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“ENROLMENT INTO CAMPUS TO CORPORATE PROGRAM”

For students graduating in 2024, 2025 & 2026.

Policy Number: SSIU/T&P/001	Status (Under Revision/ Final): FINAL	Approval Date: 20/10/2022
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Policy for “Enrolment into Campus to Corporate Program” for students graduating in 2024, 2025 & 2026.

1. Introduction

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The University visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Placement Services of the University will be available only to those students who opt to avail them and commit to abide by the requirements thereof.

As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). The students graduating in 2024, 2025 & 2026 are required to gear up for being a part of placement related activities immediately at an early stage of their program.

2. Aim of the policy

- (i) To apprise students regarding the rules and regulations of the Placement Policy & subsequent processes.
- (ii) To regulate procedures regarding taking part in placement processes & offers arising out of the same.
- (iii) To apprise students about importance of Preparatory Sessions in improving the employment index.
- (iv) To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the University.
- (v) To lay down provisions, procedure and process for accepting Job/Internship Offers.
- (vi) To lay down guidelines for joining of students & related rules in terms of penalization & benefits.

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3.1 Applicability of the Policy

(A) This Policy shall be effective for all under-graduate and post-graduate programmes.

a) Applicable for students enrolled in stand-alone regular programs and graduating in 2024, 2025 & 2026.

The policy will be applicable till the last day of teaching of the term.

3.2 Abbreviations:

T&P – Training & Placement Department
T&D – Training and Development Department
CTCP – Campus to Corporate Program
JD – Job Description
GD – Group Discussion
SOP – Standard Operation Procedure

4. Eligibility & Debarment for students graduating in 2024, 2025 & 2026.

Table 1: Eligibility & Debarment

Enrolment	All students (graduating in 2024, 2025 & 2026 or equivalent, for admission batches 2022, 2023 & 2024 onwards) are eligible to register for Career Services.
Temporary Debarment	- For students registered for career services and later having less than the minimum CGPA as mentioned above or more than 2 standing arrears, will be temporarily debarred from career services until they again secure above mentioned minimum CGPA. - Temporary Debarment status will be updated – (i) During MST Exam. (ii) After End-Term Exam. Result - CTCP Activities will not be scheduled for Temporary Debarred students.
Important: A student once permanently debarred from placement services at any point of time cannot later become part of the placement process at any given stage.	

5. Registration Process and Timelines:

5.1 The registration process will take place in 2 steps:

5.1.1 Process Step-I: Initial Consent for enrolment

5.1.2 Process Step-II: Placement Annexure Submission

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The registration is considered complete only after Process-II is successfully completed.

Figure 1: Registration Process



- Parent's E-mail id & Mobile number
- Details of all previous qualifications (Percentage, Batch Year and Board/University, etc.)

Registration Time lines:

Registration will carry for 6 month from the date of enrollment starting.

If a student enrolls after 6 months of closed registration date, he or she will be charged with Rs.500 as a fine.

If a student enrolls after their degree completed, he or she need to give an 3rd party assessment toget them self enrolled.

Important Notes:

Students must not change their email address & mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student) changes shall be avoided as this information is frequently shared with prospective recruiters by Organisation.

Keep a decent E-mail ID.

Organisation shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable due to any reason.

6. Enrolment Fee:

There is no fee for enrolment into Career Services.

- The CTCF includes various inputs and the tests conducted by the University along with various 3rd Party Diagnostic & Benchmarking tests like AMCAT, Cocubes etc. (wherever applicable). University

may also hire industry experts to conduct workshops & training sessions which generally invite a huge cost.

- (ii) It is mandatory for all the students registering for Career Services to attend Preparatory activities (tests, contests, classes, input sessions, guest lectures, workshops, mock drives etc. scheduled for them).

