



**Memorandum of Understanding  
Between  
Dev Sanskriti College of Education & Technology  
&  
Sunday Campus**



This Memorandum of Understanding (MoU) is signed today the 03/01/2022 between Dev Sanskriti College of Education and Technology, Khapri, Bhilai and Sunday Campus with the following aims and objectives.

**Objectives :** This program intends to bridge the gap between formal education and employability. Communication is an important part of human life and so is language. With rapid change in the way we communicate, language seems to be taking the back seat. Copy writers and reporters are hard to find. Almost all Institutions are having a tough time reporting their events to the print, electronic and social media. Moreover, 80% of jobs are now in the field of marketing and sales making it imperative to enhance their communication.

- To grow as a person
- To grow as a professional
- To grow within the organization
- To work independently
- To supplement regular income

**Programs offered :**

- Communication Skills
- Personality Development

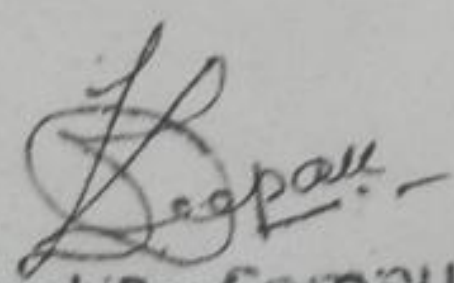
**Program Structure :** 30 hours (Class Room + Outdoor Activities ) of studies in Hybrid Mode (Online/offline) for select students with help from the department of Education of the partner college.

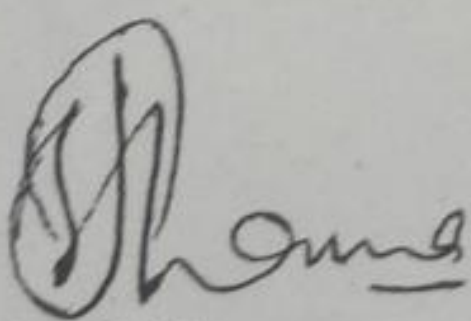
The program will include –


**Communication :** Language, Presentation skills (ppt), Effective CV writing skills, Preparing for an interview, Content Writing, Report writing & photo capture techniques

**Personality Development :** Elocution, declamation, Skits, plays and role play, Personal Grooming, Confidence building, Outdoor activities

Participants will be given certificates on successful completion of course.

  
Deepak Ranjan Das  
Moderator/Editor  
Sunday Campus

  
Mrs. Jyoti Sharma  
Director  
D.S.C.E.T., Durg (C.G.)  
**Director**  
Dev Sanskriti College of  
Edu. & Tech. Khapri, Durg

  
Dr. Kuber Singh Gurupanch  
Principal, D.S.C.E.T., Khapri,  
Durg (C.G.)  
**PRINCIPAL**  
Dev Sanskriti College of  
Education & Technology





# DEV SANSKRITI COLLEGE OF EDUCATION & TECHNOLOGY

Khapri, Dhamdha Road, Durg (C.G.), Email – [enquiry@dscet.org](mailto:enquiry@dscet.org) Mobile: 982618962,

## Syllabus

### Personality Development

Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1.	<b>Personality Personal grooming &amp; Body Language</b> Definition, Elements, Determinants, Personal Hygiene, social Effectiveness, business Etiquettes(power dressing), Non-verbal communication, type of Body language, Function of body language, Role of body language	5	5	10
2.	<b>Art of Good communication</b> Verbal and Non verbal Communication, difference Between oral and written communication, importance of effective communication	5	5	10
3.	<b>Team Behaviour , Group Discussion &amp; Interview Preparation</b> Types of Team , Team Role and Behaviour, Do's and don't, Introduction, resume writing, dress Code, mock interview, how to be successful in an interview	5	5	10
		15	15	30 Hours

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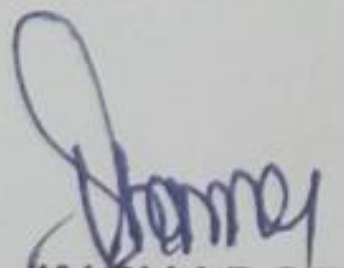
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## Syllabus

