



Curriculum & Assessment Procedures.

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY
(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



Employability Skill Under the Life Skills Program by Rubicon

Academic Year 2019 - 2020

The assessment parameters for the **Employability Skill Under the Life Skills Program** included:

- 1. Personality Development**
 - a. SWOT Analysis
 - b. Goal Setting
 - c. Effective Communication
 - d. Time Management
 - e. Self Motivation
 - f. Leadership
- 2. Life PLUS Domain Skills**
 - a. Critical Thinking
 - b. Problem Solving
 - c. Decision Making
 - d. Work Ethics
 - e. Customer Service
 - f. Resume Writing
- 3. Mock Interview**
 - a. Email Etiquette
 - b. Apply online
 - c. Grooming Etiquette
 - d. Group Discussion
 - e. Interview Skills

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Employability Skill Under the Life Skills Program by Rubicon
Academic Year 2022-2023

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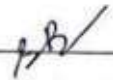
CURRICULUM

Course Name: Rubicon Life Skills Program

New Hire Training/ Personality Development/ Employability Skills			
Sr. No.	Topic	Learning Objectives	Duration hrs
1	Expectation setting	To learn Industry expectations from freshers	2
2	Ice breaking	To know more about the trainer & candidates	2
3	Organizational Structure	To learn Organizational structure	2
4	SWOT Analysis	To identify their Strength/Weakness/Opportunities/ Threat	2.5
5	Corporate Jargons	To learn most commonly used words in corporates	2
6	Public Speaking	To eliminate stage fear	2
7	Presentation Skills	To articulate your thoughts through Power point presentation	2.5
8	E-mail Etiquette	To learn E-mail writing skills	2
9	Grooming	Dress to impress/ Proximity/ Personal hygiene/	2
10	Body language	To learn positive body language	2
11	Telephone Etiquette	To handle telephonic round of interview/ To learn call mechanics	2.5
12	Group Discussion	To assess candidates' public speaking skills	2.5
13	Personal Interview	To perform well during interviews	4
Total			30 hrs



		<ul style="list-style-type: none"> 5. Dressing Sense <ul style="list-style-type: none"> 5.1 Formal & Informal Dressing 5.2 Dos and Don'ts 6. Command over Language <ul style="list-style-type: none"> 6.1 Confidence in Speaking 6.2 Expressing Yourself 6.3 Vocabulary Stock 7. Etiquette and Manners <ul style="list-style-type: none"> 7.1 Definition 7.2 Best Practices 7.3 Workplace Etiquettes 7.4 Email Etiquettes 7.5 Phone Etiquettes 8. Knowledge of Current Affairs <ul style="list-style-type: none"> 8.1 Importance 8.2 Newspaper Reading Habit
3.	Interpersonal Skills	<ul style="list-style-type: none"> 1. Team Work <ul style="list-style-type: none"> 1.1 Team Definition 1.2 Delegation of Work 1.3 Coordination and Interdependence 1.4 Conflict Management 2. Group Discussion (GD) <ul style="list-style-type: none"> 2.1 Importance of GD 2.2 Dos & Don'ts 3. Public Speaking <ul style="list-style-type: none"> 3.1 How to overcome Stage Fear 3.2 How to overcome Shyness 3.3 Power of Rehearsal 4. Leadership Traits <ul style="list-style-type: none"> 4.1 Leadership Styles 4.2 Taking Initiative 4.3 Influencing Power 5. Workplace Ethics & Integrity <ul style="list-style-type: none"> 5.1 Honesty at Workplace 5.2 Ethical Practices at Workplace 6. Cultural Intelligence <ul style="list-style-type: none"> 6.1 Handling Cultural Differences at Workplace 6.2 Being Sensitive to other cultures 7. Negotiation Skills <ul style="list-style-type: none"> 7.1 Art of Negotiation 7.2 Convincing Power 8. Listening Ability <ul style="list-style-type: none"> 8.1 Listening Importance 9. Presentation Skills <ul style="list-style-type: none"> 9.1 Prepare Business Presentations 9.2 Dos & Don'ts
4.	Time Management	<ul style="list-style-type: none"> 1. Importance of Time 2. Punctuality <ul style="list-style-type: none"> 2.1 Punctuality as a habit 3. Discipline <ul style="list-style-type: none"> 3.1 Goal Setting


