



**IIS (Deemed to be University),
Department of Computer Science & IT**

Webinar on “How To Find Your Dream Job Under ANY Circumstances”

DATE
9 JUNE 2020

TIME
4:30 - 5:30 Pm

FREE
Registration

Registration Link

https://us02web.zoom.us/webinar/register/WN_tchDvqQHRSO3NAe3Q5YGJA



Speaker:

Mr. Raj Subrameyer

Speaker, Writer & Tech Career
Coach, Owner and Principal Consultant,
ChaiLatte Consulting, Chicago

We are living in uncertainty. The current situation is tough, and there has been a huge impact on our normal way of life. There have been mass layoffs, the job market is in its worst state since the Great Depression, and if you are looking for internships or full time jobs, the options have become limited. This does not mean we need to accept this as the status quo and succumb to the circumstances. We still can bounce back, get the dream job you always wanted, be the change you want to be.

Department of Computer Science
& Information Technology
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



Webinar on "How to find your dream job under ANY circumstances" by Mr. Raj Subrameyer

Name of the Department: CS & IT

Name of the Event/Activity/Workshop/Seminar: Webinar on "How to find your dream job under ANY circumstances"

Date: 9 June 2020

Venue: Zoom App

Topic on which activity was organized: Career counselling

No. of Participants: 67

Objective of the workshop/seminar/activity: to let the students acquaint to the ways of finding a dream job and sustaining under any circumstances"

Description:

The Department of Computer Science and IT organized a Webinar on "How to find your dream job under any circumstances" led by Mr. Raj Subrameyer, Owner and Principal Consultant at ChaiLatte Consulting, Chicago. Mr. Raj Subrameyer is also a Keynote Speaker, Writer & Tech Career Coach.

In this interactive session the students were given an insight about the following:

- How to find your dream job?
- Strategies to get an ideal job
- How to get yourself a six figure salary?
- Unleashing the power of social media platforms like LinkedIn

The students were introduced to innovative ways of getting their DREAM JOB. Various ways of grabbing opportunities like using LinkedIn, doing mind dumping exercises, job application process, investing in oneself and much more were discussed. The presenter was a source of motivation to students. He gave encouraging examples from his own life and inspired students. He discussed strategies with students in order to pursue their dream job. The QA session was equally interactive as well as informative. The takeaway message for the students was to think positive and have optimism in attitude to bring constructive changes to make a brighter and more successful career. This webinar will surely help students to be guided by a positive mind and find a path in all circumstances. Positive feedback was received from the students about the webinar.



Head

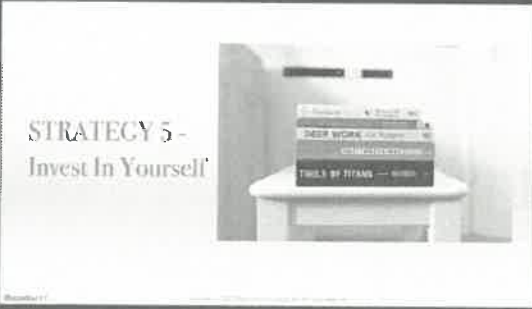
Department of Computer Science
& Information Technology

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SFS, Mansarovar, Jaipur

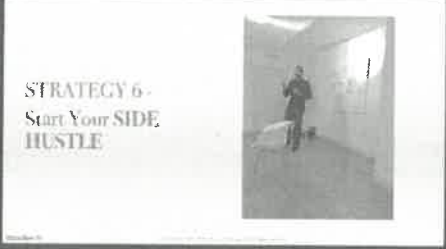
Outcome of the activity/event/seminar/workshop: The takeaway message for the students was to think positive and have optimism in attitude to bring constructive changes to make a brighter and more successful career.


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Current: Slide 22 of 36



Next Slide:






STRATEGY 5 - Invest In Yourself

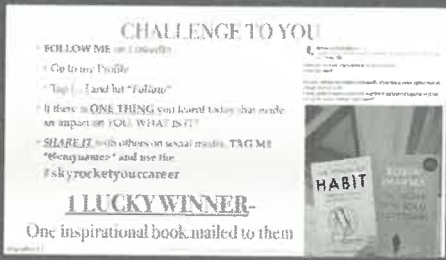
- Why is investing in yourself important?
- In 2011, I spent \$3000 of my own money to go to a conference, people thought I was crazy.
 - In 2012, I started speaking at meetups and small groups
 - In 2013, After 7 months and 23 trial runs gave my first conference talk
 - In 2020, I have 16 conference talks and 5 keynote talks
 - Doing another webinar tomorrow and a keynote next month
- Use this time to learn new things. Check out online webinars, tutorials, courses, blogs, articles. Invest in coaching
- Gain new skills
- Make yourself more marketable
- Lot of websites have made their course free due to COVID-19.
 - Coursera
 - Udemy
 - Khan Academy


7:11:36 AM

Current: Slide 33 of 36



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For You - \$5/Rs.388

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- Go to my Profile
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- SHARE IT with others on social media. TAG ME @rebrandme and use the #skyrrocketyourcareer

1 LUCKY WINNER -

One inspirational book mailed to them

I checked out your university and I am super impressed that you are doing so much to further women's education. So, wanted to do something to give back to IS students.

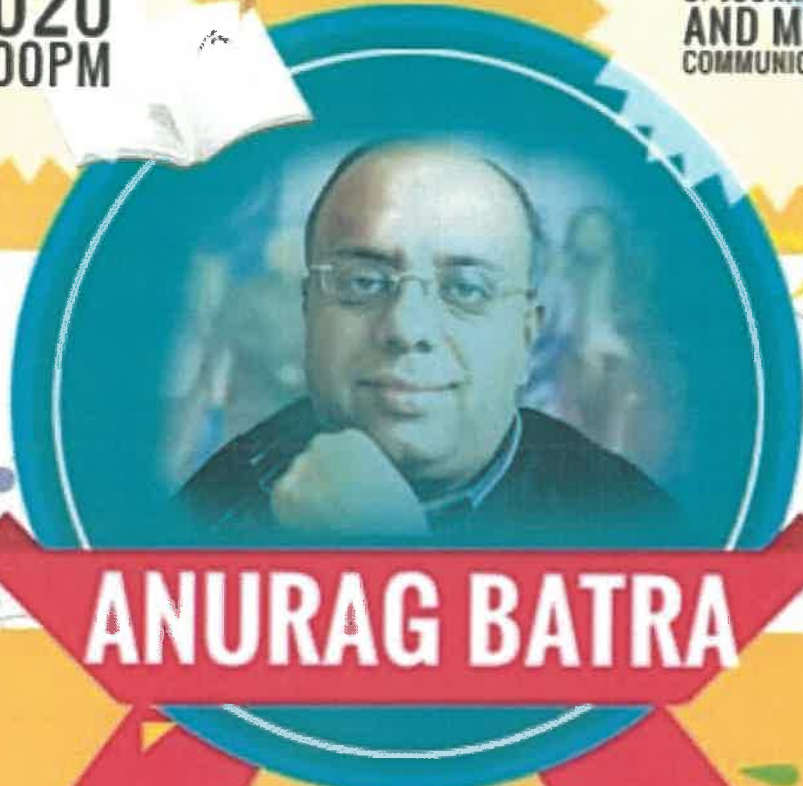
I will send a physical or ebook copy based on your choice, once it is available in a couple of months


 Head
 Department of Computer Science
 & Information Technology
 IIS (deemed to be university)
 SFS, Mansarovar, Jaipur



SATURDAY
APRIL 25TH,
2020
5.00PM

DEPARTMENT
OF JOURNALISM
AND MASS
COMMUNICATION



ANURAG BATRA

EDITOR IN CHIEF
Business World

IIS (DEEMED TO BE UNIVERSITY), JAIPUR



For. *Abhishek*
Discipline. *JMC*
Dept. of Languages & Mass Communication.
IIS (deemed to be University)
SFS, Mansarovar, Jaipur.





THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

24th April, 2020

Notice

The Department of Journalism and Mass Communication is organizing a Webinar on "Branding for Bonding" on 25 April 2020. The speaker of the session is Sh. Anurag Batra, Editor-in-Chief, Business World. It is compulsory for all the students of Journalism and Mass Communication to attend the session.

Date : 25 April, 2020

Venue : ZOOM Platform

Time : 12:00 noon

**Dr. Raakhi Gupta
Rector and Registrar**



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For Abhishek
Discipline: *JMC*
Dept. of Languages & Mass Communication
IIS (deemed to be university)
SFS, Mansarovar, Jaipur

IIS (deemed to be University)
Department of Journalism and Mass communication
Branding for Bonding

Department of Journalism and Mass communication, IIS (deemed to be University) organized a guest lecture on Branding for Bonding on 25 April 2020 at Zoom Platform. Around 80 students of the department attended the webinar. The speaker for the lecture was Mr. Anurag Batra, who is a serial entrepreneur, media mogul, journalist, and eternal optimist, rolled into one.

In his lecture Mr. Anurag Batra explained about the crucial relationship between branding & bonding i.e. how they both go hand in hand. He discussed about the concept of Fanaticism, where he mentioned that fanaticism is the benchmark for brand bonding. To develop an emotional bond with a user one needs to be empathetic. As Mr Batra sounded quite optimistic & positive towards life he shared his personal experience that how he stays empathetic always. According to Mr. Batra if one has a positive outlook towards life, they will be empathetic sooner or later. Mr Batra stressed the importance of developing the life- long habit during the times of this pandemic as it can provide a great opportunity to understand oneself better and can reciprocate these habits in the work which will eventually help in developing the brand by connecting it to the user's heart.

He said that business of branding is in flux. Once upon a time, branding was seen as a craft but today, branding has become something very different. To be successful, branding is now more of an asset – a bond created between customer and product. Now having that emotional connect with the user is way more important. "The new reality is that brands are a bond between a business and a consumer, created by every experience a customer has", Mr Batra quotes.

At last he sounded quite hopeful keeping a notice of all the after effects of lockdown on branding industry, he said branding companies should now focus towards developing a sustained, committed and happy relationship between consumer and product and they will achieve remarkable results. The objective of the workshop was to emphasis the importance of branding in advertising. The workshop proved fruitful as the students informed about various banding strategies

Dr. Abhishek
Head
JMC
Discipline:
Dept. of Languages & Mass Communication
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



January 25, 2020

NOTICE

The Department of Psychology is organizing a guest lecture on **Soft Skills** for the students of UG (Hons) and PG.


Speaker : **Ms. Shweta Ahluwalia,**
Founder & Director of 'The Quench',
Jaipur (Educational Management
Industry)

Date : **30 January 2020**

Time : **11:00 am – 1:00 pm**

Venue : **Srijan Hall**

All students of UG (Hons) and PG Psychology are required to attend the same.


Dr. Vandana
Head, Dept. of Psychology

Head
Discipline... *psychology* ...
Dept. of Behavioural & Health Science
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



IIS (Deemed to be University) Jaipur

Activity Report

Department of Psychology

Activity: Guest lecture on Soft Skills Development

Date: 30 Jan, 2020

Venue: Aaditya Hall

Topic on which activity was organized: Soft Skills Development

No. of Participants: 43

The Department of psychology, IIS University (Jaipur), had organized a guest lecture on Soft Skills Development on 30th January, 2020 at the Aditya hall. The speaker for the lecture was Ms. Shweta Ahluwalia, who is the founder director of 'The Quench'. The Quench is an educational management industry founded by Ms. Ahluwalia that thrives at incorporating networking, communication and social skills development in young aspirants.

In her lecture, Ms. Ahluwalia discussed about the mantra behind "success" and the tactics required to have a successful life. The session was very interactive as Ms. Ahluwalia spoke about her own life experiences and even enlightened the audience with some authentic researches done on the same. Being an informative speaker she also shared some ways to improvise listening and communicative skills which are a necessary part of everyday life.

It was a very informative and an interactive session that helped the students to get acquainted about the organization's expectations from those who might want to join it and also about the growing trends in the corporate world. The lecture was made even more interesting with the examples she gave that the students were able to relate to. Ms. Ahluwalia ended the session with a very strong message to all students saying, "Don't be money savvy; live life purposefully instead".

The lecture was aimed at providing students an idea on corporate expectations and develop soft skills, that is the need of the hour, especially at any workplace.

The lecture helped the students to get acquainted about the organization's expectations from those who might want to join it and also about the growing trends in the corporate world



Head
Discipline... psychology...
Department of Behavioural & Health Science
(Deemed to be University)
Mansarovar, Jaipur

7 October, 2019

NOTICE

This is for the information of all the students that a Guest Lecture on "**Writing Resume and Statement of Purpose**" will be organized at IISU.

Speaker : Mrs. Vidya Suresh, the country manager, ESIGELEC India office.

Date : 14 October 2019

Time : 11:00-01:00

Venue : AV Hall



Dr. Shivi Saxena
Placement Officer



Dr. Raakhi Gupta
Registrar



Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



IIS (deemed to be University), Jaipur
TRAINING AND PLACEMENT CELL

Writing Resume and Statement of Purpose

Date: 14 October 2019

Venue: AV Hall

Participants: 40

A two-hour workshop was held on 14th October, 19 in The IIS (deemed to be University), Jaipur which was open for all the students of the university. The workshop focused on building a student's resume and the Statement of Purpose. The workshop started around 1 pm with the felicitation of the guest speaker who was **Mrs. Vidya Suresh, the country manager, ESIGELEC India office**. The objective of the session is to acquaint students with Resume writing skills

In the first half, Mrs. Vidya Suresh, Country manager, ESIGELEC India office. Emphasized on the significance of resume. She elaborated some of the characteristics of a good resume. She also explained the format of a CV which has to be in the reverse chronological order. She highlighted some of the main points which has to be included in the person's CV and those were: Personal contact details, Professional experience, Educational qualification, language skills, computer skills, Personal interests, References. She also emphasized on the importance of using some of the action words that can make a resume more attractive. In the educational column of the resume- Specializations, ranks, honours, awards, publications etc. are to be included to get an overall review of the person's performance. Other things like attending a workshop, learning a new language could also be included. She also mentioned things that don't work in a CV which include spelling errors, lack of personal details, poorly presented photograph, fancy formatting etc. The second half was all about how to write a Statement of Purpose. The student has to understand that it is not a literary exercise. She also suggested checking the SOP, editing it, rewriting it and asking a family member or a friend to read the document to provide suggestions. The things that are to be taken into consideration when writing an SOP is, to avoid lies, plagiarism, flattery, childish sentences. The workshop was wrapped up around 3 pm. The efforts of Mrs. Vidya Suresh were appreciated and encouraged by the staff as well as the attendees. There were a lot of questions put up by the audience which impressed the guest speaker. She showed her willingness for such workshops more in the in the coming future which is certainly motivating and encouraging both for the students as well as the faculty. **Outcome:** Students learned resume writing skills and understood the concept of statement of purpose and how to create their own.



For
[Signature]
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur

October 08, 2019

NOTICE

This is for the information of all the students of the BBA Semester III and V that a Guest Lecture on "Workshop on Employability Mock Process" will be organized at IISU.

Speaker : Ms. Akansha Manchanda, Sr. Faculty Endeavor Careers, Jaipur


Date : 10, 11 and 12 October, 2019

Time : 11:00-12:00

Venue : AV Hall


Dr. Shivi Saxena
Placement Officer


Dr. Raakhi Gupta
Registrar


Training & Placement Officer
IIS (Deemed to be University)
SP 6, Mansarovar, Jaipur



IIS (deemed to be) University

TRAINING AND PLACEMENT CELL

Workshop on Employability Mock Process

Date: 10, 11 and 12 October, 2019

Venue: AV Hall

Participants: 75

The Department of Management Studies and the Training & Placement Cell, IIS (deemed to be) University had organised a Three Day Workshop on 'Employability Mock Process' held on 10th, 11th and 12th October, 2019 for the students of BBA Semester III and V. There were about 75 students participated in the Workshop. The Workshop was chaired by the Resource person **Ms. Akansha Manchanda, Sr. Faculty Endeavor Careers, Jaipur**. The key Resource person was felicitated and warmly welcomed by Dr. Shivi Saxena, Training and Placement Officer, IIS (deemed to be) University, Jaipur. The objective of the Workshop was to develop the employability skills among the students and instill confidence in them. In this Workshop, the following areas have been covered: 1st day: Preparation for Aptitude Test, and 2nd day: Techniques for Group Discussions and Mock Group Discussions 3rd day: Tips for Personal Interview and Mock Personal Interviews. The objective of the session is to acquaint students with Employability skills.

Day 1

The workshop was commenced on October 10th 2019. On the first day, Ms. Manchanda discussed about how to enhance aptitude and reasoning skills. She discussed various forms of vocabulary including the meaning, origin, pronunciation and usages of words, their synonyms and antonyms, as well as uses of idioms and phrases.

Day 2

On October 11th 2019, the resource person discussed the techniques of participation in Group Discussions, Do's & Don'ts in Group Discussions, and conducted Mock Group Discussions for the students. There were about six Group Discussions held in the session. Each group consisted of 8-10 members. The topics of the discussion were related with current scenario. All the students actively participated in the mock Group discussions. At the end of each discussion, the resource person gave personal feedback to the students.

Day 3

On the third day of the Workshop i.e. October 12th 2019, the resource person addressed the students about the tips for how to face Personal Interviews effectively. Mock interviews were conducted for all the participant students. During the mock interview, questions were asked from students like - introduce yourself, tell about your hobbies, strengths, weaknesses, career objective, and some specific questions regarding their discipline. This gave an opportunity to the students to interact with the Resource person and her team for personal counselling. Feedback was also provided to each student on their performance.

Training & Placement Officer
IIS (deemed to be) University
S.P.O. Mansarovar, Jaipur





Outcome: The workshop was successful in promoting the employability and aptitude skills among students. The sessions were very interactive with the students. It helped the students in promoting knowledge of reasoning, vocabulary and grammar. The workshop gave an insight on the use of communication skills, leadership skills, effective listening, outer box thinking, self efficacy, Interview skills, and use of data and information during Group Discussions

To develop the employability skills among the students and instil confidence in them

For
K. Chandra
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur





September 05, 2019

NOTICE - Workshop on Soft Skills

A workshop on "Personality Development and Soft Skills" is being organized by the Training and Placement Cell, for all the students of IISU.

This Training Programme is organized with the objective of training the students on the following skills:

Interpersonal Skills	Body Language
Emotional Intelligence	Verbal & Vocal Communication
Effective First Impression	Group discussion practice


Details of the Training Programme are as under:

Duration	:	2 days
Timing	:	9.30 am – 3.30 pm
Dates of workshop	:	27 – 28 September 2019
Venue	:	Aditya Hall
Fees	:	Rs. 300/-

Interested students are required to register themselves at the University reception latest by **21st September 2019**. As the seats are limited, the registrations are based on first come first serve basis.


