

An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

5.1.3

5.1.3 Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. Awareness of trends in technology

Language & Communication Skills

Skills and knowledge are driving forces of economic growth and social development for any country. In parallel to maintaining an academic awareness of the field, adapting skills and attitudes is now inevitable to success, and will prove all the more critical in the years to come.

India is poised to standout as one of the skilled nations in coming years and it's time for Higher Education & Skill Training to exist in same of curriculum. To enable this, it is very important for the Industry and Academia to work together to generate focussed hands- on candidates with right blend of learning and employability traits.

Life skills allow students to apply the knowledge they acquire to real world problems and situations. The ability to think abstractly and approach problems from multiple angles to find practical solutions, and the skill to communicate clearly and effectively are just as important as technical knowledge in a particular field or academic subject. Having life skills is an essential part of being able to meet the challenges of everyday life.

Life skills provide important tools for development, such as independent thinking, how to socialize and make new friends, and how to take action in situations. Building life skills is essentially an exercise in helping develop sound judgment and good habits for long-term stability, wellness, and success.

It is important for higher education institutions to supplement the curriculum to make students better prepared to meet industry demands as well as develop their own interests and aptitudes. These courses are conducted to help students stand apart from the rest in the job market by adding further value to their resume.

Communication Skill course is a fine way to fill the gaps in the knowledge and add competitive edge to the job prospects. As systems, programs and practices change, making it critical for job-seekers to have a range of competencies, these courses can help to be a winner.

- **♦ Ability Enhancement Courses (AEC)** are very important part of the structure. The Ability Enhancement (AE) Courses are of two kinds (**Ref**: UGC Curriculum Framework):
 - 1) Ability Enhancement Compulsory Courses (AECC) and
 - 2) Skill Enhancement Courses (SEC)



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

***** Communication Skill

Communication skills are needed to speak appropriately with a wide variety of people whilst maintaining good eye contact, demonstrate a varied vocabulary and tailor your language to your audience, listen effectively, present your ideas appropriately, write clearly and concisely, and work well in a group. Many of these are essential skills that most employers seek. Having strong communication skills aids in all aspects of life – from professional life to personal life and everything that falls in between. From a business standpoint, all transactions result from communication. Good communication skills are essential to allow others and yourself to understand information more accurately and quickly.

Objective of Communication Skill

The purpose of the Communication Skill is to give the students firsthand experience of the content. Providing the finishing touches to the knowledge gained in the degree program. Teamwork, leadership, and communication are underpinned by these skills development. Since each is an essential element for organizational and personal success, developing these skills will benefit the students a lot.

Eligibility

Courses are open for all UG Programs. The eligibility for Communication Skill is as following.

Communication Skill: < 60 % marks in English in Semester 1, 2 & 3

Selection and Registration

An orientation program has been arranged for all Semester IV students. The presentation of coordinator helped the students to get highlights and insight of the course what they will learn. The list of all the students enrolled in CS or SS is sent to all HoDs to display on the departmental notice board.

Communication Skill courses are offered under Skill Enhancement Courses (SEC) – II in Part III in Curriculum of all UG Programmes in semesters IV to V.

Unique Features of Communication Skill

- Activity Based Content
- Student centric course
- Builds the confidence
- Removes stage fear



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

- Increases the involvement of the students
- Enhances Leadership quality
- Supports the creativity
- Motivates the young minds to be active in the class
- Identifies the hidden abilities of the receivers

***** Teaching Learning methods:

- Role Playing
- Story Telling
- Team building games
- Various Activities outside the classroom
- Ouiz
- Puzzles
- Drama Enactment
- Presentations

Achievement of Communication Skill

The course enabled the students to organize the entire event which set an example of the success of the course. The entire event was managed by students which made them more confident in themselves. This became possible because of the constant motivation and support rendered to them in the sessions. The talent, leadership, enthusiasm, zeal reached to its peak and the students demonstrated the completion successfully.





