



# Shri Mahaveer College

(Affiliated to the University of Rajasthan)  
A Co-educational English Medium PG College

## Best Practice-II

Enriching Students through  
workforce preparation courses

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## Best Practice II

### Title

### Enriching Students through workforce preparation courses

#### Objective

It is widely recognized that graduates from the Indian education system often lack the skills required by today's industries. This skills gap is primarily due to the static and theoretical nature of university curriculum, which do not keep velocity with the rapidly evolving demands of the industry. Consequently, graduates find themselves unprepared for the practical challenges of the workplace. Several key factors contribute to this disconnect: like Outdated Curriculum, Communication Skills, Soft Skills, and Technical Skills etc.

Recognizing these issues, Shri Mahaveer College has taken the initiative to bridge the gap between industry expectations and the skills acquired through university education. The core objective of our employability enhancement program is to equip students with:

1. **Improved Communication Skills:** Fostering strong verbal and written communication abilities.
2. **Enhanced Soft Skills:** Developing essential soft skills, such as teamwork, leadership, and problem-solving.
3. **Recruitment Programs:** Providing training in the latest industry-specific technologies and practices.

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By aligning our educational offerings with the current needs of the industry, we aim to better prepare our graduates for successful careers. Our initiatives include collaborating with industry partners, offering internships and real-world projects, and continuously updating our curriculum based on industry feedback. Through these efforts, we are committed to ensuring that our graduates are well-equipped to meet the demands of their chosen professions.

## Context

Many students enrolled in our programs come from middle-class families, where securing employment after graduation is a primary concern. Unfortunately, the current university curriculum often falls short of industry expectations, particularly in the IT sector, where expertise in both technical and soft skills is crucial.

To address this, it is essential to enhance the students' skills for campus recruitment and non-technical areas to better prepare them for the challenges of the job market. Our primary goal is to bridge the gap between industry expectations and the quality of graduates produced by the educational system.

The existing curriculum does not fully equip students with the necessary skills demanded by employers. Therefore, it is imperative to identify these gaps and implement measures to develop the required competencies among our learners.

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## Practice

This practice is implemented through the execution of two courses from last 5 years.

### a) Campus recruitment Training Program

The major objective of campus placement is to identify the talented and qualified professionals before they complete their education. This process reduces the time for an industry to pick the candidates according to their need. It is a cumbersome activity and hence majority of the companies find it difficult to trace the right talent.

Many Students do not understand the importance of placement training that is being imparted, whether it is aptitude training or soft skills. They show the least interest in this due to various factors viz., projects, assignments or more of activities loaded by the colleges as part of their curriculum. It is the responsibility of colleges train the students on all aspects of career development and helps them in getting placed in their dream companies. Campus Recruitment Training Program comprises preparation of aptitude exam for initial screening round of companies, Resume Writing, Group Discussions and Personal Interviews etc.

### b) Soft Skill Program

Soft Skills plays a vital role in employability, we at Shri Mahaveer College understands the ever increasing need of versatile technocrats in industry.

To enhance communications skills and soft skills SMC runs comprehensive Skill training programs for students.

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## Evidence of Success

Many students have successfully completed these courses, and this academic year has seen new enrollments as well. The faculty is dedicated to enhancing various skills among the students. As a result, students are becoming more confident, learning to work as a team, and organizing co-curricular and extra-curricular activities. They are actively participating in waste management initiatives through the NSS Club, showcasing leadership and responsibility.

Students are excelling in Intra College Competitions, winning prizes in various cultural and sports events, demonstrating their diverse talents and commitment. These activities not only build their confidence but also enhance their communication and organizational skills.

Furthermore, the practical and holistic approach of these courses has led to a significant improvement in employability. Students are securing placements in reputable multinational companies, reflecting the effectiveness of the training provided. These achievements indicate that the courses are instrumental in equipping students with the necessary skills and knowledge to meet market requirements and excel in their professional careers.

