

S.No.	Five Components of TSKC curriculum	
1	Communication skills	Speaking Skills ,Writing skills &Vocabulary building in both English and Mother Tongue, ,
2	Technical Skills/ Computer Knowledge	Basic knowledge of Computers, SBTET Typing certificate, MS office, Internet Browsing, MOOCs, Certificate Courses
3	Analytical Reasoning & Aptitude	Logical reasoning, Problem solving, Creative thinking and Arithmetic
4	Personality Development	Knowing Oneself, Relationships, Right knowledge
5	Career Guidance & Job Preparedness	Career opportunities, Job requirements and Job preparedness, Grooming

First Semester - 30 Hours				
1	Communication Skills (Bilingual/English & Mother tongue)	24 hours	Introducing Oneself Introducing Others Introducing likes & dislikes Knowing each other- group introduction Basic Vocabulary	<p>End of semester-I the student is expected to</p> <ol style="list-style-type: none"> 1. speak and write about oneself, family, college, village, plan for future and knowledge about Computers 2. Decide on Career option and plan for it. 3. Speak individually and in a group. 4. Students should be enrolled in Spoken Tutorial.
2	Career guidance	2 hours	Expectations about Oneself - My dream, My ambition, My Interests, My hobbies, My strengths, My weaknesses	
3	Personality Development	2 hours	Inviting learned people from different departments to share their experiences	
4	Introduction to computers	2 hours	Computer Lab work	
Second Semester - 30 Hours				
1	Communication Skills (Bilingual English & Mother tongue)	16 hours	Reading skills/ Right Pronunciation Writing skills Presentation Skills Basics of JAM	<p>End of semester- II expected to</p> <ol style="list-style-type: none"> 1. Read given content with right pronunciation, present a topic, prepare a power point and present 2. Know and read a few famous books, poems and share their views. 3. Use library/Comp labs or extra classes
2	Career Guidance	2 hours	Latest in career opportunities Listening to people from various profiles and interacting	
3	Computer skills	12 hours	MS office - MS word, MS excel and Power point	

Third Semester - 30 Hours				
1	Communication Skills (Bilingual English & Mother tongue)	10 hours	Situational Vocabulary building Terminology (Bilingual) Group of students may compile a book of new coinages and terminological words, Group discussion, Team presentations,	End of semester-III expected to 1. build vocabulary, team presentation, internet browsing, simple mathematics and reasoning
2	Computer skills	06 hours	Internet browsing-effective use of internet-Important websites, online transactions, Department website, Introduction to e-Commerce	
3	Analytical Reasoning & Aptitude	12 hours	Solving Basic Arithmetic Problems Verbal and Non verbal reasoning	
4	Career Focus	02 hours	Choice making- Planning to achieve the goal	
Fourth Semester - 30 Hours				
1	Communication Skills	08 Hours	Creative writing, Movie screening - Writing or presenting a Review	End of semester-IV expected to 1. get through the SBTET Exam 2. MOOCS/ Spoken Tut. course 3. Online tests like quizzes etc
2	Computer Skills	10 Hours	SBTET Typing Certificate Course	
3	Analytical Reasoning & Aptitude	06 Hours	Abstract Reasoning - to draw logical conclusions based on information expressed through shapes, patterns and words Diagrammatic Reasoning - drawing logical conclusions based on visual representations	
4	Personality development	06 Hours	Knowing the importance of Relationships - Right Knowledge, Right Understanding- Human Values	

Fifth Semester - 30 Hours				
1	Communication Skills (Bilingual English & Mother tongue)	08 Hours	Personal Monitoring of Students' speaking and writing skills while they express their views in any of the activity mentioned in this semester.	End of semester- V expected to prepare CV/Resume
2	Computer Skills	06 Hours	Searching websites for data collection, Research writing	
3	Analytical Reasoning & Aptitude	08 Hours	Solving Basic Arithmetic Problems, Verbal and Non verbal reasoning	
4	Career Guidance & Job Preparedness	08 Hours	JAM sessions, Resume writing, Interview skills, Interaction with HRMs, Job survey	
Sixth Semester - 30 Hours				
1	Communication Skills (Bilingual English & Mother tongue)	05 Hours	Group Discussions, JAM sessions, Life skills	End of semester- VI expected to get a JOB
2	Computer Skills	02 Hours	Preparation of dossier	
3	Analytical Reasoning & Aptitude	18 Hours	Practicing Tests, Job readiness	
4	Career guidance & Job Preparedness	05 Hours	Showcasing talents, Promoting Oneself, Interview skills, Entrepreneur skills	

