

Dr Ambedkar Centre for Career Guidance (ACCG), Atilagaon, Jorhat

NOTICE

1. ACCG will be starting a fresh batch of courses from March – 2017. This is meant for students who have passed Class XII (under graduates/ graduates/post graduates) and willing to prepare for competitive exams.

2. **COURSE OFFERINGS:**

ACCG will offer courses in following four fields, aiming the nature of various competitive exams like APSC, UPSC, SSC, Banking etc.

- a. English
- b. General Studies
- c. Mental Ability and Reasoning
- d. Group Discussion & Interview Skills (Includes Life and soft skills)

The proposed curriculum is as per Annexure -1.

3. **LIMITED INTAKE:**

There will be two batches of students, divided as morning and evening batches of 50 students each with classes five days a week. The Morning batch will have class from 7AM-8:30 AM and evening batch from 4PM-5:30PM.

4. The total intake of number of students in regular classroom will be limited to 100. In case the applicants are more than 100, there will be a short listing based on their performance in an entrance exam for ACCG, past academic record of the student and other criteria as decided by ACCG. A pool of waitlisted students will be maintained. ACCG will intimate about the exam later.

5. Sundays will be used to place open sessions (with guest faculty/ speakers). This will be open to all registered students at ACCG. This will give an opportunity to students not selected as part of regular classroom to still benefit from the centre. The centre to remain closed on Tuesdays.

6. Students will also be grouped in self study groups based on their target exam. These study groups will be able to utilise the centre for self study sessions. This facility will be open to all registered students at ACCG.

7. **FACULTY:**

The faculty at ACCG is drawn from civil society at Jorhat. Some of our faculty for upcoming sessions include:

Dr. Archana Bhattacharjee	Associate Prof (English), Kakojan College
Mr. Subhasis Sharma	Asst. Prof(Pol. Sc), JB College
Dr. Soumitra Pujari	Asst. Prof (History), Jorhat College
Mr. Rangan Bhuyan	Centre i/c, IIPM, Jorhat
Mr. Simanta Sharma	Asst. Deputy Controller(Sr) Civil Defence, Jorhat
Dr. Pranabjyoti Chetiya	Curator, Jorhat Science Centre & Planetarium
Mr. Amit Kumar Kushawaha	Alumnus (IIM – Ahmedabad), PMRD Fellow, Jorhat

ACCG will invite subject specific teachers and officers from administration and other fields too.

8. TIME TABLE:

ACCG will be floating time-table every fortnightly based on pace of courses and availability of faculty. A sample time table is provided at Annexure – 2. Students at ACCG are encouraged to follow the notice board at ACCG very closely for various updates.

9. FEES:

For the upcoming session at ACCG starting from March'17 to May'17

Registration fee: Rs. 120/- (one time for all students registering)

Course fee: Rs. 500 /- (for students selected at regular classroom)

10. DATES TO REMEMBER:

Beginning of registration at ACCG – 22nd February-17 (Wednesday)

Last date to register at ACCG – 8th March-17 (Wednesday)

ACCG Entrance exam – will be intimated post registration

11. APPLICATION FORM:

Contact at Reception ACCG- Atilagaon Jorhat for application form.

Application form can also be downloaded and printed from Jorhat district's website (dc-jorhat@nic.in)

(Application form as per Annexure – 3)

Application form needs to be submitted at Reception ACCG- Atilagaon Jorhat

12. ACCG ENTRANCE EXAM

Will be intimated post registration at ACCG

13. KOIKHUR BANDHU:

ACCG will be anchoring a cell called "**Koikhur Bandhu**" which will aim to reach out to adolescent groups for counselling and imparting skills. The sessions towards the same will be held on Saturday (3 pm – 5 pm) at the centre or other places as required. The sessions may cover the following four topics - Adolescent counselling, Guest Lecture, Parent counselling and Outdoor or Indoor activity (on health, hygiene, education or legal aspects).

14. NOTE:

The above proposed intake, curriculum, time table, class timings etc. will be based solely on discretion of the centre and can be changed as and when required. The fees (application fee and course fee) are being incurred towards this duration of March'17 to May'17 and shall be non-refundable.

