



ANALYTICAL SKILL DEVELOPMENT PROGRAMME

PRE- TEST/ POST- TEST QUESTIONNAIRE

1. The First case of Covid positive case in India reported in?
A. Kerala
B. Tamilnadu
C. Gujarat
D. Maharashtra
2. The epithelial tissue which is found in the uterine tubes is?
A. Squamous
B. Ciliated
C. Columnar
D. simple
3. Thin superficial compact layer of decidua's covering the blastocyst is called as?
A. Decidua basalis
B. Decidua capsularis
C. Decidua parietalis
D. Decidua Vera
4. The part of the fetus which occupies the lower pole of the uterus is called?
A. Lie
B. Presentation
C. Denominator
D. Position
5. The total lung capacity in a healthy adult male is approximate?
A. 500 mL
B. 5000 mL
C. 6000 mL
D. 6 L

6. The ideal roller bandage application for body parts where the thickness varies, such as over the forearm, is?
- A. Simple spiral
 - B. Figure of eight
 - C. Reverse spiral**
 - D. Divergent Spica
7. In postural drainage 'supine in Trendelenburg's position is given to drain secretions from?
- A. Anterior segment of both lower lobes of lungs**
 - B. Posterior segment of both lower lobes of lungs
 - C. Lateral segment of the left lower lobe
 - D. Lateral segment of right lower lobe
8. A simple and cost-effective method for reducing the risk of hypostatic pneumonia in a bedridden patient is?
- A. Antibiotics
 - B. Nebulization
 - C. Frequent change of positions**
 - D. Humidified oxygen
9. Which among the following is an example of an isotonic intravenous solution?
- A. Dextrose normal saline
 - B. 10% Dextrose
 - C. 0.45% NaCl
 - D. Ringer's Lactate**
10. WHO declared the 2019-novel Coronavirus outbreak as a Public Health Emergency of International Concern (PHEIC) on?
- A. January 30, 2020**
 - B. January 13, 2020
 - C. January 23, 2020
 - D. January 27, 2020
11. First death due to COVID was reported in which district in Kerala?
- A. Kasaragod
 - B. Ernakulam**
 - C. Trivandrum
 - D. Malappuram
12. 19. Which of the following cells of the body are in almost constant mitosis?
- A. Nerve cells
 - B. Stomach cells**

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- C. Muscle cells
- D. Renal cells

13. A complete set of chromosomes containing all the genetic information of an individual is called?

- A. Their genome**
- B. Their genotype
- C. Their autosome
- D. Their sequence

14. The location of a specific gene on a chromosome is called?

- A. The gene position
- B. The gene location
- C. The gene pocus
- D. The gene locus**

15. Brownish black pigmented area in the midline of the abdomen of a pregnant woman extending from xiphisternum to symphysis pubis?

- A. Striae gravidarum
- B. Chloasma gravidarum
- C. Linea alba
- D. Linea nigra**

16. Which hormone, produced by the ovaries, inhibits the secretion of FSH and LH?

- A. Progesterone
- B. Estrogen
- C. Inhibin**
- D. GnRH

17. Creatinine is a metabolic waste product excreted in urine and derived from?

- A. Liver
- B. Muscle**
- C. Bone
- D. Skin

18. Through which arteriole does blood exit the glomerular capsule?

- A. Afferent
- B. Efferent**
- C. Renal
- D. Interlobular

19. The mucosa of the large intestine producessecretions?

- A. Alkaline
- B. Acidic
- C. Neutral
- D. Both alkaline and acidic

20. In the body, the liver is described as?

- A. The heaviest and largest organ
- B. The heaviest and second-largest organ**
- C. The largest and second heaviest organ
- D. The second largest and second heaviest organ



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COURSE DESCRIPTION

Analytical Skill Development

Total hours: 16

OBJECTIVE:

This course makes the students helps in identifying and solving complex problems in an organisation effectively. This course consist of implement analytical thinking skills to develop or improve programmes or products, relational issues, processes, identify audience and client, etc. However, creative thinking helps to think creatively and bring new perspectives to the workplace. It enables think differently and find new ways of solving problems effectively. This course develops the every individuals improves the thinking capacity, motivating and improves the knowledge.