Dr. Shivi Saxena
Placement Officer


Dr. Raakhi Gupta
Registrar

For

Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



IIS [Deemed to be UNIVERSITY], Jaipur

TRAINING AND PLACEMENT CELL

Workshop on Personality Development and Soft Skills

Date: 27-28 September, 2019

Venue: Aditya Hall

Topic: Soft Skills and Personality Development

Participants: 102

A two days' workshop on Soft Skills and Personality Development by **Ms. Nikita Bhatia** from Accenture, Bangalore was attended by 90 students of the IIS University from 27-28 September. The objective of the session is to make students aware about basic soft skills. Topics covered on day 1 were Interpersonal Behaviour, Transactional Analysis, Johari Window, Emotional Intelligence, Self-Awareness and Self-Management and SWOT Analysis of oneself that comprised of some test to understand student's ego state, their relationship with himself and others which gave the student's an opportunity to know their capabilities and strength.

Topics covered on day 2 were First Impression, Body Language (including standing, sitting and palm postures and gestures), Interviews and Group Discussion which helped the student's to pleasantly present themselves in any formal gatherings. It was a knowledgeable and enlightening experience for everyone.

Outcome: Students were made aware about SWOT Analysis, Self-Awareness and Self-Management.



For
Abhishek
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur





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Web : www.iisjpu.ac.in
Email : regd@iisjpu.ac.in

September 21, 2019

NOTICE

This is for the information of all the students of that is being planned to **zee studios Jaipur**.
The details of the visit are as follows. Kindly contact the placement cell for further details and registration.

Date : 26 September, 2019

Time : 10:00 AM -4:00 PM

Dr. Shivi Saxena
Placement Officer

Dr. Raakhi Gupta
Registrar

For

Training & Placement Officer
(deemed to be University)
SFS, Mansarovar, Jaipur



IIS [Deemed to be UNIVERSITY], Jaipur

TRAINING AND PLACEMENT CELL

Topic: Industrial Visit to Zee Studio

Date: 26 September, 2019

Venue: Zee Studio

Participants: 30

An Industrial Visit to ZEE STUDIO, Sitapura, Jaipur was organized by the Training and Placement Cell and Department of Advertising and Brand Management. Dr. Shivi Saxena and Dr. Shubha Meghwanshi facilitated the visit for students. The objective of the session is to guide the students about the career opportunities available.

The studio stands as one of its own kind, spread over 4 acres of land, with 4 studios in the premises. During the visit, the students were acquainted with the Pre and Post recording sections viz. Screening, Recording, Editing Sound and Screening.

Mr Devanshu Khatri, Centre Head, ZIMA & ZICA Jaipur Rajasthan briefed the students about ZEE Studio. He introduced ZEE's journey through a presentation. Zee started its journey from Adampur. It has 96 years of legacy. Mr Subash Chandra is Chairman at ZEE. ZEE is currently having more than 70 channels around the world. He enlightened all the students about the various zee group such as ZLearn, Zmedia, Znews, dishtv, ZEE Gold, Essel world and play win. He also briefed students about the ZEE institute "ZIMA"&"ZICA"for learning short and long term courses for students to enhance their skills. Mr. Devanshu also informed the students about the job opportunities for the students in the field of media and television. He inducted students about the programmes offered by Zee for career enhancement. The visit ended with a detailed question-answer round put forward by the students.



Saxena
For
Shubha
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



September 15, 2018

NOTICE - Workshop on Employability Skills

An "Employability Mock Process Workshop" is being organized by the Placement Cell, for all the students of B.Com final year.

This Training Programme is organized with the objective of training the students on the following skills:

- Preparation for Aptitude Test
- Techniques for group discussion
- Personal Interview Tips
- Mock Aptitude Test
- Resume Building
- Group discussion practice

Details of the Training Programme are as under:

Duration	:	3 days
Timing	:	10.30 am – 1.30 pm
Dates of workshop	:	23 – 25 September 2019
Venue	:	Aditya Hall


Dr. Shivi Saxena
Placement Officer


Dr. Raakhi Gupta
Registrar

For

Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



TRAINING AND PLACEMENT CELL

'Employability Skills Workshop'

Date: 23, 24 and 25 Sep 2019

Time: 10:30 AM – 1:30 PM

Participants: B.com & B.com (Hons) Semester V

Venue: Aditya Hall

Participants: 120

Coordinators: Dr.ShiviSaxena

Training and placement cell in association with Endeavor organised a 3-day workshop on preparation for Aptitude test, Group Discussion and Personal interview.

The workshop was organised for B. Com final year students to prepare them for their placements. The aim of the workshop was to guide the students about the placement process practically.

The resource person for **DAY 1** was **Advocate AbhinavBhardwaj, Mentor and Motivational speaker**. He is a mentor and a motivational speaker for aspirants of prominent jobs and exams. He talked about the prerequisite requirements to sit for placements, how to enhance the Resume, myths about GD and PI, tips to crack Aptitude test, Group discussions and personal interview. The day 1 workshop was concluded by Mr.Anmol Singh who conducted a mock aptitude test for the students to know their command on the aptitude subjects.

On Day 2 Mock group discussion was conducted. It was evaluated by **Advocate AbhinavBharadwaj and Ms.Akanksha, Sr. Faculty, Endeavours Career, Pvt.Ltd..** Students were divided in group of 4. GD topics included- Abrogation of Section 370, views on live in relationship, do short cloths leads to rape and reservation. Evaluators gave their inputs at end of each GD to every student on how better they can present their views.

On **DAY 3** Mock Personal Interview was conducted by Ms.Akanksha. This conversational exercise resembled a real interview which helped students to understand what is expected in a real job interview and helped them to improve their self-presentation.

Outcome: students were guided about the placement process practically, and the prerequisite requirements to sit for placements

For
Akanksha
Training & Placement Officer
MS (deemed to be University)
SFS, Mansarovar, Jaipur





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September 17, 2019

NOTICE

The Department of HRM & IB is organizing a Guest Lecture "Entrepreneur life and crossroad" on 19th September 2019 in A.V. Hall at 9:30 AM-10:30 AM for the students of MBA Sem-I. All MBA Sem-I Students are required to attend the same.

A handwritten signature in blue ink that reads 'Roopam Kothari'.

Dr. Roopam Kothari
Head, Dept of HRM & IB

A handwritten signature in blue ink that reads 'Roopam Kothari'.
Head
Discipline..... HRM & IB
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



IIS [Deemed to be UNIVERSITY], Jaipur

“ENTREPRENEUR LIFE AND CROSSROAD”

MOTIVATIONAL SESSION



Department of Management: HRM & IB organized a guest lecture on the topic “ENTREPRENEUR LIFE AND CROSSROAD” for MBA 1st year students on 19th September, 2019. The speaker for the session was Dr. Ajay Data, the CEO of Data Ingenious Global Limited. He is from district Alwar, Khairthal and resides in Jaipur. Dr. Ajay is the person responsible for the introduction of internet in Jaipur back in 1999 as he proudly told us. He told the students about his journey coming from a hindi medium school to now being the first Indian in last 17 years to be appointed for NSO council.

This session was an absolute delight for budding entrepreneurs as he mentioned some key points to remember before starting a new endeavor:

1. It does not matter where you start from...it is where you aspire to reach.
2. The value of things lies in your own hands.
3. Break the barriers and be unique.
4. Be able to take risks.
5. Don't get disheartened by failure, don't give up.

He believes in a quote as he told us “too much of analysis is paralysis”!!

- Dr. Ajay narrated the students with stories and examples of Michael Jordan, the basketball player and his childhood story, the example of Uber taxi service, Oyo rooms, Paytm and lastly his own self with a fruitful 40 years of journey.
- Data is arguably the creator of world's first linguistic email address mobile app and email solution for Internationalized Domain names domains as only 20% of the world's population speaks English.

Rupam Kohli
Head
Discipline..... HRM & IB
Department of Management
IIS (Deemed to be University)
Vidya, Mansarovar, Jaipur



- He informed everyone about an upcoming project by the government in 2020, where every page on the internet will be translated to 22 other languages. Classic example of opportunity recognition.

With concluding words, he gave the example of an incident, where he went to a statue maker who had built an 80 feet statue of lord Hanuman and was building one more of the same size. Sir asked him why is he building another...., he answered that there is a small crack below the nose of the statue. Mr. Data said that it is not even visible...no one will know about it. The response was "I know about it."

"Don't cheat yourself; the mirror is your competition"

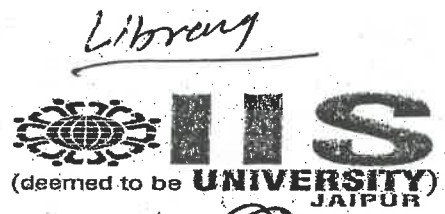
Rupam Kottari
Head
ARM IIS
Discipline
Department of Management
IIS (deemed to be University)
W/S, Mansarovar, Jaipur



Revised
 Received
 20/5/19

NOTE SHEET

2019/20
 AU 1777
 RI; C3

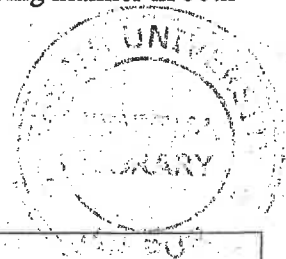


52

08 May 2019

Training and Placement cell hereby proposes to inculcate the module on Learning and Development (LAD) in the form of AECC (Ability Enhancement Compulsory Course)/Foundation Course: Learning and development in the following manner in both UG and PG Programs.

UG Program



Department	Paper type	Code and Name of the paper	Semester in which it is introduced	Credits assigned per semesters
BBA	Foundation/ AECC	GBBA 201B GBBA 302B CBBA 404 DBBA 502A	II III IV V	2 (No extra credit added, since credits from existing BBA credit template will be used)
BCA	Foundation/ AECC	LAD 100 LAD 200 LAD 500 LAD 600	I II V VI	2 2 2 2
BA-JMC	Foundation/ AECC	LAD 100 LAD 200 LAD 500 LAD 600	I II V VI	2 2 2 2

For

 Training & Placement Officer
 IIS (deemed to be University)
 SFS, Mansarovar, Jaipur

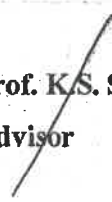


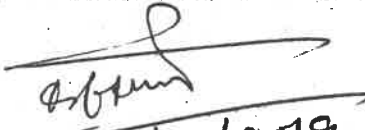
PG Program

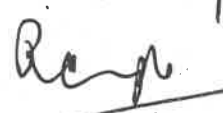
MBA	Foundation	LAD 120	I	2
		LAD 220	II	2
		LAD 320	III	2
		LAD 420	IV	2
MA-JMC	Foundation	LAD 120	I	2
	AECC	LAD 220	II	2
		LAD 320	III	2
		LAD 420	IV	2

The detailed syllabus and credit template of the course is enclosed for your kind perusal and approval.

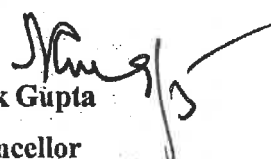

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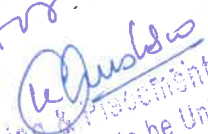

 Prof. K.S. Sharma
 Advisor


 9/5/2019


 Dr. Raakhi Gupta
 Registrar

9/5/19


 Dr. Ashok Gupta
 Vice Chancellor

For

 Training & Placement Officer
 IIS (deemed to be University)
 SFS, Mansarovar, Jaipur



BA-JMC

Course: ^ALAD (I Semester)

Paper Title: Self Analysis, Communication Skills and GD-PI

Code: LAD-100 ALAD100

Total Number of Lectures Allocated: 30

Max Marks	:100
Min. Marks	:40
Continuous Assessment:	30
Sem. End Exam	:70

Credit: 2

Time: 2 Lecture Hours/Week

Objective: Paper has been designed such that it acquaints the students with the spoken, nonverbal and written communication skills, personal grooming, visual and verbal. To enable students to write multiple types of resume, online and offline, working on student's confidence building through Group Discussion and Personal Interview. The objective is also to promote professional grooming.

Unit	Contents	Lectures
I	Self-Analysis and Personal Grooming Finding the leader in you, internal external motivation, the power of enthusiasm, managing your visual image, impeccable grooming, business formals, business casuals, accessories, Indian women executives. Body Language and Behaviour Managing visual image, personal grooming and formal and semi-formal dressing, carrying business casuals, nonverbal, verbal body language, office courtesy.	06
II	Active Listening Skills and Verbal communication Spoken Communication Skills and Phonetics, public speaking, overcoming low self-esteem, asking the right questions, Voice modulations. Non-Verbal Communication, Gestures and postures Gestures, Posture, Greetings, Handshake, Eye contact, expressions, inborn responses, conveying and showing disapproval and rejection, phonetics, mastering first impressions.	06
III	Written Communication Skills Writing e-mails, cover letters, memos, letters, applications, acceptance and resignation letters, query letters, writing and sending WhatsApp messages.	06
IV	Basic of Group Discussion and Personal Interview What is GD, Importance, role, types of questions asked in GD, Body language and behaviour, content building, types of skills tested and required to perform a GD, using positive words, starting and summarizing, personal Interview, types of questions asked, grooming and etiquette, follow up etiquette	06
V	Preparing an Effective Resume Entry level resume writing, do's and don'ts of resume, writing a career objective, designing different types of resume, and cover letter, CV writing tips, Resume Components, Networking.	06

For
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IIS (Deemed to be University)
S.S. Mansarovar, Jaipur



Reference Books:

1. David Riklan (2003), Self-Improvement the Top 101 Experts Who Help Us Improve Our Lives.
2. Bruce Patton, Douglas Stone, and Sheila Heen, Difficult Conversations
3. Dr. K. Alex (2009), Soft skills know yourself and know the world, Sultan Chand & Sons.
4. Kelly McGonigal (2011), The Willpower Instinct: How Self-Control Works, Why It Matters, and What You Can Do to Get More of It.
5. Mahadevan Ramesh and Gopaldaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.

For
(Signature)
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



Course: LAD (II Semester)

Paper Title: Public Speaking, Business Etiquette and Team work

Code: LAD 200 A LAD 200

Total Number of Lectures Allocated: 30

Max Marks	:100
Min. Marks	:40
Continuous Assessment	:30
Sem. End Exam	:70

Credit: 2

Time: 2 Lecture Hours/Week

Objective: The course aims at helping students to work in team building, and Leadership qualities, helping students with leadership skills and working on their body language. To give students in depth knowledge of the various aspects concerning Personal branding, creating online resume on various platforms, learning to work on writing online and offline content. Emphasis is also given on public speaking, and working amongst different groups and with cultural diversity.

Unit	Contents	Lectures
I	Greeting and Introducing self and others Who to introduce first, determining importance, handshake, using names and salutations, giving and receiving business card etiquette, e-mail etiquette, Phone etiquette, sending and receiving messages, classification of etiquette.	06
II	Public speaking: Building network Case study in public speaking and personal branding, overcoming public speaking fear.	06
III	Fitting in the mix: Blogging your passion Basics of building personal brand story, writing personal brand autobiography, writing and prioritizing personal brand story, Building self-brand Finding a passion, and branding oneself, reading and working on writing skills.	06
IV	Icebreaker: getting to know each other Activities, team building games, 5 stage team building model and its application, team processes. Leadership: value creation model The whole brained approach, developing and managing the knowledge, visual management, visual management and the brain, soft leadership.	06
V	Laws of teamwork Case study approach to team work, The law of the significance, the law of the big picture, the law of the niche. Work ethics Work ethic. Relationship management, receiving and giving positive and negative feedback, body language and showing appreciation	06

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Reference Books:

1. Dale Carnegie, the Leader in you.
2. John C. Maxwell (2001), The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team.
3. Paul Gustavson and Stewart Liff (2014), A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative, and Deliver Results.
4. Shital Kakkar Mehra (2012), Business etiquette – A Guide for the Indian Professional, Harper Collins Publishers.

For
W. S. S. S.
Training & Placement Officer
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SFS, Mansarovar, Jaipur



ALAD

Course: EAD (V Semester)

Paper Title: Presentation Skills, conflict and stress management

Code: EAD-500 ALAD 500

Max. Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

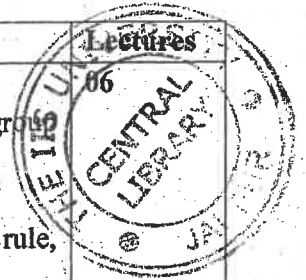
Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Objective: The objective of the paper is to expose students to presentation skills, and working on time management by helping them identify time sinkers and time wasters. To enable students to identify their stress behavior and manage conflicts, learning the way conversations are done to reduce stress and conflict.

Unit	Contents	Lectures
I	Pre-Presentation Prep Preparing slides and Yourself, research work, Practical, Individual and group Presentations, Extempore, Public Speaking, One-minute talk. Creating the Presentation Unleash the master within, using Novel ideas, sticking to the 18-minute rule, making it memorable.	06
II	Time Logging and Getting Organized Prioritize, schedule, evaluate, plan every day in advance, consider the consequences, use the ABCDE Method, apply the law of three, create large chunks of time, Overcoming Procrastination. Goal Setting and career plan Calibrate your compass, put a pin in it, bridge the gap, make yourself discoverable, flip failure.	06
III	Stress, and strategies to cope with stress Change Management, seven steps to cultivate a mental attitude that will bring peace and happiness Internal and external motivation Guest lectures, seminars, the 5 second rule, courage changes your mind and behaviour	06
IV	Conflict management Discovering Positive means to dissolve conflicts at workplace, Fundamental facts behind stress and worrisome situations to overcome them, Conflict, types of business conflict, Conflict resolution tactics	06
V	Learning conversation Sort out the three conversations, abandon blaming, problem solving, taking the lead, the feelings conversation and identity conversations.	06



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112 (Dee...
Jaipur



Reference Books:

1. Brian Tracy (2001), Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time.
2. Carmine Gallo (2009), The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience.
3. Carmine Gallo (2014), Talk Like TED
4. Dale Carnegie, how to stop worrying and start living.
5. Mel Robbins (2017), the 5 Second Rule Transform Your Life Work and Confidence with Everyday Courage.
6. Richard Walsh (2008), Time Management: Proven Techniques for Making Every Minute Count.
7. Vivian Scott (2009), Conflict Resolution at Work for Dummies.

For
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SFS, Mansarovar, Jaipur



ALAD

Course: EAD (VI Semester)
Paper Title: Learning and Development - Practical
Code: EAD-600 ALAD 600

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Objective: The objective of the paper is to assess the students on the practical aspects of the theory taught in the previous semesters.

Unit	Contents	Lectures
I	Mock GD-PI Sessions Internal and external GD-PI sessions and competitions to boost confidence and prepare content.	06
II	Tips to Personal Branding Launching the brand and managing online footprints, personal brand campaign, how and where to network professionally.	06
III	Using social media platforms LinkedIn: basics, Do's and don'ts, Twitter: personal branding case studies, Facebook: joining and developing community, professional Facebook page, leaving online footprints, do's and don'ts of using and uploading content.	06
IV	Delivering the presentations Creating the story, delivering the experience, refine and rehearse, presentations on general and subject specific topics.	06
V	Stress Management The art of getting things done, practising stress free productivity, the power of the key principles.	06

Reference Books:

1. David Allen (2001), Getting Things Done: The Art of Stress-free Productivity
2. Richard Nelson Bolles, What Color is Your Parachute?
3. Erik Deckers and Kyle Lacy (2010), Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself.