Contact details:

Reception, Dr Ambedkar Centre for Career Guidance, ACCG, Atilagaon, Jorhat

Phone: 8011320432

E-mail: ambedkarcentre.jorhat@gmail.com

Facebook: <https://www.facebook.com/Ambedkarcentre.Jorhat/>

Dr Ambedkar Centre for Career Guidance (ACCG), Atilagaon, Jorhat

Annexure-1

PROPOSED CURRICULUM

This proposed curriculum is an exhaustive list covering what all constitutes within the scope of Mental Ability, English, Soft Skills and General Studies.

The current admissions at ACCG (March-2017 to May-2017) will cover a part of this list depending on the pace of classes.

SL	Session Topics
	Mental Ability
1	Overview of syllabus & setting expectations
2	Number System, Indices, Logarithms
3	Divisibility rules, Factors, Multiples & Factorisation
4	HCF & LCM and their application
5	Remainder, Cyclicity and Base system
6	Speed calculation - Squares, Cubes, Ratio comparison
7	Concept of percent, multiplying factor, change of base, successive percentage change
8	Simple Interest & Compound interest
9	Profit-Loss, Discount, stocks & shares
10	Ratio, Proportion and variation
11	Alligation, Mixtures & Replacement
12	Speed, Time & Distance, Relative speed, Circular motion
13	Clocks, Time & Work
14	Algebra: Equations, Inequalities, Functions
15	Algebra: Graphs, Progressions
16	Geometry: Angles, Triangles
17	Geometry: Quadrilaterals, Circles, Mensuration
18	Permutation & Combination
19	Probability, Set theory
20	Data Interpretation & its various types-1
21	Data Interpretation & its various types-2
22	Logical Reasoning & its various types-1
23	Logical Reasoning & its various types-2
24	Verbal Logic-1: Para jumbles, Deductive Reasoning
25	Verbal Logic-2: Logical consistency, Inferential Reasoning
26	Verbal Logic-3: Odd word out, Analogies
27	Verbal Logic-4: Degree of truth & falsity, Fact- Inference- Judgement
	English
1	Comprehension of given passage-1
2	Comprehension of given passage-2
3	Comprehension of given passage-3
4	Comprehension of given passage-Classroom Activity

5	Précis Writing -1
6	Précis Writing -2
7	Précis Writing - Classroom activity
8	Short Essay -1
9	Short Essay -2
10	Short Essay -3
11	Short Essay -4
12	Short Essay -Classroom Activity
13	Usage and Vocabulary-1
14	Usage and Vocabulary-2
15	Usage and Vocabulary-Classroom activity
16	Idioms & Phrases - 1
17	Idioms & Phrases - 2
18	Idioms & Phrases - Classroom activity
19	One word substitution -1
20	One word substitution -2
21	One word substitution - Classroom activity
22	Synonyms/ Antonyms -1
23	Synonyms/ Antonyms -2
24	Synonyms/ Antonyms -Classroom Activity
25	Sentence Correction & improvement -1
26	Sentence Correction & improvement -2
27	Sentence Correction & improvement -3
28	Sentence Correction & improvement -Classroom activity
29	Vocabulary development-1
30	Vocabulary development-2
31	Vocabulary development-Classroom activity
32	Fill in the blanks (Articles/prepositions)-1
33	Fill in the blanks (Articles/prepositions)-2
34	Fill in the blanks (Articles/prepositions)-3
35	Fill in the blanks (Articles/prepositions)- classroom activity
	Soft skills
1	Listening- the forgotten art
2	Inter-personnel communication -Verbal & Non-verbal-1
3	Inter-personnel communication -Verbal & Non-verbal-2
4	Written communication
5	Body language & Grooming, Business Etiquettes, Assertive Behaviour, Positive Attitude-1
6	Body language & Grooming, Business Etiquettes, Assertive Behaviour, Positive Attitude-2
7	Body language & Grooming, Business Etiquettes, Assertive Behaviour, Positive Attitude-3
8	Presentation skills
9	Group discussion
10	Preparation for Interviews

