

Seshadripuram Educational Trust Colleges

VAP Syllabus					
Glisten Education					
Sl No	Topic	Details	No of hours	Semester	
1	Induction Program	1. Ice Breaker	55 minutes	I	
	Four hours a day - Two Days	2. Setting and mapping expectations	20 minutes		
		3. Creating a personal road map for the next 3 years	15 minutes		
		4. Self-beliefs and image	30 minutes		
		BREAK	10 minutes		
		5. Positive attitude - in thoughts, words and deeds to develop healthy competitiveness, positive relationships with peers, seniors, college authorities, etc.	45 minutes		
		6. Dealing with change - transition from senior school to degree college	1 hour		
		Day 2			
		Topic	Time Allotted		
		1. Personality development- how to be an unstoppable winner – develop a spark, think big, flow with the times	1 hour		
		2. Interpersonal skills	1 hour		
		BREAK	10 minutes		
		1. Time management	1 hour		
		2. Importance of developing study and knowledge building skills	1 hour		
2		Speaking Skills	Extempore on simple topics		2
			Turn Court -One topic - For and against - Two students		1
4		Writing Skills	Focus on letters and e mail content		1
5	Etiquette	In general	1		
6	Interpersonal Skills	General Introduction	1		
7	Group Discussion	Tips , do's and don'ts , Mock Group Discussion	1		
8	Aptitude	Pre Aptitude Test	1		
		Basics + Percentage	1		
		Profit and loss	1		
		Simple Interest and Compound Interest	1		
		Ages	1		
10	MS Office	Basics of Excel , word , Powerpoint	10		
		Total	30		

Sl No	Topic	Details	No of hours	Semester
1	Softskills			II
		Importance of introductions - Tips	1	
		Body Language	1	
		Extempore on topics like self introduction	1	
		Self Assesment (SWOT Analysis)	1	
		Active Listening	1	
		Professional Networking - Linkedin Profile	1	
		Communication Skills - Parts of Communication , communicate to Impress	2	
		Public Speaking Skills	1	
		Probing Skills	1	
		Corporate Etiquette - e mail , Telephone , dining , cubicle	2	
		Probing Skills - Open and closed end questions , when , where	1	
		GD Practice Sessions on common topics	2	
		Total	15	
2	Aptitude			
		Vedic Mathematics	3	
		Verbal Aptitude	2	
		Total	5	
3	Advance Excel			
		Total	10	
		Total	30	

SI No	Topic	Details	No of hours	Semester
1	Softskills			III
		7 C's of Communication	1	
		Emotional Intelligence , Stress Management during interviews ,	1	
		Resume writing + JD analysis	1	
		Interview Skills	2	
		Personal Branding	1	
		Presentation Skills - Deliver Presentations with Impact without stage fright	1	
		Public Speaking Practice Sessions	1	
		Group Discussion - Recalling Tips and Practice Sessions	2	
		Total	10	
2	Aptitude			
		Time and work	1	
		Pipes and cisterns	1	
		Boats and Streams	1	
		Area and Volume	1	
		Number System	1	
		Number Series	1	
		Verbal ability	3	
		Mid Aptitude Test	1	
		Total	10	
3	Advance Tally	Bcom BBA	10	
	Software Development	BCA	5	
	Software Testing	BCA	5	
		Total	30	

SI No	Topic	Details	No of hours	Semester
1	Softskills			IV
		Barriers to effective Communication	1	
		Goal Setting	1	
		Career Planning	1	
		Public Speaking - Topics given prior	2	
		Presentation Skills	1	
		Communication during interviews , Personal Inetrview	1	
		GD - Practice Sessions , focus on placements	2	
		Conflict Resolution	1	
		Total	10	
2	Aptitude	Permutation and Combinations	1	
		Probability	1	
		Direction	1	
		Blood Relation	1	
		Order and Ranking	1	
		Series	1	
		Calendars	1	
		Verbal Ability	3	
		Total	10	
3	Supply Chain Management + Digital Marketing		5 + 5	
	Cloud Computing , Basics	BCA	10	
		Total	30	

Sl No	Topic	Details	No of hours	Semester
1	Pre Placement Training			V
	Resume Crafting	Write a winning Resume - Why Resume ? Resume Anatomy Format and Spacing Fonts , lines Sample Resume	1	
	Stay Ahead in Group Discussions	Recall - Tips , Do's and Don'ts Projecting GD Videos Practice Sessions Trending Topics	5	
	Ace Corporate Interviews	Interview Etiquette Preparations Grooming Projecting videos Mock Interview among students - One to one and Panel Interviews One to one interview with Experts (Corporate)	5	
	Being a Team Player		1	
	Handling Problems in corporate world		1	
	Etiquette	e mail , telephone , professional , Meeting , Cubicle	2	
	Current Affairs			
	Cracking Interviews	Frequently asked questions	2	
	Career Counseling		1	
	Understand Artificial Intelligence		1	
		Total	20	
2	Aptitude	Coding and Decoding	1	
		Inequalities	1	
		Syllogism	1	
		Time and Work	1	
		Number System Series	1	
		Reading Comprehension	2	
		Overall Revision	1	
		Post Aptitude Test - Online Mock Aptitude Test based on previous company questions	2	
		Total	10	
	Total		30	

Sl No	Topic	Details	No of hours	Semester
1	Aptitude Test	Revision for interested students	5	VI
2	Mock Aptitude Tests		2	
3	Mock interviews	For interested students	3	
4	Mock GDs	For interested students	1	
5	General Awareness		2	
6	Resume Building		1	
7	Email etiquette		1	
			15	
8	Certification Courses For Registered Students	SAP - FICO/MM - Bcom BBA	30	
		Python - BCA	30	