

**A.VEERIYA VANDAYAR MEMORIAL SRI PUSHPAM COLLEGE (AUTONOMOUS),
POONDI, THANJAVUR DIST.**

Candidates admitted in the Academic Year – 2014 – 2015 onwards.

For all UG Programmes

Semester	Subject Code	Title Of The Paper	Hours Of Teaching/ Week	No. of Credits
VI	14U6__SSD	SOFT SKILLS DEVELOPMENT	2	1

Unit : I

Proficiency in English – Group Discussion - Interview – Presentation Skills –
Percentage and its application – Error Correction.

Unit : II

Communication Skills – Art of Listening, Art of Reading, Art of Writing.
Corporate Skill – Time Management, Stress Management.

Text Books

1. Meena K and Ayothi (2013) A Book on Development of Soft Skills (Soft. Skills: A Road Map to Success) P.R. Publishers & Distributors, No. B -20 & 21 V.M.M. Complex, Chatiram Bus Stand, Tiruchirappalli – 620002.
2. Hariharan S, Sundararajan N and Shanmugapriya S.P. (2010) Soft Skills, MJP Pubglishers, Chennai – 600 005.

References

1. Alex K (2012) Soft Skills – Know yourself & Know the world, S.Chand & Company LTD. Ram Nagar, New Delhi – 110 055.
2. Martin Avis, Effective Time Management Skills for everyone, Avis Consultancy, London.

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In above Syllabus of SSD (Soft Skill Development) prepared in the presence of the following Academic Council members.

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