General Studies	
1	Overview of syllabus & setting expectations
2	Reading Newspaper, Notes talking, How to revise, Test taking etc.
3	History: Ancient history - Stone Age, Vedic Period, Magadha Empire, Jainism, Buddhism, Pre mauryan period, Mauryan period
4	History: Post Mauryan period, Sangam Age, Gupta period, South Indian empires, Arab Invasion, Delhi Sultan, Bhakti movement
5	History: Vijaynagar & Bahmani, Mughal empire, Marathas, Coming of Europeans
6	Indian culture will cover the salient aspects of Art Forms, Literature and Architecture from ancient to modern times.
7	Modern Indian history from about the middle of the eighteenth century until the present- significant events, personalities, issues
8	The Freedom Struggle - its various stages and important contributors /contributions from different parts of the country.
9	Post-independence consolidation and reorganization within the country.
10	History of the world will include events from 18th century such as industrial revolution, world wars, redrawing of national boundaries, colonization, decolonization,
11	Political philosophies like communism, capitalism, socialism etc.- their forms and effect on the society.
12	Salient features of Indian Society, Diversity of India, Role of women and women's organization, population and associated issues, poverty and developmental issues, urbanization, their problems and their remedies.
13	Effects of globalization on Indian society, Social empowerment, communalism, regionalism & secularism.
14	Geography: Earth & Universe, Earth's crust, landforms formation & types
15	Geography: Weather, Climate & Vegetation, India's Physical & Human Geography
16	Distribution of key natural resources across the world (including South Asia and the Indian sub-continent); factors responsible for the location of primary, secondary, and tertiary sector industries in various parts of the world (including India)
17	Important Geophysical phenomena such as earthquakes, Tsunami, Volcanic activity, cyclone etc., geographical features and their location- changes in critical geographical features (including water-bodies and ice-caps) and in flora and fauna and the effects of such changes.
18	Indian Constitution- historical underpinnings, evolution, features, amendments, significant provisions and basic structure.
19	Functions and responsibilities of the Union and the States, issues and challenges pertaining to the federal structure, devolution of powers and finances up to local levels and challenges therein.
20	Separation of powers between various organs dispute redressal mechanisms and institutions.

21	Comparison of the Indian constitutional scheme with that of other countries, Parliament and State Legislatures - structure, functioning, conduct of business, powers & privileges and issues arising out of these.
22	Structure, organization and functioning of the Executive and the Judiciary Ministries and Departments of the Government; pressure groups and formal/informal associations and their role in the Polity.
23	Salient features of the Representation of People's Act. Appointment to various Constitutional posts, powers, functions and responsibilities of various Constitutional Bodies. Statutory, regulatory and various quasi-judicial bodies
24	Government policies and interventions for development in various sectors and issues arising out of their design and implementation. Development processes and the development industry the role of NGOs, SHGs, various groups and associations, donors, charities, institutional and other stakeholders
25	Welfare schemes for vulnerable sections of the population by the Centre and States and the performance of these schemes; mechanisms, laws, institutions and Bodies constituted for the protection and betterment of these vulnerable sections.
26	Issues relating to development and management of Social Sector/Services relating to Health, Education, Human Resources. Issues relating to poverty and hunger.
27	Important aspects of governance, transparency and accountability, e-governance- applications, models, successes, limitations, and potential; citizens charters, transparency & accountability and institutional and other measures. Role of civil services in a democracy.
28	India and its neighborhood- relations. Bilateral, regional and global groupings and agreements involving India and/or affecting India's interests. Effect of policies and politics of developed and developing countries on India's interests, Indian diaspora.
29	Important International institutions, agencies and fora, their structure, mandate.
30	Development, Bio diversity, Environment, Security and Disaster Management.
31	Indian Economy and issues relating to planning, mobilization of resources, growth, development and employment. Inclusive growth and issues arising out of it.
32	Major crops cropping patterns in various parts of the country, different types of irrigation and irrigation systems storage, transport and marketing of agricultural produce and issues and related constraints; e-technology in the aid of farmers. Government Budgeting.
33	Issues related to direct and indirect farm subsidies and minimum support prices; Public Distribution System objectives, functioning, limitations, revamping; issues of buffer stocks and food security; Technology missions; economics of animal-rearing.

