

**Career Counseling - Competitive Exams and Placement Preparation  
Program**

**An initiative by**

**Training and Placement Cell**

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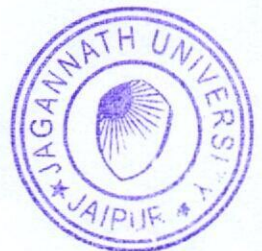
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**Basic rules for Group Discussion and Mock Drill**

**Group discussion guidelines:**

- Allow everyone a chance to speak.
- Listen respectfully and actively.
- Criticize ideas, not individuals.
- Commit to learning, not debating.
- Avoid blame, speculation, inflammatory language.
- Avoid assumptions about others, especially based on their perceived social **group**

**Do's & Don'ts of a Group Discussion:**

- Dress Formally.
- **Don't** Rush Into It.
- Keep Eye Contact While Speaking.
- Allow Others to Speak.
- **Don't** be Aggressive.
- Maintain Positive Attitude.
- Speak Sensibly

**Tips for successful group discussion:**

- Maintain eye contact.
- Initiator. Initiate the **group discussion** only when you are clear about the topic because speaking without the subject knowledge gives bad impression.
- Allow others to speak. Do not interrupt when others are talking. ...
- Talk to the point. ...
- Be sensible. ...
- Good listener. ...
- Positive attitude.



**Mistakes to be avoided in a Group Discussion:**

- Don't take the lead, if you don't know the topic. ...
- Don't hesitate to take the lead, if you know it. ...
- Don't copy or follow someone else's ideas or comments. ...
- Don't contradict your own points. ...
- Don't avoid eye contact with fellow participants. ...
- Avoid interrupting others.

**Mock Drill**



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### Syllabus for General English for Competitive Exams

Objective: The English section is considered to be the most important and scoring section as it does not involve any formula or tricks to remember. Moreover, answering questions in the general English section takes lesser time when compared to other tricky sections of competitive exams. General English questions are designed in the examination to test candidate's knowledge and understanding of basic grammar, vocabulary and important rules of the English language.

#### Unit-1

Tenses , Prepositions, List of Prepositions, Conjunctions, Articles.

#### Unit-2

Active and Passive voice, Direct & Indirect Speech, Synonyms and Antonyms

#### Unit-3

Idioms and Phrases, Spotting the Error, Reading Comprehension , One Word Substitutions, Homophones/Homonyms

#### Unit-4

Letter Writing Format, Précis Writing, Sentence Correction Questions

#### Unit-5

Adjective Degree of Comparison Rules, Sentence Rearrangement & Para jumbles



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**Syllabus for Quantitative Aptitude for Competitive Exams**

**Unit-1**

Number System Number Series, HCF and LCM, Simple and Decimal Fractions, Square root and Cube root, Indices and Surds, Simplification – BODMAS rule, Basic Formulae, Word problems based on numbers.

**Unit-2**

Average , Percentage , Profit and Loss, Discount , Simple Interest, Compound Interest, Ratio and Proportion, Unitary Method – Direct proportion, Indirect proportion.

**Unit-3**

Speed, Time and Distance, Problems based on Trains, Boats and Streams, Clock and Calendar, Linear Equations, Quadratic Equations, Permutations and Combinations, Probability, Problems based on ages.

**Unit-4**

Area and Perimeter, Volume and Surface Area, Geometry, Coordinate Geometry, Trigonometry, Height and Distance Data Table

**Unit-5**

Statistical research and quantitative techniques, Pie Chart, Bar Chart



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**Syllabus for Reasoning for Competitive Exams**

**Unit-1**

Alphanumeric series, Analogy, Seating arrangement and pattern, Assertion and reason, Blood relations, Circular arrangement, Coded inequalities, Coding & Decoding.

**Unit-2**

Decision Making, Direction and distance, Figure series test, Floor puzzle, Linear arrangement.

**Unit-3**

Logical reasoning, Odd man out, Ordering and ranking, Ranking/Direction/Alphabet test.

**Unit-4**

Seating arrangement, Series test, Sequential output tracing, Alpha-numerical sequence puzzle.

**Unit-5**

Statement and arguments, Statement and assumption, Statement and conclusion



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**Syllabus for General Awareness for Competitive Exams**

Candidates preparing for various competitive exams should go through the list of important topics for the General Awareness section.

**Unit-1**

Census of India , RBI Governors , List of All Governors-General of India, List of Mughal Emperors, Sources of Indian Constitution, Presidents of India, List of Vice-Presidents of India, Prominent Gardens in India, Important Summits & Conferences in India, Stadiums in India

**Unit-2**

Banking Acts & Reforms, Space Centre and Space Agency in India:, Important Banking Terms, Bird Sanctuaries in India:, Dams in India, Government Schemes, International Headquarters, Important Awards In India, Important Boundary Lines of the World, List of States and Their Dance Forms, National Parks & Wildlife Sanctuaries In India, Riverside Cities in India

**Unit-3**

Biosphere Reserves in India 2021 Updated List, Cabinet Ministers of India 2021 with their Constituencies, Historical Monuments in India, Prime Ministers of India 1947 to 2021, List of National Highways in India, List of National Symbols of India, UNESCO World Heritage Sites in India Updated List, Highest Mountain Peaks State-wise, Important Rivers in India

**Unit-4**

List of Indian Missiles, List of State Wise Lakes in India, List of Tiger Reserves in India, Major Sea Ports of India, Nicknames of Famous Personalities, List of Nobel Prize Winners from India, List of UPSC Chairman, List of Chief Justice of India, Women Empowerment Schemes

**Unit-5**

List of First in India, List of Exercises by the Indian Army, List of Elephant Reserves in India, List of Neighboring Countries of India, , Important Inventions & Discoveries, History of Banking in India, List of Members of Parliament, List of Environment Conventions and Protocols.



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