Table 3: CTCP Fee		
(Preparatory Sessions for Job Placements Preparedness)		
Passing out Program /Options	Responsibility	Subsidized Cost for Preparatory Sessions (CTCP Fee)
		2024, 2025 & 2026 graduating batch
B.Tech. (All Disciplines)	School in coordination with TnP Department	No Fees
Agriculture		No Fees
Management (All Disciplines)		
Computer Application (All Disciplines)		
Commerce (All Disciplines)		
All Other Disciplines		

7. Placement Kit:

The students must maintain a placement kit in prescribed folder containing the following (must be available with student from pre-final semester itself)

- 5 copies of their latest resume duly vetted by their Training & Development Department.
- 5 passport size photographs with light background (both ears visible).
- All relevant testimonials/certificates in original (and 2 photocopies of each).
- Govt. issued photo-ID proof (original and a photocopy).
- A copy of the project report(s)/ trainings/ certifications and reports thereof undertaken by the student during the professional academic program.
- Executive Folder to carry all documents
- Notepad, pen / pencil.

All above mentioned documents must also be available with student in online mode (in mail or Google drive etc.) at all the times to serve emergency calls, if any.

8. Dress Code:

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All registered students must follow a prescribed uniform during recruitment process (and any other corporate interaction/event) unless otherwise stated. Defaulters may not be allowed to participate the corresponding activities/events.

In addition to the prescribed Dress Code, student must adhere to following general guidelines,

- All students must wear University ID cards at all times.
- Neatly cut hair of reasonable size for non-Sikh students. Male students not sporting regular beard are required to come clean-shaven.
- Turban for Sikh students.
- Well-polished Black formal shoes are essential.
- Girl students should consider wearing only essential jewellery item(s), if they want to sport any jewellery and only formal footwear. The make-up and cosmetics should be simple, decent and to be kept to bare minimum.
- There are some organizations where having a visible tattoo or body piercing is unacceptable and may eliminate/bar you as a candidate.
- Some companies may also prescribe a dress code (e.g. Hospitality dress-code, Sports-wear, etc.) relevant to the job profile for which the candidates are being addressed. Candidates participating in such processes must adhere to this specific dress code (if any).

9. Recruitment Process

The recruitment process (drive) for a company starts with registration of the students for that drive and culminates with final selection. The process may include several intervening stages/rounds like CV/Portfolio Shortlisting, written/online tests, interviews, GDs etc.

Recruitment Process may be classified as one of the types listed in Table 4.

Table 4: Campus Definitions	
Type of Drive	Definition
On Campus Placement Drive	A placement process where whole process or any round of the process is conducted in SSIU Campus. It may be possible that some rounds are held outside University premises.
Off Campus Placement Drive	A placement process which is facilitated by SSIU where the entire selection process is held outside the University campus.
On Joint/ Pool Campus Placement Drive	A placement process organized in SSIU where students from other institutions also take part. Such placement drives may be declared open to all students irrespective of their registration for placements services but subject to meeting company specific eligibility criteria.
Off Joint Campus Placement Drive	A placement process facilitated by SSIU but organized in some other institution where students of SSIU are also invited to participate.
Job Fair	Any fair organized in SSIU where more than one placement processes are organized same time
Internship / Training Drive	It is a selection process which leads to generating an Internship offer for student which may or may not convert to a placement offer. Depending on nature of program and requirement of prospective recruiter, internship can be: 4-6 weeks summer internship 2-3 Months internship - Full-Term internship

	• One-year internship
Live Projects	Live Project will be a short duration hiring by a recruiter to help students to gain hands on / practical exposure to Industrial activities with the objective to acquire Learning or getting certified by Industry Experts. • Duration: can be upto 3 Months. • During Live Project Company may treat the trainee as Support Project Staff only (Not Full Time). • Job Location of Live Project may be inside Campus or Outside Campus. • Compensation: Live Project may or may not be stipend based. • Live Project may or may not lead to a PPO. • Pre-on boarding processes as done by companies like TCS (Elite Prog.), CTS, Capgemini etc. for already selected students for full time Employees shall not be treated as Live Projects. • Live Project should not to coincide with Summer / Winter Internship. If this be the case, then Live Project shall be considered and floated as Summer / Winter Internship drive only. • Duty Leaves may be awarded to trainees for the period of their engagement into Live Project. • Example Projects: (a) Market Feasibility Analysis for Launching of Product. (b) Acquiring Practical Exposure to Sales / Marketing Portfolio. (c) Technical Project allocated to selected students as a part of or in addition to regular academics by industry.

