

Maulana Abul Kalam Azad University of Technology, West Bengal*(Formerly West Bengal University of Technology)***Syllabus for B. Tech in Electronics & Communication Engineering**

(Applicable from the academic session 2018-2019)

OE-EC506A	Soft Skill and Interpersonal Communication	3L:0T:0P	3 credits
------------------	---	-----------------	------------------

UNIT I - SELF ANALYSIS **2 hours**

SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem.

UNIT II - CREATIVITY **3 hours**

Out of box thinking, Lateral Thinking.

UNIT III - ATTITUDE **3 hours**

Factors influencing Attitude, Challenges and lessons from Attitude, Etiquette.

UNIT IV - MOTIVATION **2 hours**

Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators.

UNIT V - GOAL SETTING **4 hours**

Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals.

Time management

Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work.

UNIT VII - INTERPERSONAL SKILLS **6 hours****Gratitude**

Understanding the relationship between Leadership Networking & Team work. Assessing Interpersonal Skills Situation description of Interpersonal Skill.

Team Work: Necessity of Team Work Personally, Socially and Educationally**UNIT VIII - LEADERSHIP** **2 hours**

Skills for a good Leader, Assessment of Leadership Skills

UNIT IX - STRESS MANAGEMENT **4 hours**

Causes of Stress and its impact, how to manage & distress, Circle of control, Stress Busters.

Emotional Intelligence

What is Emotional Intelligence, emotional quotient why Emotional Intelligence matters, Emotion Scales. Managing Emotions.

UNIT X - CONFLICT RESOLUTION **2 hours**

Conflicts in Human Relations – Reasons Case Studies, Approaches to conflict resolution.

UNIT V - DECISION MAKING **4 hours**

Importance and necessity of Decision Making, Process and practical way of Decision Making, Weighing Positives & Negatives