

**Commissionerate of Collegiate Education**  
**| J K C Monitoring Cell**  
**Curriculum |**

**Restructuring the Curriculum of JKC as per the present day needs and Trends**

**Curriculum frame-250 Hrs**

SNO	SKILL	No. of Hours allotted	Trainer
1	<i>Communication Skills</i>	60 Hrs	<b>GEM (Guest English Mentor)</b>
2	<i>Soft Skills</i>	30 Hrs	<b>GEM / FTM</b>
3	<i>Ethical Values</i>	10 Hrs	<b>GEM / FTM</b>
4	<i>Analytical Skills</i>	60 Hrs	<b>FTM (Full Time Mentor)</b>
5	<i>Technical Skills</i>	60 Hrs	<b>FTM (Full Time Mentor)</b>
6	<i>General Awareness</i>	30 Hrs	<b>FTM (Full Time Mentor)</b>
	<b>Total</b>	<b>250 Hrs training Package</b>	

# COMMUNICATION SKILL-60 Hrs

## SECTION-1

### A. GRAMMAR

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15 HRS

SELF-INTRODUCTION  
TENSES  
CONCORD

## SECTION-1

### B. READING & WRITING

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PASSAGES FOR COMPREHENSION

## SECTION-2

### A. GRAMMAR

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15 HRS

PREPOSITIONS  
ADJECTIVES & ARTICLES  
AUXILIARY VERBS  
CONDITIONALS

## SECTION-2

### B. VOCABULARY & COMPREHENSION

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SYNONYMS  
ANTONYMS

## SECTION-3

### A. GRAMMAR

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15 HRS

VOICE  
SPEECH  
DEGREES  
LINKERS

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**SECTION-3**

**B. WRITING SKILLS**

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NOTE – MAKING  
PRECIS WRITING  
PARAGRAPH WRITING  
ESSAY WRITING

**SECTION-4**

**A. PRONUNCIATION & COMMUNICATION SKILLS**

**15 HRS**

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A COURSE IN LISTENING & SPEAKING SKILLS – BOOK 1 WITH CDS  
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

**SECTION-4**

**B. NEUTRALISATION OF ACCENT**

ACCENT WITH MINIMUM MTI  
VOICE BASED EFFICIENCY  
TELEPHONE SKILLS – ETIQUETTE  
SELF-INTRODUCTION  
INTRODUCING OTHERS  
SEEKING PERMISSION  
AGREEING & DISAGREEING  
MAKING COMPLAINTS  
MAKING REQUESTS

A COURSE IN LISTENING & SPEAKING SKILLS – BOOK -2 WITH CDS  
(PRESCRIBED BY APSCHE - BOOK WITH CDS)

**\*A TOTAL OF SIXTY HOURS INCLUDING FORMATIVE AND SUMMATIVE  
ASSESSMENT**

## **SOFT SKILLS -30 Hrs**

**30 HRS**

### **Commissionerate of Collegiate Education JKC Monitoring Cell**

<b>Soft Skills</b>	
<b>S.No.</b>	<b>Grammar</b>
1	Soft Skills : An Overview
2	Know Yourself
3	SWOT Analysis
4	Goal Setting
5	Positive Attitude
6	Body Language
7	Interpersonal Skills
8	Time Management
9	Presentation Skills
10	Just a Minute (JAM) Activities
11	Team Dynamics
12	Group Discussion
13	Etiquetter of Telephone,e-mail and SMS
14	Interview Skills
15	Preparation for Examinations

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[apcce.gov.in](http://apcce.gov.in)

## **Ethical Values-10 Hrs**

1. Introduction to Value Education
2. Harmony in the Human Being
3. Harmony in the Family and Society and Harmony in the Nature
4. Social Ethics
5. Professional Ethics