NAAC - Cycle-3

Criterion- V



COMMUNICATION SKILL: 2021-22								
Name of the Course	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year		
Communication Skill- I	16AUECS01	2021-22	1	24 hrs	71	71		
Communication Skill- II	16AUECS02	2021-22	1	24 hrs	71	71		

Program	Enrollment No	Student Name
B.Sc. Chemistry	20BCH047	Satasiya Prince Dineshbhai
B.Sc. Chemistry	20BCH053	Vasoya Harsh Rameshbhai
B.Sc. Chemistry	20BCH016	Gami Pratik Dharmendrabhai
B.Sc. Chemistry	20BCH010	Chauhan Dharmik Ketanbhai
B.Sc. Chemistry	20BCH052	Vanpariya Shubhkumar Mahendrakumar
B.Sc. Chemistry	20BCH034	Ladani Nilaykumar Jagdishbhai
B.Sc. Chemistry	20BCH037	Mayani Mihir Batukbhai
B.Sc. Chemistry	20BCH025	Kalavadiya Smit Bhagvanjibhai
B.Sc. Chemistry	20BCH011	Dangar Shruti Mandanbhai
B.Sc. Chemistry	20BCH023	Kadachha Ranjit Lakhabhai
B.Sc. Chemistry	20BCH019	Godvani Tejas Dharsibhai
B.Sc. Chemistry	20BCH026	Kanani Parthkumar Kantilal
B.Sc. Chemistry	20BCH024	Kalariya Avadh Jentilal
B.Sc. Chemistry	20BCH027	Kanani Sapna Dineshbhai
B.Sc. Chemistry	20BCH051	Vaghasiya Parthkumar Jagdishbhai



NAAC - Cycle-3

Criterion- V

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B.Sc. Chemistry	20BCH008	Bhoraniya Darshankumar Bhaveshbhai
B.Sc. Chemistry	19BCH023	Koriya Tushar Kumar Jagdishbhai
B.Sc. Chemistry	19BCH031	Mundhva Mahesh Valabhai
B.Sc. Chemistry	19BCH056	Vyas Prince Kiritbhai
B.SC. Microbiology	20BMB038	Odedra Rajashibhai Bhanabhai
B.SC. Microbiology	20BMB012	Chavda Neha Ravikumar
B.SC. Microbiology	20BMB044	Ranpariya Harshit Rashikbhai
B.SC. Microbiology	20BMB023	Gorvadiya Rajvi Maheshbhai
B.SC. Microbiology	20BMB046	Saravadiya Priya Viththal Bhai
B.SC. Microbiology	20BMB041	Patel Poojaben Ghanshyambhai
B.SC. Microbiology	20BMB016	Dholariya Sandhya Kalubhai
B.SC. Microbiology	20BMB031	Kateshiya Harnisha Anilbhai
B.SC. Microbiology	20BMB042	Purohit Krina Kishorbhai
B.Sc. Mathematics	20BMT017	Goswami Smit Sunilbhai
B.Sc. Mathematics	20BMT013	Dholakiya Darshit Sureshbhai
B.Sc. Mathematics	20BMT035	Maru Vivek Prabhat Bhai
B.Sc. Mathematics	20BMT007	Chauhan Bhavik Dhirubhai
B.Sc. Mathematics	20BMT060	Zala Jenishkumar Kanjibhai
B.Sc. Mathematics	20BMT040	Parmar Khushbu Prakashbhai
B.Sc. Mathematics	20BMT041	Patel Palak Harshadbhai
B.Sc. Mathematics	20BMT056	Vaghasiya Jay Atulbhai
B.Sc. Mathematics	20BMT057	Vasani Vishalbhai Mansukhbhai
B.Sc. Mathematics	20BMT059	Zala Hiralba Ghanshyamsinh
B.Sc. Mathematics	20BMT014	Dodiya Hemangiben Pravinbhai
B.Sc. Mathematics	20BMT047	Sabaliya Tushar Rameshbhai
B.Sc. Mathematics	20BMT025	Kanani Ravi Harilal
B.Sc. Mathematics	20BMT053	Taviya Shailesh Sureshbhai
B.Sc. Mathematics	20BMT039	Parmar Drashti Bhaveshbhai
B.Sc. Mathematics	20BMT052	Abhishek Kumar Singh
B.Sc. Mathematics	20BMT019	Jadeja Divyarajsinh Sahdevsinh
B.Sc. Mathematics	20BMT010	Dave Tirth Hareshbhai
B.Sc. Mathematics	20BMT002	Bhil Ashish Rameshbhai
B.Sc. Mathematics	20BMT006	Chaudhari Jabirhusen Abdulbhai
B.Sc. Mathematics	20BMT018	Gujarati Paras Dilipbhai
B.Sc. Mathematics	19BMT010	Bhimani Mayur Prabhulal
B.Sc. Mathematics	19BMT058	Viramgama Jayesh Kantilal
B.Sc. Mathematics	19BMT037	Kothiya Satyam Jagdishbhai
B.Sc. Mathematics	19BMT057	Vala Pooja Gautamsinh
B.Sc. Biochemistry	20BBC035	Shingala Smitkumar Bhikhubhai
B.Sc. Biochemistry	20BBC020	Nandasana Dhruvita Bharatbhai
B.Sc. Biochemistry	20BBC002	Badiyani Khushi Pareshbhai
B.Sc. Biochemistry	20BBC034	Sarvaiya Dhruvi Jayantibhai
B.Sc. Biochemistry	20BBC036	Solanki Gautam Bharatbhai
B.Sc. Biochemistry	20BBC011	Kaila Sachinkumar Dharmendrabhai
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NAAC - Cycle-3