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Scheme of evaluation – Semester-1
BA-JMC


Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	02 question (30 Mins)	10 Marks (5*2 case studies)	Practical: Viva to assess the student's verbal ability together with -Grooming -Formal attire -Nonverbal and Verbal communication -Body Language -General Courtesy
		Unit 2	03 question (1 Hr.)	15 Marks (5*3 Activities)	Practical: To assess the student's verbal ability and public speaking -Phonetics, self-esteem -Voice modulations -Non-Verbal Communication -Gestures and postures -Greetings, Handshake, Eye contact, expressions -first impressions.
		Unit 3	02 question (1.5 Hr.)	10 Marks (5*2 Practical)	Practical: Computer Lab exam/Answer Booklet to prepare any 3 of the following -Formal letter writing -Application writing -acceptance to the company offer letter -Resignation letter -e-mails -cover letters
		Unit 4	01 question (30 Min.)	10 Marks	Practical: Any 3 from the following categories to assess the student's verbal ability and public speaking -Group Discussion -Personal Interview -Extempore -1-minute speech game -Elevator Pitch
		Unit 5	01 question (30 Min.)	10 Marks	Practical: Computer practical exam/Answer Booklet -Resume Building -Cover letter designing -Writing a 30 second elevator pitch -Elevator Pitch
	10 Marks	Viva Voce			
5 Marks	File (Year Long project)				

For
Training & Placement Officer
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SFS, Mansarovar, Jaipur



Scheme of evaluation – Semester V
BA-JMC


Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (30 Mins.)	05 Marks	Practical: -Presentation (any one) -general topics (Current trend) -course specific topics
		Unit 2	01 question (1 Hr.)	10 Marks	Practical: Time Management activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Online test Stress management activities
		Unit 4	01 question (1 Hr.)	15 Marks	Practical: Online test Conflict management activities
		Unit 5	01 question (1 Hr.)	15 Marks	Case study -based questions on -Decision making -Change Management
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				

For

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 IIS (deemed to be University)
 SFS, Mansarovar, Jaipur



Scheme of evaluation – Semester- II
BA-JMC

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 hr.)	15 Marks	Practical: Online business etiquette Test
		Unit 2	01 question (1 hr.)	10 Marks	Practical: Any 3 from the following categories to assess the students' verbal ability and public speaking -Personal Interview -Extempore -1-minute speech game -Elevator Pitch -Small Talk – 1 min
		Unit 3	01 question (30 Min)	10 Marks	Practical: -Outline for blog creation -Blog/Article writing -Elevator Pitch
		Unit 4	01 question (30 Min)	10 Marks	Practical: Leadership games Activities
		Unit 5	01 question (1 hr.)	10 Marks	Practical: Team building games. Corporate Case studies
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				

For

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 SFS, Mansarovar, Jaipur



BBA

Course: BBA– Pt I (II Semester)
Paper Title: Personality Development and Communication Skills
Practical
Code: GBBA 201B

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Total Number of Lectures Allocated: 30

Objective: Paper has been designed such that it acquaints the students with the spoken, nonverbal and written communication skills, personal grooming, visual and verbal.


Unit	Contents	Lectures
I	Self-Analysis and Personal Grooming Finding the leader in you, internal external motivation, the power of enthusiasm, managing your visual image, impeccable grooming, business formals, business casuals, accessories, Indian women executives. Non-Verbal Communication, Gestures and postures Gestures, Posture, Greetings, Handshake, Eye contact, expressions, inborn responses, conveying and showing disapproval and rejection, phonetics, mastering first impressions. Interpersonal skills Work body language and showing appreciation ethic. Relationship management, receiving and giving positive and negative feedback.	6
II	Active Listening Skills and Verbal communication Spoken Communication Skills and Phonetics, public speaking, overcoming low self-esteem, asking the right questions, Voice modulations. Written Communication Skills Writing e-mails, cover letters, memos, letters, applications, acceptance and resignation letters, query letters, writing and sending WhatsApp messages.	6
III	Time Logging and Getting Organized Prioritize, schedule, evaluate, plan every day in advance, consider the consequences, use the ABCDE Method, apply the law of three, create large chunks of time, Overcoming Procrastination. Goal Setting and career plan Calibrate your compass, put a pin in it, bridge the gap, make yourself discoverable, flip failure.	6
IV	Icebreaker: getting to know each other Activities, team building games, 5 stage team building model and its application, team processes. Laws of teamwork Case study approach to team work, The law of the significance, the law of the big picture, the law of the niche, the law of the mount Everest, the law of chain, the law of the compass. A world that stars with why An alternative perspective, start with why and how to build and manage career goal.	6

Training & Placement Officer
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SFS, Mansarovar
Jaipur



Scheme of evaluation – Semester VI
BA-JMC

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Written and Practical Question from Unit I & II			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 Hr.)	05 Marks	Practical: Mock GD (External and Internal) Theory: Answer booklet Mode. Multiple choice questions Theory: Answer booklet Mode. -social media platform -content writing Practical: presentations on general and subject specific topics. Practical: Online test Stress management activities
		Unit 2	01 question (1 Hr.)	10 Marks	
		Unit 3	01 question (30 Min.)	10 Marks	
		Unit 4	01 question (1 Hr.)	20 Marks	
		Unit 5	01 question (30 Mins.)	10 Marks	
	10 Marks	Viva Voce			
	5 Marks	File (Yearlong Project)			

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V	<p>Stress Management Stress, and strategies to cope with stress, the art of getting things done, practising stress free productivity, the power of the key principles. Change Management, seven steps to cultivate a mental attitude that will bring peace and happiness Learning conversation Sort out the three conversations, abandon blaming, problem solving, taking the lead, the feelings conversation and identity conversations.</p>	
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Reference Books:

1. Bruce Patton, Douglas Stone, and Sheila Heen, Difficult Conversations
2. Dale Carnegie, How to stop worrying and start living.
3. Dale Carnegie, the Leader in you.
4. David Allen (2001), Getting Things Done: The Art of Stress-free Productivity
5. David Riklan (2003), Self-Improvement the Top 101 Experts Who Help Us Improve Our Lives.
6. John C. Maxwell (2001), The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team.
7. Kelly McGonigal (2011), The Willpower Instinct: How Self-Control Works, Why It Matters, and What You Can Do to Get More of It.
8. Paul Gustavson and Stewart Liff (2014), A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative, and Deliver Results.
9. Richard Walsh (2008), Time Management: Proven Techniques for Making Every Minute Count.
10. Simon Sinek, Start with why.
11. Barbara Pachter and Denise Cowie, The Communication Clinic: 99 Proven Cures for the Most Common Business Mistakes
12. Brian Tracy (2001), Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time.

For
Chand
Training & Placement Officer
IIS (deemed to be university)
SFS, Mansarovar Jaipur



Course: BBA– Pt II (III Semester)
Paper Title: Entrepreneurship Practical I Personal Branding and social media networking

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Code: GBBA 302B
Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Objective: To give students in depth knowledge of the various aspects concerning Personal branding, creating online resume on various platforms, learning to work on writing online and offline content. Emphasis is also given on public speaking, and working amongst different groups and with cultural diversity.

Unit	Contents	Lectures
I	Learning through Movie Watching: October Sky, Tucker- The Man and His Dream, Joy Building self-brand Finding a passion, and branding oneself, building stories in line with the passion, reading and working on writing skills.	06
II	Team Activity: One Hundred Rupees Venture Fitting in the mix: Blogging your passion Basics of building personal brand story, writing personal brand autobiography, writing and prioritizing personal brand story,	06
III	Idea Box Competition Public speaking: Building network Case study in public speaking and personal branding, overcoming public speaking fear. Using social media platforms LinkedIn: basics, Do's and don'ts, Twitter: personal branding case studies, Facebook: joining and developing community, professional Facebook page, leaving online footprints, do's and don'ts of using and uploading content.	06
IV	Business Plan Generation-Idea Trigger: Derive, Improve, Separate, Repurpose, Unite, Personalize, Transform. Presenting and Implementing the Idea in Bazaar on Campus	06
V	Audio Visual Presentation on Capturing the Journey of an Entrepreneur Tips to Personal Branding Launching the brand and managing online footprints, personal brand campaign, how and where to network professionally, finding and tapping opportunities in line with the goal.	06

Reference Books:

1. Erik Deckers and Kyle Lacy (2010), Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself.

For
Devi Singh
 Training & Placement Officer
 IIS (deemed to be University)
 SFS, Mansarovar, Jaipur



Course: BBA– Pt II (IV Semester)
Paper Title: Human Resource Management Practical
Code: CBBA 404

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Total Number of Lectures Allocated: 30
Credit: 2

Time: 2 Lecture Hours/Week

Objective: To enable students to write multiple types of resume, online and offline, working on student's confidence building through Group Discussion and Personal Interview. The objective is also to promote professional grooming.

Unit	Contents	Lectures
I	Select a Company of your choice and prepare a power point presentation on its HR practices. Preparing an Effective Resume Entry level resume writing, do's and don'ts of resume, writing a career objective, designing different types of resume, and cover letter, CV writing tips, Resume Components, Networking.	06
II	Design a Worksheet on Job Design, Job Description and Specification Body Language and Behaviour Managing visual image, personal grooming and formal and semi-formal dressing, carrying business casuals, nonverbal, verbal body language, office courtesy.	06
III	Management Games related to Training and Development - Role Plays, Brain Storming Greeting and Introducing self and others Who to introduce first, how to determine the importance, handshake, using names and salutations, giving and receiving business card etiquette, e-mail etiquette, Phone etiquette, sending and receiving messages, classification of etiquette.	06
IV	Group Discussion on Performance Management systems of Employers / issues in Career planning and development Basic of Group Discussion and Personal Interview What is GD, Importance, role, types of questions asked in GD, Body language and behavior, content building, types of skills tested and required to perform a GD, using positive words, starting and summarizing, personal Interview, types of questions asked, grooming and etiquette, follow up etiquette.	06
V	Case Study discussion on Compensation management in Organizations. Mock GD-PI Sessions Internal and external GD-PI sessions and competitions to boost confidence and prepare content.	06

For
[Signature]
 Training Officer
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Reference Books:

1. Dr. K. Alex (2009), Soft skills know yourself and know the world, Sultan Chand & Sons.
2. Mahadevan Ramesh and Gopaldaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.
3. Richard Nelson Bolles, What Color is Your Parachute?
4. Shital Kakkar Mehra (2012), Business etiquette – A Guide for the Indian Professional, Harper Collins Publishers.

For
K. J. S. S.

Training & Placement Officer
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SFS, Mansarovar, Jaipur



Course: BBA– Pt III (V Semester)
 Paper Title: Management of Industrial Relations Practical
 Code: DBBA 502A

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Unit	Contents	Lectures
I	Power point presentation on roles of parties in industrial relations in an Indian company. Pre-Presentation Prep Preparing slides and Yourself, research work, Practical, Individual and group Presentations, Extempore, Public Speaking, One-minute talk. Creating the Presentation Unleash the master within, using Novel ideas, sticking to the 18-minute rule, making it memorable Delivering the presentation Creating the story, delivering the experience, refine and rehearse,	06
II	Case study on workers participation in management in corporations. Internal and external motivation Guest lectures, seminars, the 5 second rule, courage changes your mind and behaviour	06
III	Role play exercise pertaining to forms of Industrial disputes Conflict management Discovering Positive means to dissolve conflicts at workplace, Fundamental facts behind stress and worrisome situations to overcome them, Conflict, types of business conflict, Conflict resolution tactics	06
IV	Group discussion exercise	06
V	Create a chart highlighting major provisions of factories act for employer and employee.	06

References Books:

1. Talk Like TED by Carmine Gallo
2. The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience

For
Adusha
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Scheme of evaluation – Semester-1

BA-JMC BBA

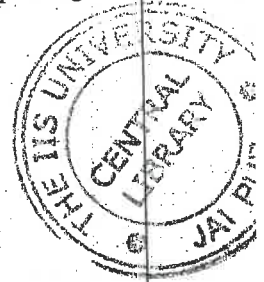
Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	02 question (30 Mins)	10 Marks (5*2 case studies)	Practical: Viva to assess the student's verbal ability together with -Grooming -Formal attire -Nonverbal and Verbal communication -Body Language -General Courtesy
		Unit 2	03 question (1 Hr.)	15 Marks (5*3 Activities)	Practical: To assess the student's verbal ability and public speaking -Phonetics, self-esteem -Voice modulations -Non-Verbal Communication -Gestures and postures -Greetings, Handshake, Eye contact, expressions -first impressions.
		Unit 3	02 question (1.5 Hr.)	10 Marks (5*2 Practical)	Practical: Computer Lab exam to prepare any 3 of the following -Formal letter writing -Application writing -acceptance to the company offer letter -Resignation letter -e-mails -cover letters.
		Unit 4	01 question (30 Min.)	10 Marks	Practical: Any 3 from the following categories to assess the student's verbal ability and public speaking -Group Discussion -Personal Interview -Extempore -1-minute speech game -Elevator Pitch
		Unit 5	01 question (30 Min.)	10 Marks	Practical: Computer practical exam -Resume Building -Cover letter designing -Writing a 30 second elevator pitch -Elevator Pitch
	10 Marks	Viva Voce			
	5 Marks	File (Year Long project)			

For
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 JMS (deemed to be University)
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Scheme of evaluation – Semester- II
BA-JMC BBA

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 hr.)	15 Marks	Practical: Online business etiquette Test
		Unit 2	01 question (1 hr.)	10 Marks	Practical: Any 3 from the following categories to assess the students' verbal ability and public speaking -Personal Interview -Extempore -1-minute speech game -Elevator Pitch -Small Talk – 1 min
		Unit 3	01 question (30 Min)	10 Marks	Practical: -Outline for blog creation -Blog/Article writing -Elevator Pitch
		Unit 4	01 question (30 Min)	10 Marks	Practical: Leadership games Activities
		Unit 5	01 question (1 hr.)	10 Marks	Practical: Team building games. Corporate Case studies
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				




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Scheme of evaluation – Semester III
~~BA-JMC~~ ~~BBA~~


Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (30 Mins.)	05 Marks	Practical: -Presentation (any one) -general topics (Current trend) -course specific topics
		Unit 2	01 question (1 Hr.)	10 Marks	Practical: Time Management activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Online test Stress management activities
		Unit 4	01 question (1 Hr.)	15 Marks	Practical: Online test Conflict management activities
		Unit 5	01 question (1 Hr.)	15 Marks	Case study -based questions on -Decision making -Change Management
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				

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**Scheme of evaluation – Semester VI
BBA**

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Written and Practical Question from Unit I & II			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 Hr.)	05 Marks	Practical: Mock GD (External and Internal) Theory: Answer booklet Mode. Multiple choice questions Theory: Answer booklet Mode. -social media platform -content writing Practical: presentations on general and subject specific topics. Practical: Online test Stress management activities
		Unit 2	01 question (1 Hr.)	10 Marks	
		Unit 3	01 question (30 Min.)	10 Marks	
		Unit 4	01 question (1 Hr.)	20 Marks	
		Unit 5	01 question (30 Mins.)	10 Marks	
	10 Marks	Viva Voce			
	5 Marks	File (Yearlong Project)			

For

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 SFS, Mansarovar, Jaipur



MBA

Department of Training and Placement cell

Course: LAD (PG) (I Semester)
Paper Title: Communication Skills and Time Management
Code: LAD 120
Total Number of Lectures Allocated: 30
Credit: 2

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Time: 2 Lecture Hours/Week

Objective: The objective of this course is to acquaint the students with the communication skills, building reading, writing habits, and public speaking, working on business etiquette, and enable them to manage time productively.

Unit	Contents	Lectures
I	Knowing self and Developing a Positive Attitude. Using Positive words, forming values, developing EQ, Perceptual analysis, Using will power and mental models in problem solving.	06
II	Listening, Verbal and Non-verbal communication skills Overcoming low self-esteem, asking the right questions, Voice modulations, listening habits, The SQ3R Technique of reading, causes and solution to reading deviation.	06
III	Written communication, Assertiveness and public speaking Art of reading, letters, memos, blog writing, thought provoking idea sharing, writing an e-mail, Netiquette, using e-mail elements, How and when to say No, tips for effective communication,	06
IV	Is time out of control; A war on stress Being busy Vs. Being productive, managing time effectively, using 60-30-10 rule, pareto principle, working on daily mini vacations, time management tips for managers, importance of stress.	06
V	Procrastination; turning downtime into productive time The To-Do and Not To do list, Smart goals and career planning, getting organized, important vs. urgent, ways to avoid traps and time sinkers, creating a time management plan.	06

Reference Books:

1. David Riklan (2003), Self-Improvement the Top 101 Experts Who Help Us Improve Our Lives.
2. Kelly McGonigal (2011), The Willpower Instinct: How Self-Control Works, Why It Matters, and What You Can Do to Get More of It.
3. Mahadevan Ramesh and Gopalaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.
4. Richard Walsh (2008), Time Management: Proven Techniques for Making Every Minute Count.
5. Simon Sinek (2009), Start with why.
6. Dale Carnegie, the 5 essential people skill: How to assert yourself, listen to others, and resolve conflicts.

For
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Department of Training and Placement cell

Course: LAD (PG) (II Semester)

Paper Title: Resume Building and GD-PI and business Etiquette

Code: LAD 220

Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Objective To introduce students to the elements of Resume building, components of GD-PI which would help them to pass through their interviews. Emphasis is also given on Business Etiquette and mannerisms to help students work on their social skills and grooming.

Unit	Contents	Lectures
I	Understanding Resume making Focusing on industry specific experienced resume writing, do's and don'ts of resume, scrutinizing career objectives and goals through LinkedIn and Naukri, preparing career statement, Online resume building on multiple platforms, Elevator Pitch, Networking.	06
II	Mastering Group Discussion and personal interview Power words, building cooperative scenario, types of GD, do's and don'ts of group discussion, confidence building, body language, content building, characters tested in GD, Skills required, essential elements, GD-Etiquette, Gestures, Postures and Nonverbal communication to facilitate a GD. Types of personal interview, Focusing and practising types of questions asked, reasons for rejection and selection, what should and should not be asked, practising telephonic and skype interview, dress code.	06
III	Greeting and Managing people and social skills Introducing the people around, who to introduce first, Netiquette, people and social skills at workplace, manners at the wheel, getting along with people	06
IV	First and Lasting Impression: Business meeting etiquette Carrying confidence through business formals and casuals, accessories, Business meeting etiquette, cubicle manners, Dining and restaurant etiquette, Hosting manners.	06
V	Mock GD-PI Sessions Internal and external GD-PI sessions and competitions to boost confidence and prepare content.	06

Reference Books:

1. Dr. K. Alex (2009), Soft skills know yourself and know the world, Sultan Chand & Sons.
2. Mahadevan Ramesh and Gopalaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.
3. Shital Kakkar Mehra (2012), Business etiquette – A Guide for the Indian Professional, Harper Collins Publishers.