34	Food processing and related industries in India- scope and significance, location, upstream and downstream requirements, supply chain management.
35	Land reforms in India. Effects of liberalization on the economy, changes in industrial policy and their effects on industrial growth. Infrastructure: Energy, Ports, Roads, Airports, Railways etc. Investment models.
36	General Science, Science and Technology- developments and their applications and effects in everyday life. Achievements of Indians in science & technology; indigenization of technology and developing new technology.
37	Awareness in the fields of IT, Space, Computers, robotics, nano-technology, bio-technology and issues relating to intellectual property rights.
38	Conservation, environmental pollution and degradation, environmental impact assessment. Disaster and disaster management.
39	Linkages between development and spread of extremism. Role of external state and non-state actors in creating challenges to internal security.
40	Challenges to internal security through communication networks, role of media and social networking sites in internal security challenges, basics of cyber security; money-laundering and its prevention
41	Security challenges and their management in border areas; linkages of organized crime with terrorism. Various Security forces and agencies and their mandate
42	Ethics and Human Interface: Essence, determinants and consequences of Ethics in human actions; dimensions of ethics; ethics in private and public relationships.
43	Human Values - lessons from the lives and teachings of great leaders, reformers and administrators; role of family, society and educational institutions in inculcating values.
44	Attitude: content, structure, function; its influence and relation with thought and behaviour; moral and political attitudes; social influence and persuasion.
45	Aptitude and foundational values for Civil Service , integrity, impartiality and non-partisanship, objectivity, dedication to public service, empathy, tolerance and compassion towards the weaker-sections.
46	Emotional intelligence-concepts, and their utilities and application in administration and governance. Contributions of moral thinkers and philosophers from India and world.
47	Public/Civil service values and Ethics in Public administration: Status and problems; ethical concerns and dilemmas in government and private institutions; laws, rules, regulations and conscience as sources of ethical guidance; accountability and ethical governance; strengthening of ethical and moral values in governance; ethical issues in international relations and funding; corporate governance.

48	Probity in Governance: Concept of public service; Philosophical basis of governance and probity; Information sharing and transparency in government, Right to Information, Codes of Ethics, Codes of Conduct, Citizen's Charters, Work culture, Quality of service delivery, Utilization of public funds, challenges of corruption.
49	Case Studies on above issues.
50	Current Events of National & International Importance

Dr Ambedkar Centre for Career Guidance (ACCG), Atilagaon, Jorhat

Annexure-2

SAMPLE TIME TABLE

(Week-1)

Date	1	2	3	4	5	6	7
Day	W	Th	F	Sa	Su	M	Tu
Session	Introductory class, Setting expectations & Norms	Comprehension of given passage-1	Listening- the forgotten art	Overview of syllabus & setting expectations (MALR)	Speaker/Mock	Overview of syllabus & setting expectations(GS)	x
Morning							x
Faculty	Multiple	F1	F2	F3		F4	x
Evening							x
Faculty	Multiple	F5	F6	F7		F8	x

Proposed for March 2017 (Week-2)

Date	8	9	10	11	12	13	14
Day	W	Th	F	Sa	Su	M	Tu
Session	Comprehension of given passage-2	Inter-personnel communication -Verbal & Non-verbal-1	Analysis of competitive exams	Reading Newspaper, Notes talking, How to revise, Test taking etc.	Speaker/Mock	History: Ancient history - Stone Age, Vedic Period, Magadha Empire, Jainism, Buddhism, Pre mauryan period, Mauryan period	x
Morning							x
Faculty	F6	F7	F8	F9		F10	x
Evening							x
Faculty	F1	F2	F3	F4		F5	x

Note- F1 to F10 denotes various faculty members. They will be assigned with respect to their availability.

Dr Ambedkar Centre for Career Guidance (ACCG), Atilagaon, Jorhat

Annexure-3

Application form for session (March-17 to May-17)

(PLEASE FILL IN CAPITAL LETTERS)

Name of Applicant:.....

Address:.....

.....

Phone number:.....

E-mail id:.....

Gender:.....Date of Birth.....

Percentage in Class X*Percentage in Class XII*.....

Educational Qualification: (*Degree*).....

in (Subject).....(*Completed or Ongoing*).....

Preferred Batch (**Tick one**) Morning Batch (7 AM-8:30 AM)

Evening Batch (4 PM – 6:30 PM)

Exam you are preparing for (or intend to prepare for).....

Note: Please fill all fields.

Attach one passport size photo and submit two copies with the form.

** Please attach a self attested photocopy of the mark sheets of Class 10 and Class 12*

PHOTOGRAPH

**(attach one copy and
submit two copies with
form)**