Note: Keeping the Company's convenience in view, sometimes when selection process (complete or specific rounds) takes place in any city/town outside University, the students may be required to travel and attend the same making their own arrangements (at own expenses) as per reporting schedule communicated by University/company.

10. Types of Offers

- Job Offer** means final selection in a company through a placement drive whose result may be declared either during the process orally or by way of a subsequent communication either made directly to student or mediated through University. The oral communication shall invariably be followed up in writing. Pre-placement offer or a job offer made to a student during University facilitated internship/training or an On-Job Training will also be treated as a valid job offer.
- Pre-Placement Offer (PPO)** is a job offer made to the student as a follow up or during an internship/training/project etc. done by the student with a company.
- Independent Offer** is a job offer secured by a student using independent efforts without involvement/facilitation of the University. A student can avail any number of independent offers through Job Fairs, walk-in interviews and from any other source which are not initiated by University but the student must intimate the University (TPP through School TPCs) about the same so that University can

appropriately respond to any verification/enquiry from the company. The University shall not verify the credentials of any such student who does not intimate TPP about his/her job offers secured independently and University can take a strict action over this by communicating with the concerned company official which can result in nullification of the offer as well.

Note:

- i. Student already placed through University are advised to avoid availing independent offers.
 - ii. Independent Offers with immediate joining i.e. joining date before completion of degree must be avoided. Prior consent of the University must be taken in such cases through TPCs. Students will not be entitled for any duty leaves / academic benefits or any other drives against independent offers unless otherwise approved.
- d. **On Job Training (OJT)** is a special privilege created to facilitate the students to gain practical exposure and enhance their career prospects if selected by a company at any stage during final or pre-final semester. The relieving of students under OJT is regulated under the provisions of separate OJT. The student selected for OJT is considered placed with respective recruiter and hence is not eligible for any more placement opportunities.
- e. **Internship Offer** is the offer of training/internship which does not confirm job placement of the student with the prospective recruiter. Some internship offers may be converted to PPO subject to individual student performance during internship and company requirements. Students having internship offer may be eligible for further placement opportunities (which do not require immediate joining).

11. Participation in Drives

- a. A student enrolled and active in career services can participate in any number of placement drives subject to meeting drive specific eligibility criteria and the norms.
- b. At times company/University may prescribe certain criteria other than eligibility or they may also prescribe score-lines of few benchmarking tests like AMCAT etc. for assessing the students or prescribe their own short-listing methodology which may/may not be disclosed to students. This will be binding for students.
 - Drives for a student will be classified as “**May Attend**” or “**Must Attend**” based on certain parameters as decided by employer or University.
 - The student will be **automatically registered by default** in “**Must Attend**” drive by University. The student has the option to de-register from the drive within prescribed deadline stating a valid reason for the same.
 - For a “**May Attend**” drive student will be required to register for the drive on his own.
 - The students who are already pursuing Internships will generally be marked as “**May Attend**” for further drives, unless any specific constraints are imposed by employer or University.

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- Drives which are open to “ALL DISCIPLINES” or the drives where there is no particular education qualification eligibility, will generally be marked as “**May Attend**” for eligible students, unless any specific constraints are imposed by employer or University.

