

Commissionerate of Collegiate Education
| J K C Monitoring Cell
Curriculum |

Restructuring the Curriculum of JKC as per the present day needs and Trends

Curriculum frame-250 Hrs

SNO	SKILL	No. of Hours allotted	Trainer
1	<i>Communication Skills</i>	60 Hrs	GEM (Guest English Mentor)
2	<i>Soft Skills</i>	30 Hrs	GEM / FTM
3	<i>Ethical Values</i>	10 Hrs	GEM / FTM
4	<i>Analytical Skills</i>	60 Hrs	FTM (Full Time Mentor)
5	<i>Technical Skills</i>	60 Hrs	FTM (Full Time Mentor)
6	<i>General Awareness</i>	30 Hrs	FTM (Full Time Mentor)
	Total	250 Hrs training Package	

COMMUNICATION SKILL-60 Hrs

SECTION-1

A. GRAMMAR

15 HRS

SELF-INTRODUCTION
TENSES
CONCORD

SECTION-1

B. READING & WRITING

PASSAGES FOR COMPREHENSION

SECTION-2

A. GRAMMAR

15 HRS

PREPOSITIONS
ADJECTIVES & ARTICLES
AUXILIARY VERBS
CONDITIONALS

SECTION-2

B. VOCABULARY & COMPREHENSION

SYNONYMS
ANTONYMS

SECTION-3

A. GRAMMAR

15 HRS

VOICE
SPEECH
DEGREES
LINKERS

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SECTION-3

B. WRITING SKILLS

NOTE – MAKING
PRECIS WRITING
PARAGRAPH WRITING
ESSAY WRITING

SECTION-4

A. PRONUNCIATION & COMMUNICATION SKILLS

15 HRS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

SECTION-4

B. NEUTRALISATION OF ACCENT

ACCENT WITH MINIMUM MTI
VOICE BASED EFFICIENCY
TELEPHONE SKILLS – ETIQUETTE
SELF-INTRODUCTION
INTRODUCING OTHERS
SEEKING PERMISSION
AGREEING & DISAGREEING
MAKING COMPLAINTS
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

***A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE
ASSESSMENT**

SOFT SKILLS -30 Hrs

30 HRS

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Soft Skills	
S.No.	Grammar
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

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Ethical Values-10 Hrs

1. Introduction to Value Education
2. Harmony in the Human Being
3. Harmony in the Family and Society and Harmony in the Nature
4. Social Ethics
5. Professional Ethics