Courses Covered : II YEAR AND III YEAR B.Sc (N)

Year : 2020 - 2021

SYLLABUS CONTENT:

Unit:1 : 2 Hours

Analytical thinking , Types of analytical thinking, Steps in analytical thinking,

Creative thinking, Type of creative thinking, Importance of creative and analytical thinking

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Unit:2**2 Hours**

Creativity and Innovation in nursing practice, Benefits of the creative approach

Encouraging creativity and innovation in nursing

Unit:3**2 Hours**

Unleashing creativity, Exposing creative, Tools and techniques to become more creative , Elements that stimulates creativity , Brainstorming , Deploying divergent and convergent thinking

Unit: 4**4 Hours**

Thinking styles, natural brain Dominance, Left brain is Right brain, characteristics and function whole brain thinking , Implementing whole brain thinking, Leveraging left – brain and right brain Dominance , Personality , adaptability, and learning styles in workplace

Unit: 5**3Hours**

Applying analytics moduls and tools , Analytic tools in planning , Sketch planning tools , Deterministic modules , Simulation tools , Archived operates Data, Operations – oriented performamance measures , Selecting and analysis tool or method, Additional confiderations

Unit: 6**2 Hours**

Value of creative and analytical skill, creative problem solving problem , Steps of problem analysis , Information gathering , Deductive reasoning , Systematic approach to problem solving, Steps to solve problems stair step model

Unit: 7 Translating creativity and analysis into nursing practice**1Hour**

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TEACHING STRATEGIES

The teaching in this course aims at establishing a good fundamental understanding of the areas covered using:

- Formal face-to-face lectures
- Discussion sessions, which support the students' views or contrast them.
- Seminar to enhance the critical thinking, creativity, decision making, and solving the problems.



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LANGUAGE AND COMMUNICATION SKILL DEVELOPMENT

PRE AND POST TEST QUESTIONNAIRE

1. To separate a noun clause preceding a verb ___ is used
 - a. Full stop
 - b. Quotation Mark
 - c. Dash
 - d. Comma

2. Showing direction to a group requires the following quality
 - a. Leadership
 - b. Good Appearance
 - c. Open body language
 - d. Communication skills

- 3 . The ___ is used to indicate possession and contraction in sentence
 - a. Comma
 - b. Apostrophe
 - c. Full stop
 - d. Quotation Marks



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4. ___ is used to separate clauses of a compound sentence when they have a comma

- a. Colon
- b. Semicolon
- c. Parenthesis
- d. Hyphen

5. ___ is the most important aspect of style in a language.

- a. alphabets
- b. articles
- c. punctuation
- d. nouns

6. ___ means communication without words.

- a. Object communication
- b. Written communication
- c. Oral communication
- d. Non-verbal communication

7. The person who transmits the message is called ___.

- a. channel
- b. sender
- c. receiver
- d. response

8. ___ aims at making people work together for the common good of the organization.

- a. communication
- b. conversation



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- c. combination
- d. connection

9 . At each stage in the process of communication, there is a possibility of interference which may hinder the process. Such interference is known as ____.

- a. sender
- b. receiver
- c. barrier
- d. none of them

10 . ____ describes all forms of human communication that are not verbal.

- a. prosody
- b. vocalics
- c. haptics
- d. para language

11 . A ____ connects the sender to the receiver.

- a. Channel
- b. Noise
- c. Communication
- d. feedback

12 . The ____ in the usage of words may be a serious barrier to effective communication.

- a. disturbance
- b. discrimination



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- c. disorder
- d. distortion

13 . ___ and ___ are acted as barriers to communication.

- a. semantic distortions, lack of planning
- b. sender, receiver
- c. channel, message
- d. feedback, the sender

14 . The primary goal of communication is to ___.

- a. to create barriers
- b. to create noises
- c. to effect a change
- d. none of these

15 . ___ is the study of touches as non-verbal communication.

- a. haptics
- b. body language
- c. gestures
- d. prosody

16 . Language of a memo should be ___ and ___ to understand.