Criterion- V

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NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Course Name- FS- III- Career Acceleration Program	Credits
Component name: Communication Skills	Audit Course

Course Description: Career Acceleration Program play a major role in the Student's rapid growth and skill enhancement. This program focuses on different core components such as Communication skills, Soft skills, Aptitude and Logical reasoning. These components carries various 21st century skills like Creativity, Critical thinking, Collaborative learning, Digital & Technological literacy along with Information literacy. To develop these skills in student's life from the early stage of under graduate term, this whole course is designed and being developed thoroughly as per the market demand in coming years.

Course Purpose:

- This course component serves the purpose of achieving Job Placement, Entrepreneurship, Research work, Study in abroad and in Competitive exam sector.
- To make communication better and effective through series of activities
- To achieve career relevant and life skills through practical activity based learning.

Course Outcomes: Upon completion of this course, the learner will be able to				
CO No.	CO No. CO Statement			
		(K ₁ to K ₆)		
CO ₁	Remember the message coming through different communication channels	K ₁		
CO ₂	Understand the message coming through different communication channels to think critically, logically and creatively	K ₂		
CO ₃	Apply the knowledge, skills and judgment around human communication that facilitate their ability to work collaboratively with others	K ₃		
CO ₄	Develop personality & right attitude through communication skills.	K ₃		



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

Course Content	Hours
Unit-I: Clarity of thoughts with Thinking process	
Activity 1 : Ice Breaking Activity	
• Activity 2 : Picture Description & Puzzle Solving	
Unit-II: Listening Skills	04 hrs
Activity 3 : Cultural/Mythological Audio clip Listening & Presentation	
• Activity 4: Motivational Video clips Listening & Presentation (Josh talks, Ted talk)	
Unit- III: Reading Skills	04 hrs
Activity 5 : Reading Aloud Practice :News Article Reading	
• Activity 6 : Reading Aloud Practice :Blog Reading	
Unit- IV: Speaking Skills	08 hrs
Activity 7 : Show & Tell Activity -Presentation	
Activity 8 : Facts vs Opinion- Presentation	
Activity 9 : Movie Review	
Activity 12 : Group Discussion	
Unit- V: Writing Skills	04 hrs
Activity 10 : Myself- Introduction	
Activity 11 : Application & Blog Writing	

Reference Books:

- 01. Doyle, Alison. "Communication Skills", Panguin, New Delhi, 2021.
- 02. Vyas A. Manish, Yogesh L. Patel. "Tasks for the English Classroom", MacMillan, New Delhi, 2012.
- 03. Achar Deeptha, Charul Jian and et al, "English for Academic Purposes", Book-1&2 University Granthnirman Board, Gujarat, 2011.