Due to combined efforts of all, the training and placement initiatives, the technical skills, confidence building, communication and awareness in regards to career consciousness begins to increase among students. Hence, a measurable result of these activities can be seen in the placement statistics. The College has seen an ever increasing number of placements and many students have attributed their success to the activities conducted by the College. These activities have increased the level of confidence of the learners.

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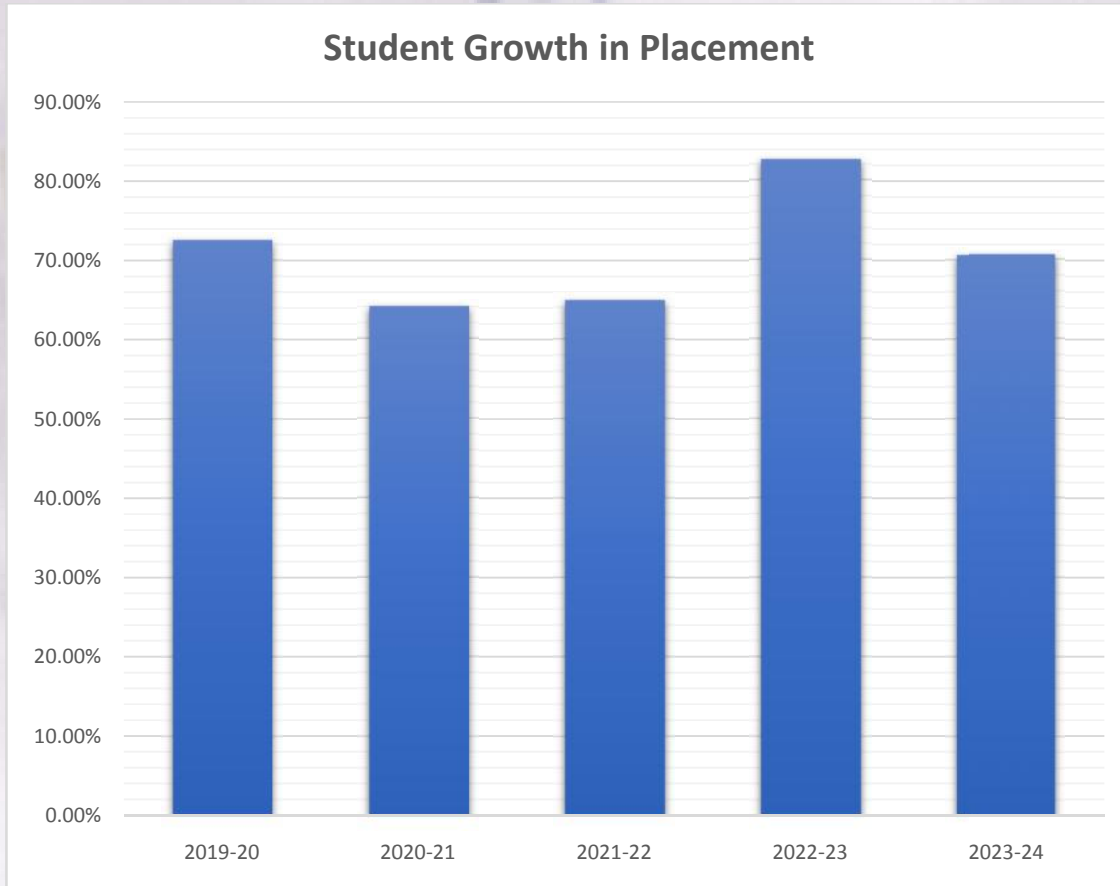
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### Student Growth in Placement



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## Problems Encountered & Resources Required

1. **Time Management:** Balancing regular classes with additional course commitments poses a challenge for students.
2. **Assessment:** The integration of internal assessments adds to the academic load.
3. **Financial Constraints:** Implementing these courses brings an additional financial burden to the institution.
4. **Workload Management:** Managing the extra workload for both students and faculty can be difficult.
5. **Infrastructure and Funding:** Adequate infrastructure and sufficient funds are necessary to support the successful execution of these courses.