- a. indirect, personal
- b. direct, concise
- c. lucid, easy
- d. concise, difficult

17 . Which one of the following is correct: the process of communication.

- a. encoding, receiver, message, response, feedback, the sender



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- b. sender, encoding, message, decoding, receiver, response, feedback
- c. sender, response encoding, message, decoding, receiver, feedback
- d. sender, decoding, message, encoding, receiver, response, feedback

18 . ___ is the person who coordinates the group discussion

- a. Manager
- b. Timekeeper
- c. Moderator
- d. Leader

19 . The forum where people sit together and discuss a topic with the common objective of finding a solution for a problem is called ___

- a. Interview
- b. Drama
- c. Play
- d. Group Discussion

20 . Which of the following statements are true?

- 1. in oral communication, there is a possibility of immediate response.
 - 2. if one wants to have effective communication, one should be egoistic.
 - 3. Oral communication always saves time.
 - 4. Never leave a caller on hold.
- a. false, true, true, false
 - b. true, false, false, true
 - c. true, true, false, false
 - d. false, false, true, false



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KEY :

1 . D

2 . A

3 . B

4 . B

5 . C

6 . D

7 . B

8 . A

9 . C

10 . D

11 . A

12 . D

13 . A

14 . C

15 . A

16 . C

17 . B

18 . C

19 . D

20 . B



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LANGUAGE AND COMMUNICATION SKILLS

COURSE DESCRIPTION

DURATION: 16HOURS

❖ COMMUNICATION SKILLS

- Communication
- Components of communication
- Process of communication

❖ BARRIERS OF COMMUNICATION

- Causes of physical barriers
- How to use the communication effectively

❖ BASIC LISTENING SKILLS

- Self awareness
- Active listening
- Becoming an active listener
- Listening in difficult situations
-

❖ EFFECTIVE WRITTEN COMMUNICATION

- Skills of writing skill
- When & where not to use written communication
- Writing effectively

❖ GENERAL CONVERSATION

- Body languages
- Medium of conversation
- Dialogue preparation



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LISTENING COMPREHENSION

- Value of speaking, writing & reading skill
- Marginal listeners
- Evaluative listener
- Active listene

❖ EFFECTIVE COMMUNICATION

- Learn to listen
- Be aware of other people's emotions
- Empathies
- Encourage
- Treat people equally
- Positive attitude

❖ KNOW YOUR GRAMMAR

- Eight parts of speech & its usage
- Noun
- Pronoun
- Verb
- Adverb
- Preposition
- Conjunction
- Adjective
- Interjection
- Its usage & kinds

Sentence formation –

A sentence follows Subject + Verb + Object word order.

Example – had your food?



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QUESTIONNAIRE ON
Capability enhancement programme on
Human Value Development

1. _____ is an enduring belief, a specific mode of conduct or an end state of existence, along a continuum of relative importance
 - a) Experience
 - b) Convenience
 - c) Value**
 - d) Justice

2. _____ is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response
 - a) Human care
 - b) Nursing**
 - c) Environment
 - d) Genuinity

3. _____ is an individual's collection of inner beliefs that guides the way the person acts and helps determine the choices the person makes in life.
 - a) Psychology
 - b) Mental well being
 - c) Trust
 - d) Value system**

4. One of the most important values of nursing is to respect the _____ of the patients.
 - a) Dignity**
 - b) Diligence
 - c) Diversity
 - d) Direction

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5. _____ refers to making honest, moral decisions.
- a) Altruism
 - b) Justice
 - c) **Integrity**
 - d) Diversity
6. _____ for nurses means being considerable of the well-being of patients and colleagues.
- a) **Altruism**
 - b) Justice
 - c) Integrity
 - d) Diversity
7. _____ means understanding and upholding moral and legal healthcare standards for every patient.
- a) Compassion
 - b) Respect
 - c) Ingenuity
 - d) **Social justice**
8. When a nurse value _____, she can ensure the treatment of a patient meets moral and ethical standards.
- a) Innateness
 - b) Organization
 - c) **Diversity**
 - d) Diligence
9. _____ is a value that encourages critical thinking and helping create treatments and strategies that help patients.
- a) **Ingenuity**
 - b) Compulsion
 - c) Confusion
 - d) Direction
10. _____ helps patients feel respected during their medical care.
- a) Being optimized
 - b) Being pessimised
 - c) **Being compassionate**
 - d) Being trusted

11. The nursing community values _____ because it encourages nurses to keep learning and improve the skills needed to succeed.