- c. **The final Student Registration status would be taken once the registration deadline expires. Any student whose final status is “registered” will be required to attend the drive. Drive Defaulters (Type I/II/III) for any reason (unless otherwise approved) will have to bear the misconduct penalty.**

Table 5: Types of Drive Defaulters and Penalty Clause

Drive Defaulter Type I: Reporting for drive later than prescribed reporting time announced on Official groups or not adhering to prescribed dress code.	
Drive Defaulter Type II: Not attending the drive after having final status as “ Registered ” for the drive.	
Drive Defaulter Type III: Not attending any of the drive rounds for which student is shortlisted.	
Type of Mistake Committed	Penalty/ Consequence
Type-I (each instance)	Rs 500 per instance
First Instance of Type II/III default:	Rs 1,000/-
Second Instance of Type II/III default:	Rs 2,000/-
Third Instance of Type II/III default:	Permanently debarred.

The final Student Registration status would be taken once the registration deadline expires. Any student whose final status is “registered” will be required to attend the drive. Drive Defaulters (Type I/II/III) for any reason (unless otherwise approved) will have to bear the monetary misconduct penalty as mentioned in Table 5.

- *Exception:* Monetary Penalty for Type-II default shall not be applicable in case the drive de-registration / registration window is for less than 24 hours duration.
- *Note:* Approved Fine waiver requests (if any) will not lead to reducing instance count.

Note: Fine (Placement Reinstatement Fee) once imposed, will have to be paid, even if the student’s placement status turns to “debarred”. Debarred student will not be reinstated into career services even after fine payment.

- d. **If a student does not register a minimum no. of recruitment drives for which the he/she was eligible, it would be taken a case of non-seriousness and the student will be permanently debarred from availing career services.**
- Engineering, MBA and MCA: Debarment subject to not registering in total 10 recruitment drives for which student was eligible.
 - Other programs: Debarment subject to not registering in total 5 recruitment drives for which student was eligible.
 - Only following types of drives shall be considered to determine the counter limits mentioned above:

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On-campus drives (placement), Off-campus drives (placement), On-joint campus drives (placement), Off-joint campus drives (placement), Full Term Internship, One-year Internship “**Confirmed**” drives marked as “**Must Attend**” for the student

- iv. **Withdrawal procedure from a Placement Drive:** A student can withdraw from participating in a particular drive after attending the pre-placement talk citing valid reasons using Annexure-I. Other than that only in very exceptional circumstances, shall a student be permitted to withdraw from attending the further rounds if shortlisted by the organization at any stage.
- v. The student explains in writing to the committee about the unusual circumstances that require withdrawal and the committee accepts these as truly exceptional and legitimate grounds for withdrawal as per procedure mentioned in Annexure- I. The concerned TPC would be responsible for bringing the case to the committee, which would comprise of the Director, Placement Director (or nominee), concerned HOD(or nominee) and the TPCs.
- vi. It might be necessary for the student to meet personally the organization’s executive and explain the reasons.

Note:

- 1) Salary Package description in drive notice is Salary package to be considered for an offer. Following is the guideline for considering Salary package for a drive:
 - a. For Target based Job Profiles (e.g. Sales) Fixed Salary plus bonus plus allowances but not including target based incentives, will be considered as Salary package.
 - b. For other Job Profiles - Entire CTC (Cost to Company) as mentioned by Company including Fixed Salary, bonus, allowances and other components that form a part of CTC as per JD or Offer Letter issued by Company shall be considered as salary package.

Table 7: Discipline wise minimum Dream offer Pay packages

Discipline	Min. Salary Package to consider as Dream Offer
CSE, ECE	Rs. 10 LPA
ME	Rs. 8 LPA
CE	Rs. 6 LPA
Sciences, Agriculture	Rs. 4.5 LPA
MBA, MCA	Rs. 10 LPA
BBA, BCA, Commerce, Fashion Design, Nutrition & Dietetics(Hons) etc	Rs. 6 LPA

12. Post-Offer Processes to be followed for Joining & Reporting in Companies

- a. **Surrendering an offer:** In exceptional circumstances (apart from due to multiple offers generated through University facilitated drives), if the student wants to surrender placement/internship offer generated through University, the student will be required to do so in writing (as per Annexure-I) within 3-days of the offer generation. The duly filled request as per Annexure-I will be submitted by student to respective School TPC, student will be required to present his case before a committee for decision. Until the decision on the case is announced by concerned authorities, student might not eligible for any benefits/relaxation & prompt to TPC.

