

Value Added Audit Course for PG Programmes in CBCS mode

Course Code	:	--
Title of the Course	:	Advanced Soft Skills
Nature of the Course	:	Value Added Add-On Courses (VAC)
End Semester	:	30 Marks
In Semester	:	20 Marks
Total Credits	:	2
Distribution of Credits	:	L (23) + T (1) + P (6) = 30

COURSE OBJECTIVES: The objectives of this Course are -

- to empower students with advanced soft skills to achieve academic and professional mastery, enhancing their job readiness both as job seekers and job providers
- to unlock potential through practical experiences, fostering personal and professional growth

UNITS	CONTENTS	L	T	P
1	<p>Soft Skills:</p> <ul style="list-style-type: none">• Concepts,• Importance and Relevance of Soft Skills in contemporary times.• Understanding technical, human and conceptual skills. <p>Personal and Wellness skills</p> <ul style="list-style-type: none">• Growth mindset Strategies to develop growth mindset for personal success and achievement.• Emotional Intelligence: Self Awareness, Social Skills, Empathy, Self Regulation, Motivation.• Resilience Skills:<ul style="list-style-type: none">○ Understanding Resilience,○ Relevance of Resilience in personal, social and professional life○ Strategies to develop resiliency (ABC exercise)• Goal setting and SWOC analysis	10 hours	1 hour	4 hour

2	<p>Communication Skills:</p> <ul style="list-style-type: none"> ● Elements of Communication Process ● Verbal and Non Verbal Communication ● Identifying barriers in Effective Communication. <p>Professional Skills</p> <ul style="list-style-type: none"> ● Resume Skills and Interview Skills ● Group Discussion Skills ● Presentation Skills ● Public Speaking skills ● Active Listening Skills ● Social and Cultural Etiquettes, Netiquette. ● Digital literacy ● Entrepreneurship skills 	13 hours		2 hour
	Total	23	1	6

Where,

L: Lectures

T: Tutorials

P: Practical

LEARNER OUTCOMES: After the completion of this course, the learner will be able to:

- understand the concepts ,importance and relevance of soft skills in contemporary times,
- develop the some of the most important soft skills
- exhibit professionalism in different context
- gain Self Competency and Confidence

MODES OF ASSESSMENT:

Sessional Exam

= 10 marks

Students have to choose any one of the following suggested activities in a semester for their in semester assessment

= 10 marks

- Seminar presentation of any concept
- Peer Teaching and Discussion
- Project work to promote any of the soft skills.
- Any other activity as deemed fit by the Course Teacher.

SUGGESTED READINGS

- Alex, Dr. K. (2014). Soft Skills (1st edition) S Chand & Company.
- Atherton, J.B. (2002) Learning and teaching: Teaching from experience, Columbus. Ohio: Merrill.
- Goleman, D. (1995). Emotional intelligence: Why it can matter more than IQ, Bantam Books.
- Nelson-Jones, R. (1992). Life skills, a handbook, Trowbridge, Wilts: Detesios Ltd.
- Reivich, Karen (2003). The Resilience Factor (Reprint edition) Harmony
- Sharma, Prashant (2021). Soft Skills (1st edition) BPB Publications
- Tuhovsky, Ian (2019). Communication Skills Training (2nd edition) Rupa Publication India.
- University Grant Commission (2021) .Life Skills (Jeevan Kaushal) Facilitators' Guidelines. University Grant Commission, New Delhi.
- Wentz, Frederick H. (2012). Soft Skills Training: A Workbook to Develop Skills for Employment. Create Space Independent Publishing Platform.