### Communication Skill

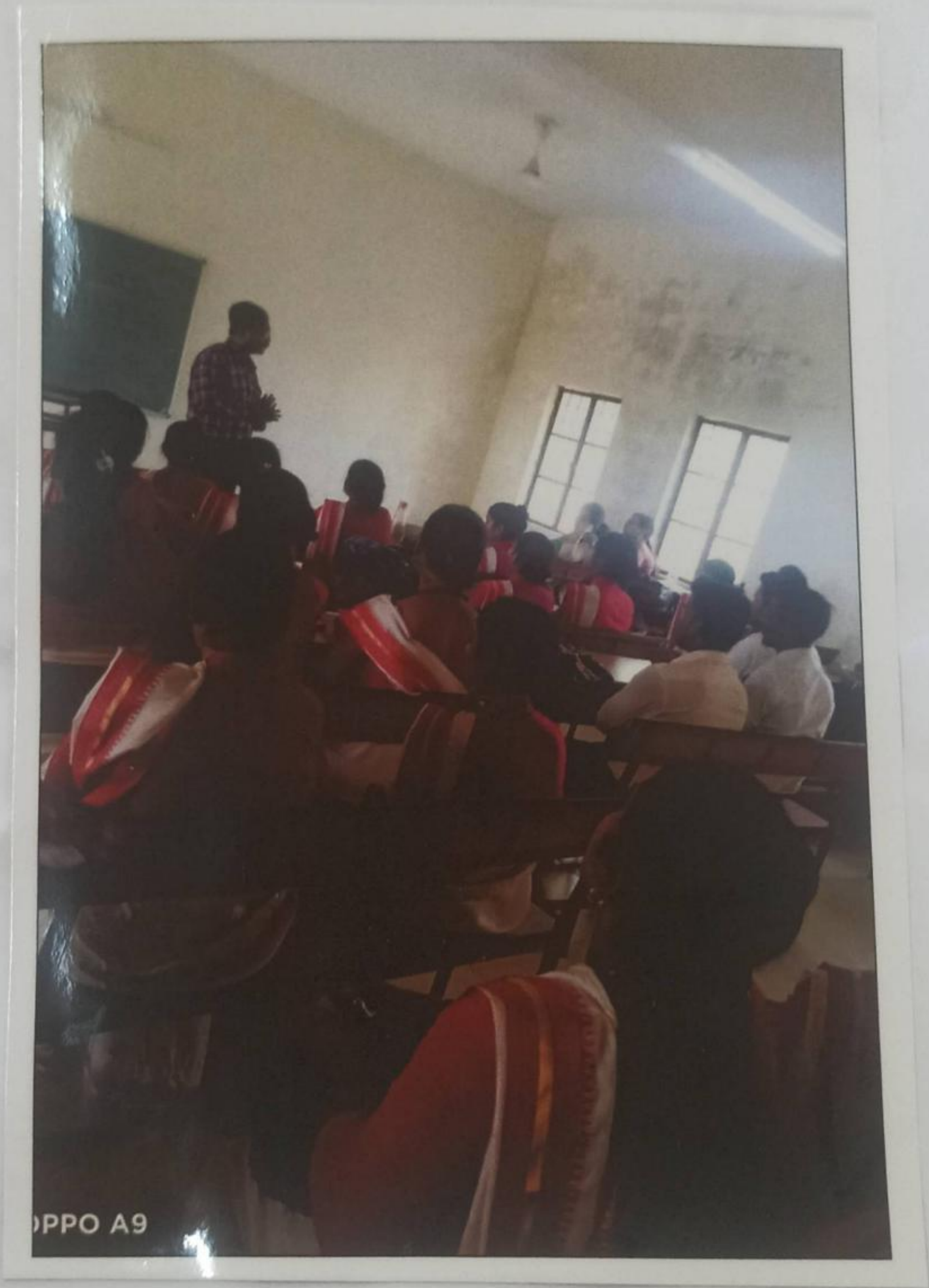
Unit No	Topic Of the Unit	Theory Period	Practical Period	Total period
1.	Weekly Structure :- 1. Introduction to the Soft Skill 2. Introduction to Communicative English (Speaking Skills) 3. Group discussion skill and Interview skills 4. Body language and etiquettes Week	5	5	10
2.	2. 5.Portfolio making Week 04:- 1. Reading Skills 2. Writing Skills 3. Public Speaking Skills 4. Presentation by the students	5	5	10
3.	3:- 1.Goal setting and Getting ready for a job 2.Emotional Intelligence skills 3.Life skills 4.Negotiation Skills. Evaluation 6. Feedback Day Wise Time Line Schedul	5	5	10
		15	15	30 Hours

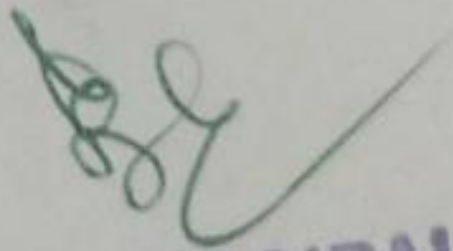
  
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