



**KINGS**  
COLLEGE OF ENGINEERING



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Department of Training & Placement

**SOFT SKILLS**

**SYLLABUS- II YEAR**

**III SEMESTER**

- Introduction to Soft Skills & Hard Skills
- Break the ice berg – FEAR
- Self Development – Etiquette & Manners
- Resume Building

**IV SEMESTER**

- Communication Skills
- Body Language
- Priority Management & Time Management
- Group Discussions

## **SYLLABUS- III YEAR**

### **V SEMESTER**

- Positive Attitude & Self Confidence
- Motivation Skills & Personality
- Development
- Goal Setting
- Career Planning

### **VI SEMESTER**

- Resume Building
- Interviewing Skills
- Group Discussions
- Psychometric Test

## **SYLLABUS- IV YEAR**

### **VII & VIII SEMESTER**

- Interviewing Skills
- Group Discussion ( GD)
- Psychometric Tests

## **QUANTITATIVE APTITUDE**

### **SYLLABUS- II YEAR**

#### **III & IV SEMESTER**

- Numbers Property
- Simplification
- Decimal fraction
- HCM & LCM of Numbers
- Square roots, Cube roots
- Average
- Time and work
- Problems on Ages
- Ratio and Proportion
- Area
- Area & Volume
- Calendar
- Clock
- Profit and Loss
- Percentage

## **QUANTITATIVE APTITUDE**

### **SYLLABUS- III YEAR**

#### **V & VI SEMESTER**

- Time and Distance
- Problems of Train
- Boat and Stream
- Partnership
- Chain rule
- Surds and indices
- Allegation (or) Mixture
- Simple interest
- Compound interest
- Pipes and cistern
- Permutation and Combination
- Probability
- Logarithm
- Height and Distance
- Odd man out series