



**SCHOOL OF MANAGEMENT SCIENCES
LUCKNOW**

**EMPLOYABILITY
ENHANCEMENT PROGRAMME (EEP)
2020-21**

**Course Structure
Of
MBA**

CONTENTS

Sl. No.	Topic	Page No.
1.	Monitoring System	1
2.	Guidelines for Aptitude classes.	2
3.	Summary Sheet of classes.	2
4.	Course content.	3
5.	Semester-wise course structure.	6
6.	Semester-wise Assessment pattern.	10
7.	Detailed test pattern of aptitude.	11
8.	Guidelines for Industrial visits.	13
9.	Calendar of Events. (Allied activities of EEP)	14

MONITORING SYSTEM

1. Separate attendance registers to be maintained for EEP classes.
2. Unit-wise tests to be conducted regularly.
3. Lesson-plan to be prepared for each semester.
4. **ACADEMIC CONTROL SHEET** of EEP to be maintained. Daily class-wise topics covered to be recorded by each concerned faculty.
5. **EEP MEETINGS**: Review and planning to be done every week on Saturdays (preferably).
6. **STUDENT FEEDBACK**: Semester-wise feedback from students to be sought to ensure relevance and continued interest of both faculty and students.
7. **MONTHLY PLANNING**: Last week of each month to be invested in planning the activities of next month. Activities might include guest lectures, workshops, events, outdoor activities, industrial visits etc.
8. **ASSESSMENT: B.Tech**: 40 Marks out of G.P (General Proficiency) Marks to be utilized for EEP assessment.

MBA: 80 marks of Teacher's Assessment (TA) per semester to be utilized for EEP assessment.
PGDM: 150 marks for EEP assessment.
9. Weekly monitoring of students' attendance to be done by CGM Sir.

GUIDELINES FOR APTITUDE CLASSES:

OBJECTIVE :

The objective of the Aptitude classes being conducted under the Employability Enhancement Programme (EEP) is to equip our students with necessary inputs for overall **placement readiness**.

1. Separate attendance registers to be maintained for these classes.
2. Unit-wise tests to be conducted regularly.
3. Lesson-plan to be prepared for each semester.
4. Proper record to be maintained of the contents covered in these classes.
5. Regular meetings every fortnight to be conducted to review the progress of these sessions.

SUMMARY SHEET OF EEP CLASSES

S.No	Course	Sem. I	Sem. II	Sem. III	Total
01	Aptitude	50	25	38	113
02	English/Soft skills	25	50	37	112
	Total	75	75	75	225

COURSE CONTENT

Total : 225 Classes

Aptitude: 113 Classes

English/Soft skills: 112 Classes

A. Aptitude

(Total: 113 Classes)

COURSE OBJECTIVE: The course aims at improving the numerical ability and analytical reasoning of students in alignment with the corporate requirements during recruitment and selection process.

COURSE COMPOSITION:

1. Concept and Problems Based on: (10 Classes)

Number System, HCF and LCM, Simplification, Square and Cube Roots, Average, Ratio and Proportion, Coding and Decoding, Blood Relations, Ranking and Sitting Arrangement.

2. Concept and Problems Based on: (20 Classes)

Percentage, Profit and Loss, Discount, Simple and Compound Interest, Diagram Interpretation, Alphabets and Number Series, Patterns (symbols and images),

Age Calculation, Time and Work, Pipes and Cisterns, Boat and Streams, Time and Speed (including problems on Trains), Distance, Mixtures, Input-Output.