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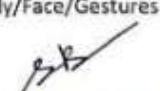




Topics to be covered in Personality Development/Soft Skills

S. No.	Master Topic	Topic/Subtopic
1.	Introduction to Personalities/	<ol style="list-style-type: none"> 1. What is Personality <ol style="list-style-type: none"> 1.1 Personality Definition 1.2 Environment Impact 1.3 Personality Formation 1.4 Need for Soft Skills 2. Why to Improve Personality <ol style="list-style-type: none"> 2.1 Job Prospects 2.2 Social Recognition 3. Types of Personalities <ol style="list-style-type: none"> 3.1 Extrovert 3.2 Introvert 3.3 Ambiverts 4. Self Confidence <ol style="list-style-type: none"> 4.1 Confidence Definition 4.2 Confidence Building 4.3 Self-Management (Emotions/Ego/Pride) 5. Positive Attitude <ol style="list-style-type: none"> 5.1 What is Attitude 5.2 Positive thinking 6. Emotional Intelligence (EI) <ol style="list-style-type: none"> 6.1 What is EI 6.2 Difference between EQ and IQ 7. Stress Management <ol style="list-style-type: none"> 7.1 Stress definition 7.2 Types of Stress 7.3 How to Handle Stress 8. Anger Management <ol style="list-style-type: none"> 8.1 Anger Definition 8.2 Controlling Anger 9. Creative Thinking <ol style="list-style-type: none"> 9.1 Need for Creativity 9.2 Out of Box Thinking
2.	Grooming	<ol style="list-style-type: none"> 1. Importance of Personal Hygiene <ol style="list-style-type: none"> 1.1 Hygiene Definition 1.2 Managing Hygiene 1.3 How Hygiene improves Health 2. First Impression <ol style="list-style-type: none"> 2.1 Definition 2.2 First impression is last impression 3. Body Language <ol style="list-style-type: none"> 3.1 Importance of Non-Verbal Communication 3.2 Key Components – Eye/Body/Face/Gestures 4. Importance of Posture <ol style="list-style-type: none"> 4.1 Body Posture Definition 4.2 Dos and Don'ts




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		<p>3.2 Self-Driven Discipline</p> <p>4. Time Management</p> <p>4.1 Multitasking</p> <p>4.2 Prioritizing Task</p> <p>4.3 Planning and Scheduling</p> <p>4.4 Meeting Deadlines</p> <p>4.5 Balance between and Work & Family Life</p>
5.	Job Interview Preparation	<p>1. Searching Jobs</p> <p>1.1 Company Website – Career Section</p> <p>1.2 Job Portals</p> <p>1.3 Newspaper Career Selection</p> <p>2. Interview Preparation</p> <p>2.1 Rules for facing Interview</p> <p>2.2 Types of Job Interview</p> <p>2.3 Tele and Video Interview</p> <p>2.4 International Interview</p> <p>2.5 Exit Interviews</p> <p>2.6 Mock Interviews</p> <p>2.7 Model Interview Q&A</p> <p>2.8 Salary Negotiations</p> <p>2.9 Pre and Post Interviews Communications</p> <p>3. Resume Preparations</p> <p>3.1 Cover Letter Importance</p> <p>3.2 Difference between Resume and CV</p> <p>3.3 Resume Creation and Updation</p> <p>3.4 Dos and Don'ts of Resume</p> <p>3.5 Resume sharing by email</p> <p>3.6 Resume uploading on Career Portals</p> <p>3.7 Rend of Video Resume</p>
6	Entrepreneurship Skills	<p>1. Advantages of Entrepreneurship</p> <p>2. Entrepreneurship Skills and Attitudes</p> <p>3. Difference between Self Employment and Entrepreneurship</p> <p>4. How to write Business Plan</p> <p>5. How to get business funding</p>



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CURRICULUM

Course Name: DLLE

UNIVERSITY OF MUMBAI
DEPARTMENT OF LIFELONG LEARNING AND EXTENSION
Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020

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CIRCULAR NO. 1-A

DLLE/COLL/171 of 2021
November 30, 2021

To,
The Principals,
Colleges and Institute in all Faculties
Affiliated with University of Mumbai

Sub: - Extension Work Projects for the benefit of Ten Grace Marks.