- Power point presentation
- Seminar & Webinar
- Videos
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- Chalk & Duster
- Diagrams & Posters



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Methods of Assessment & Tools:

Sr. No.	Component	Content	Duration (if any)	Marks	Sub Total
A	Assignment 1	1 & 2 units	-	20	60
	Assignment 2	All 5 units	-	40	
В	Attendance (Min 75%)			20	40
C	Participation in Class activities			20	
				Grand Total	100
Assignment		 Activity sheets/files Abstract and executive summary Case study writing Concept mapping 			
Class activity		ActivOne-	ction paper vity summary sheet minute paper ation based questions	/quiz	



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Course Name- FS- III- Career Acceleration Program	Credits
Component name: Traditional Soft Skills	Audit Course

Course Description: Career Acceleration Program plays a major role in the Student's rapid growth and skill enhancement. This program focuses on different core components such as Communication skills, Soft skills, Aptitude and Logical reasoning. These components carries various 21st century skills like Creativity, Critical thinking, Collaborative learning, Digital & Technological literacy along with Information literacy. To develop these skills in student's life from the early stage of under graduate term, this whole course is designed and being developed thoroughly as per the market demand in coming years.

Course Purpose:

- This course component serves the purpose of achieving better dealings in social and corporate network through soft skills.
- To make communication better and effective through series of activities.
- Students can think out of the box and work accordingly by analyzing case studies and doing activities.

Course Outcomes: Upon completion of this course, the learner will be able to				
CO No.	CO Statement	Blooms taxonomy Level (K ₁ to K ₆)		
CO ₁	Recognize the message coming through different channels	K ₁		
CO ₂	Understand the given situation to think critically, logically and creatively and deal accordingly based on that.	K ₂		
CO ₃	Apply the knowledge, skills and judgment around human communication that facilitate their ability to work collaboratively with others	K ₃		
CO ₄	Reframe personality & right attitude through traditional Soft skills.	K ₄		



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NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Course Content	Hours
Unit-I: Personal skills	
 Activity 1: Introduction about Self (Professional), Communication refinement activity, Quote making Activity 2: Personal Ethics, Discipline & Corporate/Industrial dealings case study and situational activity Activity 3: Corporate/Industrial Etiquettes 	
Unit-II: Work place skills	06 hrs
 Activity 4 : Critical thinking & Problem solving activity Activity 5 : Work life balance through values & ethics 	
Unit- III: Professional skills	06 hrs
 Activity 6 : Conflict Resolution and Networking Activity 7 : Peer Review Tactics - Harmony Buildup 	
Unit- IV: Leadership Skills	06 hrs
 Activity 8: Team building, team work activity Activity 9: Planning & Execution on given topic Activity 10: Negotiation skills -Case study & Situational Activity 	
Unit- V: Interview techniques	04 hrs
 Activity 11 : Case Study of Group Discussion & Practice Activity 12 : Mock Formal Interview 	

Reference Books:

- 04. Joshi, Manmohan. "Soft Skills", Bookboon Publications, 2018.
- 05. Jegadeesan, G., and R. Santana Krishnan. "Soft Skills Development: Training and Evaluation." Icfai University Press, 2008.
- 06. Peters-Kühlinger Gabriele, and Friedel John. "Soft Skills" Haufe, 2017.

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An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

Methods of Assessment & Tools:

Sr. No.	Component	Content	Duration (if any)	Marks	Sub Total
A	Assignment 1	1 & 2 Units	-	20	60
	Assignment 2	All 5 units	-	40	
В	Attendance (Min 75%)			20	40
С	Participation in Class activities			20	
				Grand Total	100
Assignment		 Activity sheets/files Abstract and executive summary Case study writing Concept mapping 			
Class activity		ReacActivOne-	etion paper vity summary sheet minute paper ation based questions	/quiz	



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Course Name- FS- III- Career Acceleration Program	Credits
Component name: Revolutionary Skills for Triumph	Audit Course

Course Description: Career Acceleration Program plays a major role in the Student's rapid growth and skill enhancement. This program focuses on different core components such as Communication skills, Soft skills, Aptitude and Logical reasoning. These components carries various 21st century skills like Creativity, Critical thinking, Collaborative learning, Digital & Technological literacy along with Information literacy. To develop these skills in student's life from the early stage of under graduate term, this whole course is designed and being developed thoroughly as per the market demand in coming years.

Course Purpose:

- This course component serves the purpose of achieving better dealings in social and corporate network through 21st century skills.
- To understand the importance of collaboration through different channels.
- Students can go out of the box, think critically and work accordingly by analyzing case studies.
- Students can be able to understand the importance Flexibility, Adaptability, Leadership with responsibility and Initiative with self direction.