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- b. **Joining:** All students who have secured an offer are expected to join the company invariably. As University had to ensure continued relationships with companies, it is essential to ensure that students indeed report to join at the company where they were offered job by a University facilitated process. In case the student does not join the company, University reserves the right to highlight this default in any or all communication with the company/set of companies. Mostly, companies cross verify the students' academic details with the University, for all such defaulting students University may not verify the credentials. For continued relationship with the University, all students are advised to inform their respective TPCs or Alumni coordinators about their joining status.

14. Misconduct & Penalty

Misconduct & Penalty is any act on part of the student which may be covered under one or more of the following:

- (i) Registering for a process and then skipping it or arriving late for the process OR Not following the prescribed norms of dressing. This would also have a *monetary penalty* as described in Table 5.
- (ii) Leaving the process at any stage other than immediately after Pre-Placement Talk (Limited to 3 Instances) unless otherwise permitted. This would also have a monetary penalty as described in Table 5.
- (iii) Interacting with company officials unless otherwise permitted or trying to establish contact with company officials.
- (iv) Sending any communication/request to company officials/company either directly or indirectly through parents/siblings or any other acquaintances with a view to seek concessions/information/influence decision etc.
- (v) Disobedience of any directions or general instructions.
- (vi) Not following the decorum during or after the process.
- (vii) Misbehaviour with any company officials or University officials involved in the process.
- (viii) Criticizing or adversely commenting about the SSIU or any part/process thereof in any media/public/social media or before company officials.
- (ix) Making derogatory remarks for Company/University/T&D Officials/batch mates.
- (x) Not attending the Preparatory sessions, tests, workshops, or any other activities scheduled for student in general or specific to a recruitment process.
- (xi) Doctoring the content in the resume against correct & verifiable information.
- (xii) Using mobile phones or other electronic gadgets in the vicinity of Test Venue/GD Venue/ Interview/ any other stage of recruitment process.
- (xiii) Approaching Company Officials for revaluation of any recruitment step/process.

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- (xiv) Telling Company officials that the student does not want to join: during the placement drive in the midway process even when the things were clarified in the Pre-Placement talk and the student was having an option of quitting the process there and then.
- (xv) Deliberately jeopardizing any other student's chances of getting selected.
- (xvi) Negotiating salary with Company officials; unless the announcement/notice specifies that the salary is negotiable.

Note: These are the general guidelines, depending upon severity of the issue/misconduct the consequences may vary and can also lead to expulsion.

15. Exiting Career Services

a) Exiting Career Services means that the student is no longer interested in availing the Career Services of the University. If a non-placed student wishes to exit the career services provided by the University, he/she needs to cite the valid reasons on prescribed format - Annexure III-(a) as the case may be. Decision on students request for exit from placements will be given by 10 Days (as per SOP) of application. Student shall continue attending CTCP activities until the request for Exiting Career Services is duly approved.

16. Do's and Don'ts

- (i) It is advised that students must maintain a minimum 6.67 CGPA (or equivalent) with no standing arrears to be eligible for enough placement opportunities.
- (ii) Go for Internships with good organizations/companies.
- (iii) Get yourself industry-certified on latest technologies/tools through industry-certifications or industry-run MOOCs in your respective program/discipline.
- (iv) Have live projects / research work (in related area of your program/discipline) to showcase your knowledge and skills to employer.
- (v) Strengthen your aptitude and reasoning abilities.
- (vi) Vet your CV/resume and ensure you mean every word and you are able to justify your skills mentioned in it.

