

### **SEMESTER- III**

**COURSE CODE** :- **SEC-I**  
**COURSE TITLE** :- **Soft Skills**  
**CREDIT** :- **2**

Marks distribution

Full Marks: 15 (MSE) + 60 (ESE) = 75      Duration: 3 hrs

Pass Marks: 34

This paper consists of 50 marks and divided into two groups:

Group-A: Objective questions (Compulsory)	:	1 x 10 = 10
Group-B: descriptive questions (5 out of 8 questions)	:	10 x 5 = 50
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Total = 60

The questions must cover the entire syllabus with equal distribution of marks as far as practicable.

**Module- I** - SELF ANALYSIS SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem.

**Module-2** - CREATIVITY Out of box thinking, Lateral Thinking.

**Module-3**- ATTITUDE Factors influencing Attitude, Challenges and lessons from Attitude, Etiquette.

**Module-4**- MOTIVATION Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators.

**Module-5**- GOAL SETTING 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. Extempore ASSESSMENT

**Module-6**- INTERPERSONAL SKILLS 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

**Module-7** - LEADERSHIP Skills for a good Leader, Assessment of Leadership Skills

**Module-8** - STRESS MANAGEMENT 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.

TEXT BOOK: SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.

### **PRACTICAL: SOFT SKILLS**

Personality development