- a) **Curiosity**
- b) Innateness
- c) Education
- d) utilization

12. What is the state of liking and a holistic and all encompassing state of the mind that creates inner harmony?

- a) Prosperity
- b) **Happiness**
- c) Innateness
- d) Self-organized

13. What is called living with assumption for oneself as body and Living of human being only on the basis of physical facilities, and not with right understanding and relationship?

- a) Human Consciousness
- b) Happiness
- c) Right Understanding
- d) **Animal Consciousness**

14. Five basic guidelines for value education are Universal, Natural and verifiable, all encompassing, leading to harmony and

- a) Self exploration
- b) Education
- c) Right utilization
- d) **Rationale**

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15. What are the basic desires of every human being for which they are working?

- a) Physical facilities
- b) Realization and understanding
- c) Happiness and prosperity
- d) Continuous happiness and prosperity**

16. When we participate in the larger order, this participation at different levels is known as our value. Values are outcome of

- a) Prosperity
- b) Happiness
- c) Realization and understanding**
- d) Self exploration

17. Identify the solution which helps human being to transform from animal consciousness to human consciousness.

- a) Right understanding**
- b) Realization
- c) Value education
- d) Physical facilities.

18. To maintain harmony we have to work at four levels of living. Identify second level of living.

- a) Self
- b) Family**
- c) Nature
- d) Society

19. What is the third level of living?

- a) Society**
- b) Individual
- c) Family
- d) Nature

20. What are the outcomes of realization and understanding?

- a) Work
- b) Values**
- c) Happiness
- d) Health



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Capability enhancement programme on Human Value Development

Duration - 16 Hours

Nursing is a caring profession. Caring encompasses empathy for and connection with people. Compassionate, ethical, and safe relationship-centered care requires an understanding of the human value of healthcare.

COURSE OBJECTIVE:

The objective of this course on 'Human Values' is to understand the moral values that ought to guide the Nursing profession as Nurses handle many fast-paced situations that require various skills and specific knowledge. To help them meet certain performance standards in these situations, many nurses follow a set of values to guide them when they make important decisions with respecting human values.

SPECIFIC OBJECTIVES:

At the end of the class students can able to define human values, understand the importance of human value, enlist the types of human values used in nursing care and enumerate the human values used in nursing care in detail.

COURSE CONTENT:

Nurses endeavour to promote their clients' best interests and strive to achieve the best outcomes. Beneficence entails nurses promoting good for the patient. Nurses are also required to act in a nonmaleficence manner to avoiding

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harm to their patient. Through acting competently and adhering to high levels of practicing, they avoid situations that may cause injury to those in their care. Personal values, such as respect, responsibility, and obligation are dependent on the moral attitude of the nurse. At the same time it is designed to motivate the candidate to understand the significance of Professional attitudes in nursing comprise of inclinations, feelings and emotions that confirm to their principles and serve as the basis for their behaviour. Professional behaviour or behavioural professionalism however is behaving in a manner to achieve optimal outcomes in professional tasks and interactions.

BENEFICIARIES:

Students of M.Sc(Nursing), B.Sc(Nursing), and PB.B.Sc(Nursing) seeking personal and professional growth, enhanced career opportunities and improved personal relationships can join this program.


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COURSE DESCRIPTION

Total Hours: 16

This course makes the students groom their human values and prove themselves as good Samaritans of the Society. This course consists of individual or in-group class presentations pertaining to the applications of concepts, Theories or issues in human values development.

