



# St Aloysius Institute of Technology Jabalpur

## CRT Syllabus Pre Final & Final Year

### Purpose:-

To enhance holistic development of students and improve their employability skills

### Instructional Objectives:-

1. To develop inter personal skills and be an effective goal oriented team player.
2. To develop professionals with idealistic, practical and moral values.
3. To develop communication and problem solving skills.
4. To re-engineer attitude and understand its influence on behavior.

### UNIT I – My Company - My Job

Case studies of company and their requirements, process of hiring, HR practice, engineering profiles v/s techno commercial profiles, basic understanding of companies/corporate practices, general understanding about global job market.

### UNIT II – Communication & Campus Hiring

Importance of communication for engineers, Verbal & Non Verbal communication, campus hiring, professional networking, job portals, digital resume & profile making, Group Discussion practices.

### UNIT III – Teamwork & Problem-Solving

Group activities, Management games, puzzles, psychometric,

### UNIT IV - Work Ethic & Time Management

Attendance, Character, Teamwork, Appearance, Attitude, Productivity, Organizational Skills, Communication Skills, Cooperation, Respect, Hard work & Smart work, Time Table, priority list.

### UNIT V – Interview Skills

Appropriate manners and body language, What professional attire to wear, What to bring to an interview (resume, references, etc.), Questions an interviewer may ask, Good questions to ask the interviewer Panel Interview practices.

### ASSESSMENT

Monthly Assessment based on course coverage.

[.....]

Principal

[.....]

Director

[.....]

Head Training & Placement