

PG Curriculum for NEP, Dibrugarh University
Name of the Course: Professional Grooming for Employability
Nature of Course: Value Added Course
Coursecode: BAVAC-100
Total Credit: 2 (Theory 1+ Practical 1) (L=15; P=30)
Distribution of Marks: 40(End-Sem)+10(In-Sem)=50

Course Description:

This course aims to inculcate the essential professional skills required for competing in a job position. The course is designed to develop both the individual and group behaviour of the participants by providing hands-on learning in writing resumes, preparing for interviews, working in teams, and maintaining professional etiquette.

Course Objectives:

The course aims to achieve the following objectives

1. To provide an understanding on the theories underlying professional grooming in workplaces
2. To train students on writing resumes independently
3. To provide an understanding on the various aspects of interview preparation
4. To inculcate among students the ability to work in teams and display ideal group behaviour
5. To train students on career search, career goals and suitable job application
6. To develop workplace etiquette and professionalism among students

Course Outcomes:

The following outcomes are expected for students upon successful completion of the course:

1. Derive a comprehensive outlook on the theories underlying professional grooming
2. Create their own impact resumes independently
3. Become aware of the various aspects of interview preparation for applicability
4. Inculcate collaborative skills to work in teams for achievement of group goals
5. Become organized for personal goal-setting and career advancement
6. Become aware of Do's and Don'ts in the workplace

Course Contents:

Theory Each Lecturesessionof1hourduration 1 credit (15 contact hours)			
Unit	Topic	Contact hours	Marks
I	Personality,AttitudeandMotivation: Sources of personality, Dimensions of personality, ComponentsofAttitude Majorjobattitudes,MajorTheoriesof Motivation	04	5
II	Communication&Groupdynamics Processofcommunication,Barriersto communication, Stages of group development,Groupthinking	02	5
III	Resume writing Coverletters,resumes,referencesandjob applications	03	5
IV	Preparingforinterviews: Personalgrooming,aspectsof verbal communication,aspectsofnon-verbal communication	04	5
V	Workplaceetiquetteand professionalism Formaland informalgreetings, body language,Proxemics, personal hygiene, Pitchandtone,peerinteraction,time management	02	5
Practical Eachpracticalsessionof2hoursduration 1 credit (30 contact hours)			
I-P	Personalitytestsand psychometric analysis	04	15
II-P	Groupdynamicsapplication in workplace	04	
III-P	Writingresumes,coverlettersand applyingforjobs	08	
IV-P	Facinginterviewsandexcelling in interviews	08	
V-P	Workplacesimulationandworkplace behaviour assessment	06	

Resources:

Robbins, Stephen P. & Judge, Timothy (2013). *Organizational Behaviour 15th Ed.*
Prentice Hall, New Jersey
Barua, P. (2022). *Business Communication-Principles and Practices.*
Dibrugarh: Dibrugarh University

Teaching Methodology:

The course shall involve the following methods of teaching: Classroom

lectures
Group discussions
Role-playing exercises
Mock interviews
Simulations

Assessment Methods:

Students in this course will be assessed through internal assessment and end-term written examinations or external assessment. The internal assessment can be in the form of quizzes, assignments and MCQ based tests.

Grading Policy:

The grading for this course shall be as advised by Dibrugarh University regulations for Value Added Courses operated for Post Graduate students.

Prerequisites:

The students that intend to get enrolled in this course shall have to be graduates in any discipline and as advised by the relevant eligibility guidelines of Dibrugarh University.

Attendance policy:

The attendance in this course is as advised by Dibrugarh University regulations.

Instructor(s):

[Mr. Pransu Raj Kaushik](#) and [Mr. Arshad Hussain](#)

Course designed by:

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