ವಿಶ್ವೇಶ್ವರಯ್ಯತಾಂತ್ರಿಕವಿಶ್ವವಿದ್ಯಾಲಯ
ವಿಟಿಯು ಅಧಿನಿಯಮ ೧೯೯೪ ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
VISVESVARAYA TECHNOLOGICAL UNIVERSITY
State University of Government of Karnataka Established as per the VTU Act, 1994 "Jnana Sangama"
Belagavi-590018, Karnataka, India

Prof. Prasad B. Rampure, M.E., Ph.D
REGISTRAR

Phone: (0831) 2498100
Fax: (0831) 2405467

REF: VTU/BGM/CIR/006/2026/ 4132

DATE: 22 OCT 202

CIRCULAR

Subject: Correction in MBA and MTM Syllabus regarding AEC and SEC courses – reg.
Reference: Email from Chairperson, BoS, MBA. Dated: 22/10/2026

This is to inform all the concerned that a minor correction has been made to the MBA and MTM syllabus concerning the Ability Enhancement Courses (AEC) and Skill Enhancement Courses (SEC).

In the previously circulated syllabus document, the Semester End Examination (SEE) marks were inadvertently shown for the following courses:

- Employability Skills for Managers
- Application of Business Tools

Please note that these two courses **do not have a SEE component**.

The syllabus has now been rectified to reflect this change, and the corrected versions for both MBA and MTM are attached herewith. The revised and corrected syllabus file has been successfully uploaded on the official VTU website for your reference and the same has been made available at https://vtu.ac.in/en/pg-scheme-syllabus/.

All concerned are requested to kindly replace the older documents and refer to the corrected syllabus moving forward.

Encl: List of updated Syllabus for the subjects mentioned above.

Paul/22/10/26

REGISTRAR

To,

1. The Principals of all Engineering Colleges affiliated with VTU offering the M.Tech Machine Design program.
2. The Chairpersons / Heads of the Department of Mechanical Engineering.

Copy:

1. The Hon'ble Vice-Chancellor, through the Secretary to VC, VTU, Belagavi, for information.
2. The Registrar (Evaluation), VTU, Belagavi.
3. The Special Officer, QPDS Section, VTU, Belagavi (Copy to Mr. P. Manjunath).
4. Office Copy

Employability Skills for Managers			
Course Code	**3MTM107**	Scheme	2026
Type of Course	**AEC**	Semester	1
Teaching Hours/Week (L:T:P)	0:0:2	CIE Marks	50
Total Hours of Pedagogy per semester L /T/P/SL&TW:	0:0:28:2	SEE Marks	
Credits	**1**	Total Marks	50
Examination type (CIE)	Practical	Exam Hours	

Course outcome (Course Skill Set)

At the end of the course, the student will be able to:

1. Communicate effectively in oral and written forms in business and workplace situations.
2. Prepare professional career documents including resume, cover letter, LinkedIn profile, and email communication.
3. Perform effectively in interviews, group discussions, presentations, and recruitment processes.
4. Apply teamwork, leadership, workplace etiquette, and professional behaviour in organisational settings.
5. Demonstrate employability readiness through digital skills, career planning, confidence, and professional conduct.

Module-1

Self-Management and Personal Effectiveness

Meaning of employability skills, Self-awareness - Understanding self, personality and attitude, Self-confidence and self-motivation, Self-management - Personal SWOT analysis, Positive attitude and workplace behaviour, Growth mindset - Goal setting and career aspiration planning, Personal development - Time management and Personal development, personal discipline

Number of Hours: 6

Module-2

Communication Skills for Employability

Communication process and barriers, Verbal and non-verbal communication, listening skills, Workplace conversations, Business speaking and confidence building, Professional email writing, Telephone and virtual meeting etiquette, Cross-cultural communication basics. Leadership basics for young managers, Workplace discipline - Emotional intelligence, Conflict handling, Ethics - Workplace ethics and integrity, Professional responsibility

Number of Hours: 6

Module-3

Career Readiness and Job Search Skills

Job readiness - Career planning and employability mapping, Resume writing- Resume preparation. Cover letter writing, Career Planning - Job search strategy, understanding job descriptions, Employment search skills - Professional networking, LinkedIn and digital identity, Building personal brand. Professional behaviour - Workplace etiquette, corporate grooming and executive presence, Team effectiveness - Teamwork and collaboration

Number of Hours: 6

Module-4

Interview, Group Discussion and Presentation Skills

Interview readiness - Group discussion process and evaluation, GD strategies and participation techniques, Presentation skill - Interview preparation, HR interview and behavioural interview questions, Self-introduction and elevator pitch, Public speaking - Business presentation design, Presentation delivery, Workplace confidence - Handling questions professionally.