Communication Skills- Unitwise distribution			
		TOPIC	No.of Hours
Unit-1	a	<i>Sentence Arrangement; Subject - verb Agreement</i>	
	b	<i>Simple Present - Negatives & Questions</i>	
	c	<i>Present Continuous - Negatives & Questions;</i>	
	d	<i>Questions with be (Is,am,are)</i>	
	e	<i>is/are; isn't/aren't, question tags</i>	
	f	<i>Sentence Corrections</i>	
Unit-2	a	<i>Present Perfect-Present Perfect - Continuous</i>	
	b	<i>Present Perfect - Simple Past- Past Perfect Regular Irregular Verbs; Yes-No Questions; Short Answers</i>	
	c	<i>Past Continuous - Perfect</i>	
	d	<i>Statements and Questions with past form of 'be'; Wh Questions with did/was/were</i>	
	e	<i>Future Time</i>	
	f	<i>Sentence Corrections</i>	
Unit-3	a	<i>Adjectives</i>	
	b	<i>Articles</i>	
	c	<i>Prepositions (Place & Time)</i>	
	d	<i>Adverbs</i>	
	e	<i>Sentence Corrections</i>	
Unit-4	a	<i>Synonyms</i>	
	b	<i>Antonyms</i>	
	c	<i>Homophones,</i>	
	d	<i>Homonyms,</i>	
	e	<i>One-Word Substitutes</i>	
	f	<i>Idioms& Phrases</i>	
Unit-5	a	<i>Voice</i>	
	b	<i>Speech</i>	
	c	<i>Comparison of Adjectives</i>	
	d	<i>Simple-Compound- Complex</i>	
	e	<i>Conditionals</i>	
	f	<i>Sentence Corrections</i>	
Unit-6	a	<i>Vowels</i>	
	b	<i>Consonants</i>	
	c	<i>Intonation</i>	
	d	<i>Stress -Word, Sentence</i>	
	e	<i>Accent-American &British</i>	
	f	<i>Neutralisation</i>	
Unit-7	a	<i>Listening Skills- General</i>	
	b	<i>Listening Skills- Specific</i>	
	c	<i>Telephone Skills</i>	

Unit-8		<i>Reading Skills - Skimming, Scanning, Comprehension</i>	
Unit-9	a	<i>Paragraph Writing</i>	
	b	<i>Essay Writing</i>	
	c	<i>Information Transfer</i>	
Unit-10	a	<i>Note-Making</i>	
	b	<i>Precis Writing</i>	
	c	<i>E-mail &SMS</i>	
Unit-11	a	<i>Resume Writing</i>	
	b	<i>CV</i>	
	c	<i>Cover letter</i>	
	d	<i>Statement of Purpose</i>	
Unit-12	a	<i>Why Soft Skills?</i>	
	b	<i>Positive Attitude</i>	
	c	<i>Body Language</i>	
	d	<i>Social & Business Etiquette</i>	
	e	<i>SWOT Analysis</i>	
	f	<i>Self-Introduction</i>	
Unit - 13		<i>JAMs</i>	
Unit- 14		<i>Management Skills - Time, Stress,</i>	
Unit -15		<i>Team Work- Negotiation Skills, Inter - Personal Skills& Presentation Skills</i>	
Unit - 16		<i>GDs</i>	
Unit -17		<i>Interview Skills</i>	