Courses Covered : M.Sc (N) / B.Sc (N) / P.B.B.Sc (N)

Year : 2020 - 2021

SYLLABUS CONTENT:

UNIT-I INTRODUCTION 3-HOURS

Introduction– What is human value – how many human values can be used by nurses while giving care to patients

UNIT- II IMPORTANCE OF HUMAN VALUES 3-HOURS

What is human value? - history for practicing this value, and its importance - Gain or loss if they practice respecting human value

UNIT-III HUMAN VALUES IN NURSING CARE 10-HOURS

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Introduction - Human dignity - Integrity - Altruism - Social justice -
Diversity - Ingenuity – Compassion - Trustworthiness -
Accountability - Curiosity – Autonomy - Precision – Empathy-
Professionalism - Loyalty - Excellence

TEACHING STRATEGIES

The teaching in this course aims at establishing a good fundamental understanding of the areas covered using:

- Formal face-to-face lectures
- Discussion sessions, which support the students' views or contrast them.
- Seminar to enhance the interactive level of the students.



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Capability Enhancement and Development schemes employed by the institution for students.

Personality and Professional Development

1. The id operates on the _____ principle.

- a. Reality
- b. Pleasure
- c. Instant gratification
- d. Guilt

Ans: B

2. What are the sources of self-efficacy?

- a. Social Modeling
- b. Social Persuasion. ...
- c. Psychological Responses
- d. All the above

Ans: D

3. The document that is used to communicate within the organization is called ____.

- a. Letter
- b. Memo
- c. E-mail
- d. Telex

Ans: B

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4. Common kinds of narrative skills are –

- a. How to do something
- b. How something works
- c. Both a & b
- d. Arrange the information properly

Ans. (c)

5. While listening, when we assess what the speaker is speaking, it is ____.

- a. Comprehensive listening
- b. Dialogic listening
- c. Systematic listening
- d. Critical listening

Ans: D

6. What aspect(s) of personality are believed to have evolved in humans?

- a. Overeating
- b. Quick response to danger
- c. Aggression in men
- d. All of the above

Ans: D. all of the above

7. Which of the following is NOT one of the Erikson's stages of psychosocial development?

- a. Industry vs. inferiority
- b. Intimacy vs. isolation
- c. C. Trust vs. mistrust
- d. Life vs. death

Ans: D. life vs. death

8. The idea that you can assess someone's personality by studying their face is called:

- a. Phrenology
- b. Physiology
- c. Somatology
- d. Physiognomy

Ans: B. physiology

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9. The _____ approach to understanding human behaviour.

- a. Palliative
- b. Psychodynamic
- c. Patronymic
- d. Psychedelic

Discussion

Ans: B. psychodynamic

10. Identify the advantages of writing –

- a. The speaker himself did not have to be present in order to communicate
- b. The knowledge of one generation could be accumulated and passed on to the next
- c. Both a & b
- d. We can represent, what we want

Ans. (c)

11. The general categories of communications are –

- a. Speech, writing
- b. Printing
- c. Electronic communication
- d. All of the above

Ans. (d)

12. Common kinds of narrative skills are –

- a. How to do something
- b. How something works
- c. Both a & b
- d. Arrange the information properly

Ans. (c)

13. We communicate orally in two ways: ___ and ___

- a. Telephonic conversation; non verbal communication
- b. Verbal communication; face-to-face communication
- c. Face-to-face communication; telephonic conversation
- d. Verbal communication; nonverbal communication

Ans: C

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14. A good command over ais need of speech

- a. Practice
- b. Language
- c. Gestures
- d. Activity

Ans: B.language

15. Which of the following characteristics describe someone who, according to Maslow, is self-actualized?

- a. Creativity
- b. Confidence
- c. Spontaneity
- d. All of the above

Ans:B.confidence

16.One can express through.....

- a. Oral
- b. Writtien
- c. Gesture
- d. All the above
- e. Ans: D.all the above

17. Which is not a part of the self theory of personality?

- a. Ideal Self
- b. Looking glass self
- c. Blind self
- d. Real self

18. The hierarchy of needs in Maslow's motivation theory is

- a. Physiological, Security, Social, Esteem, Self-actualization
- b. Physiological, Social, Esteem, Self-actualization, Security
- c. Social, Esteem, Self-actualization, Physiological, Security
- d. Physiological, Social, Security, Self-actualization, Esteem

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- a. 19. Communication helps officials to ___ the employees.
- a. Eliminate
 - b. Motivate
 - c. Threaten
 - d. Apprise

- a. 20. The general categories of communications are –
- a. Speech, writing
 - b. Printing
 - c. Electronic communication
 - d. All of the above

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Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

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Capability Enhancement and Development schemes employed by the institution for students.