Number of Hours: 6

Module-5

Digital Employability and Career Development

Digital literacy -Digital literacy for managers, Productivity tools for workplace use, ICT readiness - Basics of Excel, PowerPoint and online collaboration tools, Introduction to AI tools for professional productivity, Online professional communication, Employability sustainability - continuous learning and upskilling, Career progression planning

Number of Hours: 6

Suggested Learning Resources: (Text Book/ Reference Book/ Manuals):

Text books:

1. National Skill Development Corporation – Employability Skills Student Handbook
2. Verma, Shalini. Employability Skills. New Delhi: Pearson Education India, latest edition.
3. Rao, M. S. Soft Skills – Enhancing Employability: Connecting Campus with Corporate. New Delhi: I.K. International Publishing House Pvt. Ltd., 2013.
4. Bovée, Courtland L., and John V. Thill. Business Communication Today. Noida: Pearson Education, latest edition.
5. Ramesh, Gopalaswamy, and Mahadevan Ramesh. The ACE of Soft Skills: Attitude, Communication and Etiquette for Success. New Delhi: Pearson Education India, 2010.

Reference books / Manuals:

1. Raman, Meenakshi, and Sharma, Sangeeta. Technical Communication: Principles and Practice. New Delhi: Oxford University Press.
2. Krishna Mohan, and Meera Banerji. Developing Communication Skills. New Delhi: Macmillan Publishers India Ltd
3. Patterson, Kerry, Grenny, Joseph, McMillan, Ron, and Switzler, Al. Crucial Conversations: Tools for Talking When Stakes Are High. New York: McGraw-Hill Education.

Web links and Video Lectures (e-Resources):

a) https://onlinecourses.nptel.ac.in/noc21_hs57/preview?utm_source=chatgpt.com
(Developing Soft Skills and Personality)

b) https://onlinecourses.nptel.ac.in/noc21_hs57/preview?utm_source=chatgpt.com
(Enhancing Soft Skills and Personality)

c) https://onlinecourses.swayam2.ac.in/imb25_mg100/preview?utm_source=chatgpt.com
(Soft Skills (IIT Roorkee)

d) https://onlinecourses.swayam2.ac.in/imb25_mg100/preview?utm_source=chatgpt.com (Indian Institute of Management Bangalore (SWAYAM))
Teaching-Learning Process (Innovative Delivery Methods): The following are sample strategies that educators may adopt to enhance the effectiveness of the teaching-learning process and facilitate the achievement of course outcomes. 1. Mock Interviews and Assessment Centre Exercises. 2. Business Role Plays and Simulation Games. 3. Case-Based Learning and Reflection Journals. 4. Industry Expert Sessions and Alumni Mentoring. **5.** MOOCs (SWAYAM/NPTEL) and AI-Assisted Learning Activities

Evaluation of Ability Enhancement Laboratory Courses

Evaluation of Ability Enhancement Laboratory Courses shall be evaluated with:

CIE marks: 50

(a) Continuous Internal Evaluation (CIE)

Out of 50 marks, 30 marks shall be to assess the regular classwork and the remaining 20 marks shall be for the Test. The allotment of marks for regular class assessment and test shall be as per the rubrics indicated in Table -1.

Component	Description	Marks
Attendance, Punctuality and Professional Behaviour	Regular attendance, punctuality, discipline, active participation, teamwork, professional attitude, and adherence to classroom etiquette during training sessions.	10 Marks
Assignments / Activity Record / Portfolio	Timely submission of assignments, maintenance of activity records or portfolio, participation in classroom activities, resume preparation, mock interview reports, presentation materials, and reflective learning.	20 Marks
Skill Demonstration / Practical Assessment	Performance in activities such as group discussions, presentations, mock interviews, role plays, communication exercises, aptitude/problem-solving tasks, and other employability skill demonstrations. The practical assessment shall be conducted at the end of the course, and marks awarded based on performance.	15 Marks
Viva-Voce	Assessment of understanding of employability concepts, communication skills, career readiness, interview preparedness, workplace ethics, and ability to respond confidently to questions.	5 Marks
Total		50 Marks