Department of Training and Placement Cell

Course: LAD (PG) (III Semester)

Paper Title: Social Media Networking and Presentation Skills

Code: LAD 320

Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Objective: To give students in depth knowledge of the various aspects concerning Personal branding, creating online resume on various platforms, learning to work on writing online and offline content. Emphasis is also given on public speaking, and working amongst different groups and with cultural diversity.

Unit	Contents	Lectures
I	Personal Branding: Converting hobby into passion Tips to Personal Branding, finding passion, telling stories and creating relationship with the professional network to create a professional personal brand.	06
II	Social networking sites: Blogging your passion Self-discipline and trust building activities, Decision making and problem-solving skills, what is blogging and blogging platforms, which platform to choose, setting up a blog, types of blog and blog writing, finding the right subject matter, following skill not passion, do's and don'ts of blogging, understanding SEO.	06
III	Public speaking: Overcoming fears Persuasion and negotiation skills, Using social media platforms, LinkedIn, Pinterest, Facebook, Instagram, Google Plus. Finding, working, building and growing your personal niche.	06
IV	Pre presentation research and prep Pre-Presentation Prep, preparing slides and Yourself, Delivering the Presentation, Practical- Individual Presentations and Extempore, do's and don'ts in presentations, using graphics, images and videos, saving presentations, giving a boost start with a case study or a story, 6 by 6 slide rule. Types of presentations, taking presentations to SlideShare and LinkedIn, importance of research.	06
V	Working under cross cultural and diverse workforce Building and Nurturing the network, working with presentations under deadlines, change management.	06

Reference Books:

1. Erik Deckers and Kyle Lacy (2010), Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself.

For
K. K. Kishore
Training & Placement Officer
JIS (deemed to be University)
SFS, Mansarovar, Jaipur



Department of Training and Placement *cell*

Course: LAD (PG) (IV Semester)

Paper Title: Team Building and Stress Management

Code: LAD 420

Total Number of Lectures Allocated: 30

Credit: 2

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem: End Exam	: 70

Time: 2 Lecture Hours/Week

Objective: The course aims at helping students to work in team building, and stress management, helping students with leadership skills and working on their body language. To expose students to various industry experts for experience sharing.

Unit	Contents	Lectures
I	Icebreaker: getting to know each other Activities, team building games, 5 stage team building model and its application, team processes.	06
II	Leadership skills What you have to be, to be a leader, what you need to do, turning core leadership function into skill, developing as a leader, principles to grow leaders in the organization,	06
III	Stress Management Fundamental facts about worry, basic techniques in analysing and overcoming stress, channelizing stress to hobby and passion, 7 ways to cultivate a mental attitude that will bring you peace and happiness.	06
IV	Body Language Gestures, Posture, Greeting, Handshake, Eye contact, expressions, inborn responses, conveying and showing disapproval and rejection, shrugging signals, the language of sound, mastering first impressions.	06
V	Seminar and Industry expert session These will be conducted by industry leaders as question answer session and experience sharing.	06

Reference Books:

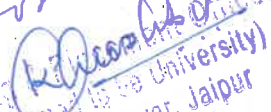
1. Tonya Reiman (2007), The Power of Body Language: How to Succeed in Every Business and Social Encounter.
2. John Adair (2007), Develop Your Leadership Skills
3. Dale Carnegie, how to stop worrying and start living
4. Kelly McGonigal (2015), The Upside of Stress: Why Stress Is Good for You, and How to Get Good at It.

For
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Scheme of evaluation – Semester-1

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	02 question (30 Mins)	10 Marks (5*2 case studies)	Practical: Case study-based question to analyze the student's value-based learning and decision making.
		Unit 2	03 question (1 Hr.)	15 Marks (5*3 Activities)	Practical: Any 3 from the following categories to assess the students' verbal ability and public speaking -Group Discussion -Personal Interview -Extempore -1-minute speech game -Elevator Pitch -Small Talk – 1 min
		Unit 3	02 question (1.5 Hr.)	10 Marks (5*2 Practical)	Practical: Computer Lab exam to prepare any 3 of the following -Resume writing (Any industry of the examiner's choice/student's stream) -Formal letter writing -Application writing -acceptance to the company offer letter -Resignation letter
		Unit 4	01 question (30 Min.)	10 Marks	Practical: Time Management activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
		Unit 5	01 question (30 Min.)	10 Marks	Practical: Goal setting activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
	10 Marks	Viva Voce			
	5 Marks	File (Year Long project)			

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Scheme of evaluation – Semester- II

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 hr.)	15 Marks	Practical: Computer practical exam -Resume Building -Cover letter designing -Writing a 30 second elevator pitch -Elevator Pitch
		Unit 2	01 question (1 hr.)	10 Marks	Practical: Mock GD (External and Internal)
		Unit 3	01 question (30 Min)	10 Marks	Practical: Online business etiquette Test
		Unit 4	01 question (30 Min)	10 Marks	Practical: Online business etiquette Test
		Unit 5	01 question (1 hr.)	10 Marks	Practical: Mock Personal Interview (External and Internal)
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				

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Scheme of evaluation – Semester III

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (30 Mins.)	05 Marks	Computer practical and case study -Creating online Resume -Converting hobby into passion
		Unit 2	01 question (1 Hr.)	10 Marks	-Outline for blog creation -Blog/Article writing -Elevator Pitch
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Viva: -Negotiation and persuasion Activities -Discussions and extempore
		Unit 4	01 question (1 Hr.)	15 Marks	Practical: Presentation (any one) -general topics (Current trend) -course specific topics
		Unit 5	01 question (1 Hr.)	15 Marks	Case study-based questions on -Decision making -Change Management -Cross cultural and diversity
	10 Marks	Viva Voce			
5 Marks	File (Unit II and IV) Yearlong project				

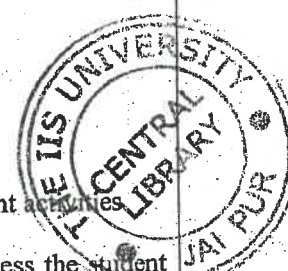
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Scheme of evaluation – Semester IV

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Written and Practical Question from Unit I & II			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 Hr.)	05 Marks	Practical: Team building games. Corporate Case studies
		Unit 2	01 question (1 Hr.)	10 Marks	Practical: Leadership games Activities
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Online test Stress management activities
		Unit 4	01 question (1 Hr.)	20 Marks	Practical: To assess the student on body language, Eye contact, Confidence, Expressions, accepting disapproval and rejection, greeting and posture. -Interaction on general topics -One-minute speech games -Presentations -Personal Interview -Group discussions
		Unit 5	01 question (30 Mins.)	10 Marks	Presence and learning outcomes in expert sessions and seminars.
	10 Marks	Viva Voce			
	5 Marks	File (Yearlong Project)			



For

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 The IIS University
 Mansarovar, Jaipur



BCA

Course: ~~EAD~~ ^{ALAD} (I Semester)
Paper Title: Self Analysis, Communication Skills and GD-PI
Code: ~~EAD-100~~ ^{ALAD 100}
Total Number of Lectures Allocated: 30

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Credit: 2

Time: 2 Lecture Hours/Week

Objective: Paper has been designed such that it acquaints the students with the spoken, nonverbal and written communication skills, personal grooming, visual and verbal. To enable students to write multiple types of resume, online and offline, working on student's confidence building through Group Discussion and Personal Interview. The objective is also to promote professional grooming.

Unit	Contents	Lectures
I	Self-Analysis and Personal Grooming Finding the leader in you, internal external motivation, the power of enthusiasm, managing your visual image, impeccable grooming, business formal, business casuals, accessories, Indian women executives. Body Language and Behaviour Managing visual image, personal grooming and formal and semi-formal dressing, carrying business casuals; nonverbal, verbal body language, office courtesy.	06
II	Active Listening Skills and Verbal communication Spoken Communication Skills and Phonetics, public speaking, overcoming low self-esteem, asking the right questions, Voice modulations. Non-Verbal Communication, Gestures and postures Gestures, Posture, Greetings, Handshake, Eye contact, expressions, inborn responses, conveying and showing disapproval and rejection, phonetics, mastering first impressions.	06
III	Written Communication Skills Writing e-mails, cover letters, memos, letters, applications, acceptance and resignation letters, query letters, writing and sending WhatsApp messages.	06
IV	Basic of Group Discussion and Personal Interview What is GD, Importance, role, types of questions asked in GD, Body language and behaviour, content building, types of skills tested and required to perform a GD, using positive words, starting and summarizing, personal Interview, types of questions asked, grooming and etiquette, follow up etiquette	06
V	Preparing an Effective Resume Entry level resume writing, do's and don'ts of resume, writing a career objective, designing different types of resume, and cover letter, CV writing tips, Resume Components, Networking.	06

Reference Books:

1. David Riklan (2003), Self-Improvement the Top 101 Experts Who Help Us Improve Our Lives.
2. Bruce Patton, Douglas Stone, and Sheila Heen, Difficult Conversations
3. Dr. K. Alex (2009), Soft skills know yourself and know the world, Sultan Chand & Sons.
4. Kelly McGonigal (2011), The Willpower Instinct: How Self-Control Works, Why It Matters, and What You Can Do to Get More of It.
5. Mahadevan Ramesh and Gopaldaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.

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ALAD

Course: ~~EAD~~ (II Semester)

Paper Title: Public Speaking, Business Etiquette and Team work

Code: ~~EAD 200~~ ALAD 200

Total Number of Lectures Allocated: 30

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Credit: 2

Time: 2 Lecture Hours/Week

Objective: The course aims at helping students to work in team building, and Leadership qualities, helping students with leadership skills and working on their body language. To give students in depth knowledge of the various aspects concerning Personal branding, creating online resume on various platforms, learning to work on writing online and offline content. Emphasis is also given on public speaking, and working amongst different groups and with cultural diversity.

Unit	Contents	Lectures
I	Greeting and Introducing self and others Who to introduce first, determining importance, handshake, using names and salutations, giving and receiving business card etiquette, e-mail etiquette, Phone etiquette, sending and receiving messages, classification of etiquette.	06
II	Public speaking: Building network Case study in public speaking and personal branding, overcoming public speaking fear.	06
III	Fitting in the mix: Blogging your passion Basics of building personal brand story, writing personal brand autobiography, writing and prioritizing personal brand story, Building self-brand Finding a passion, and branding oneself, reading and working on writing skills.	06
IV	Icebreaker: getting to know each other Activities, team building games, 5 stage team building model and its application, team processes. Leadership: value creation model The whole brained approach, developing and managing the knowledge, visual management, visual management and the brain, soft leadership.	06
V	Laws of teamwork Case study approach to team work, The law of the significance, the law of the big picture, the law of the niche. Work ethics Work ethic. Relationship management, receiving and giving positive and negative feedback, body language and showing appreciation	06

Reference Books:

1. Dale Carnegie, the Leader in you.
2. John C. Maxwell (2001), The 17 Indisputable Laws of Teamwork: Embrace Them and Empower Your Team.
3. Paul Gustavson and Stewart Liff (2014), A Team of Leaders: Empowering Every Member to Take Ownership, Demonstrate Initiative, and Deliver Results.
4. Shital Kakkar Mehra (2012), Business etiquette – A Guide for the Indian Professional, Harper Collins Publishers.

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JIS (deemed to be University)
SES, Mansarovar, Jaipur



ALAD

Course: ~~LAD~~ (V Semester)
 Paper Title: Presentation Skills, conflict and stress management
 Code: ~~LAD-500~~ **ALAD 500**
 Total Number of Lectures Allocated: 30

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Credit: 2

Time: 2 Lecture Hours/Week

Objective: The objective of the paper is to expose students to presentation skills, and working on time management by helping them identify time sinkers and time wasters. To enable students to identify their stress behavior and manage conflicts, learning the way conversations are done to reduce stress and conflict.

Unit	Contents	Lectures
I	Pre-Presentation Prep Preparing slides and Yourself, research work, Practical, Individual and group Presentations, Extempore, Public Speaking, One-minute talk. Creating the Presentation Unleash the master within, using Novel ideas, sticking to the 18-minute rule, making it memorable.	06
II	Time Logging and Getting Organized Prioritize, schedule, evaluate, plan every day in advance, consider the consequences, use the ABCDE Method, apply the law of three, create large chunks of time, Overcoming Procrastination. Goal Setting and career plan Calibrate your compass, put a pin in it, bridge the gap, make yourself discoverable, flip failure.	06
III	Stress, and strategies to cope with stress Change Management, seven steps to cultivate a mental attitude that will bring peace and happiness Internal and external motivation Guest lectures, seminars, the 5 second rule, courage changes your mind and behaviour	06
IV	Conflict management Discovering Positive means to dissolve conflicts at workplace, Fundamental facts behind stress and worrisome situations to overcome them, Conflict, types of business conflict, Conflict resolution tactics	06
V	Learning conversation Sort out the three conversations, abandon blaming, problem solving, taking the lead, the feelings conversation and identity conversations.	06

Reference Books:

1. Brian Tracy (2001), Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time.
2. Carmine Gallo (2009), The Presentation Secrets of Steve Jobs: How to Be Insanely Great in Front of Any Audience.
3. Carmine Gallo (2014), Talk Like TED
4. Dale Carnegie, how to stop worrying and start living.
5. Mel Robbins (2017), the 5 Second Rule Transform Your Life Work and Confidence with Everyday Courage.
6. Richard Walsh (2008), Time Management: Proven Techniques for Making Every Minute Count.
7. Vivian Scott (2009), Conflict Resolution at Work for Dummies.

For
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 US (Deemed to be University)
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ALAD

Course: EAD (VI Semester)

Paper Title: Learning and Development - Practical

Code: EAD 600 ALAD 600

Max Marks	:100
Min. Marks	: 40
Continuous Assessment	: 30
Sem. End Exam	: 70

Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Unit	Contents	Lectures
I	Mock GD-PI Sessions Internal and external GD-PI sessions and competitions to boost confidence and prepare content.	06
II	Tips to Personal Branding Launching the brand and managing online footprints, personal brand campaign, how and where to network professionally.	06
III	Using social media platforms LinkedIn: basics, Do's and don'ts, Twitter: personal branding case studies, Facebook: joining and developing community, professional Facebook page, leaving online footprints, do's and don'ts of using and uploading content.	06
IV	Delivering the presentations Creating the story, delivering the experience, refine and rehearse, presentations on general and subject specific topics.	06
V	Stress Management The art of getting things done, practising stress free productivity, the power of the key principles.	06

Reference Books:

1. David Allen (2001), Getting Things Done: The Art of Stress-free Productivity
2. Richard Nelson Bolles, What Color is Your Parachute?
3. Erik Deckers and Kyle Lacy (2010), Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself.

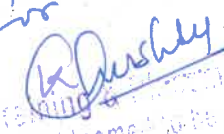
For
W. Quishky
Training & Placement Officer
MS (deemed to be University)
SFS, Mansarovar, Jaipur



Scheme of evaluation – Semester-1

BCA


Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	02 question (30 Mins)	10 Marks (5*2 case studies)	Practical: Viva to assess the student's verbal ability together with -Grooming -Formal attire -Nonverbal and Verbal communication -Body Language -General Courtesy
		Unit 2	03 question (1 Hr.)	15 Marks (5*3 Activities)	Practical: To assess the student's verbal ability and public speaking -Phonetics, self-esteem -Voice modulations -Non-Verbal Communication -Gestures and postures -Greetings, Handshake, Eye contact, expressions -first impressions.
		Unit 3	02 question (1.5 Hr.)	10 Marks (5*2 Practical)	Practical: Computer Lab exam to prepare any 3 of the following -Formal letter writing -Application writing -acceptance to the company offer letter -Resignation letter -e-mails -cover letters
		Unit 4	01 question (30 Min.)	10 Marks	Practical: Any 3 from the following categories to assess the student's verbal ability and public speaking -Group Discussion -Personal Interview -Extempore -1-minute speech game -Elevator Pitch
		Unit 5	01 question (30 Min.)	10 Marks	Practical: Computer practical exam -Resume Building -Cover letter designing -Writing a 30 second elevator pitch -Elevator Pitch
	10 Marks	Viva Voce			
	5 Marks	File (Year Long project)			

For

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Scheme of evaluation – Semester- II
BCA

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 hr.)	15 Marks	Practical: Online business etiquette Test
		Unit 2	01 question (1 hr.)	10 Marks	Practical: Any 3 from the following categories to assess the students' verbal ability and public speaking -Personal Interview -Extempore -1-minute speech game -Elevator Pitch -Small Talk – 1 min
		Unit 3	01 question (30 Min)	10 Marks	Practical: -Outline for blog creation -Blog/Article writing -Elevator Pitch
		Unit 4	01 question (30 Min)	10 Marks	Practical: Leadership games Activities
		Unit 5	01 question (1 hr.)	10 Marks	Practical: Team building games. Corporate Case studies
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				

For

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Scheme of evaluation – Semester V
BCA

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (30 Mins.)	05 Marks	Practical: -Presentation (any one) -general topics (Current trend) -course specific topics
		Unit 2	01 question (1 Hr.)	10 Marks	Practical: Time Management activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Online test Stress management activities
		Unit 4	01 question (1 Hr.)	15 Marks	Practical: Online test Conflict management activities
		Unit 5	01 question (1 Hr.)	15 Marks	Case study -based questions on -Decision making -Change Management
	10 Marks	Viva Voce			
5.Marks	File (Yearlong project)				

For
R. Dushy
Training & Placement Officer
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Scheme of evaluation – Semester VI
BCA

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Written and Practical Question from Unit I & II			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 Hr.)	05 Marks	Practical: Mock GD (External and Internal)
		Unit 2	01 question (1 Hr.)	10 Marks	Theory: Answer booklet Mode. Multiple choice questions
		Unit 3	01 question (30 Min.)	10 Marks	Theory: Answer booklet Mode. -social media platform -content writing
		Unit 4	01 question (1 Hr.)	20 Marks	Practical: presentations on general and subject specific topics.
		Unit 5	01 question (30 Mins.)	10 Marks	Practical: Online test Stress management activities
	10 Marks	Viva Voce			
	5 Marks	File (Yearlong Project)			

For
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MA-JMC

Training and Placement Cell

Course: LAD (PG) (I Semester)

Paper Title: Communication Skills and Time Management

Code: LAD 120

Total Number of Lectures Allocated: 30

Credit: 2

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Time: 2 Lecture Hours/Week

Objective: The objective of this course is to acquaint the students with the communication skills, building reading, writing habits, and public speaking, working on business etiquette, and enable them to manage time productively.