Personality and Professional Development

Total Hours: 16

Course Outline:

This formation programme provides a space for the students to know themselves (know thyself) better and shape their personality with positive traits and multiple intelligence. The central focus of this formation programmer is intra-personal development. The students will undergo intellectual and values-centered formation through which they will be able to: identify their own potentials and limitations; apply ethical and moral principles in personal and professional forefronts; and develop a positive outlook towards humanity.

Course Objective:

- Know themselves better
- Identify their own potentials and accept their own limitations
- Consciously overcome their limitations and move towards self esteem
- Maximize their own potential in enabling a holistic development

UNIT I: SELF – KNOWLEDGE

3HOURS

- ✓ Exploring habits, attitudes, preferences and experience
- ✓ Becoming aware of strengths and weaknesses, talents and problems, emotions and ideas
- ✓ Identifying the optimum means of improving personal performance
- ✓ Identifying areas of expertise and use these to solve problems in new contexts
- ✓ Knowing your ambitions, goals, and values
- ✓ Understanding feelings and emotions: primary feelings and secondary feelings, Self regulating emotions
- ✓ IQ, EQ, SQ, MI

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UNIT II: SELF MANAGEMENT

2 HOURS

- ✓ Understanding of life story
- ✓ Focusing on Internal narratives
- ✓ Managing change, confusion and uncertainty
- ✓ Sharpening the Intellect
- ✓ Schooling the mind
- ✓ Socializing the individual

UNIT III: ACADEMIC COPING STRATEGIES

4 HOURS

- ✓ Memory , Art of listening , Note making , Seminar presentation , Art of learning and writing guidelines, How to study, Time management , Receptive skills , Classroom etiquettes , Cyber knowledge.

UNIT IV: PERSONAL COMPETENCE AND MATURITY

2 HOURS

- ✓ Motivation , Developing rapport , Giving and receiving constructive criticism , Assertiveness and negotiation skills , Leadership.

UNIT V: INTEGRATED PERSONALITY DEVELOPMENT

3 HOURS

- ✓ Recognizing the gradual growth in different dimension of one's personality such as Physical ,Intellectual ,Emotional ,Moral ,Social and ,Spiritual
- ✓ Learning the Development process- Tools and Skills , Helping to maximize one's potentials
- ✓ Enhancing one's self image, self-esteem and self- confidence.

UNIT VI PROFESSIONAL DEVELOPMENT FOR NURSES

2 HOURS

- ✓ Identify your learning needs, Prioritize your learning needs, Prepare a learning plan, Do the learning activities, Evaluate your learning, Record your learning

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Employability Skill Development Programme

Pre- Test/ Post- Test Questionnaire

1. It Is Used To Describe The Positive Work Behaviors And Personal Qualities Which Make Individuals More Likely To Gain Employment And Succeed In Their Chosen Career Is Called As -----
 - a. Profession
 - b. Employability**
 - c. Leader
 - d. Communication
2. Employability Skills Also Called As-----
 - a. Transferrable Skills**
 - b. Communication Skills
 - c. Technology Skills
 - d. Cognitive Skills
3. Employability Skills Includes -----
 - a. Effective Communication
 - b. Critical Thinking
 - c. Decision Making
 - d. All The Above**
4. Which Of The Following Is An Example Of Oral Communication?
 - a. Newspapers
 - b. Letters
 - c. Phone Call**
 - d. E-Mail
5. What Are The Types Of Words We Should Use For Verbal Communication
 - a. Acronyms
 - b. Simple**
 - c. Technical
 - d. Jargons
6. Why Do We Use E-Mails?