3. Concept and Problems Based on: (20 Classes)

Work and Wages, Permutation and Combination, Probability, Progressions and Sequences, Set Theory, Venn Diagram, Calendar and Clock, Data Interpretation, Mensuration, Data Sufficiency

4. Practice on Numerical, analytical Ability & Data interpretation (63 Classes)

Recommended Texts:

1. **Dinesh Khattar** : Pearson Guide to Quantitative Aptitude (Pearson)
2. **KiranPrakashan** : Quickest Mathematics (KiranPrakashan)
3. **Tyra and Kundan** : Quicker Maths(BSC Publications)
4. **Tyra and Kundan** : Data Interpretation, Data Sufficiency &Series (BSC Publishing)
5. **R S Aggarwal** : A Modern Approach to Verbal and Non-Verbal Reasoning (S.Chand)
6. **Rajesh Verma**: Fasttrack Objective arithmetic (Arihant) Rajesh Verma
7. **Pt. Ramnandan Shashtri** : Vedic Mathematic MADE EASY (Arihant)
8. **BS Sijwali** : A new approach to reasoning verbal & non verbal (Arihant Publications)

B. English/Soft Skills**(Total: 112 Classes)****COURSE OBJECTIVE:**

The course aims at improving the English speaking and communication abilities of students in alignment with the corporate requirements during recruitment and selection process.

1. COURSE COMPOSITION:**1. Sentence Formation: (15 Classes)**

Parts of Speech: Noun, Pronoun, Adjectives, Verbs, Adverbs, Preposition, Conjunction, Interjection; Subject-Verb Agreement; Infinitives, Articles, Active and Passive Voice.

2. Vocabulary Building: (05 Classes)

Synonyms, Antonyms, Suffix, Prefix, commonly used words in business practice.

3. Effective Presentation Practice (05 Classes)

Guidelines on Content of Presentation, Body Language, effective communication.

4. Practice on English Vocabulary and Sentence Formation: (04 Classes)

Parts of Speech: Noun, Pronoun, Adjectives, Verbs, Adverbs, Preposition, Conjunction, Interjection; Subject-Verb Agreement; Infinitives, Articles, Tenses, Active and Passive Voice, Synonyms, Antonyms, Suffix, Prefix, commonly used words in business practice.

5. Group Discussions: (23 Classes)

Basic guidelines for effective GDs; GD topic: Economic, Interdisciplinary (Finance/ HR/ Marketing), Political, Business, Philosophical, Abstract, Practice sessions for Group Discussions focusing on behavioral skills like assertiveness; analytical thinking; Interpersonal effectiveness; Leadership etc. Videos of GD, Observational feedback by recording actual GDs of students.

6. Interviews: (22 Classes)

Body Language; Dressing etiquettes; Mannerisms; Preparing common interview questions; specifics; Mock interviews, Videos of Interviews, Observational feedback by recording actual Interviews of students.

7. Resume Building & Updation: (05 Classes)**9. Spoken English Practice: (33 Classes)**

Etiquettes, Role-plays of day-to-day scenarios, Public speaking, Extempore, Newspaper reading, Story telling, Picture Comprehension etc.

Interdisciplinary Discussions on current Macroeconomic issues, changing business scenario, HR issues, current affairs etc.

Certain important Macroeconomic issues: Current changes in Policy of RBI and Union Fiscal Policy along with the situation of Balance of Payment and Market movement will be discussed in the domain of CRR, SLR, Bank Rate, Repo Rate, Reverse Repo Rate, Base Rate, SENSEX, NSE Fiscal Deficit, Primary Deficit, Revenue Deficit, Direct and Indirect Tax, Goods and Services Tax, Custom Duty, Excise Duty, Balance of Payment Deficit and its likely impact on Consumers and different industries and responses which are likely to be delivered from the market.

Recommended Texts:

1. **Wren and Martin** : English Grammar (S Chand Publishing)
2. **Norman Lewis** : Word Power made Easy (W R Goyal Publishers)
3. **Bovee, Thill, Schatzman** : Business Communication Today (Pearson)
4. **Dr. Madhu Rani & S Verma** : Technical Communication (Acme Learning)
5. **Ken Taylor** : Business English (Orient Blackswan)

SEMESTER-WISE COURSE STRUCTURE

(TOTAL TIME: 225 Classes)

SEMESTER : I

TOTAL CLASSES : 75 Classes

[6 Classes/ week]

[Aptitude: 50 Classes + English/Soft skills: 25 Classes]

Aptitude [50 Classes]

COURSE OBJECTIVE: The course aims at improving the numerical ability and analytical reasoning of students in alignment with the corporate requirements during recruitment and selection process.