Unit	Contents	Lectures
I	Knowing self and Developing a Positive Attitude. Using Positive words, forming values, developing EQ, Perceptual analysis, Using will power and mental models in problem solving.	06
II	Listening, Verbal and Non-verbal communication skills Overcoming low self-esteem, asking the right questions, Voice modulations, listening habits, The SQ3R Technique of reading, causes and solution to reading deviation.	06
III	Written communication, Assertiveness and public speaking Art of reading, letters, memos, blog writing, thought provoking idea sharing, writing an e-mail, Netiquette, using e-mail elements, How and when to say No, tips for effective communication,	06
IV	Is time out of control; A war on stress Being busy Vs. Being productive, managing time effectively, using 60-30-10 rule, pareto principle, working on daily mini vacations, time management tips for managers, importance of stress.	06
V	Procrastination; turning downtime into productive time The To-Do and Not To do list, Smart goals and career planning, getting organized, important vs. urgent, ways to avoid traps and time sinkers, creating a time management plan.	06

Reference Books:

1. David Riklan (2003), Self-Improvement the Top 101 Experts Who Help Us Improve Our Lives.
2. Kelly McGonigal (2011), The Willpower Instinct: How Self-Control Works, Why It Matters, and What You Can Do to Get More of It.
3. Mahadevan Ramesh and Gopalaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.
4. Richard Walsh (2008), Time Management: Proven Techniques for Making Every Minute Count.
5. Simon Sinek (2009), Start with why.
6. Dale Carnegie, the 5 essential people skill: How to assert yourself, listen to others, and resolve conflicts.

For
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Training and Placement Cell

Max Marks	:100
Min. Marks	:40
Continuous Assessment:	30
Sem. End Exam	:70

Course: LAD (PG) (II Semester)

Paper Title: Resume Building and GD-PI and business Etiquette

Code: LAD 220

Total Number of Lectures Allocated: 30

Credit: 2

Time: 2 Lecture Hours/Week

Objective To introduce students to the elements of Resume building, components of GD-PI which would help them to pass through their interviews. Emphasis is also given on Business Etiquette and mannerisms to help students work on their social skills and grooming.

Unit	Contents	Lectures
I	Understanding Resume making Focusing on industry specific experienced resume writing, do's and don'ts of resume, scrutinizing career objectives and goals through LinkedIn and Naukri, preparing career statement, Online resume building on multiple platforms, Elevator Pitch, Networking.	06
II	Mastering Group Discussion and personal interview Power words, building cooperative scenario, types of GD, do's and don'ts of group discussion, confidence building, body language, content building, characters tested in GD, Skills required, essential elements, GD-Etiquette, Gestures, Postures and Nonverbal communication to facilitate a GD. Types of personal interview, Focusing and practising types of questions asked, reasons for rejection and selection, what should and should not be asked, practising telephonic and skype interview, dress code.	06
III	Greeting and Managing people and social skills Introducing the people around, who to introduce first, Netiquette, people and social skills at workplace, manners at the wheel, getting along with people	06
IV	First and Lasting Impression: Business meeting etiquette Carrying confidence through business formals and casuals, accessories, Business meeting etiquette, cubicle manners, Dining and restaurant etiquette, Hosting manners.	06
V	Mock GD-PI Sessions Internal and external GD-PI sessions and competitions to boost confidence and prepare content.	06

Reference Books:

1. Dr. K. Alex (2009), Soft skills know yourself and know the world, Sultan Chand & Sons.
2. Mahadevan Ramesh and Gopaldaswamy Ramesh (2010), The ACE of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson publishers.
3. Shital Kakkar Mehra (2012), Business etiquette – A Guide for the Indian Professional, Harper Collins Publishers.

Training and Placement Cell

Training & Placement Officer
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Jaipur



Course: LAD (PG) (III Semester)
 Paper Title: Social Media Networking and Presentation Skills
 Code: LAD 320
 Total Number of Lectures Allocated: 30
 Credit: 2

Max Marks	:100
Min. Marks	: 40
Continuous Assessment:	30
Sem. End Exam	: 70

Time: 2 Lecture Hours/Week

Objective: To give students in depth knowledge of the various aspects concerning Personal branding, creating online resume on various platforms, learning to work on writing online and offline content. Emphasis is also given on public speaking, and working amongst different groups and with cultural diversity.

Unit	Contents	Lectures
I	Personal Branding: Converting hobby into passion Tips to Personal Branding, finding passion, telling stories and creating relationship with the professional network to create a professional personal brand.	06
II	Social networking sites: Blogging your passion Self-discipline and trust building activities, Decision making and problem-solving skills, what is blogging and blogging platforms, which platform to choose, setting up a blog, types of blog and blog writing, finding the right subject matter, following skill not passion, do's and don'ts of blogging, understanding SEO.	06
III	Public speaking: Overcoming fears Persuasion and negotiation skills, Using social media platforms, LinkedIn, Pinterest, Facebook, Instagram, Google Plus. Finding, working, building and growing your personal niche.	06
IV	Pre presentation research and prep Pre-Presentation Prep, preparing slides and Yourself, Delivering the Presentation, Practical- Individual Presentations and Extempore, do's and don'ts in presentations, using graphics, images and videos, saving presentations, giving a boost start with a case study or a story, 6 by 6 slide rule. Types of presentations, taking presentations to SlideShare and LinkedIn, importance of research.	06
V	Working under cross cultural and diverse workforce Building and Nurturing the network, working with presentations under deadlines, change management.	06

Reference Books:

1. Erik Deckers and Kyle Lacy (2010), Branding Yourself: How to Use Social Media to Invent or Reinvent Yourself.

For
 Training & Development Officer
 IIS (deemed to be University)
 GFS, Mansarovar, Jaipur



Training and Placement Cell

Course: LAD (PG) (IV Semester)

Paper Title: Team Building and Stress Management

Code: LAD 420

Total Number of Lectures Allocated: 30

Credit: 2

Max Marks	:100
Min. Marks	:40
Continuous Assessment	:30
Sem. End Exam	:70

Time: 2 Lecture Hours/Week

Objective: The course aims at helping students to work in team building, and stress management, helping students with leadership skills and working on their body language. To expose students to various industry experts for experience sharing.

Unit	Contents	Lectures
I	Icebreaker: getting to know each other Activities, team building games, 5 stage team building model and its application, team processes.	06
II	Leadership skills What you have to be, to be a leader, what you need to do, turning core leadership function into skill, developing as a leader, principles to grow leaders in the organization,	06
III	Stress Management Fundamental facts about worry, basic techniques in analysing and overcoming stress, channelizing stress to hobby and passion, 7 ways to cultivate a mental attitude that will bring you peace and happiness.	06
IV	Body Language Gestures, Posture, Greeting, Handshake, Eye contact, expressions, inborn responses, conveying and showing disapproval and rejection, shrugging signals, the language of sound, mastering first impressions.	06
V	Seminar and Industry expert session These will be conducted by industry leaders as question answer session and experience sharing.	06

Reference Books:

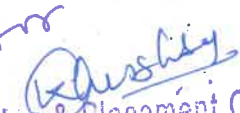
1. Tonya Reiman (2007), The Power of Body Language: How to Succeed in Every Business and Social Encounter.
2. John Adair (2007), Develop Your Leadership Skills
3. Dale Carnegie, how to stop worrying and start living
4. Kelly McGonigal (2015), The Upside of Stress: Why Stress Is Good for You, and How to Get Good at It.

For
Handley
Training & Placement Officer
IIS (deemed to be University)
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Scheme of evaluation – Semester-1
MA-JMC

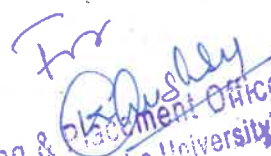
Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	02 question (30 Mins)	10 Marks (5*2 case studies)	Practical: Case study-based question to analyze the student's value-based learning and decision making.
		Unit 2	03 question (1 Hr.)	15 Marks (5*3 Activities)	Practical: Any 3 from the following categories to assess the students' verbal ability and public speaking -Group Discussion -Personal Interview -Extempore -1-minute speech game -Elevator Pitch -Small Talk – 1 min
		Unit 3	02 question (1.5 Hr.)	10 Marks (5*2 Practical)	Practical: Computer Lab exam to prepare any 3 of the following -Resume writing (Any industry of the examiner's choice/student's stream) -Formal letter writing -Application writing -acceptance to the company offer letter -Resignation letter
		Unit 4	01 question (30 Min.)	10 Marks	Practical: Time Management activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
		Unit 5	01 question (30 Min.)	10 Marks	Practical: Goal setting activities/case studies from the already existing pool of activities and case studies. Any one. -Activity (15 minutes) -Case study (15 Minutes)
	10 Marks	Viva Voce			
	5 Marks	File (Year Long project)			

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**Scheme of evaluation – Semester- II
MA-JMC**

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 hr.)	15 Marks	Practical: Computer practical exam -Resume Building -Cover letter designing -Writing a 30 second elevator pitch -Elevator Pitch
		Unit 2	01 question (1 hr.)	10 Marks	Practical: Mock GD (External and Internal)
		Unit 3	01 question (30 Min)	10 Marks	Practical: Online business etiquette Test
		Unit 4	01 question (30 Min)	10 Marks	Practical: Online business etiquette Test
		Unit 5	01 question (1 hr.)	10 Marks	Practical: Mock Personal Interview (External and Internal)
	10 Marks	Viva Voce			
5 Marks	File (Yearlong project)				

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Scheme of evaluation – Semester III
MA-JMC


Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Practical			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (30 Mins.)	05 Marks	Computer practical and case study -Creating online Resume -Converting hobby into passion
		Unit 2	01 question (1 Hr.)	10 Marks	-Outline for blog creation -Blog/Article writing -Elevator Pitch
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Viva: -Negotiation and persuasion Activities -Discussions and extempore
		Unit 4	01 question (1 Hr.)	15 Marks	Practical: -Presentation (any one) -general topics (Current trend) -course specific topics
		Unit 5	01 question (1 Hr.)	15 Marks	Case study -based questions on -Decision making -Change Management -Cross cultural and diversity
	10 Marks	Viva Voce			
	5 Marks	File (Unit II and IV) Yearlong project			

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Scheme of evaluation – Semester IV
MA-JMC

Name of Exam	Marks Distribution	Details			
CA Test (30 Marks)	15 Marks	Mode of exam- Written and Practical Question from Unit I & II.			
	05 Marks	Viva Voce			
	05 Marks	File			
	05 Marks	Attendance			
Semester End Practical Exam (70 Marks)	55 Marks	Unit 1	01 question (1 Hr.)	05 Marks	Practical: Team building games. Corporate Case studies
		Unit 2	01 question (1 Hr.)	10 Marks	Practical: Leadership games Activities
		Unit 3	01 question (30 Min.)	10 Marks	Practical: Online test Stress management activities
		Unit 4	01 question (1 Hr.)	20 Marks	Practical: To assess the student on body language, Eye contact, Confidence, Expressions, accepting disapproval and rejection, greeting and posture. -Interaction on general topics -One-minute speech games -Presentations -Personal Interview -Group discussions
		Unit 5	01 question (30 Mins.)	10 Marks	Presence and learning outcomes in expert sessions and seminars.
		10 Marks	Viva Voce		
5 Marks	File (Yearlong Project)				

For

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Department of CS & IT

NOTICE


March 12th 2019

The Department of Computer Science and IT is organizing a Workshop by Facebook Developers Circle on "Think equal, build smart, innovative for a change" on Friday, 15th March 2019 from 10:30 to 12:30 for the students of BCA and BJMC. Interested students are required to contact Dr Priyanka Verma in the Computer Science Department.



Dr. Raakhi Gupta

Registrar


Head
Department of Computer Science
& Information Technology
IIS (deemed to be University)
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IIS DEEMED TO BE UNIVERSITY, JAIPUR

Workshop on 'Think equal, build smart, innovate for change' by Mr. Vivek K. Tiwari

Venue: Aditya Hall

Date: March 15, 2019

Name of Organiser :- Facebook Developer Circles : Jaipur


The Department of Computer Science and IT organized a workshop on “the United Nation’s official International Women’s Day theme in 2019 “Think equal, build smart, innovate for change.” Lead by **Mr. Vivek K. Tiwari Lead , Facebook Developer Circle : Jaipur And Mr. Jai Bhattco-Lead , Facebook Developer Circle : Jaipur with three female speakers** Miss Saloni Garg who is OS Award Finalist in RedHat Women , A Google APAC Venkat Scholar , Mozilla Open Leader and a SSEP Fellow , Miss Khyati Doshi who is a computer enthusiast, member of computer society of India, a Communication and Computer Engineer .

And Miss Disha Kothari: A member of computer SOCIETY India, along with being a coordinator of nukkad clubs and she is SSEP Fellow 2018

The session was about few female-based scholarship programs, Free and Open Source Workshop and speakers introduced students with the technologies of Future.

At the conclusion of the session the query round was held in which the students got an opportunity to put forward questions to satiate their curiosity. The overall session was enlightening and the students got an exposure on a new technique to achieve new goals through new technology. The session ended with thank you note by expressing gratitude to Facebook Developer Circles : Jaipur team for taking out time from busy schedule and making the students aware of the importance of achieving and exploring in new world of technology.




Head
Department of Computer Science
& Information Technology
IIS (deemed to be University)
CFS, Mansarovar, Jaipur





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Date: 12th March 2019

NOTICE

The MBA Sem-II Students of Department of HRM & IB are organizing a Role Play activity on "Working Capital Management and Financing options for working capital in small Business Organization" on 13th March 2019 in A.V. Hall. All MBA Students are required to attend the same.

A handwritten signature in blue ink that reads 'Roopam Kothari'.

Dr. Roopam Kothari

Head

Department of HRM & IB

A handwritten signature in blue ink that reads 'Roopam Kothari'.

Head

Discipline..... *HRM & IB*
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



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Role Play

on

Working Capital Management and Financing Options for Working Capital in Small Business Organization

13th March, 2019

Students of MBA semester II, performed a role play on " Working Capital Management and Financing Options for Working Capital in Small Business Organization" on 13 March, 2019 at AV Hall. The objective of the activity was to gain clarity on the various aspects of working capital management and how a small business firm may frame its working capital policies for day to day smooth functioning. The play also highlighted on the banking norms and procedures for availing the working capital loans.



Rupam Kohari
Head
H.M. A/B
Discipline.....
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



February 25, 2019

NOTICE

The Department of Psychology is organizing a guest lecture on **Self Analysis and Workplace Etiquette** for the students of UG (Hons) and PG.

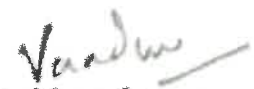
Speaker : **Ms. Kushboo Sharma,**
Trainer, Training Placement &
Counseling Cell, IIS University, Jaipur,

Date : **28 February 2019**

Time : **11:00 am – 1:00 pm**

Venue : **Srijan Hall**

All students of UG (Hons) and PG Psychology are required to attend the same.


Dr. Vandana
Head, Dept. of Psychology



IIS (Deemed to be University) Jaipur

Department of Psychology

Activity: Guest lecture on Self Analysis and Workplace Etiquette

Date: 28 Feb, 2019

Venue: Aaditya Hall

Topic on which activity was organized: Self Analysis and Workplace Etiquette

No. of Participants: 47

On 28th February, 2019, the Department of Psychology organized a guest lecture on '**SELF ANALYSIS AND WORKPLACE ETIQUETTES**' for PG & UG (Honours) students of the Department.

The speaker for the day was **Ms. Khushboo Bhardwaj** working as a corporate trainer. The workshop was aimed at imparting the students with understanding of the basic job related mannerisms as well help them understand their own self by the means of S.W.O.T Analysis.

The guest lecture began with a discussion on the concept of sustainability in the organizational setup progressing towards the idea of lower rates of unemployability amongst Indian youth. This low rate can be attributed to lack of ground level workplace mannerism related to formal conversations (via texting or telephonic) e-mail etiquettes, formal dress codes as indicate by researches in the domain. The basic idea was to allow students to understand the fundamental idiosyncrasy of the organizational system. Some of them can be listed as follows: avoiding use of emoticons, colloquial speech, understanding the importance of salutations, adherence to formal dressing protocols etc.

In the later phase of the session, the students were made to do a self-assessment through an introspective activity of S.W.O.T Analysis. The purpose was to help students identify their own strengths and weaknesses as well as external opportunities and threats. The analysis not only focused on students'

Head
Discipline. psychology.....
Dept. of Behavioural & Health Science
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views of themselves, but also included perspectives of the significant others such as peers, family and guides or faculties towards the students. This was presumed to enable students to develop an overall and finer understanding of one's personality dimensions.

The event ended up being a success as students felt quite educated not only about the workplace decorum and decency which can contribute to their higher sustainability in various work areas but also provided them insights about their own strengths, weaknesses, opportunities and threats that the environment can provide them with.

The session was concluded with queries being taken up the speaker and feedbacks provided by the students.

The lecture was organized with a purpose to make students aware about Self Analysis and Workplace Etiquette. Students got acquainted about the skills to identify their own strengths and weaknesses as well as external opportunities and threats, enabling students to develop an overall and finer understanding of one's personality dimensions.

Head
Discipline psychology
Dept. of Behavioural & Health Science
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January 10, 2019

NOTICE

This is for the information of all the students of that a Guest Lecture on "Workshop on Employability Skills Workshop" will be organized at IISU.

Speaker : Mr. Minhaz Khan, Mr. Dayal Srivastava and Mr. Aayush Dangayach from Endeavor Careers, Jaipur.

Date : 19, 20, 21 January 2019

Time : 11:00AM -1:00 PM

Venue : AV Hall

A handwritten signature in black ink, appearing to read 'Shivi Saxena'.

Dr. Shivi Saxena
Placement Officer

A handwritten signature in blue ink, appearing to read 'For Khushky'.

Training & Placement Officer
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IIS DEEMED TO BE UNIVERSITY

TRAINING AND PLACEMENT CELL

Employability Skills Workshop

Date: 19, 20, 21 January 2019

Venue: AV Hall

Participants:100

The Department of Commerce, The IIS University, Jaipur, in association with the Training & Placement Cell, The IIS University had organised a Three Day Workshop on 'Employability Skills Workshop' held on 19th , 20th and 21st Jan 2019 for the students of B.com Pass Course and B.com (Hons) . There were about 120 students participated in the workshop. The workshop was chaired by the resource **person Mr.Minhaz Khan, Mr.DayalSrivastava and Mr.AayushDangayach from Endeavor Careers, Jaipur.** They were felicitated and warmly welcomed with the floral greetings and memento.The purpose of the workshop was to provide an opportunity to all the students to polish their attitude, aptitude and inculcate confidence in them.

The objective of the workshop is to train students on interview skills, group discussion andResume writing skills

In this three day workshop the following areas were covered.

The first day, Mr.Minhaz Khan Discussed about how to enhance the aptitude and thinking skills. He discussed various forms of vocabulary including the meaning, pronunciation and usage of different words, their synonyms and antonyms, as well as various idioms and phrases. In the second half of the day an aptitude test was conducted for all the participants. The duration of the test was one hour and it consisted of various questions relating to the quantitative, verbal and reasoning.

The second day of the workshop, Mr.DayalSrivastava took the session for all the participants and it started with announcement of the students who all cleared the aptitude test held on the first day. It was followed with the practice of group discussion among the participants. There were around 12 group discussions held during the session. Each group consisted around 8-10 participants. The topic of the group discussion were related to the current scenario such as GST, Upcoming Elections, Make in India etc. all the students actively participated in the session and group discussion. After each group discussion participants were given feedback personally and various techniques of group discussion were also discussed. At the end of the session the name of the merit participants was announced.