Course Outcomes: Upon completion of this course, the learner will be able to		
CO No.	CO Statement	Blooms taxonomy Level (K1 to K6)
CO ₁	Understand the need of 21st century skills, Understand and Analyze the skills through Learning: Critical Thinking, Creativity & Innovation	K ₂
CO ₂	Understand the leading skills through edge of : Communication, Collaboration and Networking	K ₂
CO ₃	Understand the skills through digital literacy : Information, Media and Technology Literacy	K ₂
CO ₄	Recall, Understand and Analyze Life Skills :Flexibility and Adaptability, Leadership and Responsibility	K ₁ , K ₂ ,K ₄
CO ₅	Recall, Understand and Analyze Life Skills :Productivity and Accountability, Social and Cross-Cultural Interaction	K ₁ , K ₂ ,K ₄



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Course Content	Hours
Unit-I: Critical Thinking, Creation and Innovation	08 hrs
Topics: Importance of Interpersonal skills for industry/workplace, Ownership, belongingness, Critical thinking, problem solving, negotiation skills & decision making. Activities: Activities:	
Samjheactivity(Cross-Questioning) • Activity 2 : S.C.A.M.P.E.R.& Brainstorming • Activity 3 :Dumb charades, Logo Identification	
Unit-II: Communication, Collaboration and Networking	06 hrs
Topics: Creative self-introduction and attributes, Marketing oneself, finding the lead, Skill channelizing through networking, healthy relationship establishment, win win situations Activities: Activity 4: Integrate 3-4 departments for common purpose and collect the inputs, Outcomes Activity 5: Hands-on projects: How to sell the product to client?	oo ms
Unit- III: Information, Media and Technology Literacy	08hrs
 Topics: Social media worth, Social media presentation, online interviews, knowledge gain through different online platforms, Search information and ethical use of information. Activities: Activity 6: Designing a Blog, Website Activity 7: Bring unified technical items (Physical/virtual) and indentify Activity 8: Hands-on Project: Youtube video making on informative topic (Peer learning) 	
Unit- IV: Flexibility ,Adaptability and Responsibility	04hrs
Topics: Being agile, Importance of being flexible, Being Assertive, Passive, Aggressive vs Assertive, Responsibility through multiple roles or positions Activities: Activity 9: Shuffle & Surprise-Surprise Activity 10: Flipped Classroom	
Unit- V: Productivity and Accountability, Social and Cross-Cultural Interaction	04 hrs
<u>Topics:</u> Mock interviews for different types of companies,Preparation of documents for interview	
Activities :	



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

•	Activity 11: Student Accountability Project: Quiz competition	1
•	Activity 12: Mock online/offline interview (HR & Technical level)	1

Reference Books:

- 07. 21st Century Skills, A Hand book by CBSE board, Government of India
- 08. 21st Century Skills Learning for Life in Our Times ,Paperback, Wiley and John sons, Inc.
- 09. 21 Lessons for the 21st Century, Paperback, Yuval Noah Harari

- Power point presentation
- Caller Mic with Speakers & Computer laboratory
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An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Course Name- FS- III- Career Acceleration Program	Credits
Component name: Quantitative Aptitude Training	Audit Course

Course Description: Career Acceleration Program plays a major role in the Student's rapid growth and skill enhancement. This program focuses on different core components such as Communication skills, Soft skills, Aptitude and Logical reasoning. These components carries various 21st century skills like Creativity, Critical thinking, Collaborative learning, Digital & Technological literacy along with Information literacy. To develop these skills in student's life from the early stage of under graduate term, this whole course is designed and being developed thoroughly as per the market demand in coming years.

Course Purpose:

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.