COURSE COMPOSITION:

1. Concept and Problems Based on: (10 Classes)

Number System, HCF and LCM, Simplification, Square and Cube Roots, Average, Ratio and Proportion, Coding and Decoding, Blood Relations, Ranking and Sitting Arrangement.

2. Concept and Problems Based on: (10 Classes)

Percentage, Profit and Loss, Discount, Simple and Compound Interest, Diagram Interpretation, Alphabets and Number Series, Patterns (symbols and images), Age Calculation.

3. Concept and Problems Based on: (10 Classes)

Time and Work, Pipes and Cisterns, Boat and Streams, Time and Speed (including problems on Trains), Distance, Mixtures, Input-Output.

4. Concept and Problems Based on: (10 Classes)

1. Work and Wages, Permutation and Combination, Probability, Progressions and Sequences, Set Theory, Venn Diagram, Calendar and Clock.

2. Data Interpretation, Mensuration, Data Sufficiency (10 Classes)

English/ Soft Skills [25 Classes]

COURSE OBJECTIVE:

The course aims at improving the English speaking and communication abilities of students in alignment with the corporate requirements during recruitment and selection process.

COURSE COMPOSITION:**1. Sentence Formation: (15 Classes)**

Parts of Speech: Noun, Pronoun, Adjectives, Verbs, Adverbs, Preposition, Conjunction, Interjection; Subject-Verb Agreement; Infinitives, Articles, Tenses, Active and Passive Voice.

2. Vocabulary Building: (05 Classes)

Synonyms, Antonyms, Suffix, Prefix, commonly used words in business practice.

3. Effective Presentation Practice (05 Classes)

Guidelines on Content of Presentation, Body Language, effective communication.

SEMESTER : II

TOTAL CLASSES : 75 Classes

[6 Classes/ week]

[Aptitude: 25 Classes + English/Soft skills: 50 Classes]

Aptitude [25 Classes]**COURSE COMPOSITION:****1. Practice on Numerical and Analytical Ability: (20 Classes)**

Number System, HCF and LCM, Simplification, Square and Cube Roots, Percentage, Average, Ratio and Proportion, Profit and Loss, Discount, Time and Work, Pipes and Cisterns, Boat and Streams, Time and Speed (including problems on Trains), Distance, Work and Wages, Mixtures, Age Calculation, Simple and Compound Interest, Permutation and Combination, Progressions and Sequences, Set Theory, Venn Diagram.

2. Practice on Numerical, Analytical and Data Interpretation: (05 Classes)

Coding and Decoding, Blood Relations, Ranking and Sitting Arrangement, Diagram Interpretation, Alphabets and Number Series.

English/ Soft Skills [50 Classes]**COURSE COMPOSITION:****1. Practice on English Vocabulary and Sentence Formation: (04 Classes)**

Parts of Speech: Noun, Pronoun, Adjectives, Verbs, Adverbs, Preposition, Conjunction, Interjection; Subject-Verb Agreement; Infinitives, Articles, Tenses, Active and Passive Voice, Synonyms, Antonyms, Suffix, Prefix, commonly used words in business practice.

2. Group Discussions: (13 Classes)

Basic guidelines for effective GDs; GD topics: Economic, Interdisciplinary (Finance/ HR/ Marketing), Political, Business, Philosophical, Abstract, Videos of GD, Observational feedback by recording actual GDs of students.

3. Interviews: (12 Classes)

Body Language; Dressing etiquettes; Mannerisms; Preparing common interview questions; specifics; Mock interviews, Videos of Interviews, Observational feedback by recording actual Interviews of students.

4. Resume Building & Updation (05 Classes)

6. Spoken English Practice: (16 Classes)

Etiquettes, Role-plays of day-to-day scenarios, Public speaking, Extempore, Newspaper reading, videos of good speeches, various communication exercises like Story telling, Picture Comprehension etc.