Dear Principal,

This has a reference to our Circular No. DLLE/COLL/98 of 2021 dated 29th July, 2021 regarding above mentioned subject. This year the Department will be implementing Annual Extension Work activities in Online and Offline mode by following rules and regulations of the University of Mumbai and Government of Maharashtra under Covid Pandemic. The students participating in the Extension Work under this Department are entitled to the benefit of Ten Grace Marks on the satisfactory completion of 120 hours of work under various Extension Work Projects.

The details about the Extension Work Projects for the academic year 2021-2022 are given to you in our above mentioned circular.

First Term Training Program for Extension Work Teachers and Student Managers to explain the operational modalities for Extension Work Projects **will be held very soon**. The Details of the Training Programs will be sent to you separately in due course.

Please find the attachment of our earlier Circular No. DLLE/COLL/98 of 2021 dated 29th July, 2021, Registration Form and Annexure 1 to 4 for the college to be submitted (duly filled) to us by post. We very much look forward to hearing from you & receiving the completed Registration Form and Demand Draft with annexure (Hard Copies) on or before 10th December 2021.

Thanking you,
Yours faithfully,
Sd/-
Director, DLLE



UNIVERSITY OF MUMBAI

DEPARTMENT OF LIFELONG LEARNING AND EXTENSION

Vidyapeeth Vidyarthi Bhavan, 'B' Road, Churchgate, Mumbai 400 020

Phone: (Dir.)- 22043478, (Telefax)-22813020 website: www.mudlle.ac.in, Email Id: dlleuniversityofmumbai@gmail.com

CIRCULAR NO. 1

DLLE/COLL/ 98 /of 2021

29th July, 2021

To,
The Principals,
Colleges and Institute in all Faculties
Affiliated with University of Mumbai

Sub: - Extension Work Projects for the benefit of Ten Grace Marks and First Term Training program for the Extension Work Teachers & Student Manager

Dear Principal,

Greetings to you on the commencement of academic year 2021-2022. I hope everything is fine at your end. You are aware of Extension Work activities organized by the **Department of Lifelong Learning and Extension**. The students participating in the Extension Work under this Department are entitled to the benefit of Ten Grace Marks on the satisfactory completion of 120 hours of work under various Extension Work Projects. In the year 2020-2021, 250 Colleges (201 Under & Post Graduate, 20 B.Ed. Colleges, 05 Management Colleges, 12 Pharmacy Colleges, 02 Engineering & Technology Colleges, 10 Law Colleges) had participated in this activity with the registration of 17,163 students.

It be noted that the nature and activities to be carried out including the administrative and financial aspects are very different from N.S.S. and N.C.C. **Therefore, the students or teachers who are already participating in N.S.S., N.C.C. or Cultural Activities / Competitions in this academic year 2021-22, are not eligible to register under Extension Work Project. The college will have to deploy a separate teacher for Extension Work Project to be taken up at the college level.** Here are some details about the Extension Work Projects for the academic year 2021-2022.

1. Extension Work Projects

The Department is offering Six types of Extension Work Projects out of which a student can take up any one project for entitlement of the benefit of Ten Grace Marks under the Ordinance 229-A.

A range of Extension Work Projects are offered for enhancing the employability and IT skills of the student. The projects are given below:

Title of Project

S. No. i) Vocational Career Oriented Projects ii) Community Oriented Project

1 Annapurna Yojna Project (APY) 4 National Institute Open School (NIOS)

2 Career Project (CP) 5 Population Education Club (PEC)

3 Industry Orientation Project (IOP) 6 Survey of Women's Status (SWS)

The Department has been entrusted the responsibility to participate the social welfare and skill development motive of Govt. of India.

The Details about the same will be given to you during First Term Training organized by DLLE in Online webinar. Please submit the registration or conduct the activities by following Government norms specified during Covid 19 pandemic period.

The students can enroll for any one of the project and college can choose one or two projects for group of Students.

2. Extension Work Student

The Extension Work student should complete 120 hours of work **except for Industry Orientation Project where the minimum requirement is 240 hours**, in one Academic Year (Two Semesters) for the benefit of 10 Grace Marks under Ordinance 229-A.

