

S.G.B.S.P. Sanstha's

Shri Guru Buddhiswami Mahavidyalaya, Purna (Jn.) Dist. Parbhani 431 511



Certificate Course in Soft Skills

Department of English



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Shri Guru Buddhiswami Mahavidyalaya
Purna (Jn.) Dist. Parbhani

Introduction:

Nowadays, success in the labour world is strongly linked with the social and emotional abilities (soft skills) of every single person. Nevertheless, very few attention is paid to develop them during secondary education. This situation is extended to university degrees and masters, where the focus is mainly set on the development of theoretical and technical contents (hard skills). In this communication we propose a syllabus for a course based on a recent literature on soft skills.

Skills sets have been divided broadly into two categories ;**Hard Skills and Soft Skills.**

Hard Skills comprise one's Technical and Academic Skills. What all one learns at Schools and Colleges fall under this category. Almost every youngster, today, is fairly well equipped with some Hard Skills or the other.

On the other hand, Soft Skills cover the entire gamut of the various positive qualities that make up one's personality. If these positive qualities are not fairly well developed, then the candidate is severely handicapped even in showcasing his other valuable Hard Skills.

Some of the most important Soft Skills are Effective Communication Skills, Excellent Interpersonal Skills, Quick Learning Ability, Analytical Skills, and Positive Thinking, just to name a few. The purpose of developing these Soft Skills is mainly to effectively complement the already existing Hard Skills so that the combination becomes a winning blend that could project the candidate's true worth in proper perspective.

The inevitable result is that those with well developed Soft Skills steal the day, leaving behind those who lack these skills highly disappointed and frustrated.

The silver lining, however, is that most of these Soft Skills can be systematically developed in most of the individuals, given their awareness about, and interest in, them.

Undoubtedly, students of today are the future employers and employees of profitable global businesses. For students to stand out as promising assets to multinational organizations, they need to invest in the sharpening of what are labelled as soft skills. These abilities which are linked to personality traits are a host of interpersonal capabilities that will help the present day students to transform into outstanding corporate resources. So, if students are looking to establish a successful professional career, here are the numerous ways in which soft skills are important for them to enjoy an edge over others who are not abreast with these life-changing "people skills".



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Training in soft skills provides strong practical orientation to the students and help them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team-building, leadership, time management, group discussions, interviews and interpersonal skills.

The duration of courses ranges from 40 days.

In our institute, *The Department of English is running this course.*

Aims & Objective:

Objectives

The objectives of the Soft Skills are as follow:

- Develop effective communication skills (spoken and written).
- Develop effective presentation skills.
- Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.
- Develop all-round personalities with a mature outlook to function effectively in different circumstances.
- to give each student a realistic perspective of work and work expectations.
- to help formulate problem solving skills.
- to guide students in making appropriate and responsible decisions.
- to create a desire to fulfill individual goals.
- to educate students about unproductive thinking, self-defeating, emotional impulses, and self-defeating behaviors.
- To motivate the students to develop confidence
- To inculcate skills in students which are required for their career
- To enhance the students' interpersonal skills
- To improve the students' writing skills
- To inculcate positive attitude in students
- To enrich the vocabulary of the students by employing various teaching techniques
- To enhance employability skills in students

The detail of the course is as follows:




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- **Focus:** To inculcate positive attitude in students and to develop all-round personalities with a mature outlook to function effectively in different circumstances.

Name of the course: *Certificate Course in Soft Skills*

- **Level:** Certificate
- **Stream:** Any stream

Eligibility Criteria: 10+2

Duration: 40 days

Language: English

Intake: 30 seats

Fees: Free Of charge

Selection /Admission Criteria: First come first serve Attendance: 90%

Academic calendar for the course: Two days in a week (04 days theory periods& 01 day practice)

Available infrastructure: Well equipped Language digital lab.

Teaching Staff: Qualified, Experienced Guest Lecturers & eminent professors will be invited. **Non teaching staff:**

Examination structure & schedule:

At the end of course the examination will be conducted. Its notice & time table will be displayed for communication to the students at least before 15 days of the date of examination.

