

| Learning Assessment | | | | | | | | | |
|---------------------|------------------------------|---|----------|---------------|----------|---------------|----------|----------------|----------|
| | Bloom's Level of Thinking | Continuous Learning Assessment (100% weightage) | | | | | | | |
| | | CLA – 1 (20%) | | CLA – 2 (20%) | | CLA – 3 (30%) | | CLA – 4# (30%) | |
| | | Theory | Practice | Theory | Practice | Theory | Practice | Theory | Practice |
| Level 1 | Remember | 10% | 10% | 10% | 10% | 10% | 10% | 10% | 10% |
| | Understand | | | | | | | | |
| Level 2 | Apply | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% |
| | Analyze | | | | | | | | |
| Level 3 | Evaluate | 20% | 20% | 20% | 20% | 20% | 20% | 20% | 20% |
| | Create | | | | | | | | |
| | Total | 100% | | 100% | | 100% | | 100 % | |

CLA – 4 can be from any combination of these: Assignments, Seminars, Tech Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.

| Course Designers | | |
|---|---|--------------------------|
| Experts from Industry | Experts from Higher Technical Institutions | Internal Experts |
| Mr. S. Karthik, IT Analyst, Tata Consultancy Services | Dr. Neelanarayanan,, Professor, School of Computer Science and Engineering, VIT Chennai | 1.Mrs.S.Parimala |
| | | 2.Dr.S.P. Angelin Claret |
| | | 3.Dr.A.Meenakshi |

| Course Code | UCD20S01L | Course Name | Soft Skills | Course Category | S | Skill Enhancement Course | L | T | P | C |
|-------------|-----------|-------------|-------------|-----------------|---|--------------------------|---|---|---|---|
| | | | | | | | 0 | 0 | 2 | 1 |

| Pre-requisite Courses | Nil | Co-requisite Courses | Nil | Progressive Courses | Nil |
|----------------------------|---------------------------|-----------------------------|-----|---------------------|-----|
| Course Offering Department | Career Development Centre | Data Book / Codes/Standards | | | Nil |

| Course Learning Rationale (CLR): | | The purpose of learning this course is to: | | | Learning | | | Program Learning Outcomes (PLO) | | | | | | | | | | | | | | |
|----------------------------------|--|--|--|--|---------------------------|--------------------------|-------------------------|---------------------------------|-------------------------|-------------------------------|----------------------|--------------------------|------------------------------|--------------------|-------------------------|----------------------|------------------------|----------------------|-------------------|------------|-----------------------|--------------------|
| CLR-1 : | Expose students to right attitudinal and behavioral aspects and to build the same through activities | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| CLR-2 : | Develop and nurture interpersonal skills of the students through individual and group activities. | | | | Level of Thinking (Bloom) | | | Fundamental Knowledge | Application of Concepts | Link with Related Disciplines | Procedural Knowledge | Skills in Specialization | Ability to Utilize Knowledge | Skills in Modeling | Analyze, Interpret Data | Investigative Skills | Problem Solving Skills | Communication Skills | Analytical Skills | ICT Skills | Professional Behavior | Life Long Learning |
| CLR-3 : | Increase efficiency and leadership skills and to improve team results. | | | | | | | | | | | | | | | | | | | | | |
| CLR-4 : | Acquire time management skills and develop creative skills | | | | | | | | | | | | | | | | | | | | | |
| CLR-5 : | Understand intercultural communication and etiquettes required in a professional environment | | | | | | | | | | | | | | | | | | | | | |
| CLR-6 : | Instill confidence in students and develop skills necessary to face the challenges of competitive exams and placements | | | | | | | | | | | | | | | | | | | | | |
| Course Learning Outcomes (CLO): | | At the end of this course, learners will be able to: | | | Level of Thinking (Bloom) | Expected Proficiency (%) | Expected Attainment (%) | | | | | | | | | | | | | | | |
| CLO-1 : | Re-engineer their attitude and understand its influence on behavior | | | | 3 | 80 | 70 | M | M | M | - | M | H | M | - | - | H | H | H | M | H | H |
| CLO-2 : | Acquire inter personal skills and be an effective goal oriented team player | | | | 3 | 80 | 70 | M | M | M | - | M | H | M | - | - | H | H | H | M | H | H |
| CLO-3 : | Understand the importance of time management and creativity | | | | 3 | 85 | 75 | M | M | M | - | M | H | M | - | - | H | H | H | M | H | H |
| CLO-4 : | Build confidence during any presentation | | | | 3 | 85 | 75 | M | M | M | - | M | H | M | - | - | H | H | H | M | H | H |
| CLO-5 : | Develop interpretation skills and intercultural communication | | | | 3 | 85 | 75 | M | M | M | - | M | H | M | - | - | H | H | H | M | H | H |
| CLO-6 : | Help the students succeed in competitive exams and placements | | | | 3 | 80 | 70 | M | M | M | - | M | H | M | - | - | H | H | H | M | H | H |

