENT TRAINING 2018**

1. Attitudes
2. Goal Setting
3. Career Planning
4. Reaching your Potential
5. Time Management
6. Stress Management
7. Grooming and Discipline
8. Communication Skills
9. Listening Skills
10. Team Building
11. Assertiveness
12. Creativity
13. Group Discussion and Personal Interview
14. HR Round practice
15. Outdoor Activity

**1. General Aptitude**

- Introduction
- Introduction to Aptitude Tests
- Diagnostic Tests
- Introduction to Speed Maths



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105- Annex-01

OVERVIEW

The Pre-Placement Trainings provided to each and every student of SUIIT at the beginning of their last semester every year. The main objective of this training is to impart skills such as aptitude, reasoning, technical and soft skills that would enhance the employability of students and equipped them with adequate knowledge and skills to participate in the placement activists. We are providing the training by the well qualified and experienced trainers who are in this sector and have provided training in some of the top colleges in Odisha and PAN INDIA.

PROGRAM OVERVIEW	
Total Student Strength	154
Total Duration	42 Days
Total Training Batches (recommended)	03
Total Training Hours/Per Batch	84 Hrs. (06 Hrs. for 14 days)
Training Dates	Batch 1 - 21 <sup>th</sup> Oct – 3 <sup>rd</sup> Nov (tentatively) Batch 2 – 4 <sup>th</sup> Nov – 17 <sup>th</sup> Nov (tentatively) Batch 3 – 18 <sup>th</sup> Nov – 1 <sup>st</sup> Dec (tentatively) <i>*Training will happen in the second half everyday of the week (excluding national holidays)</i>
Participating Branches (All Final Year)	B.Tech – CSE, B.Tech -ECE, B.Tech EEE, MSc. CS, MCA, MSc. Electronics, M.Tech – CSE, M.Tech - CSY

# Identity

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MOCK GD & PI	<ul style="list-style-type: none"> <li>• Mock GD by facilitator</li> <li>• Mock PI – Face to Face</li> </ul>	6 hours
Personality Development and Business Etiquette	<ul style="list-style-type: none"> <li>• Body Language</li> <li>• Image Management</li> <li>• Personal and corporate Training</li> <li>• Attitude Building</li> </ul>	3 hours
Psychological test	<ul style="list-style-type: none"> <li>• Personality &amp; Communication style Test</li> <li>• Word Association Test</li> <li>• Situation Reaction Test</li> </ul>	4 hours
Total no of hours		36 hours / 51 hrs

## APTITUDE & REASONING

MODULE NAME	DESCRIPTION	DURATION
Chapters	<ul style="list-style-type: none"> <li>• Number system, HCF &amp; LCM</li> <li>• Ratio &amp; Proportion, age problem</li> <li>• Partnership, Mixture. Allegations</li> <li>• Average</li> <li>• Profit, Loss, Percentage</li> <li>• Time, speed &amp; Distance, Train problem, Boat &amp; stream</li> <li>• Time &amp; Work, Pipes cisterns</li> <li>• Permutation &amp; Combination, Probability</li> <li>• Number series, Letter Series</li> <li>• Directions</li> <li>• Venn Diagram</li> <li>• Coding &amp; Decoding</li> <li>• Blood Relations</li> <li>• Analytical Reasoning</li> <li>• Seating arrangement</li> <li>• Clocks and calendars</li> <li>• DI &amp; DS</li> </ul>	4 hrs 2 hrs 2 hrs 2 hrs 3 hrs 2 hrs 2hrs 3 hrs 2 hrs 1 hrs 1 hrs 1 hrs 1 hrs 2 hrs 1 hrs 1 hrs 3 hrs 3 hrs 33 hrs
Total no of hours		

## VALUE ADDITION

- Training materials
  - 550 + pages of researched training materials on APTITUDE, REASONING, & VERBAL ABILITY
  - Interview cracker – A manual on Resume, GD, & PI
  - Online practice sets (15)
- Facilitation for Off campus Placement drives at Bhubaneswar held by IDENTITY



# Identity

## PRE PLACEMENT TRAINING PROGRAMME (PPTP)

SUIT, Sambalpur

Module : Campus Recruitment Programme (CRT)  
 Participants : B.Tech, MCA, M Tech  
 Duration : 21 days / 84 hrs