The third day of the workshop, Mr.AayushDangayach took the session for all the students, the session was started with the question answer round relating the techniques discussed on the previous day. Later each participant was called for personal interview with their C.V. After all the rounds of personal interview each participant was given feedback about various techniques relating to the personal interview and C.V writing was also discussed with all the participants.

For
Training and Placement Officer
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the rounds of personal interview each participant was given feedback about various techniques relating to the personal interview and C.V writing was also discussed with all the participants.

Outcome: The workshop was successful in promoting the employability and aptitude skills among students. The sessions were very interactive with the students. It helped all the participants in promoting their aptitude and reasoning skills. The workshop gave an insight on the use of communication skills, leadership skills, effective listening, out of box thinking, use of data and information during group discussion and personal interview, writing their C.V among all the participants. Outcome: The workshop was successful in promoting the employability and aptitude skills among students.



For
K. Anshu

Training & Placement Officer
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September 10, 2018

NOTICE

This is for the information for the students of BBA Semester V that a Workshop on "Employability Skills" will be organized at IISU.

Speaker : Mr. Aayush Dangayach and Mr. Dayal Srivastava, Endeavor Careers, Jaipur.
Date : 18-19-20 September 2018
Time : 11:00AM -1:00 PM
Venue : AV Hall

Dr. Shivi Saxena
Placement Officer

Training & Placement Officer
IIS (deemed to be University)
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TRAINING AND PLACEMENT CELL

Workshop on Employability Skills Workshop

Date: 18-19-20 September 2018

Venue: AV Hall

Participants: 150

The Department of Management Studies, in association with the Training & Placement Cell, The IIS University had organised a Three Day Workshop on 'Employability Mock Process' held on 18th, 19th and 20th September, 2018 for the students of BBA Semester V. There were about 150 students participated in the Workshop. The Workshop was chaired by the Resource person Mr. Aayush Dangayach and Mr. Dayal Srivastava, Endeavor Careers, Jaipur. The key Resource persons were felicitated and warmly welcomed with the floral greetings. The purpose of the Workshop was to provide an opportunity to the students to shape their attitude, aptitude and instill confidence in them. In this Workshop, the following areas have been covered: 1st day: Preparation for Aptitude Test, and 2nd day: Techniques for Group Discussions, Resume Building, and Mock Group Discussions 3rd day: Tips for Personal Interview, and Mock Personal Interviews. The objective of the workshop is to train students on interview skills, group discussion and Resume writing skills

Outcome: The workshop was successful in promoting the employability and aptitude skills among students.



For
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HR CONCLAVE 2018



Categorized 'A' by MHRD
Accredited by NAAC

**THE IIS
UNIVERSITY**
(deemed to be university sub 3 of UOC Act 1956)
JAIPUR



Women and the Workforce: Employment Trends for Women in India 9-10 February, 2018

To contemplate upon the newer areas of work for women that have the potential to lead to the gradual transformation in terms of acceptance of atypical and uncommon job profiles, for example, night shifts in IT offices, BPOs, call centers, hospitality sector etc.; changing perceptions and aspirations among parents/guardians, for example, fashion, entertainment and media related jobs; and conducive and accepting societal environs, the IIS University is organizing a two-day HR Conclave. The theme for the current year is "Women & the Workforce: Employment Trends for Women in India".

Thrust Areas

- Career Opportunities for Women in India
- Gender Diversity in the Workplace
- Safety Measures for Women Workforce
- Carve out a way to success

Registration Fee for students :
₹ 200/-

Princess Diya Kumari, Jaipur
Guest of Honour

TENTATIVE SPEAKER LIST

- **Keynote Speaker - Rotee Agarwal**, Addl. Commissioner Income Tax, Raj. Govt.
- **Ms. Tejal Raut** - Senior Program Manager, Piramal Foundation.
- **Ms. Pooja Pandey** - Associate Director-GCS, British Telecom, Gurgaon
- **Mr. Kishore Chainani** - Associate Certificate Life Coach
- **Mr. Abhijit Joshi** - Director Sales, Gempona TV
- **Major Neha Bhatnagar** - Indian Army, Everest Climber
- **Ms. Mahima Sharma** - Manager, Gender Diversity, Genpact Gurgaon
- **Ms. Richa Gadia** - Asso. Director (Incubtion) at Global Centre for Entrepreneurship and Commerce. Founder (V-Grow, Organic Farm)
- **Mr. Nipun Wadhwa** - Gardener, LiveHR Solutions

Venue :
**IIS Auditorium, Kshipra Path,
Mansarovar, Jaipur**

CONCLAVE PATRON

Dr. Ashok Gupta
Vice-Chancellor
The IIS University, Jaipur

ADVISORY COMMITTEE

Prof. Raakhi Gupta, Prof. K.S. Sharma,
Prof. Subhash Garg, Prof. M.K. Sharma, Prof. N.K. Jain and
Prof. Pradeep Bhatnagar

PROGRAMME COORDINATOR

Dr. Shivi Saxena
Placement Officer
The IIS University, Jaipur

THE IIS UNIVERSITY, SFS, GURUKUL MARG, MANSROVAR, JAIPUR 302020
Tel : 0141-2400160-161 • Email : icg@iisuniv.ac.in • Web : www.iisuniv.ac.in

For
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

(Deemed to be a University under Section 3 of UGC Act, 1956)

January 09, 2018

NOTICE – HR CONCLAVE 2018

This is for the information of all the students a **HR Conclave** is being organized by the Training & Placement Cell of The IIS University.

Topic – "Women & the Workforce: Employment Trends for Women in India "

The objective of the conclave is to create awareness in the students about the job opportunities provided by the corporate houses for the female employees and the special perks and benefits provided to the female workforce by the reputed organizations.

Date	9 – 10 February 2018
Venue	IIS Auditorium, Kshipra Path
Registration Fees	Rs. 200/-

The students can get themselves registered at the college reception. For further details students are required to contact the Placement Cell.



Dr. Shivi Saxena
Placement Officer



Dr. Raakhi Gupta
Registrar

www.iisuniv.ac.in
0141-2400160(ext-205)

For
Training & Placement Officer
IIS (Deemed to be University)
SFS, Mansarovar, Jaipur

icgplacement@icfla.org,
placement@iisuniv.ac.in,

THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

HR Conclave

Date: 09 February 2018

Venue: IIS Auditorium

Participants: 400

The Placement Cell of The IIS University successfully carried out the two day HR Conclave-2017-18. It was a two day event held on February 09th and 10th 2018. The theme for this year was “Women & the Workforce: Employment Trends for Women in India”. The aim of the conclave is to contemplate upon the newer areas of work for women that have the potential to lead to the gradual transformation in terms of acceptance of atypical and uncommon job profiles. The objective of the conclave is to bridge the academia and industry gap.

The Conclave was inaugurated by Princess Diya Kumari, Jaipur and the keynote address was delivered by IRS Rolee Agarwal. Outcome: The aim of the conclave was to contemplate upon the newer areas of work for women.



For
Training and Placement Officer
MS (deemed to be University)
SFS, Mansarovar, Jaipur



Categorized 'A' by MHRD
Accredited by NAAC

THE IIS
UNIVERSITY
(deemed to be university) as 3 of UGC Act 1956 **JAIPUR**



INVITATION

You are cordially invited to attend

ONE DAY WORKSHOP ON CASE STUDY WRITING

January 23, 2018

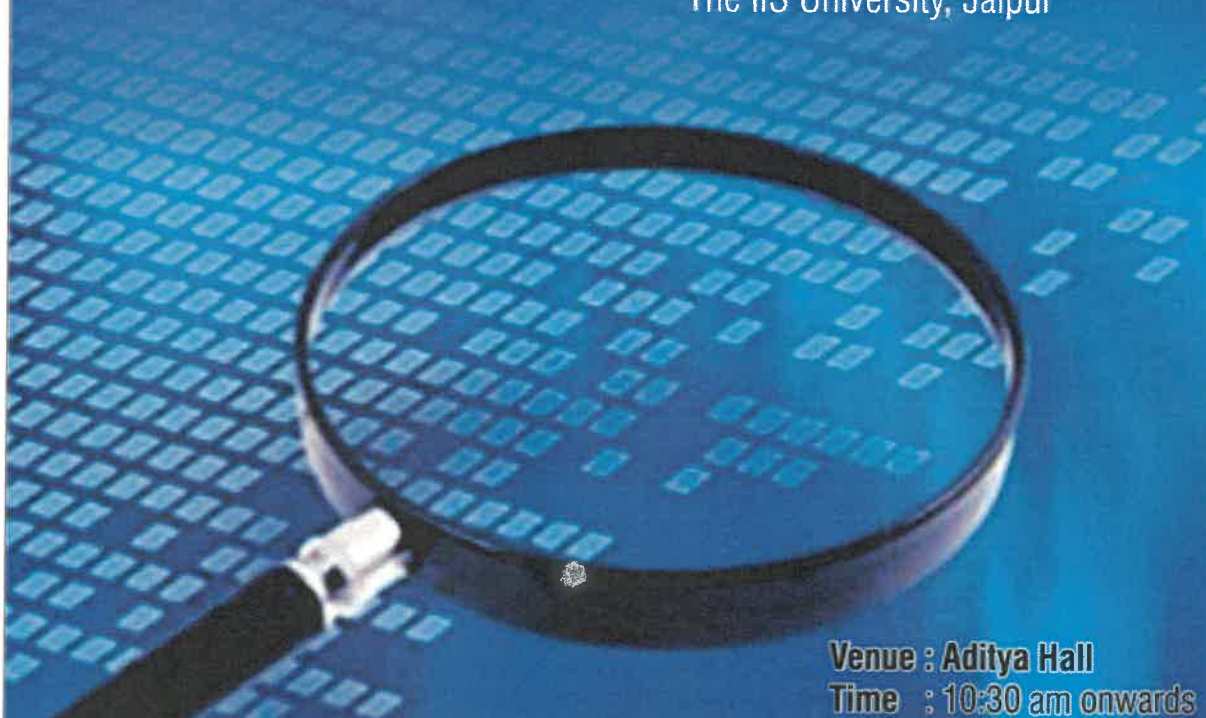
Speaker



Dr. Mahesh Chandra Joshi

Organized by :

Department of Management Studies
Faculty of Commerce and Management
The IIS University, Jaipur



Venue : Aditya Hall

Time : 10:30 am onwards

Coordinators : **Dr. Preeti Sharma**
8875003292
preeti.sharma@iisuniv.ac.in

Dr. Neha Sarin
7300071874
neha.sarin@iisuniv.ac.in

Head

Discipline.....
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

DEPARTMENT OF MANAGEMENT STUDIES

Workshop Report

Title: One Day Workshop on ‘Case Study Writing’
Date: 23, January, 2018
Time: 10:30 am – 1:30 pm
Participants: BBA students
Venue: Aaditya Hall, IISU Campus
Coordinators: Dr. Preeti Sharma and Dr. Neha Sarin

A One day Workshop on Case Study Writing was organized by The Department of Management Studies, The IIS University, Jaipur, for the students of BBA. There were about 200 students who attended the session. The workshop was chaired by the resource person **Dr. Mahesh Chandra Joshi, Professor, Poornima University, Jaipur**. He was felicitated and warmly welcomed with the floral greetings.



Head
Discipline.....
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



The purpose of the Workshop was to provide an opportunity to the students to explore the real-world functioning of organisations in context through case study writing and analysis. Case study is one of the pedagogy of teaching in which students and instructors participate in direct discussion.



The Workshop was divided into two important Sessions with an equal time allocated to both the sessions.

Session I: Methods and techniques of Case Study Writing,

Session II: Case Study Discussion.

In the first session, Dr. Joshi discussed the history of the Case study method considering the Western and Indian ideologies of case study method from the ancient times. He highlighted the benefits of case studies in teaching, the types of case studies, scientific methods of case study, and parameters for preparing case study writing, use of case study method in decision making, guidelines for preparing case study analysis.



Head
Discipline.....
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



In the second session, Dr. Joshi discussed two case studies with the students. Fifteen groups were created consist of 7-8 students in each group. They discussed the cases internally and then the group leader gave a oral presentation of their analysis.

Finally, Dr. Joshi taught the students how to get an insight on different managerial aspects in the case. He discussed the strategic dilemma present in the case. Students have come up with various solutions on the problems related to financial management, allocation of resources, human resource policies and business strategies.



Outcome: The workshop was successfully consummate as the motive of the event was sanctioned. The session was very interactive with the students. It helped the student in promoting team work, outer box thinking, developing visions

The seminar was fruitful for the students and faculty members. This was ended with honorarium to the guest and vote of thanks.



Head
Discipline.....
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur





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Email : iisuniversity@iisuniv.ac.in

January 8, 2018

NOTICE

Department of Psychology is organizing a Workshop on Mindfulness for MA/M.Sc. and BA/B.Sc. (Honours) students. The details are as follows :

Date : **13 January 2018**
Time : **12:00 noon onwards**
Venue : **Aaditya Hall**


Dr. Vandana
Head, Dept. of Psychology

Discipline.....*psychology*
Head
Dept. of Behavioural & Health Science
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY
Activity Report

Department of Psychology

Activity: Workshop on Mindfulness

Date: 13 Jan, 2018

Venue: Aaditya Hall

Topic on which activity was organized: Mindfulness

No. of Participants: 41

A session on Mindfulness was conducted by Dr. Monica Sharma on 13 January 2018 for the students of the Department of Psychology. It was a one hour session which consisted of a brief introduction of mindfulness, its benefits and different types of mindfulness exercises, which changed a lot of misconceptions about mindfulness. Students also got a chance to experience mindfulness meditation. Lots of students found it to be a calming experience and looked forward to other such sessions in the future.

The objective of the workshop was to make students aware about the benefits of mindfulness and training the different types of mindfulness exercises.

Students got a deep understanding on mindfulness benefits & techniques, enhancing a skill to improve and maintains positive physical & mental health.



Workshop on Mindfulness

Head
Discipline Psychology
Dept. of Behavioral & Health Science
IIS (Deemed to be University)
SPS, Jaisarovar, Jaipur



The IIS University

Department of CS & IT

NOTICE



6/11/2017

This is to inform all the students that a Workshop on "Interpersonal Skills" is being organized on 8 November 2017 at 11:00 AM in the Auditorium. Please note that it is compulsory for all the students to attend the same.


Dr. Navneet Sharma

Head (CS & IT)

Head of Department
The IIS University
GFS, Mansarovar, Jaipur

 
Head
Department of Computer Science
& Information Technology
IIS (Jaipur) University
GFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

Workshop on “Interpersonal Skills” by Ms. Winfred Crawford

Name of guest: Ms. Winfred Crawford

Venue: ISIM, Jaipur

Date: 8th November, 2017

Number of students who attended the event: 13

A Workshop was conducted on Interpersonal Skills for the students by Ms. Winfred Crawford.

In this interactive session the students were given a brief description of the following:

- Cognitive skills
- Interpersonal skills
- Public Speaking
- Intrapersonal skills

The goal for this workshop was to work on the efforts put in by the students and explore strategies for assessing the cognitive skills. The students were enlightened on nonroutine problem solving, critical thinking, systems thinking, Interpersonal skills, complex communication, social skills, team-work, cultural sensitivity, dealing with diversity.

The daylong session had the students participating in a range of activities, games, quizzes and discussions.



for Head
Department of Computer Science
& Information Technology
UoJ (Jaipur)
SPS, Mansarovar, Jaipur





THE IIS UNIVERSITY

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October 01, 2017

NOTICE

This is for the information of all the students that a Workshop on "**Entrepreneurship & Soft Skills**" will be organized at IISU.

Speaker : Ms. Suprita, Freelance Trainer
Date : 6-7 October 2017
Time : 11:00 AM – 2: 00 PM
Venue : Seminar Room

Dr. Shivi Saxena
Placement Officer

For

Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

Workshop on Entrepreneurship & Soft Skills

Date: 6-7 October 2017

Venue: Seminar Room

Participants: 28

The workshop was organised by the Placement Cell of IIS University, Jaipur in association with IIM Calcutta (Carpe Diem Event) and Marketintern.com. The topic of the workshop was Entrepreneurship & Soft Skills. The objective of the workshop is to acquaint the students with entrepreneurship and soft skills.

A total of 28 students participated in the workshop. The trainer for the two- day session was **Ms. Suprita**, Freelance Trainer was the main trainer for the workshop.

The workshop began with the welcome note from Dr. Shivi Saxena, Placement Cell co-ordinator, IIS University by presenting the floral greetings to the guest. Thereafter, Ms. Suprita took over the session with full energy and introduced the students to the world of Entrepreneurship & soft skills. She made the students understand the necessity of soft skills for the corporate life as well as for professional setup. She also introduced the students on how to conceptualize the business plan & can become an Entrepreneur. After a whole lot of learning various activities were carried out by her to make the session interactive and knowledgeable. The students showed their best interest and raised many queries and solutions to the problems faced and introduced. At the end of the 2 day session, the students were given participation certificates and Merit certificates were distributed to the merit holders. Outcome: The students were introduced to the world of Entrepreneurship & soft skills.



For
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur





THE IIS UNIVERSITY

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September 20, 2017

NOTICE

This is for the information of all the students of that a Workshop on "**Personality Development**" will be organized at IISU.

Speaker : Mr. Shailendra Singh Chouhan, Founder- Matrix Training Solutions
Date : 24-25 September 2017
Time : 11:00 AM – 12:00 PM
Venue : Srijan Hall

Dr. Shivi Saxena
Placement Officer

For
R. Khushki
Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

Workshop on Personality Development

Date: 24-25 September 2017

Venue: Srijan Hall

Participants: 75

A "Personality Development Workshop" was organized by the Training & Placement Cell, for all the students of MBA (both semesters) on 24-25 September 2017. The workshop was conducted by Mr. Shailendra Singh Chouhan, Founder- Matrix Training Solutions. The objective of the workshop is to acquaint the students with entrepreneurship and soft skills. This Training Programme was organized with the objective of training the students on the following skills

- CV/Resume Writing
- Personal Interview Skills
- Etiquette Training
- Confidence Building
- Group Discussion Techniques
- Business Communication
- Creative Thinking & Problem solving

On the successful completion of the training, the candidates will be issued Certificates.

Outcome: The students were well acquainted with employability skills.



For
Shailendra Singh Chouhan
Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur





THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

Date: 9th August 2017

NOTICE

The Department of HRM & IB is organizing "Guest Lecture on **"Be the change you want to see in the World"** on 11th August 2017 for all students of MBA. All the Students are required to attend the same.