| Duration (hour) | | 6 | 6 | 6 | 6 | 6 |
|-----------------|-------|------------------------------|-------------------------|--|---|--|
| S-1 | SLO-1 | IKIGAI | Interpersonal Skills | Creating brands – activity (posters, flyers, business cards) | Value of Time | Intercultural communication – beliefs, customs and attitude of people in different countries (US, UK, Japan, West Asia, China, Russia) |
| | SLO-2 | IKIGAI | Emotional Intelligence | Creating brands – activity (posters, flyers, business cards) | Diagnosing Time Management | |
| S-2 | SLO-1 | Attitude | Importance of Team Work | Causes of Stress and Its Impact | Weekly Planner, To do list, Prioritizing work | Communication etiquettes |
| | SLO-2 | Factors influencing Attitude | Team Building Activity | How to Manage Stress and Distress? | Time management activity | Telephone etiquettes |
| S-3 | SLO-1 | SWOT Analysis | Leadership skills | Understanding the Circle of Control | Creativity – think out of the box | Dinning etiquettes |

| | | | | | | |
|-----|-------|-------------------------------------|---|--|---|---------------------------------|
| | SLO-2 | Individual SWOT Analysis - activity | Leadership skills based Activity | Stress Busters | Creativity Activity | Grooming etiquettes |
| S-4 | SLO-1 | Extempore Practice Session | Networking skills | Conflicts in Human Relations – reasons | Creativity Assessment Activity | Ice breaking |
| | SLO-2 | Extempore Practice Session | Networking skills based Activity | Approaches to conflict resolution | Creativity Assessment Activity | Designing ice breaker games |
| S-5 | SLO-1 | Extempore Practice Session | Negotiation skills | Conflict resolution – case studies | Brainstorming, use of groups and individual brainstorming techniques to promote idea generation | Ice breaker activity |
| | SLO-2 | Extempore Practice Session | Negotiation skills based Activity | Conflict resolution – case studies | Brainstorming session activities | Ice breaker activity |
| S-6 | SLO-1 | Extempore Practice Session | Entrepreneurial Skills | Importance and necessity of Decision Making | Brainstorming session | Introduction to resume building |
| | SLO-2 | Extempore Practice Session | Entrepreneurial knowledge, Focus, Investment, Risk tolerance, Resilience, Negotiation, Ethics, Networking | Process of Decision Making, Practical Way of Decision Making, Weighing Positives and Negatives | Brainstorming session | Introduction to resume building |

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| Learning Resources | 1. Jeff Butterfield, <i>Soft Skills for Everyone</i> , CENGAGE, India, 2015 2. Dr. K. Alex, <i>Soft Skills</i> , S.Chand Publishing & Company, India, 2014 3. Covey Sean, <i>Seven habits of highly effective teens</i> , Simon & Schuster, New York, 2014 4. Carnegie Dale, <i>How to win friends and influence people</i> , Simon and Schuster, New York, 2016 5. Thomas A Harris, <i>I am ok, you are ok</i> , Arrow, London, 2012 6. Daniel Coleman, <i>Emotional Intelligence</i> , Bloomsbury, India, 2016 |
|---------------------------|---|

| Learning Assessment | | | | | |
|---------------------|---------------------------|---|-------------|---------------|---------------|
| Level | Bloom's Level of Thinking | Continuous Learning Assessment (100% weightage) | | | |
| | | CLA-1 (20%) | CLA-2 (20%) | CLA-3 (30%) # | CLA-4 (30%)## |
| | | Practice | Practice | Practice | Practice |
| Level 1 | Remember | 10% | 10% | 30% | 15% |
| | Understand | | | | |
| Level 2 | Apply | 50% | 50% | 40% | 50% |
| | Analyze | | | | |
| Level 3 | Evaluate | 40% | 40% | 30% | 35% |
| | Create | | | | |
| | Total | 100 % | 100 % | 100 % | 100 % |

CLA-1, CLA-2 and CLA-3 can be from any combination of these: Online Aptitude Tests, Classroom Activities, Case Studies, Poster Presentations, Power-point Presentations, Mini Talks, Group Discussions, Mock interviews, etc.

CLA – 4 can be from any combination of these: Assignments, Seminars, Short Talks, Mini-Projects, Case-Studies, Self-Study, MOOCs, Certifications, Conf. Paper etc.,

| Course Designers | | |
|--|--|--|
| Experts from Industry | Experts from Higher Technical Institutions | Internal Experts |
| 1. Ajay Zener, Director, Career Launcher | - | 1. Mr Priyanand, Assistant Professor, CDC, E&T, SRMIST |
| | | 2. Ms Sindhu Thomas, Head in charge, CDC, FSH, SRMIST |
| | | 3. Ms Mahalakshmi, Assistant Professor, CDC, FSH, SRMIST |