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## Implementation of the Practice

### a) Course plan of CRT Program

#### Modules of Campus Recruitment Training Program

- Quantitative Skills – Arithmetic, Fractions, Decimals, and Percentages, Basic Algebra, Geometry, Measurement, Data Interpretation, Basic Statistics, Ratios and Proportions, Word Problems, Basic Probability
- Logical reasoning - Statements and Conclusions, Arguments and Assumptions, Logical Connectives, Identifying Patterns, Drawing Conclusions, Conditional Reasoning, Critical Thinking Skills, Analogies, Sequences and Series, Coding-Decoding
- Comprehension - Main Idea, Supporting Details, Inference, Vocabulary, Context Clues, Summarization, Sequence, Cause and Effect, Compare and Contrast, Drawing Conclusions
- Verbal reasoning - Reading comprehension, Analogies, Critical reasoning, Sentence completion, Synonyms and antonyms, Logical deduction, Word meanings, Inferences, Vocabulary, Paragraph summarization
- Data Interpretation- Reading Tables, Interpreting Graphs, Understanding Diagrams, Statistical Measures, Trend Analysis, Comparative Analysis, Percentage Analysis, Forecasting
- Resume writing- Contact Information, Resume, Objective Statement, Professional Experience, Education, Skills, Certifications/Licenses, Achievements/Awards, Volunteer Experience, References, Additional Sections (such as Professional Affiliations, Publications, Projects)

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- Group Discussion- Introduction, Icebreaker, Topic Introduction, Brainstorming, Idea Sharing, Discussion Facilitation, Argument Presentation, Counterargument, Consensus Building, Conclusion
- Personal Interview – Introduction, Personal Background, Education, Work Experience, Skills and Strengths, Weaknesses and Areas for Improvement, Career Goals, Motivation and Passion, Problem-solving Abilities, Behavioral Questions

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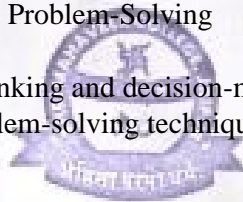
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## b) Course plan of Soft Skills Program

### Modules of Soft Skills Program

- Introduction to Soft Skills
  - Understanding the importance of soft skills in career success
  - Overview of key soft skills to be covered
- Communication Skills
  - Verbal communication: Effective speaking and listening skills
  - Written communication: Crafting professional emails, reports, and documents
  - Non-verbal communication: Body Language, gestures, and facial expressions
- Interpersonal Skills
  - Building rapport and fostering positive relationships
  - Active listening and empathy
  - Conflict resolution and negotiation techniques
- Teamwork and Collaboration
  - Understanding team dynamics
  - Contributing to team goals and objectives
  - Resolving conflicts within a team
- Leadership and Management
  - Leadership styles and qualities
  - Goal setting and motivation
  - Time management and prioritization
- Critical Thinking and Problem-Solving
  - Analytical thinking and decision-making
  - Creative problem-solving techniques

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- Handling ambiguity and uncertainty
- Career Development
  - Resume writing and interview skills
  - Personal branding and online presence
  - Goal setting and career planning
- Presentation and Public Speaking
  - Structuring effective presentations
  - Overcoming public speaking anxiety
  - Engaging and persuading an audience
- Cultural Competence and Diversity
  - Understanding and respecting cultural differences
  - Working in diverse teams
  - Avoiding biases and stereotypes

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## c) Course Duration

Shri Mahaveer College offers four-month courses, with batch size of maximum 150 students, providing an intensive and focused learning experience. This concise duration allows students to efficiently master the curriculum, encouraging active engagement and skill development. The college's structured program ensures thorough coverage of course content, facilitating rapid academic and professional growth.