17. Disclaimers:

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- (i) **Minimum attendance criteria for CTCP Classes is 90% for product based company whereas for service based company it is 75%, failing in this criteria can lead to debarred you from placement drives.**
- (ii) Students are required to note that the placement service is a facility offered by the University and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.
- (iii) The terms & conditions in the policy may be reviewed from time to time and may be modified by the University as per the situation & demands. The University reserves the right to change/ modify any point of the policy as deemed appropriate by the University.
- (iv) In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory shall be the final authority.
- (v) For more clarity on any aspect of the policy, students are advised to visit Training & Placement Department or Training & Development Department or School TPCs.
- (vi) For Alumni placement can be done based on their skillset and would be assessed by third party for the same.
- (vii) In case alumni skill set does not matches he or she will go for training till the time placement readiness is not achieved.
- (vii) **Students are required to carefully read this policy and related policies before opting the Career Services.**

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Withdrawal from Placement Process/ Surrendering a Placement Offer

Date of Application: _____

This form is applicable only in case when student wants to reject the placement/internship offer generated through University facilitated drive due to reason other than accepting another offer generated through University facilitated drive.

Part-A: Student Details (to be filled by student)

Student Name: _____ Registration No.: _____
 Program: _____ Section: _____ Pass-out Batch: _____
 CGPA: _____ Standing Arrears: _____ (E/R) _____ (F) _____ (G)
 Father's Name: _____ Student Contact no: _____
 Father Contact no: _____ Student Email ID: _____

Part-B: Details of Placement/Internship Offer being surrendered / rejected (to be filled by student)

Name of the Organization: _____
 Job Profile/Designation: _____ As informed during drive or in drive notice: Yes / No
 Salary Package (Rs. LPA): _____ Monthly Stipend (if applicable): Rs _____ PM
 Offer Type: ☐ Placement ☐ Full Year Internship ☐ Full Term Internship
☐ Summer/Winter Internship ☐ Other _____ (please specify)
 Drive Date: _____ Result announced/informed on: _____
 Is OJT/Immediate Joining: Yes / No DOJ: _____ Reason for
 surrendering the offer (attach supporting documents): _____

Part-C: Committee Decision (to be filled by committee members)

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Remarks/Recommendations of the Committee

Date: ____ / ____ / ____

_Annexure I (pg2)

Member 1 (Director):	Name _____	EID _____	Signature _____
Member 2 (HOD/TPC):	Name _____	EID _____	Signature _____
Member 3 (P.O.):	Name _____	EID _____	Signature _____

Decision of Director -Training & Placement: Approved / Not Approved / Approved with Conditions _____

Signatures with Date, Name & EID of the Director -Training & Placement: _____

Decision Acknowledged to School: Yes / No **By:** _____(Signature/Date)



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Non-enrolment for Career Services

Non-enrolment for Placement Services means that you are not interested in availing the Career Services of the University. This is a serious decision which cannot be reversed after the period of the enrolment is over. The decision in some cases is straightforward; however, if you are very confused or unsure, we suggest that you discuss the matter with family/faculty/Placement Coordinators/HOD/Director to make an informed and genuine decision. Please ensure that you have read the Career Policy prior to completing this form.

Reasons for not enrolling for Placement Services: (select at least 3 reasons in order of preference)

Student Name: _____ Registration Number: _____ Section: _____

Father's Name: _____ Contact no: _____

S. No.	Please select the reason from the listed below :	Tick Mark
1	I want to focus on my current academics	
2	I am planning for higher Studies	
3	I have Entrepreneurship Plans for future.	
4	I have been offered employment from some other organization/availed an independent offer	
5	I am preparing for competitive examinations to join Government Services.	
6	I have chosen a different career for placements. (e.g. Doing B. Tech and want to get placed in MBA Profile)	
7	I am planning to join family business	
8	I am planning to move overseas.	
9	I have medical reasons that prohibit my participation	
10	I am married/getting married and have no plans to join any company.	
11	I want to stay in my hometown and work there. SSIU might not be able to provide me an opportunity there.	
12	Other (please give details):	

Please ensure that you have read the Placement Policy prior to submitting this form.