SEMESTER : III

TOTAL CLASSES : 75 Classes

[6 Classes/ week]

[Aptitude: 38 Classes + English/Soft skills: 37 Classes]

Aptitude [38 Classes]

COURSE OBJECTIVE:

This course aims at improving the numerical ability, analytical reasoning, English vocabulary, and sentence formation in English language. This course also aims at improving the group discussion and personal interview skills of the students to enhance their employability.

COURSE COMPOSITION:

1. Practice on Numerical and Analytical Ability: (10 Classes)

Number System, HCF and LCM, Simplification, Square and Cube Roots, Percentage, Average, Ratio and Proportion, Profit and Loss, Discount, Time and Work, Pipes and

Cisterns, Boat and Streams, Time and Speed (including problems on Trains), Distance, Work and Wages, Mixtures, Age Calculation, Simple and Compound Interest, Permutation and Combination, Progressions and Sequences, Set Theory, Venn Diagram.

2. Practice on Numerical, Analytical and Data Interpretation: (10 Classes)

Coding and Decoding, Blood Relations, Ranking and Sitting Arrangement, Diagram Interpretation, Alphabets and Number Series, Patterns (symbols and images), Calendar and Clock, Data Analysis, Data Sufficiency, and Data Interpretation.

3. Online & Offline Aptitude Tests and their review Classes. (18 Classes)

English/ Soft Skills [37 Classes]

1. Group Discussions & Team building exercises (10 Classes)

Practice sessions for Group Discussions focusing on behavioral skills like assertiveness; analytical thinking; Inter-personal effectiveness; Leadership etc. GD topics: Economic, Interdisciplinary (Finance/ HR/ Marketing), Political, Business, Philosophical, Abstract, Videos of GD, Observational feedback by recording actual GDs of students.

2. Interviews: (10 Classes)

Practice Sessions for Interview preparation. Body Language; Dressing etiquettes; Mannerisms; Preparing common interview questions; specifics; Mock interviews, Videos of Interviews, Observational feedback by recording actual Interviews of students.

3. Spoken English Practice: (17 Classes)

Etiquettes, Role-plays of day-to-day scenarios, Public speaking, Extempore, Newspaper reading, etc.

Interdisciplinary Discussions on current Macroeconomic issues, changing business scenario, HR issues, current affairs etc.

Certain important Macroeconomic issues: Current changes in Policy of RBI and Union Fiscal Policy along with the situation of Balance of Payment and Market movement will be discussed in the domain of CRR, SLR, Bank Rate, Repo Rate, Reverse Repo Rate, Base Rate, SENSEX, NSE Fiscal Deficit, Primary Deficit, Revenue Deficit, Direct and Indirect Tax, Goods and Services Tax, Custom Duty, Excise Duty, Balance of Payment Deficit and its likely impact on Consumers and different industries and responses which are likely to be delivered from the market.

SEMESTER-WISE ASSESSMENT PATTERN

Continuous Evaluation :

There would be a mechanism of continuous evaluation in EEP.

EEP EVALUATION: SEMESTER:I

Activities	MBA Marks	PGDM Marks
Aptitude Tests (5) : Unit Tests (4) & Comprehensive Test (1)	50	100
Grammar Test	10	20
Vocab Test	10	20
Communication & Etiquettes	10	10
	80*	150

EEP EVALUATION: SEMESTER:II

Activities	MBA Marks	PGDM Marks
Aptitude Tests (3) : Unit Tests (2) & Comprehensive Test (1)	30	60
Group Discussion (2)	20	40
Interview (2)	20	40
Communication & Etiquettes	10	10
	80*	150

EEP EVALUATION: SEMESTER:III

Activities	MBA Marks	PGDM Marks
Aptitude Tests (4) : Comprehensive Tests(4)	40	70
Group Discussion (2)	20	40
Interview (2)	20	40
	80*	150

***Marks secured by student out of 80 will be divided by 8 and resulting marks will be allocated in each of the 8 subjects sessionals under Teacher Assessment Heading.**