### "MODULE FOR PRE PLACEMENT TRAINING PROGRAMME"

WE cover the following modules in 84 hours / 21 days duration

1. Communication Skills
2. Aptitude
  - Quantitative Ability
  - Logical reasoning
3. Verbal Ability
4. Resume writing, Group Discussion/Personal Interview
5. Mock Group Discussion and Mock Interviews
6. Personality development and Business Etiquette
7. Psychological Test

### SOFT SKILL

MODULE NAME	DESCRIPTION	DURATION
Communication Skills	<ul style="list-style-type: none"> <li>• Ex Tempore</li> <li>• Big Fight</li> <li>• Rapid Fire Round</li> <li>• Presentation Skill</li> <li>• Workshop on Strengths/skills, weakness, hobbies/Interests, career objective</li> <li>• Self-Introduction by all (Activity)</li> </ul>	12 hours
Verbal Ability	<ul style="list-style-type: none"> <li>• Synonym &amp; Antonym &amp; Fill up the blanks</li> <li>• sentence correction</li> <li>• Jumbled sentences</li> <li>• Idioms &amp; phrases</li> <li>• Reading comprehension</li> </ul>	12 hours
Resume Writing, Group Discussion, & GD, PI	<ul style="list-style-type: none"> <li>• Workshop on resume writing</li> <li>• Standard Format</li> <li>• Introduction to Group discussion</li> <li>• Types of GD, Structured GD, Rolls to perform</li> <li>• Mock GDs as activity</li> <li>• Interview Manners (Door to door activity)</li> <li>• Handshake (Activity)</li> <li>• Workshop on Appearance, Hygiene, portfolio Management, &amp; Frequently asked Questions</li> </ul>	14 hours

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- Odd man out
- Phrases and Sentences
- Sequencing
- Basic Grammar
- Meanings

3. Sessions on Mock Interviews / Presentation Skills and Public Speaking can also be a focus area.

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- Cubic Equation
- Functions
- Graphs
- Maxima and Minima
- Questions from Company Papers will be discussed

**Quantitative Ability – Modern Maths**

- Set Theory
- Fundamental way of Counting
- Permutations and Combinations
- Probability
- Questions from Company Papers will be discussed
- Data Analysis
- Data Sufficiency

**Analytical and Logical Reasoning**

- Mono variate conditions
- Multi variate conditions

**Puzzles**

- Coding
- Decoding
- Family tree
- Direction sense
- Alpha numeric
- Brain teasers
- Deductive Reasoning
- Visual Sequence
- Mathematical Reasoning

**2. English Aptitude**

- Fill in the blanks
- Comprehension

02

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- Quantitative Ability – Number Theory
- Numbers
- Properties of Numbers
- Concept of Multiples and Factors
- LCM and HCF
- Factorial Concept
- Last Digit Concept
- Remainders Concept
- Questions from Company Papers will be discussed

**Quantitative Ability – Arithmetic - 1**

- Percentage
- Ratio and Proportion
- Simple Interest and Compound Interest
- Profit Loss
- Discount
- Mixture and Allegation
- Questions from Company Papers will be discussed

**Quantitative Ability – Arithmetic - 2**

- Speed Distance Time
- Time and Work
- Chain Rule
- Clocks and Calendars
- Averages
- Questions from Company Papers will be discussed

**Quantitative Ability – Algebra**

- Basic Terminologies in Algebra
- Equations
- Simple Equation
- Quadratic Equation

<b>Non-Credit Course (A)</b>	<b>Communication Skills</b>	<b>0 CH</b>	<b>50 MARKS</b>
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Objectives: To prepare the young M.Sc. students to interact effectively with HR managers of Biotech Companies, Ph. D. Interviewer, pathologists etc.