Dr. Roopam Kothari
Head
Department of HRM & IB

Head HRM & IB
Discipline.....
Department of Management
(deemed to be University)
SFS, Mansarovar, Jaipur

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Email : icg@iisuniv.ac.in



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SFS, Mansarovar, Jaipur 302020
INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

THE IIS UNIVERSITY

Guest Lecture

11th August, 2017

“BE THE CHANGE YOU WANT TO SEE IN THE WORLD”

Guest lecture was conducted by the Department of HRM & IB, The IIS University, Jaipur on “BE THE CHANGE YOU WANT TO SEE IN THE WORLD”, on 11th August 2017 by Miss. Mrinalika Rathore (Team Leader- Sashaktikaran foundation). She elaborated regarding creating awareness about the importance of contributing to the society. Holding a vision of Rajasthan where every child feels empowered through education, Sashaktikaran aims at to transform one school at a time into a living system of learning where everyone involved with the school tries to learn & enhance his/her capabilities to ensure an empowering education to children in school. This year the Organization has started working with low Income School GeetaAsharam Children’s School in Sodala Jaipur. Sashaktikaran along with a dedicated team of teachers & volunteers out of which 8 are from IIS University itself, are on the mission to transform the way learning happens in School.

The lecture threw the light on welfare of children coming from underprivileged section of the society, making them capable enough to stand by their selves. Educating them etc. she also talked about what is the role of youth in bringing about a change in the societal norms by encoding several examples which she experienced herself in “TEACH FOR INDIA” like a clerk’s daughter became professional dancer & many such beautiful examples which inspired us a lot as we all realized there is lot of potential in our society & there is so much to be done with lot of hope & courage. With this she also conducted very interesting activities which made each student feel what kind of contribution they are giving to our society activities like “what will be written on our graveyards that what we have done in our life”?

The session ended on a very positive note where one student was in tears. She also proposed collaboration between our esteemed university & Sashaktikaran organization wherein students who want to contribute constructively to the society can go and volunteer with them. Looking forward to constructive collaboration so that students can work with the Organization towards Rajasthan where every child gets an education that empowers.



Rupam Kohan
Head
Discipline..... HRM & IB
Department of Management
IIS (Formerly IIS University)
173, Mansarovar, Jaipur



IIS (deemed to be UNIVERSITY)


Department of CS & IT

NOTICE


1/08/17

(For MCA students)

This is to inform all the MCA students that a Seminar on "Corporate Expectations from Students" is being organized on 4 August 2017 at 10:00 am. Students to note that it is compulsory for all students to attend the same. Attendance shall be given.


Dr. Navneet Sharma
HOD

Head of the Department
IIS (Deemed to be University)
Mansarovar, Jaipur-302020


Head
Department of Computer Science
& Information Technology
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



The IIS UNIVERSITY
Seminar on “Corporate Expectations from Students” by by Mr.
Himanshu Kumbhat, Mr. Zubin Malik and Mr. Amit Paul

Name of guest: Mr. Himanshu Kumbhat, Mr. Zubin Malik and Mr. Amit Paul

Venue: ISIM, Jaipur

Date: 4th August, 2017

Number of students who attended the event: 13

Mr. Himanshu Kumbhat, Director, Mr. Zubin Malik Technical Manager and Mr. Amit Paul Operations Manager, Extensible IT Solutions addressed the MCA students on “Corporate Expectations from Students”


In this interactive session the students were given a brief description of the following:

- Current Trends in IT sectors
- Skill sets required
- Types of jobs in IT sector
- Career guidance in IT sector

They guided the participants on the options available in the IT industry for those who were confident in coding and those who wanted to choose other domains. The permutation & combinations of technical skill sets, and soft skills were also shared with the students by the experts.

They gave an insight to the students regarding the expectations of the corporate world and how can they become market ready professionals. Thirteen students of the MCA program attended the workshop. The resource person encouraged the student to share their experience and ask relevant questions & satisfied their queries with affability.




Head
Department of Computer Science
& Information Technology
IIS University
Jaipur





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March 21, 2017

NOTICE


The Department of Sociology is organizing a Guest Lecture on '**Personality Development**' by Mr. Sunil Punia, Former RPS officer and Present Director of School, Buniyaad. All the students of Sociology and Social Work are required to attend the same.

Date : 22 March 2017

Time : 10:45 am

Venue : New Activity Hall


Dr. Raakhi Gupta
Registrar


Head
Discipline... *Sociology*
Department of Social Science
IIS (deemed to be University)
SFS, Mansarovar, Jaipur

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Email : icg@iisuniv.ac.in



ICC Campus, Gurukul Marg,
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INDIA

Telephone : 91-141-2400160-161
Fax : 91-141-2395494

THE IIS UNIVERSITY

Guest Lecture on “Personality Development”

Resource Person: Mr. Sunil Punia, Former RAS Officer, Director, Buniyaad School, Jaipur..

Date: 22 March, 2017

Venue: AV Hall

No. of Participants: 68

Description

A guest lecture was organized on the topic ‘Personality Development’ on 22 March, 2017 to acquaint the students with the basics of research and to discuss about behavioural dimensions, communication and ways to manage stress. The resource person was Mr. Sunil Punia, Former RAS Officer, Director, Buniyaad School, Jaipur. He elaborated on Personality types. The traits of A-Type personality and B-type Personality were explained by him. He gave some personality development tips like knowing that each person is incomparable, space should be given to imperfection and the people should make efforts to be spontaneous. He also talked at length about behavioural dimensions, communication barriers and ways to manage stress. The lecture was motivational and it helped the students in developing a positive attitude towards themselves as well as towards difficult situations in life. This lecture also motivated the students to develop a sense of humour and face challenging situations with patience and resilience.



Young minds figuring out the aspects of personality development

Trigger storming session for the students post guest lecture delivered by Mr. Sunil Punia

Arati
Head
Discipline.....
Department of Social Science
IIS (deemed to be University)
SFS, Mansarovar, Jaipur





HR CONCLAVE 2016

Categorized 'A' by RHRD
Accredited by MAAC

THE IIS UNIVERSITY
JAIPUR



Startup India - Stand up India : Challenges and Opportunities

15-16 September, 2016

To deliberate and enhance the challenges and opportunities for the youth to become young entrepreneurs and contribute towards Start up India campaign, the Training & Placement Cell of The IIS University is organizing a two-day HR Conclave. The theme for the current year is "Startup India - Stand up India : Challenges and Opportunities". The aim of the conclave is to provide a new dimension to the entrepreneurship and help new comers in setting up their businesses as well as make a live network of start-ups.

THRUST AREAS

- Motivation behind the Startup
- Challenges faced by startups in India
- Fund of funds for startups
- Opportunities for startups in India

Venue :

IIS Auditorium, Kshipra Path,
Mansarovar, Jaipur

Registration Fee for students :
₹ 200/-

Guest of Honour

Dr. Jyoti Kiran

Chairperson, Rajasthan State Finance Commission

TENTATIVE SPEAKER-LIST

- Mr. Paresk Gupta, CEO, Headstart Network, TedEx Speaker
- Mr. Dilnawaz Khan, Prog. Coord., Startup Oasis
- Mr. Nitin Jain, CEO, Indibni
- Mr. Satyam Mishra, Co founder, Urban Dhobi
- Mr. Vishwas Shringi, Co Founder, Voylla.com
- Ms. Priyanka Chugh, Founder, Ek Taara
- Mr. Rahul Mundra, Founder, Chaisa
- Ms. Anisha Hajela, Co Founder, Pathfinder Solutions
- Mr. Sagar Agrawal, Co Founder, Hippo Cabs
- Mr. Shreyans Kasliwal, Director, Kamal Auto Finance

CONCLAVE PATRON

Dr. Ashok Gupta
Vice Chancellor
The IIS University, Jaipur

ADVISORY COMMITTEE

Prof. Rakesh Gupta, Prof. K.S. Sharma,
Prof. Subhash Garg, Prof. M.C. Sharma, Prof. M.C. Jain and
Prof. Pradeep Bhatnagar

PROGRAMME COORDINATOR

Shri. Suman
Placement Officer
The IIS University, Jaipur



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For Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

HR Conclave on "Startup India - Stand up India: Challenges and Opportunities"

Date: 15-16 September 2016

Venue: IIS Auditorium

Participants: 400

The Placement Cell of The IIS University successfully carried out the two-day HR Conclave-2016. It was a two-day event held on September 15 and 16 2016. The theme for this year was "Start-up India - Stand up India: Challenges and Opportunities". The aim of the conclave was to provide a new dimension to the entrepreneurship and help new comers in setting up their businesses as well as make a live network of start-ups. The objective of the HR Conclave is to bridge the academia and industry gap.

The two-day conclave had discussion upon topics like Urban Finance, Networking, Government policies and initiatives related to start-ups.

The Conclave was inaugurated in IIS Auditorium on Sept. 15, 2016 with the inaugural ceremony my Dr.Jyoti Kiran, Chairperson- State Finance Commission. The conclave motivated the young entrepreneurs to initiate the change, to represent the modern era of personalized learning.

Outcome: The conclave motivated the young entrepreneurs to initiate the change, to represent the modern era of personalized learning.



For
Training & Placement Officer
IIS (deemed to be University)
SFS, Mandawar, Jaipur





THE IIS UNIVERSITY

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Date: 15th Feb 2015

NOTICE

The Department of HRM & IB is organizing a Workshop on "CV Writing" on 24th Feb 2015 in A.V. Hall for all students of MBA. Interested Students may give their names to the following:

Dr. Seema Singh Rathore 9783307217
Dr. Mahima Rai 8003095365

Dr. Ankita Jain
Head
Department of HRM & IB

Sopha Kothari
Head
Discipline..... HRM & IB
Department of Management
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

Workshop on CV Writing (24th Feb, 2015)



The Department of HRM & IB organized a Workshop on CV Writing conducted by Mrs. Shivi Saxena on 24th Feb, 2015. The basic idea of organizing this session was to provide information regarding how to face interview and how to prepare Curricular Vitae.

The workshop enlightened the students with various aspects of campus placement and was a learning and informative session.

Rupam Kothari
Head
Discipline.....*HRM & IB*.....
Department of Management
IIS (deemed to be University)
SP-3, Mansarovar, Jaipur





THE IIS UNIVERSITY

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September 15, 2014

NOTICE

This is for the information of all the students of UG and PG course that a Workshop on **"Employability Skills Training"** will be organized at IISU.

Speaker : Mr. Ankush Mahindra, Founder- Opportunity Knocks
Date : 13-17 October 2014
Time : 10:00 AM TO 12: 00 PM
Venue : AV Hall

Dr. Shivi Saxena
Placement Officer

For

Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

Employability Skills Training Workshop

Date: 13-17 October 2014

Venue: AV Hall

Participants: 70

A "Personality Development Workshop" was organized by Mr. Ankush Mahindra, Founder-Opportunity Knocks, for all the students of UG and PG courses on 11-18 October 2014. The objective of the seminar was to equip the students with soft skills and personality development.

This Training Programme was organized with the objective of training the students on the following skills

- CV/Resume Writing
- Personal Interview Skills
- Etiquette Training
- Confidence Building • Group Discussion Techniques
- Business Communication
- Creative Thinking & Problem solving

On the successful completion of the training, the candidates will be issued Certificates.

Outcome: Students were given tips on improving personality.

For
Ankushby

Training & Placement Officer
IIS (deemed to be University)
SPS, Mansarovar, Jaipur





THE IIS UNIVERSITY

deemed to be a university under section 3 of UGC Act., 1956

September 15, 2014

NOTICE

This is for the information of all the students of that a Workshop on "**Employability Skills Training**" will be organized at IISU.

Speaker : Mr. Ankush Mahindra, Founder- Opportunity Knocks
Date : 26 September – 1 October 2014
Time : 10:00 AM TO 12: 00 PM
Venue : AV Hall

Dr. Shivi Saxena
Placement Officer

Training & Placement Officer
IIS (deemed to be University)
SFS, Mansarovar, Jaipur



THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

Employability Skills Training Workshop

Date: 26 September – 1 October 2014

Venue: AV Hall

Participants: 65

A “Personality Development Workshop” was organized by Mr. Ankush Mahindra, Founder-Opportunity Knocks, for all the students of UG and PG courses on 11-18 October 2014. The objective of the seminar was to equip the students with soft skills and personality development.

This Training Programme was organized with the objective of training the students on the following skills

- CV/Resume Writing
- Personal Interview Skills
- Etiquette Training
- Confidence Building • Group Discussion Techniques
- Business Communication
- Creative Thinking & Problem solving

On the successful completion of the training, the candidates will be issued Certificates.

Outcome: Students were given tips on improving personality.

For
Ankushby
Ankush Mahindra (Coordinator Officer)
(Employment to be University)
3rd Mansarovar, Jaipur



THE IIS UNIVERSITY

TRAINING AND PLACEMENT CELL

HR Conclave

Date: 21-22 February 2014

Venue: IIS Auditorium

Participants: 400

The objective of the seminar was to bridge the academia and industry gap

The Placement Cell of The IIS University successfully carried out the two day HR Conclave-2014. It was a two day event held on February 21st and 22nd, 2014. The theme for this year was "Employers' perception of Graduate Employability". It was an event, where the corporate HR representative from each industry raised and discussed the perception of the employer from the graduates in the industry.

The two day conclave attracted various dynamic leaders of their industry, gracing the occasion and interacting with the students. The industry representations were from, Banking & Finance, BPO, Retail, Export House, Hospital Management, Hospitality, Entrepreneurs, Recruitment firms, Training and Development.

The Conclave was inaugurated by Ms. Sairee Chahal, Founder & CEO, Fleximoms. Over 400 students from all the faculties attended and actively participated in the conclave. The conclave was an initiative of the Placement Cell towards bridging the gap between the industry and academia through this interface.

Outcome: The conclave was an initiative of the Placement Cell towards bridging the gap between the industry and academia through this interface.



Training & Placement Officer
IIS (deemed to be University)
S.F. Mansarovar, Jaipur





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ICG CAMPUS, SFS, GURUKUL MARG, MANSAROVAR, JAIPUR

DEPARTMENT OF PSYCHOLOGY

SESSION 2019-20

COURSES OF STUDY

FOR

CAREER ORIENTED AND SKILL DEVELOPMENT PROGRAMME

IN

COUNSELLING & GUIDANCE

CERTIFICATE COURSE	2019-20
DIPLOMA COURSE	2020-21
ADVANCED DIPLOMA	2021-22

Head
Discipline *psychology*
Dept. of Behavioural & Health Science
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CAREER ORIENTED COURSES IN COUNSELLING

These are add-on courses, which regular students in UG or PG programme can pursue simultaneously. The certificate holder shall be eligible for admission to the Diploma and the Diploma holder shall be eligible for admission to the Advanced Diploma course. Candidates who have passed 10+2 examination from a recognized board shall be considered eligible for admission to the Certificate Course.

Nomenclature of the Course	Duration	Eligibility Criteria
Certificate in Counselling	1 academic year	10+2 of any recognized Board
Diploma in Counselling	1 academic year	Certificate in Counselling
Advanced Diploma in Counselling	1 academic year	Diploma in Counselling

Teaching Schedule

The classes shall be conducted in the morning hours. Apart from the regular faculty, senior professionals from the field of Counselling, Clinical Psychologists, Organizational Behaviour Professionals shall be invited to offer guidance on the contemporary and technical aspects of the subjects under study.

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Credit System

CERTIFICATE	: 30 Credits
DIPLOMA	: 60 Credits
ADVANCED DIPLOMA	: 90 Credits

Each course will be of 30 credits. Each credit will have 15 hours of work load, out of which 10 credits shall be assigned to field/subject work training. The proof of this shall be submitted during final examination in the form of work experience certificate/project duly signed by the concerned authority.

Pedagogical Strategies

Apart from class room lectures, activities and assignments, students shall be given opportunities to present and participate in seminars and symposia.

Annual Scheme of Examination

1. The number of papers and the minimum passing and maximum marks for each paper shall be shown in the syllabus. Each theory paper will be of three hours duration and the duration of practical examination shall be as prescribed in the syllabus.
2. There shall be 3 sections in the question paper. Section 1 shall consist of objective type questions, Section 2 consist of definitions/short answers type questions and section 3 shall consist of long essay type questions.
3. Result categorization : Pass with honours – 75% and above, First division – 60% and Pass – 50% in the aggregate of all papers.
4. To pass the examination, a candidate is required to obtain at least 40% marks in each paper (theory and Practical separately as prescribed in the syllabus) and 50% marks in the aggregate of all the papers to declare the candidate as pass.
5. Candidate needs to clear all papers in order to be eligible for promotion to the next level of courses. A candidate securing less than 40% marks in maximum of one paper shall be allowed to take the exam not later than the successive academic year only.
6. Internal assessment will constitute 30% marks of the maximum marks for each paper (theory and practical separately) based on internal examination and regularity in attendance.
7. A candidate passing the Certificate course shall only be admitted to the Diploma course.
8. A candidate passing the Diploma course shall only be admitted to the Advanced Diploma course.
9. The certificate/Diploma/Advanced Diploma shall be awarded by the College.

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CERTIFICATE COURSE IN COUNSELLING AND GUIDANCE

CON 131 - Introduction to Counselling

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 04
Contact hrs/week	: 02

Objectives : This course will familiarize the students with the nature and process of counselling, its major theories and techniques and expose them to the different fields of applications of counselling.

Unit I	Counselling : The Art and Science of Helping a. Meaning, Nature scope and principles of counselling with special reference to India. b. Counselling and Psychotherapy
Unit II	Professional issues, ethics, education and training of the counselor
Unit III	Socio Cultural Context of Counselling : a. Counselling in multicultural society b. Counselling with diverse population : aged population, gender based counselling
Unit IV	Theories of Counselling a. Psychodynamic Approach: Freudian, Neo Freudian, Modern. b. Humanistic Approach : Existential, Client centered c. Cognitive Approach : Rational emotive, Transactional analysis d. Behavioural Approach : Operant conditioning, Behaviour Modification e. Indian Contribution : Yoga and Meditation
Unit V	Counselling Applications : Child Counselling, Family Counselling, Counselling in Schools, Career Counselling, Alcohol and Drug Abuse, Group Counselling, Crisis Intervention Counselling

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359 Mansarovar, Jaipur



CON 131 - Introduction to Counselling

Books Recommended :

1. Essential Readings

- Belkin, G.S. (1988). Introduction to counselling. W.G. : Brown Publishers.
- Nelson, J. (1982). The Theory and Practice of Counselling Psychology. New York : Holt Rinehart & Winston.
- Ben, Ard, Jr. (Ed.) (1977). Counselling and Psychotherapy : Classics on theories and issues. Science and Behaviour Books Co.
- Brammer, L.M. & Shostrom, B.L. (1977). Therapeutic Psychology : Fundamentals of Counseling Psychology. (3rd Ed.) Englewood Cliffs : Prentice Hall
- Gladding, S.T. (1992). Counselling : A Comprehensive Profession.
- Udupa, K.N. (1985). Stress and its Management by Yoga. Delhi : Motilal Banarsi Das.
- Windy, D. (1988) (Ed.) Counselling in action. New York : Sage Publication.
- Patterson C.H. (1960) Theories of Counselling and Psychotherapy. Harper and Row.
- Wolpe J. (1973) : The Practice of Behavior Therapy : New York Paragon Press.
- Nelson-Jones, R. (1994). Handbook of Counselling Psychology. London : Sage.
- Rao, S.N. Counselling Psychology (1992). Tata McGraw Hill. New Delhi.
- Frusten, J.M. Psychological Counselling in India. Mumbai McMillan.
- Bordin E.S. Psychological Counselling, 2nd Edition, McGraw Hill, 1968.