1. Course SK -01 Theory paper (objective/short answer type) = 50marks, Two hours duration.
2. Course SK -02 Oral Test =50 marks, two hours' duration

Award of Certificate carrying grades: After successful completion of course colourful certificate indicating grade will be awarded to the candidate.

Reservation: NA

Course Content: Syllabus/Program:

SCHEME: 'Certificate Course in SOFT SKILLS as one of the Certificate Course at undergraduate level

Credits to be earned: 02

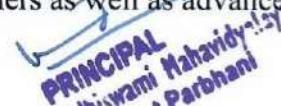
Theory paper: 01credits

Practical course/paper: 01 credit.

Title of the Course: *Certificate Course in Soft Skills*

Salient features

An integrated course with modules catering to both beginners as well as advanced learners.



- A comprehensive course that covers all the major aspects of soft skills training.
- Carefully designed sections on each soft skill that offer detailed information as well as practical exercises.
 - Teaching methodology is learner-oriented, communicative and task-based.
 - Updated with latest inputs from expert and experienced soft skills trainers in the corporate arena.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity profile but also qualifies one to impart vital soft skills training in different spheres.

The certificate is not only a valuable addition to the career and satisfaction.

SYLLABUS

UNIT – I

Getting Started

1. Soft Skills:

An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development.

2. Self-Discovery:

Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.

3. Positivity and Motivation:

Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.

UNIT -2

1. Interpersonal Communication:

Interpersonal relations; communication models, process and barriers; teamcommunication;

developing interpersonal relationships through effective communication; listening skills; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation.

2. Public Speaking:

Skills, Methods, Strategies and Essential tips for effective public speaking.

3. Group Discussion:

Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective.

4. Non-Verbal Communication:

Importance and Elements; Body Language.

5. Teamwork and Leadership Skills:

Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

UNIT -3





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1. Interview Skills:

Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.

2. Presentation Skills:

Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.

3. Etiquette and Manners – Social and Business.

4. Time Management – Concept, Essentials, Tips.

5. Personality Development –

Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills.

UNIT – 4

1. Decision-Making and Problem-Solving Skills:

Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas

in application of these skills.

2. Conflict Management:

Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution.

3. Stress Management:

Stress - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress

4. Leadership and Assertiveness Skills :

A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership

Behaviour; Assertiveness Skills.

4. Emotional Intelligence:

Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.



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Thanks



SHRI GURU BUDDHISWAMI SHIKSHAN PRASARAK SANSTHA'S
SHRI GURU BUDDHISWAMI MAHAVIDYALAYA, PURNA (Jn.)

Pin-431 511, Dist. Parbhani (M.S.) India.

(Permanently affiliated to Swami Ramanand Teerth Marathwada University, Nanded)
Re-accredited by NAAC at 'B' Grade with '2.42' CGPA; ISO 9001:2015 Certified Institute

Phone: (02452) 254213, 255205

Email- iqacsgbamp@gmail.com

www.sgbmpurna.in

Ref: SG(BM) IQAC/2020-21/15

Date 23.11.2020

To,

- i) **Dr. J. S. Masure,** (External Expert)
Associate Professor & Head, Dept. of English,
NSB Mahavidyalaya, Nanded.
- ii) **Dr. Prakash Bhange** (Internal Expert)
Assistant Professor, Dept. of English,
S.G.B. Mahavidyalaya, Purna (Jn.)

Dear Sir/s,

It gives us immense pleasure to inform you that the College Management has decided to introduce a **Certificate Course in Soft Skills** for UG students across the streams. You are hereby informed to draft the syllabus within a week and submit the same to the IQAC.




