

**SEMESTER IV****6 Papers****Total 100 x 6 = 600 Marks****I. SKILL ENHANCEMENT COURSE SEC 2:**

(Credits: Theory-02)

**Marks : 100 (ESE 3Hrs) =100****Pass Marks Th ESE = 40*****Instruction to Question Setter for******End Semester Examination (ESE):***

There will be **two** group of questions. **Group A is compulsory** and will contain three questions. **Question No.1 will be very short answer type** consisting of ten questions of 1 mark each. **Question No.2& 3 will be short answer type** of 5 marks. **Group B will contain descriptive type** six questions of 20 marks each, out of which any four are to answer.

**Note:** There may be subdivisions in each question asked in Theory Examinations.

**SOFT SKILLS****Theory: 75 Lectures; Tutorial:15 Lectures****Course Description**

The course intends to transfer soft skills and numeric ability skills to the students which will help them in accessing job opportunities particularly in the banking sector

**1. Resume writing and Interview skills**

Resume Writing: What is Resume? Types of Resume? Chronological, Functional and Mixed Resume, Steps in preparation of Resume. Interview Skills: Common interview Questions, Attitude, Body Language, The mock interviews, Phone interviews, Behavioral Interviews.

**2. Group discussion (GD) and team building**

Group Discussion: Group Discussion Basics, GD Topics for Practice, Points for GD Topics, Case-Based and Article based Group Discussions, Points for Case Studies, and Notes on Current Issues for GD.

**3. Numerical Ability**

Average, Percentage, Profit and Loss, Simple Interest, Compound Interest, Time and Work, Pipes and Cisterns, -Time and Distance, Problems on Trains, Boats and Streams Calendar, Ratios and Proportions.

**Basis Readings:**

- ☐ Agarwal.R.S (2010) Quantitative Aptitude,S.Chand and Sons
- ☐ Prasad. L.M (2000) Organizational Behavior S.Chand
- ☐ Khera. Shiv.You Can Win MC Millan Books, Revised Edition

**II. GENERIC ELECTIVE (GE 4A):**

(Credits: 06)

GE4A paper of First subject selected in Sem-I to be studied. Refer Table AI 2.4 for name of papers and for Content in detail refer the Syllabus of Opted Generic Elective Subject.

**III. GENERIC ELECTIVE (GE 4B):**

(Credits: 06)

GE4B paper of Second subject selected in Sem-I to be studied. Refer Table AI 2.4 for name of papers and for Content in detail refer the Syllabus of Opted Generic Elective Subject.