2. Reference Books :

- Brammer L.M. and Shostrom E.L. 4th Ed. (1982) : Therapeutic Psychology Fundamentals of Counselling and Psychopathology. Englewood Cliffs Prentice Hall Inc.
- Bellock A.S. , Harson H. Kazdin A.E. (Ed.) (1982) : International Handbook of Behavior Modification and Therapy : New York Press.
- Barrett J.E. (1979) : Stress Mental Disorders American Psychopathological Association Series : New York. Raven Press.
- Dohrenwend B.S. Dohrenwend B.P. (1974) : Stressful Life Events – Their Nature and Effects : New York, John Wiley and Sons.
- Krumboltz J.D. and Thorson C.E. (1976) : Behavioral Counselling, Cases and Techniques. New York Hole Rinehart and Winston.
- Lazarus R.S. and Folkman S. (1984) Stress, Appraisal and Coping : New York Springes.
- Krumboltz J.D. and Thorson C.E. (1976) : Counselling Methods. New York Holt Rinchart and Winston
- Palmer, S. (1997). Handbook of Counselling. London: Routledge.
- Woolfe, R. S. and Dryden, W. (1996). Handbook of Counselling Psychology. N.D. : Sage

Head
Discipline Psychology.....
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- Belkin, G.S. (1988). Introduction to Counselling. W.G : Brown Publishers.
- Nelson, J (1982). The Theory and Practice of Counselling Psychology. New York : Holt Rineheart and Winston.
- Windy, D. (1988). (Ed.) Counselling in Action New York : Sage Publication.
- Kavita Singh, Counselling Skills for Managers – Prentice Hall, India.
- Robert Nathan and Hill. Career Counselling, Second Edition, Sage Publication.
- Jennifer M. Kidd, Understanding Career Counselling, Theory, Research and Practice, Sage Publications.
- Robert L. Gibson and Marianne H. Mitchell, Introduction to Counselling and Guidance Psychology 6th Edition. Prentice Hall – India.
- Colim Feltham and Ian Horton: The Sage Handbook of Counselling and Psychotherapy, Sage Publication.
- Richard Nelson – Jones, Basic Counselling Skills, a Helper's Manual. 2nd Edition. Sage Publication.

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CERTIFICATE COURSE IN COUNSELLING AND GUIDANCE

CON 132 - Principles and Procedures of Guidance

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 04
Contact hrs/week	: 02

Objectives :

- Understand and develop an adequate philosophy of guidance, meaning, nature and its scope.
- Understand the principles and procedure of guidance in schools, its nature, role of guidance personal vis-à-vis school curriculum, classroom learning and school discipline.
- Personnel and community and techniques of organization of guidance services and their evaluation.

Unit I	Introduction to Guidance : Meaning, nature, scope and purpose. Need and types of guidance, its relation with education. Present status and future possibilities of guidance in India.
Unit II	Procedures of Guidance : Group guidance, meaning and nature of group dynamics, factors influencing group cohesiveness. Group guidance techniques, guidance as a team work.
Unit III	Guidance in Classroom : Its contribution to personal, social and career development of student, Guidance and classroom learning : process of learning, children's characteristics, classroom climate. Guidance of discipline.
Unit IV	Organization of Guidance Services : Orientation, individual inventory, information, counselling, placement, follow up, research. Principles and evaluation.
Unit V	Emerging concerns for Guidance : Guidance for character development, meaning and role. Theories and process of value development (Kohlberg and Piaget). Special issues in guidance : Drug abuse, Alcohol abuse.

Head
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CON 132 - Principles and Procedures of Guidance

Books Recommended:

1. Essential Readings

- Anand S.P. (2000), ABC's of Guidance in Education, IV Edition, Bhubaneshwar, Pagesetter, Publication.
- Anand S.P. (2000), School Management for Quality Education in 21st Century. Bhubaneshwar, Pagesetter, Publication.
- Bhatnagar Asha and Nrimala Gupta (edition 2001). Guidance and Counselling, Vol. 1, A theoretical perspective, New Delhi, Vikas Publishing House.
- Bhatnagar Asha and Nrimala Gupta (edition 2001). Guidance and Counselling, Vol. 2, A Practical Approach, New Delhi, Vikas Publishing House.
- Jayaswal, Sita Ram : Shiksha Mein Nirdeshan Evam Paramarsh (Hindi) Agra, Bhargava Book House.
- Nayak A.K. (1997) Guidance and Counselling, New Delhi, A.P.H. Publishing House.
- Saraswat R.K. and Gaur J.S. (1994). Manual for Guidance Counsellors, New Delhi (NCERT).

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CERTIFICATE COURSE IN COUNSELLING AND GUIDANCE

CON 133 - Practical

Duration of Exam	: 01 hr
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 02
Contact hrs/week	: 01

Any eight out of the list below :

I	Intelligence
II	Aptitude
III	Family Relation
IV	Sociometry
V	Stress
VI	Anxiety
VII	Self Esteem
VIII	Problem Solving
IX	Career Information

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DIPLOMA COURSE IN COUNSELLING AND GUIDANCE

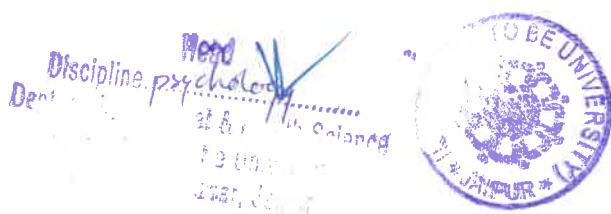
CON 231- Assessment and Appraisal in Counselling

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 04
Contact hrs/week	: 02

Objectives :

- Delineate the nature, process, underlying assumption and principles of psychological assessment.
- Apply different techniques of psychological assessment in guidance and counselling.
- Develop skill of administration scoring and interpretation of psychological test.

Unit I	Introduction to the Concept of Mental Measurement: Measurement scale: Nominal, Ordinal, Interval and ratio. Psychological testing: history, definitions, uses and types of psychological tests.
Unit II	Characteristics of a Good Psychological Test: Objectivity, standardization, Norms.
Unit III	Test Standardization: Reliability, validity and item analysis.
Unit IV	Interpreting Test Scores: Types of Norms, Development of norms.
Unit V	Assessment Techniques in Measurement of : 1. Personality 2. General abilities 3. Special abilities 4. Assessment in Educational set up 5. Mental Health Batteries



CON 231- Assessment and Appraisal in Counselling

Books Recommended:

1. Essential Readings

- Nunnally, J.C. (1967). Psychometric Theory. McGraw Hill, N.Y.
- Dillon R.F. (Ed) (1997). Handbook of Testing. U.S.A. : Greenwood Press.
- Ghisalli, E.E., Campbell, J.P. & Zedeck, S. (1981). Measurement Theory for the Behavioral Sciences. San Francisco : W. H. Freeman.
- Gulliksen, H. (1950). The Theory of Metal Tests. NY : John Wiley.
- Hambleton, R.K. Swaminathan, H. & Rogers, H.J. (1991). Fundamentals of Item Response Theory. ND : Sage.
- Jenson, A.R. (1990). Bias in Mental Health Testing. NY : Free Press.

2. Reference Books

- Rummel R.S. (1970). Applied Factor Analysis, North West University Press, Evaston.
- Sen, A.K. (1974). Method of Reducing the Length of Psychological Test. Indian Journal of Psychometry and Education, Vol. 55, pp 8-13.
- Kulkarni S.S. & Puhan B.N. (1988). Psychological Assessment. In a J. Pandey (Ed.) Psychology in India : The state-of-the-art, Vol. I, ND : Sage.
- Lewis – Beck, M.S. (1994). Factor analysis and Related Techniques. Thousand Oaks : Sage.
- Puhan, B.N. (1980). Issues in Psychological Testing. Agra : National Psychological Corporation.

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DIPLOMA COURSE IN COUNSELLING AND GUIDANCE

CON 232 - Techniques and Skills of Counselling

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 04
Contact hrs/week	: 02

Objectives :

- Use knowledge and insight about various theories of counselling and technical know-how of the process of counselling.
- Apply various counselling theories.
- Identify research needs in counselling.
- Conduction and evaluation of the counselling programme.

Unit I	Counselling Process: Counselling relationship - meaning and nature, basic communications skills. Counselling interview. Influence Process.
Unit II	Skills in Counselling : Rapport building, assessment of problem and concerns, setting goals, selecting and designing interventions, termination of counselling.
Unit III	Strategies and techniques of counselling : Individual Counselling, Group Counselling : Need assumptions, types, processes, appraisal, therapeutic forces in a counselling group and its limitations. Peer Counselling : Issues, appraisal, feasibility, identification, training of peer group as peer facilitator. Curriculum research, evaluation and community involvement.
Unit IV	Evaluation of Counselling Outcomes : Self Evaluation, Programme Evaluation
Unit V	Research Counselling : Single Case design, Action Research: Concept, need and steps. An action plan for action research in counselling.

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CON 232 - Techniques and Skills of Counselling

Books Recommended :

1. Essential Readings

- Belkin, G.S. (1988). Introduction to counselling. W.G. : Brown Publishers.
- Nelson, J. (1982). The Theory and Practice of Counselling Psychology. New York : Holt Rinehart & Winston.
- Ben, Ard, Jr. (Ed.) (1977). Counselling and Psychotherapy : Classics on theories and issues. Science and Behaviour Books Co.
- Brammer, L.M. & Shostrom, B.L. (1977). Therapeutic Psychology : Fundamentals of Counseling Psychology. (3rd Ed.) Englewood Cliffs : Prentice Hall
- Udupa, K.N. (1985). Stress and its Management by Yoga. Delhi : Motilal Banarsi Das.
- Windy, D. (1988) (Ed.) Counselling in action. New York : Sage Publication.
- Patterson C.H. (1960) Theories of Counselling and Psychotherapy. Harper and Row.
- Wolpe J. (1973) : The Practice of Behavior Therapy : New York Paragon Press.
- Nelson-Jones, R. (1994). Handbook of Counselling Psychology. London : Sage.
- Rao, S.N. Counselling Psychology (1992). Tata McGraw Hill. New Delhi.
- Frusten, J.M. Psychological Counselling in India. Mumbai McMillan.
- Bordin E.S. Psychological Counselling, 2nd Edition, McGraw Hill, 1968.

2. Reference Books :

- Brammer L.M. and Shostrom E.L. 4th Ed. (1982) : Therapeutic Psychology Fundamentals of Counselling and Psychopathology. Englewood Cliffs Prentice Hall Inc.
- Bellock A.S. , Harson H. Kazdin A.E. (Ed.) (1982) : International Handbook of Behavior Modification and Therapy : New York Press.
- Barrett J.E. (1979) : Stress Mental Disorders American Psychopathological Association Series : New York. Raven Press.
- Dohrenwend B.S. Dohrenwend B.P. (1974) : Stressful Life Events – Their Nature and Effects : New York, John Wiley and Sons.
- Krumboltz J.D. and Thorson C.E. (1976) : Behavioral Counselling, Cases and Techniques. New York Hole Rinehart and Winston.
- Lazarus R.S. and Folkman S. (1984) Stress, Appraisal and Coping : New York Springes.
- Krumboltz J.D. and Thorson C.E. (1976) : Counselling Methods. New York Holt Rinchart and Winston

Discipline, psychology
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- Gladding, S.T. (1992). Counselling : A Comprehensive Profession.
- Palmer, S. (1997). Handbook of Counselling. London: Routledge.
- Woolfe, R. S. and Dryden, W. (1996). Handbook of Counselling Psychology. N.D. : Sage.
- Belkin, G.S. (1988). Introduction to Counselling. W.G : Brown Publishers.
- Nelson, J (1982). The Theory and Practice of Counselling Psychology. New York : Holt Rineheart and Winston.
- Windy, D. (1988). (Ed.) Counselling in Action New York : Sage Publication.
- Kavita Singh, Counselling Skills for Managers – Prentice Hall, India.
- Robert Nathan and Hill. Career Counselling, Second Edition, Sage Publication.
- Jennifer M. Kidd, Understanding Career Counselling, Theory, Research and Practice, Sage Publications.
- Robert L. Gibson and Marianne H. Mitchell, Introduction to Counselling and Guidance Psychology 6th Edition. Prentice Hall – India.
- Colim Feltham and Ian Horton: The Sage Handbook of Counselling and Psychotherapy, Sage Publication.
- Richard Nelson – Jones, Basic Counselling Skills, a Helper's Manual. 2nd Edition. Sage Publication.

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 SRS, Mansarovar, Jaipur



DIPLOMA COURSE IN COUNSELLING AND GUIDANCE

CON 233 - Seminar

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 02
Contact hrs/week	: 01

Seminar and Case Presentation based on Case Formulation, Psychological Testing and Mock Counselling Sessions

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ADVANCED DIPLOMA COURSE IN COUNSELLING AND GUIDANCE

CON 331 - Counselling for Career Planning

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 04
Contact hrs/week	: 02

Objectives : To understand -

- Career development processes
- Various approaches to career counselling.
- Career maturity, success and adjustment.

Unit I	Introduction to Career Planning : Definitions, Current interests, changing nature of the world of work.
Unit II	Theories of Career Development and Decision Making : Trait Factor Theory, The development theories, Personality theories, Social learning theories, Sociological theories, Economic theories. Implications of Career Theories for Counsellors, Career Counselling and the Development of Human Potential.
Unit III	Career Planning and Decision Making in Schools : The School Counselor's Role in Student Career Development, Techniques for Career Planning and decision making, Environmental placements, Career Counselling in Non-school settings, Computerized Career Assistance Systems.
Unit IV	Types of Systems : Information Systems, Guidance Systems, Ethical Considerations.
Unit V	Process of Career Counselling : Strategies, Career corner, career talk, career conference, industrial visit.

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CON 331 - Counselling for Career Planning

Books Recommended :

1. Essential Readings

- Rao, S.N. Counselling Psychology (1992). Tata McGraw Hill. New Delhi.
- Frustren, J.M. Psychological Counselling in India. Mumbai McMillan.
- Bordin E.S. Psychological Counselling, 2nd Edition, McGraw Hill, 1968
- Krumboltz J.D. and Thorson C.E. (1976) : Counselling Methods. New York Holt Rinehart and Winston
- Gladding, S.T. (1992). Counselling : A Comprehensive Profession.
- Palmer, S. (1997). Handbook of Counselling. London: Routledge.
- Woolfe, R. S. and Dryden, W. (1996). Handbook of Counselling Psychology. N.D. : Sage.
- Belkin, G.S. (1988). Introduction to Counselling. W.G : Brown Publishers.
- Nelson, J (1982). The Theory and Practice of Counselling Psychology. New York : Holt Rinehart and Winston.
- Windy, D. (1988). (Ed.) Counselling in Action New York : Sage Publication.
- Kavita Singh, Counselling Skills for Managers – Prentice Hall, India.
- Robert Nathan and Hill. Career Counselling, Second Edition, Sage Publication.
- Jennifer M. Kidd, Understanding Career Counselling, Theory, Research and Practice, Sage Publications.
- Robert L. Gibson and Marianne H. Mitchell, Introduction to Counselling and Guidance Psychology 6th Edition. Prentice Hall – India.
- Colim Feltham and Ian Horton: The Sage Handbook of Counselling and Psychotherapy, Sage Publication.
- Richard Nelson – Jones, Basic Counselling Skills, a Helper's Manual. 2nd Edition. Sage Publication.

2. Reference Books :

- Windy, D. (1988) (Ed.) Counselling in action. New York : Sage Publication.
- Patterson C.H. (1960) Theories of Counselling and Psychotherapy. Harper and Row.
- Wolpe J. (1973) : The Practice of Behavior Therapy : New York Paragon Press.
- Nelson-Jones, R. (1994). Handbook of Counselling Psychology. London : Sage.

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ADVANCED DIPLOMA COURSE IN COUNSELLING AND GUIDANCE

CON 332 - Therapeutic Skills in Clinical Practice & Educational Counselling

Duration of Exam	: 03 hrs
Max. Marks	: 100
CA	: 30 marks
Semester End Exam	: 70 marks
Credits	: 04
Contact hrs/week	: 02

Objectives

- To familiarize students with the theoretical stand points in therapeutic intervention.
- To train them in skills of therapy.
- Understand necessary theoretical and technical know-how of various concepts in educational counseling.

Unit I	Introduction to therapeutic skills. Client Therapist relationship. Generic Skills. Specific strategies and techniques
Unit II	Assessment and case formulation, structuring work with clients. Ancillary skills
Unit III	Issues in Clinical Practice
Unit IV	Steps in the organization and administration of counselling in Schools. Importance of the Commulative Record Card
Unit V	Importance and maintenance of counselling at elementary school, High School and College level

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CON 332 - Therapeutic Skills in Clinical Practice & Educational Counselling

Books Recommended :

1. Essential Readings

- Windy, D. (1988) (Ed.) Counselling in action. New York : Sage Publication.
- Patterson C.H. (1960) Theories of Counselling and Psychotherapy. Harper and Row.
- Wolpe J. (1973) : The Practice of Behavior Therapy : New York Paragon Press.
- Nelson-Jones, R. (1994). Handbook of Counselling Psychology. London : Sage.
- Rao, S.N. Counselling Psychology (1992). Tata McGraw Hill. New Delhi.
- Frusten, J.M. Psychological Counselling in India. Mumbai McMillan.
- Bordin E.S. Psychological Counselling, 2nd Edition, McGraw Hill, 1968
- Krumboltz J.D. and Thorson C.E. (1976) : Counselling Methods. New York Holt Rinchart and Winston
- Gladding, S.T. (1992). Counselling : A Comprehensive Profession.
- Palmer, S. (1997). Handbook of Counselling. London: Routledge.
- Woolfe, R. S. and Dryden, W. (1996). Handbook of Counselling Psychology. N.D. : Sage.
- Belkin, G.S. (1988). Introduction to Counselling. W.G : Brown Publishers.
- Nelson, J (1982). The Theory and Practice of Counselling Psychology. New York : Holt Rineheart and Winston.
- Windy, D. (1988). (Ed.) Counselling in Action New York : Sage Publication.

2. Reference Books :

- Kavita Singh, Counselling Skills for Managers – Prentice Hall, India.
- Robert Nathan and Hill. Career Counselling, Second Edition, Sage Publication.
- Jennifer M. Kidd, Understanding Career Counselling, Theory, Research and Practice, Sage Publications.
- Robert L. Gibson an Marianne H. Mitchell, Introduction to Counselling and Guidance Psychology 6th Edition. Prentice Hall – India.
- Colim Feltham and Ian Horton: The Sage Handbook of Counselling and Psychotherapy, Sage Publication.
- Richard Nelson – Jones, Basic Counselling Skills, a Helper's Manual. 2nd Edition. Sage Publication.

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ADVANCED DIPLOMA COURSE IN COUNSELLING

CON 333 - Internship

Max. Marks : 100
CA : 100 marks
Credits : 02

Students are required to prepare and submit a report based on Internship.

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