Undertaking by the student:

I confirm that I _____, bearing Registration. No. _____ is not interested in availing Placement Services provided by Swarmim Startup & Innovation University.

Date: ____/____/____

Sign (Student): _____

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Parents /Guardian have been informed about the Student's decision: Yes/No _____

Parents/Guardian) Occupation _____ (Father / Mother / Guardian)

Student current CGPA _____

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TPC Remarks/Verification by Parent / Guardian with name& date

Remarks /Verification by School HOD (Academics) with name, signature & date (after speaking with parents):

Date: ____ / ____ / ____ Name _____ EID _____ Sign _____

Remarks /Verification by School Director with name, signature & date:

Date: ____ / ____ / ____ Name _____ EID _____ Sign _____

Decision of Director -Training & Placement (please tick): Approved / Not Approved

Signature/Date:



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Exiting Placement Services

Date of Application: _____

Exiting Career Services means that you are no longer interested in availing the Career Services of the University.

In order to leave/exit the Career Services of the University, it is necessary to inform the University. This is a serious decision which cannot be reversed. The decision to exit for Career Services in some cases is straightforward; however, if you are confused or unsure, we suggest that you discuss the matter with family/faculty/Placement Coordinators/HOD/ Director in order to make an informed and genuine decision. Ensure that you have read the Placement Policy. Student will not be entitled for any refund/reverse of the already due/deposited CTCP fee or Placement Reinstatement Fee.

Student Name: _____ Registration No.: _____

Program: _____ Section: _____ Pass-out Batch: _____

CGPA: _____ Standing Arrears: _____ (E/R) _____ (F) _____ (G)

Father's Name: _____ Father Contact no: _____

Reasons for exiting Placement Services: (You can select more than 1 reason)

S. No.	Please select the reason from the list below:	Tick Mark
1	I am not eligible for most of the Placement Drives due to inadequate academic score in current degree.	
2	I am not eligible due to inadequate academic score in previous qualification, i.e. 10 th , 12 th etc.	
3	I wish to focus on my academics, projects and/or dissertation only.	
4	I am planning for higher Studies.	
5	I have been offered employment from some other organization, availed an independent offer.	
6	I have chosen a different career for placements. (e.g. Doing B. Tech and want to get placed in MBA Profile)	
7	I have medical reasons that prohibit my participation.	
8	I have developed interest in Entrepreneurship Plans.	
9	I am preparing for competitive examinations to join Government Services.	
10	I am planning to join family business.	
11	I am married/getting married and have no plans to join any company.	
12	I am planning to move overseas.	
13	I want to stay in my hometown and work there. SSIU might not be able to provide me an opportunity there.	
14	Other (please give details):	

Note: Please ensure that you have carefully read and understood the Policies for Enrolment / Exit from Career Services prior to submitting this application.

A. Undertaking by the student

I _____, bearing Registration. No. _____ wish to

I understand that once I exit from career services, I cannot stake claim at attending any placement process & preparatory sessions.

I understand that attendance in CTCP activities scheduled for me will be considered till the date of approval of my application for exit from career services by University.

I confirm that my parents are aware of my decision and agree with me to the same.

Date: _____ / _____ / _____

Signatures (Student): _____

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Parents /Guardian have been informed about the Student's decision

(Yes/No): _____

Parents/Guardian) Occupation _____

TPC Remarks (Verification by Parent / Guardian)

Date: _____ / _____ / _____

Name/EID/Signature: _____

Remarks/Verification by School HOD (Academics) (after speaking with parents):

Date: _____ / _____ / _____

Name/EID/Signature: _____

Remarks by School Director:[_____] Recommended [_____] Not Recommended

Date: _____ / _____ / _____

Name/EID/Signature: _____

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Decision/Remarks by Director Training & Placement:[_____] Approved [_____] Not Approved