Dr. K. Rajkumar

Principal
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Shri Guru Buddhiswami Mahavidyalaya
Purna (Jn.) Dist. Parbhani



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Awarded The Best College (Rural) 2019-2020 by S.R.T.M. University, Nanded

DEPARTMENT OF ENGLISH

Value Added Certificate Course

Soft Skills

Admission 2022-23

| Sr. No. | Name of the students | Class |
|----------------|-------------------------------|--------------------|
| 1 | Riya Gopalsingh Bayas | B.A. Second Year |
| 2 | Ingole Ganesh Tukaram | B. Com. Third Year |
| 3 | Desai Gajanan Laxmanrao | B. Com. Third Year |
| 4 | Bhosale Gajanan Bhgwan | B.A.Third Year |
| 5 | Dhone Manika Kundalik | B.A.Third Year |
| 6 | Madhav Kailash Raut | B. A. First Year |
| 7 | Saniya Shaikh Iliyas | B. Sc. First Year |
| 8 | Kamble Manjusha Motiram | B. Sc. First Year |
| 9 | Sonule Akanksha Rajkumar | B.A.Third Year |
| 10 | Kamble Manisha Motiram | B.A.Third Year |
| 11 | Sawale Poonam Suresh | B.A.Third Year |
| 12 | Najeeya Shaikkh Jameer | B.A.Third Year |
| 13 | Lokhande Pratiksha Ramchandra | B.A.Third Year |
| 14 | Sakshi Suresh Pandit | B.A.Third Year |
| 15 | Rajbhoj Surekha Pandu | B.A.Third Year |
| 16 | Satpute Vaibhav Madhav | B. Sc. Second Year |
| 17 | Shikhare Uma Maroti | B. Sc. First Year |
| 18 | Adeeba Tahreem Abdul Moid | B. Sc. First Year |
| 19 | Chaunade Pallavi Lingoji | B. Sc. First Year |
| 20 | Dhone Sandhya Sambhaji | B. Sc. Second Year |
| 21 | Gudal Arati Jagdish | B. Sc. Second Year |
| 22 | Padole Ashvini Shivaji | B. Sc. Second Year |
| 23 | Kadam Nikita Ramrao | B.A. Second Year |
| 24 | Kadam Dnyaneshwar Madhavrao | B. A. First Year |
| 25 | Sadawarte Vinod Bhagvat | B.A.Third Year |



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|----|--------------------------|--------------------|
| 26 | Pranav Madhavrao Bhusare | B. Sc. Second Year |
| 27 | Ankit Raosaheb Waghmare | B. Sc. Second Year |
| 28 | Raut Rarvati Datta | B. A. First Year |
| 29 | Kadam Durga Maroti | B. A. First Year |
| 30 | Khandare Sagar Prakash | B. A. First Year |
| 31 | Bobade Nikita Umrao | B. A. First Year |
| 32 | Malhare Shivani Bhimrao | B. A. First Year |



Principal
 Shri Guru Buddhiswami PRINCIPAL
 Purna (Jn.) Dist. Parbhani



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DEPARTMENT OF ENGLISH

Value Added Certificate Course

Soft Skills

Admission 2021-22

| Sr. No. | Name of the students | Class | Mobile No. | Signature |
|---------|----------------------------------|--------------------|-------------|-----------|
| 1 | WAGHMARE KRUSHNA TULSHIRAM | B. A Third Year | 9021969283 | |
| 2 | THORAT AJAY ARUN | B. A Third Year | 8010447734 | |
| 3 | DUDHMAL SWATI CHANDRAKANT | B. A Third Year | | |
| 4 | SANIYA ANJUM NASEER AHMED | B. A Third Year | 9860230439 | |
| 5 | KHANDARE TUKARAM LAXMAN | B. A Third Year | 8484846043 | |
| 6 | SHAIKH TOKHIR SHAIKH MUJEEB SHAH | B. Com Third Year | 9960549050 | |
| 7 | ASEF KHAN AMJAD KHAN PATHAN | B. Com. Third Year | 97670990965 | |
| 8 | SHAIKH ADANAN SK.AKHIL | B. Com. Third Year | 7798025921 | |
| 9 | WEDE ADITYA KISHAN | B. A First Year | 8668218626 | |
| 10 | SHINDE RAMESHWAR KAMAJI | B. A First Year | | |
| 11 | GAIKWAD ANIKET RAHUL | B. A First Year | 7028339590 | |
| 12 | Kautkar Neha Harishchandra | B. A First Year | 9096747099 | |



