



**FACULTY OF COMMERCE AND MANAGEMENT  
INTEGRAL UNIVERSITY**

**Value Added Course**

**on**

**Sustainable Education for Employability  
Enhancement**



Source: FacilitiesNet



Source: India Mart

Employability, is not just about getting a job, it is about a broader set of skills and attributes that will enable a graduate to be successful throughout their working life. A graduate's achievements related to the subject discipline as necessary but not sufficient for them to be recruited. Achievements outside the boundaries of the discipline extracurricular activities are required. Sustainable education is an educational approach aimed at entrenching in students, schools, and communities the values and motivations to act for sustainability now and in the future – in one's own life, in their communities, and on a worldwide platform.

**Areas to work on for employability enhancement**

- **KNOWLEDGE:** - What you know
- **SKILL:** - What you do with what you know
- **ATTITUDE:** - How you approach things

## ***Need of the Course***

Employability is a set of skills, knowledge and personal attributes that make an individual more employable. Employers are demanding sustainable skills from graduates which are outside the subject area of study in Higher Education. Indeed, some employers have placed less importance on graduates' actual degree discipline in favor of the more generic skills which they have acquired. Institutions of higher education are examining the methods they use to enhance student employability and are exercising various measures to grow and strengthen them for their sustainable development. Integral University is also working on the employability of students hence this value-added course on employability enhancement offered by Department of Commerce & Business Management, Faculty of Commerce & Management for UG and PG of any department through out the university. This course aims to introduce learners to the importance of being employable. Generic employability skills are important because the labor market is intensely competitive, and employers are looking for people who are flexible, take the initiative and have the ability to undertake a variety of tasks in different environmental challenges.

## ***Key USP of the program:***

1. Student will become more service and socially oriented.
2. Learner will learn the importance of initiative, flexibility and multitasking.
3. Learner will imbibe the importance of out of the box thinking and achievements outside the regular boundaries of curriculum.

## ***Learning outcomes***

1. The student will understand the importance of career sustainability.
2. The Learner will understand the role of personality development for sustainable employment
3. The student will be able to do SWOT analysis for self-improvement.
4. The student will be fit to appear for interview after developing specific managerial skills.
5. The learner will be able to design a self-explanatory CV, thus creating a magical first impression.
6. The learner will understand the importance of presentation skills and communication for earning an **Appointment Letter**.
7. All the students will get an overview of few important financial skills like forecasting and live market data analysis for sustaining the competitive world.

**This is an online course. Lectures shall be conducted during week days, from Monday to Friday, 3 or 4 sessions of 2 hrs. each**

<b>Course Platform:</b>	<b>Google Class / ILI-LMA</b>
<b>Conduct of sessions:</b>	<b>Blended Mode</b>
<b>Duration:</b>	<b>4weeks (34 Hours)</b>
<b>Registration:</b>	<b>10July2022onwards</b>
<b>Course Commencement:</b>	<b>15July,2022</b>
<b>Endof Course:</b>	<b>15August,2022</b>

<b>Contact Person: Dr. Orooj Siddiqui</b>	<b>9838669865</b>
<b>Registration Link:</b>	<a href="https://forms.gle/5yjper9eDgvUqQWm6">https://forms.gle/5yjper9eDgvUqQWm6</a>
<b>Link to join Group</b> 	<a href="https://chat.whatsapp.com/Cx0DqKVDcCd3cGds20ewYM">https://chat.whatsapp.com/Cx0DqKVDcCd3cGds20ewYM</a>

### ***Eligibility:***

1. Under Graduate or Commerce /equivalent degree from any recognized University or Institute
2. Working Professionals

### ***Coordinator of the Course:***

**Dr. Orooj Siddiqui**

### ***Name of the Instructors:***

- Dr.AdeelMaqbool
- Dr.RizwanaAtiq
- Dr.Firoz Hussain
- Dr.Abdul Tayyab Khan
- Dr.Orooj Siddiqui

### ***IndustryExpert***

Dr Sanchita Ghatak (Academician, Researcher & Director Career Groomers)

### **Value Added Course on Sustainable Education for Employability Enhancement: Course Curriculum and Schedule of Classes**

<b>Module</b>	<b>Syllabus</b>	<b>Timing</b>
<b>Module-1</b>	<b>Self-Awareness</b> Personal SWOT analysis, Goal Setting, Confidence Building  <b>Activities:</b> Lecture for conceptual background Movies for confidence building	3 Sessions of 2 hrs. each.

	Self-introduction video to be shot by students <i>[by Dr.Adeel Maqbool]</i>	
<b>Module-2</b>	<b>Personal Effectiveness</b> Attitude building, Personality Development, Improve Communication (Listening actively as well making yourself heard) <b>Activities:</b> Lecture for conceptual background Just a Minute Session Small presentation to be shot and recorded by the students. <i>[by Dr Rizwana Atiq]</i>	3 Sessions of 2 hrs. each.
<b>Module-3</b>	<b>Managerial Effectiveness</b>  Creating professional Resume or Job Application, Interview Techniques, Interpersonal Skills <b>Activities:</b> Lecture for conceptual background Mock Interview  <i>(byDr Sanchita Ghatak)</i> <i>(by Dr Orooj Siddiqui)</i>	3 Sessions of 2 hrs. each.
<b>Module-4</b>	<b>Leadership and Team Building</b>  Traits of a good leader, how to become a leader, Importance of Team. The Principles and Processes for Educating Socially Responsible and World Engaged Leaders <b>Activities:</b> Lecture for conceptual back ground Movies on Inspirational Leaders Case discussion on Social Responsibility Team building case studies.  <i>(by Dr Abdul Tayyab Khan)</i>	4 Sessions of 2 hrs. each.
<b>Module 5</b>	<b>Financial skills and employability: Identify principal challenges and practical opportunities in financial field.</b>  Financial reporting, analytical ability, accounting knowledge and skill. <b>Activities:</b> Lecture for conceptual background Practice session based on live market data Training on Forecasting  <i>(by Dr Firoz Hussain)</i>	4 Sessions of 2 hrs. each.

***NOTE: Student need to appear for 1 Test /Quiz from each module and maintain minimum 75% attendance for successful completion of the course and generation of certificate.***