Outcome: Upon completion of the course the student shall be able to

1. Understand the behavioral needs required by Biotech Companies to obtain placement
  2. Communicate effectively (Verbal and Non Verbal)
  3. Develop interview skills
  5. Develop Leadership qualities and essentials
- Course content

#### UNIT – I

**Communication Skills:** Introduction, Definition, The Importance of Communication, **The Communication Process** – Source, Message, Encoding, Channel, Decoding, Receiver, Feedback, **Context Barriers to communication:** Physiological Barriers, Physical Barriers, Cultural Barriers, Language Barriers, Gender Barriers, Interpersonal Barriers, Psychological Barriers, **Emotional barriers Perspectives in Communication:** Introduction, Visual Perception, Language, Other factors affecting our perspective - Past Experiences, Prejudices, Feelings, Environment

#### UNIT – II

**Elements of Communication:** Introduction, Face to Face Communication – Tone of voice, Body Language (Non-Verbal Communication), Verbal Communication Physical Communication. Communication Styles: Introduction, The Communication styles Matrix with example for each Direct Communication style, Spirited Communication style, Systematic Communication style, Considerate Communication style.

#### UNIT – III

**Basic Listening Skills:** Introduction, Self-Awareness, Active Listening, Becoming an Active Listener, Listening in Difficult Situations. **Effective Written Communication:** Introduction, When and When Not to Use Written Communication - Complexity of the Topic, Amount of Discussion Required, Shades of Meaning, Formal Communication.



<b>Non-Credit Course (B)</b>	<b>Entrepreneurship Development</b>	<b>0 CH</b>	<b>50 MARKS</b>
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**Objectives:**

To familiarize the participants with the concept and overview of entrepreneurship with a view to enhance entrepreneurial talent.

To explore new vistas of entrepreneurship in 21st century environment to generate innovative business ideas.

**Outcome:** Upon completion of the course the student shall be able to

- i. Understand the basics of entrepreneurial skills and
- ii. Gain competencies to creative new ventures.
- iii. Explore new vistas of entrepreneurship in 21st century environment to generate innovative business ideas.

UNIT – I

**Entrepreneurship Essentials:** Introduction, Definition, Evolution and Growth of Entrepreneurship in India, Role of Entrepreneurship in Economic Development. **Theories and Models of Entrepreneurship:** Framework of Entrepreneurship Theories, Models of Entrepreneurship, Emerging Models of Corporate Entrepreneurship

UNIT – II

**Management Concepts and Organisational Behaviour:** Essentials of Management, Managerial Planning, Decision Making. **Behaviour in Organisations:** Introduction, Personality: Determinants and Theories, Perception, Learning, Attitude.

UNIT – III

**Development of Entrepreneurial Skills:** Entrepreneurial Motivation and Need for Achievement, Goal Setting, Creativity and Problem Solving. **Business Opportunity Identification:** Introduction, Environmental Scanning and Analysis, Challenges of New Venture Strategies, Sources of Finance and Problems. **Market Assessment:** Tools and Techniques, Methods of Market Survey and Sources of Market Information, **Business Incubation Centres, Start-up Policy** Framework and Incentives.

<b>Non-Credit Course (C)</b>	<b>Personality Development</b>	<b>0 CH</b>	<b>50 MARKS</b>
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**Objectives:**

To familiarize the participants with the concept and overview of personal management, grooming, health, and nutrition along with soft skills.

To make the participant aware of the evaluating factors of personality that are extraversion, agreeableness, neuroticism, openness to experience, and conscientiousness.

**Outcome:** Upon completion of the course the student shall be able to

- i. Improve and learn to understand personality traits.
- ii. Enhance their personality and soft skills.
- iii. Self assess their selves to improvise all five key growth domains of good personality (education, spiritual, physical, emotional, social).

UNIT – I

**The concept of personality** - Dimensions of personality – Theories of Freud & Erickson- Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure. SWOT analysis. **Attitude & Motivation:** Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude - Differences between personalities having positive and negative attitude. Concept of motivation - Significance – Internal and external motives - Importance of self- motivation- Factors leading to de-motivation

UNIT – II

**Self-esteem** - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self esteem. **Interpersonal Relationships** – Defining the difference between aggressive, submissive and assertive behaviours.

UNIT – III

**Body language** - Problem-solving - Conflict and Stress Management - Decision-making skills - Leadership and qualities of a successful leader – Character building -Team-work – Time management - Work ethics –Good manners and etiquette. **Resume building-** The art of participating in Group Discussion – Facing the Personal (HR & Technical) Interview -Frequently Asked Questions - Psychometric Analysis - Mock Interview Sessions.