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<i>Analytical Skills - Unit wise distribution</i>			
Unit		TOPIC	No.of Hours
Unit-1	a	ANALOGY	4
Unit-2	a	Classification	3
	b	Series Completion	3
Unit-3	a	Coding & Decoding	6
Unit-4	a	Relationships	3
	b	Logical reasoning	3
Unit-5	a	Numbers	6
Unit-6	a	H.C.F. & L.C.M.	2
	b	Averages	2
	c	Problems on Ages	2
Unit-7	a	Profit & Loss	2
	b	Ratio & Proportions	2
	c	Surds and Indices	2
Unit-8	a	Percentages	3
	b	Partnership	3
Unit-9	a	Time and work	3
	b	Time and Distance	3
Unit-10	a	Problems on Trains	3
	b	Boats and streams	3
Unit-11	a	Allegations and Mixtures	2
	b	Permutations & Combinations	2
	c	Probabilities	2
Unit-12	a	Simple and compound Interest	4
	b	Calendar	2
Unit - 13	a	Area, Volumes and surface area	4
	b	Clocks	2
Unit- 14	a	Data Interpretation	6
Unit -15	a	Data Analysis	6
Unit - 16	a	Problem Solving Techniques	7
Unit -17	a	Short cut methods by experts	6
	b	Grand Tests	3
	c	Weekly Tests	16
		Grand Total	120

Technical Skills - Unit wise distribution		
Unit	TOPIC	No.of Hours
Unit-1	Typing Tutor	17
Unit-2	Internet Skills	10
Unit-3	Introduction to Computers	3
Unit-4	Hardware	3
Unit-5	MS Word	14
Unit-6	MS Excel	2
Unit-7	MS Power Point	10
Unit-8	MS Access	5
Unit-9	Operating System	8
Unit-10	Examinations	16
Unit-11	MANA TV & ICT	20
Grand Total		120

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General Awareness

S.No	Name of the Topic	No.of Hours
1	Indian History, Heritage & Culture	6
2	Geography	6
3	Economics(Marketing, Consumer behavior, determination of Prices)	7
4	Indian Polity, Government Constitution	6
5	General Sciences	7
6	Current Affairs & Sports	8
Total		40

ANNEXURE -II

Assessment on Five Components of TSKC curriculum in 6 - Semesters			
S.No.	I - SEMESTER		Marks
1	Self Introduction in Mother Tongue	Oral (3 Min)	5
2	Self Introduction in English	Oral (3 Min)	5
3	My Ambition & Plan for future	Oral (3 Min)	5
4	My strengths & My Weaknesses	Oral (3 Min)	5
5	Basic knowledge about Computers-	Written Test	10
6	Basic Operation of Computers	Practical	10
7	Submission of Assignment on Expectations about Oneself-		10
Total			50
II - SEMESTER			
1	Speed Reading with right pronunciation-	Oral	5
2	Talk my Friend- Speaking for 2-3 min on any given topic	Oral	5
3	Writing 10 sentences on a given topic-	Written	5
4	Calligraphy - Write a given paragraph-	Written	5
5	Basic Knowledge about MS Office & Enrollment for Online Course	Written	10
6	Submission of Assignment on Knowledge about Higher Education/Career Opportunities		10
7	Submission of Assignment on MS Word-		10
Total			50
III - SEMESTER			
1	Team Presentation on a topic -	Oral	5
2	Group Discussion on any given topic-	Oral	5
3	Knowledge on Internet Banking, Cashless Transactions -	Oral	5
4	Exam on Basic Arithmetic, verbal & Non Verbal questions -	Written	20
5	Enrollment for Certificate Course		5
6	Submission of Assignment on Compilation of New Coinages & Terminological words-	Written	10
Total			50
IV - SEMESTER			
1	Oral presentation of review on a book	Oral	5
2	Written presentation of review on a book/movie	Oral	5
3	Exam on Analytical Reasoning & Aptitude questions -	Written	30
4	Working on Certificate Course/Online Course-		10
Total			50
V - SEMESTER			
1	Data Collection on a given topic from internet	Written	10
2	Exam on Analytical Reasoning & Aptitude questions	Written	20
3	Model Resume Preparation	Written	5
4	Attending sessions on any Skill/Entrepreneurial Orientation Programme		5
5	Enrollment for PG Entrance Coaching-		5
6	Attending Model Interview Skills	Oral	5
Total			50
VI - SEMESTER			
1	Group Discussion & JAM -	Oral	10
2	PG Entrance Preparation -		10
3	Model Competitive Exam -	Written	20
4	Preparation & Submission of Dossier -	Written	10
Total			50
GRAND TOTAL			300