3. Extension Work Student Manager

One Extension Work Student Manager for every 24 students is to be deputed to assist the Extension Work Teacher in implementation of the Projects in the College. It is suggested that special care be taken in the selection of **Student Managers** as they play a major leadership role.

The Extension Work Student Manager is expected to be with his team of 24 students at all times whenever they are carrying out the work both at the college and the community levels.

4. Extension Work Teacher

The College should deploy one **Extension Work Teacher (who will not be in N.S.S. Program Officer / N.C.C. Officer / Cultural Co-ordinator) for Maximum 50 Students, for more than 50 students, college can appoint additional Teacher, like this one Teacher for every 50 Students. NO LIMIT for STUDENTS ENROLLMENT.**

This Extension Work Teacher will:-

- Attend First Term and Second Term Training Programs conducted by the Department.
- Organize First Term and Second Term Training Programs at college level.
- Arrange First Term and Second Term field Visits of the Extension Work Field Co-ordinator.
- Supervise the work done by the students with the help of Extension Work Student Manager.
- Prepare documents to be submitted by the College to the Department.
- Assess the Project Reports at the College level.



An Extension Work Teacher is also expected:-

- To be present throughout the College and the Community level Programs.
- To carry out Field Visits at least once in a month in the Community.
- To be present during the Field Visits by the Extension Work Field Co-ordinator.
- To ensure that every single student is present during the Field Visits by the Field Co-ordinator.

5. Extension Work Field Co-Ordinator

The Department will appoint the **Honorary Extension Work Field Co-ordinator** to:-

1. Assist and Supervise the Training of the Extension Work students in a Cluster of Colleges during the First and Second Terms.

2. Carry out a field visit to the college and the community along with the Extension Work Teacher, Extension Work Student Manager and Extension Work students.

3. Assess the Project Reports of the Extension Work students with Extension Work Teachers.

The Extension Work Field Co-ordinator is expected to visit a college under him /her for the purpose of guidance, monitoring & evaluation and smooth conduct of Extension Work at College Level.

4. (No TA/DA, Honorarium to be paid from College for such visits)

6. Financial Aspects of Extension Work Projects

A. At The College Level

i) Participation Charge for Students: A participation Charge of Rs. 200/- (Rupees two hundred only) as approved by the Management Council is to be collected from each student at the time of Registration. Out of this an amount of Rs. 100/- is to be retained by the college for the college level expenditure including traveling and incidental expenses of *Extension Work Teacher / Student Manager* required to attend meeting, programs etc. at the University or Programs of the Department. The balance of Rs. 100/- of each student is to be sent to the Department along with the list of students registered for the Extension Work by a single Demand Draft of the total amount drawn in favor of *The Finance and Accounts Officer, University of Mumbai. (This Charges will be non-refundable)* This participation Charge alone that ensures funding for the Extension Programme at the college level and the University level. It is therefore advisable that a college registers as many students as possible for the programme, subject to a maximum of 50 students per teacher in these projects. For every additional 50 students, a college may assign additional teacher. (No limit to enroll the Students)

ii) Honorarium for Extension Work Teacher by the College

Extension Work Teacher is entitled for honorarium according to the fulfillment of the following norms:-

- Rs.2,000/- per annum where a teacher has minimum of 50 Students for Extension Work Projects.
- Rs.1,000/- per annum where a teacher has minimum of 25 Students for Extension Work Projects.
- Rs.500/- per annum where a teacher has minimum of 12 Students for Extension Work Projects.

This honorarium should be paid by the college to Extension Work Teacher from the participation charges of Rs. 100/- per student which is collected & retained by college.

B. At The Department Level

The expenditure of all the Programs organized by the Department will be incurred by the Department.

7. First Term Training Program For Extension Work Teachers And Student Managers

First Term Training Program for Extension Work Teachers and Student Managers to explain the operational modalities for Extension Work Projects **will be held in very soon**. The Details of the Training Programs will be sent to you separately in due course.

Please find the attachment for Registration Form for the college & Extension Work Teacher of your college to be submitted to us by post.

We very much look forward to hearing from you & receiving the completed Registration Forms on before 20th August 2021 .

Thanking you,
Yours faithfully,

Dr. Dilip S. Patil
Director, DLLE