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|----|---------------------------|-------------------|------------|--|
| 13 | Lokhande Nikhil Vaijenath | B. A First Year | 8010848416 | |
| 14 | Patale Sunil Rangnath | B. A First Year | 9172404531 | |
| 15 | Rodge Santosh Rustum | B. A First Year | 8379801662 | |
| 16 | Sable Manish Suresh | B. A First Year | 7620058178 | |
| 17 | Aher Aditya Vitthalrao | B. Com First Year | 7020617295 | |
| 18 | Bhalerao Balaji Sudamrao | B. Com First Year | 9370576563 | |
| 19 | Bokare Dattarao Ashok | B. Com First Year | 9763081029 | |
| 20 | Chavan Lavesh Maroti | B. Com First Year | 9325808456 | |
| 21 | Desai Vishal Vitthalrao | B. Com First Year | 7030818984 | |
| 22 | Dhone Shyamrao Hanvanta | B. Com First Year | 9307003769 | |
| 23 | Eklare Samarth Suresh | B. Com First Year | 8265006484 | |
| 24 | Gadhhave Ram Dagadu | B. Com First Year | 7517098633 | |
| 25 | Hivare Kiran Sudam | B. Com First Year | 7972965242 | |
| 26 | Kadam Mangesh Prahalad | B. Com First Year | 9561417648 | |
| 27 | Suradkar Nagesh Padmakar | B. A First Year | 8308237211 | |




Principal

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DEPARTMENT OF ENGLISH

Value Added Certificate Course

Soft Skills

Admission 2020-21

| Sr. No. | Name of the students | Class | Mobile No. | Signature |
|---------|----------------------------------|---------------------|-----------------|-----------|
| 1 | WAGHMARE KRUSHNA TULSHIRAM | B. A Second Year | 9021969283 | |
| 2 | THORAT AJAY ARUN | B. A Second Year | 8010447734 | |
| 3 | DUDHMAL SWATI CHANDRAKANT | B. A Second Year | | |
| 4 | SANIYA ANJUM NASEER AHMED | B. A Second Year | 9860230439 | |
| 5 | KHANDARE TUKARAM LAXMAN | B. A Second Year | 8484846043 | |
| 6 | SHAIKH TOKHIR SHAIKH MUJEEB SHAH | B. Com Second Year | 9960549050 | |
| 7 | ASEF KHAN AMJAD KHAN PATHAN | B. Com. Second Year | 9767099096 5 | |
| 8 | SHAIKH ADANAN SK. AKHIL | B. Com. Second Year | 7798025921 | |
| 9 | AFTAB AJIM SHAIKH | B. Com First Year | 9657596332 | |
| 10 | SURYAKANT AJAY KEVADE | B. Com First Year | 7387217804 | |
| 11 | AMOL BANDAPPA CHOUKALE | B. Com First Year | 9356556463 | |
| 12 | ARJUN ASHOK TAKALE | B. Com First Year | 9766826422 | |



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| | | | | |
|----|--------------------------|-------------------|------------|--|
| 13 | ARJUN UDDHAV KADAM | B. Com First Year | 7058623196 | |
| 14 | BHAURAO BALASAHEB BOKARE | B. Com First Year | 7499478080 | |
| 15 | CHANGDEV DEVRAO NAJAN | B. Com First Year | 7498287674 | |
| 16 | GAJANAN LAXMANRAO DESAI | B. Com First Year | 4864702271 | |
| 17 | AKASH RAJESH GOFANWAD | B. Sc First Year | 7020617295 | |
| 18 | AVINASH OMPAL BOHOT | B. Sc First Year | 9096800501 | |
| 19 | IMRAN RAFIKODDIN SHAIKH | B. Sc First Year | 8412002494 | |
| 20 | KESHAV RAMKISHAN BOBADE | B. Sc First Year | 8262968350 | |
| 21 | ABHAY VILAS THAKUR | B. A First Year | 9096672110 | |
| 22 | AKASH NARAYAN BHAGAT | B. A First Year | 9356209819 | |
| 23 | AMIT KONDIBA NARWADE | B. A First Year | 9373950937 | |



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