APPLICATION OF BUSINESS TOOLS - I			
Course Code	3MTM108	Scheme	2026
Type of Course	**SEC**	Semester	I
Teaching Hours/Week (L:T:P)	0: 0: 2	CIE Marks	50
Total Hours of Pedagogy per semester L /T/P/SL&TW:	0: 0: 28: 2	SEE Marks	-
Credits	-	Total Marks	50
Examination type (Non-credit course)	Practical	Exam Hours	-

Course outcome (Course Skill Set)

At the end of the course, the student will be able to:

1. Understand the basics of computer and techniques of creating a power point presentation.
2. Understand the importance and application of MS Word for various academic and professional purposes.
3. Apply MS excel techniques for various academic and professional purposes.
4. Represent data using spreadsheet, graphs and charts.
5. Analyse data by applying various excel functions.

Module-1

Module 1: **Introduction to Computers and MS Office** Introduction to computers, role of computers, software and application, internet and its uses. Creating effective presentations using MS Power point - Opening, viewing, creating, and printing slides, applying auto layouts, adding custom animation, Using slide transitions, Graphically representing data: Charts & Graphs, Creating Professional Slide for Presentation. Number of Hours: 6

Module-2

Module 2: **M S Word** Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting, inserting tables, smart art, page breaks, using lists and styles, working with images, Using Spelling and Grammar check, understanding document properties, Inserting citation and bibliography

Number of Hours: 6

Module-3

Module 3: **M S Excel** Spreadsheet basics, Creating, editing, saving and printing spreadsheets, working with functions (sum, average, max, min, count, if) & formulas, arithmetic operators, common file extensions, page layout features, cell referencing.

Number of Hours: 6

Module-4

Module 4: **Data representation and visualization using excel-** Modifying worksheets with color & auto-formats, formatting worksheets, graphically representing data: Charts & Graphs, speeding data entry: Using Data Forms

Number of Hours: 6

Module-5

Module 5: **Analyzing the Data** – Data Menu, Subtotal, Sorting & Filtering Data, use of data analysis tools available on excel, Securing & Protecting spreadsheets. V – Lookup, H – Lookup and Pivot tables.

Number of Hours: 6

Suggested Learning Resources: (Text Book/ Reference Book/ Manuals):
Text books:

1. Computer Applications in Management, Niranjan Shrivastava, Dreamtech Press, 2012
2. Computer Applications in Business, Sudalaimuthu S. S. Anthony Raj, HPH, 2/e 2012.

Reference books / Manuals:

1. Computer fundamentals – Introduction to computers, Faithe Wempen, John Wiley and Sons Inc. 2015.
2. Computer and Financial Accounting with Tally 9.0 Course Kit, Vikas Gupta Dreamtech Press, 2012.

Web links and Video Lectures (e-Resources):

1. Introduction to computers and office productivity software - https://www.coursera.org/learn/introduction-to-computers-and-office-productivity-software
2. Excel skills for business specialization – https://www.coursera.org/specializations/excel

Teaching-Learning Process (Innovative Delivery Methods):

1. Experiential Learning : Role plays, simulations, and mock sessions (meetings, press conferences, negotiations) . Real-life scenario-based exercises to bridge theory and practice
2. Peer Learning and Collaborative Learning: Group-based tasks and peer evaluations . Students learn by observing and critiquing each other's communication styles .Encourages teamwork and interpersonal skills

Assessment **Structure:**

The assessment in each course is Continuous Internal Evaluation (CIE): To qualify and become eligible to appear for **CIE**, a student must score at least **50% of 50 marks**, i.e., **25 marks**.

Continuous Comprehensive Assessments (CCA)+ Internal Assessment Test (IA) = Continuous Internal Evaluation CIE [25+25=50 marks] A minimum of **two Internal Lab Assessment Tests(IA)** shall be conducted, carrying a total of **25 marks**. In addition, **Continuous Comprehensive Assessment (CCA)** shall be conducted for a total of **25 marks**. It is recommended to include **a maximum of two learning activities** as part of the CCA to foster the **holistic development of students**. These activities shall be:

Sl. No.	Name of the Learning activity	Maximum Marks
1	Lab Report/Lab Record assessed after every module- i.e 2 Continuous Evaluations of 10 marks each averaged to 10 marks	10
2	Viva/Presentation- execution of excel functions	15