Course Outcomes: Upon completion of this course, the learner will be able to		
CO No.	CO Statement	Blooms taxonomy Level (K ₁ to K ₆)
CO ₁	Understand the basic concepts of quantitative ability	K ₂
CO ₂	Apply the knowledge, information parameters and mathematical skills to develop time saving solutions	K ₃
CO ₃	Reframe terms for various competitive exams like CAT, CMAT, GATE, GRE, GATE, UPSC, GPSC etc.	K ₄

		S
		08 hrs
Number Systems		
 LCM and HCF 		
 Simplification 		
 Average 		



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

Problems on Ages	
Unit-II: Counting Ability-Vedic Mathematics	06 hrs
Decimal Fractions	
 Square Roots and Cube Roots 	
Surds & Indices	
 Percentages 	
Problems on Numbers	
Unit- III: Arithmetical Ability	06 hrs
Ratio and Proportion	
 Profits and Loss 	
• Interests : Simple & Compound	
Unit- IV: Quantitative Ability (Functional Engineering Mathematics)	06 hrs
Speed, Time and Distance	
 Permutation and Combinations 	
Area and Volume	
Mixtures and Allegation	
Unit- V: Quantitative Ability (Applied Engineering Mathematics)	04 hrs
Pipes and Cistern	
Boats & Trains	
• Probability	

Reference Books:

- 01. A Modern Approach To Verbal & Non Verbal Reasoning By R S Agarwal
- 02. Analytical and Logical reasoning By Sijwali B S
- 03. Quantitative aptitude for Competitive examination By R S Agarwal
- 04. Analytical and Logical reasoning for CAT and other management entrance test By Sijwali B S
- 05. Quantitative Aptitude by Competitive Examinations by Abhijit Guha 4th edition

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- Pictures & Models
- Diagrams



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NAAC - Cycle-3

Criterion- V

Metric - 5.1.3

Methods of Assessment & Tools:

Sr. No.	Component	Content	Duration (if any)	Marks	Sub Total
A	Assignment 1	1 & 2 Units	-	10	30
	Assignment 2	All 5 units	-	20	
В	Attendance (Min 75%)			20	70
C	Final Exam			50	
				Grand Total	100



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3 Criterion- V

Metric - 5.1.3

Course Name- FS- III- Career Acceleration Program	Credits
Component name: Logical Reasoning Training	Audit Course

Course Description: Career Acceleration Program plays a major role in the Student's rapid growth and skill enhancement. This program focuses on different core components such as Communication skills, Soft skills, Aptitude and Logical reasoning. These components carries various 21st century skills like Creativity, Critical thinking, Collaborative learning, Digital & Technological literacy along with Information literacy. To develop these skills in student's life from the early stage of under graduate term, this whole course is designed and being developed thoroughly as per the market demand in coming years.

Course Purpose:

Upon completion of the course students will be able to:

- 2. Understand the concepts of verbal and non verbal reasoning logics and mathematical logics 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.

Course Outcomes: Upon completion of this course, the learner will be able to			
CO No.	CO Statement	Blooms taxonomy Level (K ₁ to K ₆)	
CO ₁	Understand the basic concepts of quantitative ability	K_2	
CO ₂	Apply the knowledge, information parameters and mathematical skills to develop time saving solutions	K ₃	
CO ₃	Reframe terms for various competitive exams like CAT, CMAT, GATE, GRE, GATE, UPSC, GPSC etc.	K ₄	

Course Content	
Unit-I : Non Verbal Reasoning	
Figure Counting & Image Formation	
Causes & Effects	
Statements & Assumptions	



An Autonomous college affiliated to Saurashtra University, Rajkot

NAAC - Cycle-3

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Unit-II: Verbal Reasoning	
Coding Decoding	
Blood Relations	
Clock Systems	
• Calendar	
Unit- III: Analytical Reasoning	
Direction Systems	
Seating Arrangements	
Unit- IV: Arithmetical Reasoning	
Series Solutions	
Venn Diagram	
Cube and Dice	
Syllogisms	
Unit- V: Geometry and Analogy	04 hrs
Area and Menstruation	
Diagrams Analogy	

Reference Books:

- 06. A Modern Approach To Verbal & Non Verbal Reasoning By R S Agarwal
- 07. Analytical and Logical reasoning By Sijwali B S
- 08. Quantitative aptitude for Competitive examination By R S Agarwal
- 09. Analytical and Logical reasoning for CAT and other management entrance test By Sijwali B S
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	Assignment 2	All 5 units	-	20	
В	Attendance (Min 75%)			20	70
С	Final Exam			50	
	•			Grand Total	100