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- a. To Communicate With Many People At The Same Time.
 - b. To Share Documents And Files.
 - c. To Talk To Each Other In Real-Time.
 - d. To Keep A Record Of Communication.**
7. The Decisions Which Are Frequent And Repetitive In Nature Are Called As-----
- a. Non-Programmed Decisions
 - b. Programmed Decisions**
 - c. Major Decisions
 - d. Operative Decisions
8. A Decision Which Is Taken To Meet Unexpected Situation -----
- a. Problem Decisions
 - b. Certainty Decision
 - c. Crisis Decisions**
 - d. Organizational Decisions
9. The Right Of A Person To Give Instructions To His Subordinates Is Known As -----
- a. Responsibility
 - b. Authority**
 - c. Accountability
 - d. Line Authority
10. Elements Of Delegation -----
- a. Responsibility, Authority, Accountability**
 - b. Authority, Delegation, Accountability
 - c. Responsibility, Decentralization, Centralization
 - d. Controlling, Responsibility, Authority
11. The Decision Making Step, Which Consistent Of Organization Goals, Predicting Alternatives And Communicating Goals Is Called -----
- a. Organization
 - b. Alternation
 - c. Planning**
 - d. Valuing
12. Importance Of Stress Management Is -----
- a. Improved Mood
 - b. Boost Immune System
 - c. Increases Efficiency
 - d. All The Above**
13. Stress Cannot Be ----- But-----
- a. Cured, Practiced
 - b. Eradicated, Managed**
 - c. Learnt, Forgotten
 - d. Avoided, Welcomed

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14. Radhika Has Prepared A Timetable To Achieve Her Goal. This Skill Is Known As -----
a. Self Awareness
b. Responsibility
c. Time-Management
d. Adaptability
15. Radha Practices Hard To Get The Best Dancer Award In The Competition. What Type Of Motivation -----
a. Internal
b. External
c. Intermediate
d. None Of The Above
16. Which One Of The Following Shortcut Keys Is Used To Paste A File-----
a. Ctrl + C
b. Ctrl + P
c. Ctrl + V
d. Ctrl + X
17. An Individual Who Starts, Creates And Manages A New Business Can Be Called As-----
a. A Leader
b. A Manager
c. A Professional
d. An Entrepreneur
18. Good Sources Of Information For An Entrepreneur About Competitors Van Be Obtained From-----
a. Websites
b. Product Information Leaflets
c. Institute Reports And Published Accounts
d. All The Above
19. Innovation Can Best Be Defined As -----
a. The Generation Of New Ideas
b. The Evolution Of New Ideas
c. The Opposite Of Creativity
d. The Successful Exploitation Of New Ideas
20. Entrepreneurs Are Motivated By -----
a. Money
b. Personal Values
c. Pull Influences
d. All The Above

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COURSE DESCRIPTION

Employability Skill Development

Total hours: 16

OBJECTIVE:

The Employability Skill Development Program (ESDP) imparts one with the required skills to gain a competitive edge in teaching and clinical practice. It focuses on the overall development of the participant and seeks to provide a deeper understanding of various aspects of human relations, social awareness, presentation of self, working with a team while learning to negotiate and manage conflicts while at the same time encouraging independent thinking and decision making.

Courses Covered : M.Sc (N) / B.Sc (N) / P.B.B.Sc (N)

Year : 2020 - 2021

SYLLABUS CONTENT:

**Unit:1 : Employability :Introduction, meaning, Overview and Objective s -
Universal Employability Skills, Guidelines for writing curriculum Vitae, Guidelines for
Interview & Communication Skills**

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Unit:2 Self-management Skills- Introduction Stress Management, Self-awareness — Strength and Weakness Analysis, Self-motivation, Self-regulation — Time Management, Leadership and Teamwork

Unit:3 Information and Communication Technology Skills-Overview

Basic Computer Operations, Performing Basic File Operations

Unit: 4 Entrepreneurial Skills –Overview, Entrepreneurship and Society, Qualities and Functions of an Entrepreneur, Myths about Entrepreneurship, Entrepreneurship as a Career Option and Work-Life Balance

TEACHING STRATEGIES

The teaching in this course aims at establishing a good fundamental understanding of the areas covered using:

- Formal face-to-face lectures
- Discussion sessions, which support the students' views or contrast them.
- Seminar to enhance the Employability, Entrepreneurship level of the students.

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