Detailed Test Pattern of Aptitude

Semester-I

S. NO.	Classes	Marks	TEST	COURSE
1.	10	10	1	Number System, HCF and LCM, Simplification, Square and Cube Roots, Average, Ratio and Proportion, Coding and Decoding, Blood Relations, Ranking and Sitting Arrangement
2.	10	10	2	Percentage, Profit and Loss, Discount, Simple and Compound Interest, Diagram Interpretation, Alphabets and Number Series, Patterns (symbols and images), Age Calculation.
3.	10	10	3	Time and Work, Pipes and Cisterns, Boat and Streams, Time and Speed (including problems on Trains), Distance, Mixtures, Input-Output,
4.	10	10	4	Work and Wages, Permutation and Combination, Probability, Progressions and Sequences, Set Theory, Venn Diagram, , Calendar and Clock
5.	9	10	5	Data Interpretation, Mensuration, Data Sufficiency,
6.	1	50	FINAL	ALL DOMAINS OF APTITUDE

Semester-II

Sl.no.	Classes	Marks	Test	Topic
1	1	10	1	Number System, HCF and LCM
2	1	10	2	Simplification, Square and Cube Roots
3	1	10	3	Average, Coding and Decoding,
4	2	10	4	Ratio and Proportion, Blood Relations,
5	1	10	5	Ranking and Sitting Arrangement, Percentage,
6	1	10	6	Simple and Compound Interest
7	1	10	7	Profit and Loss, Discount
8	1	10	8	Age Calculation,
9	1	10	9	Alphabets and Number Series, Patterns (symbols and images)
10	2	10	10	Diagram Interpretation, Time and Work, Pipes and Cisterns
11	2	10	11	Time and Speed (including problems on Trains), Distance
12	1	10	12	Boat and Streams,, Mixtures, Input-Output
13	2	10	13	Work and Wages,
14	1	10	14	Permutation and Combination, Probability,
15	1	10	15	Set Theory, Venn Diagram, , Calendar and Clock
16	2	10	16	Data Interpretation,
17	2	10	17	Mensuration, Data Sufficiency
18	2	30	FINAL	All Topics

Semester-III

Sl.no.	Classes	Marks	Test	Topic
1	5			Spill Over of Previous Semester if Any
2	10			Refresher-Quantitative Aptitude
3	5			Refresher-Reasoning Aptitude
4	2	10	1	All Topics + Discussion
5	2	10	2	All Topics + Discussion
6	2	10	3	All Topics+ Discussion
7	2	10	4	All Topics + Discussion
8	2	10	5	All Topics + Discussion
9	2	10	6	All Topics + Discussion
10	2	10	7	All Topics + Discussion
18	2	30	FINAL	All Topics

GUIDELINES FOR INDUSTRIAL VISITS

[ALL STUDENTS MUST CARRY A SMALL DIARY/ NOTEPAD AND PEN TO NOTE DOWN THEIR OBSERVATIONS.]

Points to be noted during the visit:

1. Names and Designations of employees you interact with during the entire visit.
2. Plant location and layout.
3. Students must focus on the practical aspects of the core managerial functions of their specialization.
4. Conduct and mannerisms of the employees: Elements of work culture.
5. Any other observations.
6. Detailed narration of the entire visit.
7. Try to find out the requirements to fit into the organization as a future employee.
8. Your learning from the visit.

➤ After the visit:

Each student has to prepare a detailed report and a PowerPoint presentation of the visit.

[Assessment would be done by a Panel consisting of Internal and External team members].

CALENDER OF EVENTS FOR THE ACADEMIC YEAR

The Schedule of Allied activities of EEP is as follows:

HOBBY CENTER:

B.Tech

2nd Year: One activity of each hobby club per semester

3rd Year: Two activities of each Hobby Club per semester

VIIth Semester: One to two activities of each hobby club per semester

MBA / PGDM

1st Year: Two activities of each hobby club per semester.

2nd Year: One activity of each hobby club per semester

Note: *Apart from the schedule listed above, all four Hobby clubs will participate in various other student-oriented events like Aagman, farewell, alumni meet etc.*

INDUSTRIAL VISITS:

B.TECH

2nd Year: One visit per branch.

3rd Year: One visit per branch per Semester

VIIth Semester: Two visits per branch.

MBA / PGDM

Industrial visit in the months of **September-November.**