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## d) Time Table

### Campus Recruitment Training Program & Soft Skills

#### Time Table (2023-24)

Day /Period	CRT	Soft Skill
	7:30 -8:30	7:30-8:30
<b>Monday</b>	B1-CRT Dr. Neelima Pareek R No-107	B1-SS Dr. Khushboo Sogani RNo-106
<b>Tuesday</b>	B1-CRT Dr. Simmi Choyal R No-107	B1-SS Dr. Vineeta Jain RNo-106
<b>Wednesday</b>	B2-CRT Dr. Simmi Choyal R No-107	B2-SS Dr. D.N. Sharma RNo-106
<b>Thursday</b>	B2-CRT Dr. Neelima Pareek  R No-107	B2-SS Dr. Khushboo Sogani RNo-106
<b>Friday</b>	B3-CRT Dr. Neelima Pareek R No-107	B3-SS Dr. Kushboo Sogani RNo-106
<b>Saturday</b>	B3-CRT Dr. Simmi Choyal R No-107	B3-SS Dr. D.N. Sharma RNo-106

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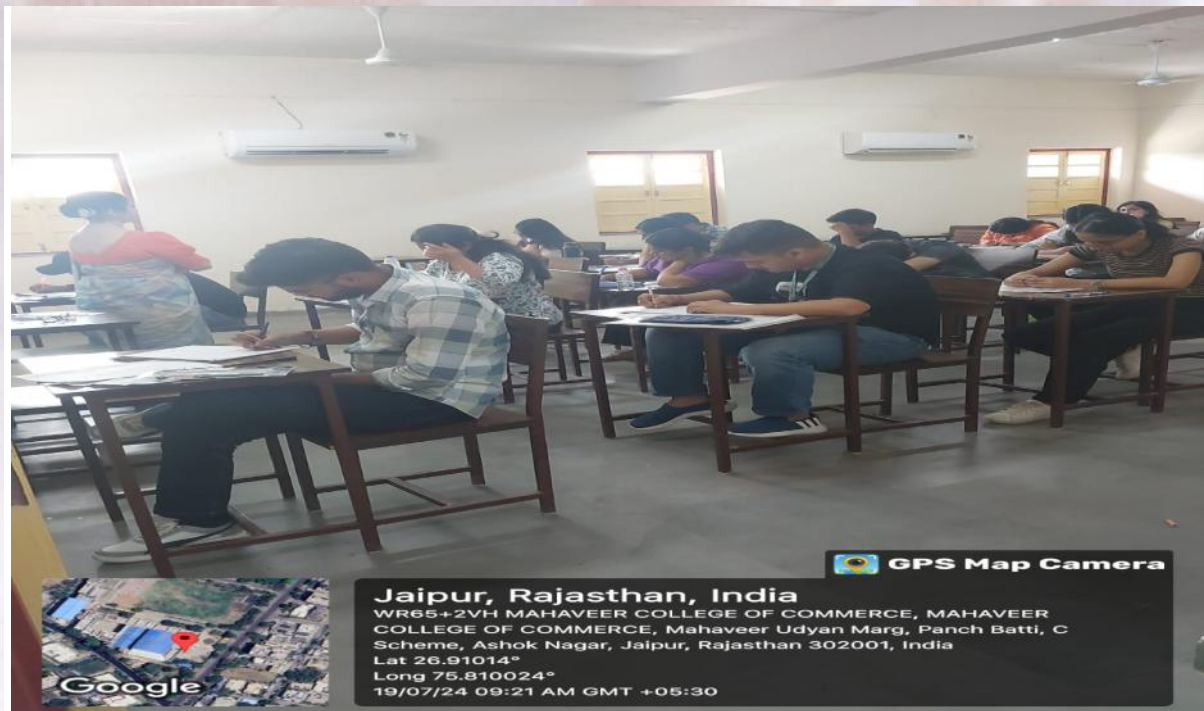


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## e) Assessment & Evaluation

Shri Mahaveer College uses multiple-choice question (MCQ) papers for evaluating and assessing these courses. This method ensures a thorough assessment of students' comprehension and retention of core concepts. MCQ papers provide a quick and objective evaluation process, allowing for consistent and fair measurement of student performance across various topics.



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