Date: _____ / _____ / _____

Name/EID/Signature: _____

Academic Year (18-19)

ODD Semester

Soft Skills Course Plan - Semester - 1

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)			
SrNo	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

Relevant Websites (RW)		
Sr.No	Web address	Unit Name
RW-1	Albert Mehrabian's Rule	People Skills
RW-2	Success Skills	People Skills
RW-3	Create first impression	First Impressions
RW-4	How to develop self-esteem?	Self Image
RW - 5	Greetings	Professional Ethics
RW - 7	Importance of non-verbal communication	Non Verbal Communication
RW - 8	Professional ethics	Professional Ethics
RW - 9	SWOT Analysis	SWOT Analysis
RW – 10	How to develop a personal image?	Personal Image

Audio Visual Aids (AV)			
SrNo	(AV aids)	Salient Features	Key Points
AV-1	The Art of Effective Communication	Basic Understanding Of Communication Skills	Effective Communication: Story Concept: A group of strangers gets stuck in an elevator during a power outage. As they try to find away out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	The Reflection in Me HD	Self Image	The role of self-image in relationships and success. Emphasize that a positive self-image contributes to healthy boundaries, effective communication, and assertiveness. Additionally, highlight how self-image can influence academic and career success by impacting confidence, motivation, decision-making, and the ability to seize opportunities.
AV-3	AMUL CASE STUDY. S.W.O.T. Analysis of Amul	SWOT Analysis	SWOT SWOT analysis is a valuable tool that provides a structured framework for assessing and evaluating a situation, whether it's related to a business, project, personal decision, or any other scenario.
AV-4	Personal SWOT Analysis	SWOT (Personal)	A personal SWOT analysis is a self-assessment tool that helps you gain a better understanding of yourself and your current situation. It serves as a foundation for setting personal goals, making decisions, and creating strategies to maximize your strengths, address your weaknesses, leverage opportunities, and overcome threats.

AV-5	Four A's of Clothing	Four A's Of Dressing	The 4 A's of dressing are important for students as they provide avenues for self-expression, boost self-confidence, and prepare them for professional settings. It also helps in building personal branding, facilitating social integration, managing resources, fostering self-awareness, and contributing to overall well-being.
AV - 6	 How to master self- presentation?	Self Presentation	Self-presentation plays a crucial role in forming positive first impressions. People often judge others based on initial encounters, and a strong self- presentation can create a favorable impression that can open doors to opportunities. Effective self- presentation skills are essential for professional success. Whether it's job interviews, internships, or networking events, presenting oneself confidently and professionally can significantly impact career prospects.
AV - 7	The Power of ATTITUDE	The Art Of Attitude	Maintaining a positive attitude can enhance your ability to overcome challenges, adapt to new situations, and seize opportunities. It is crucial to cultivate a growth mindset, where you view failures as learning experiences and embrace a can-do attitude. By fostering a positive attitude, you can inspire and influence others, build stronger relationships, and create a supportive and collaborative environment.
AV - 8	The Ultimate Body Language Guide - 20 Movements (Hands & Fingers)	Body Language	Body language plays a crucial role in communication, as it can convey emotions, attitudes, and intentions without the need for verbal expression. Understanding and interpreting body language can enhance

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Essential Skills For Success	RB-2, RW-2, AV-1	This lecture aims to equip participants with essential soft skills that are crucial for achieving success in various aspects of life. The session will explore a range of key skills, including communication, teamwork, adaptability, problem-solving, and leadership. Through interactive discussions, case studies, and engaging activities, participants will gain a deeper understanding of these skills and learn practical strategies for applying them in their personal and professional lives. By the end of the session, participants will have a solid	1. Understand the importance of essential skills for personal and professional success. 2. Identify and develop key essential skills necessary for success. 3. Apply essential skills in various real-life scenarios.	I. Introduction (15 minutes) II. Exploring Essential Skills (30 minutes) III. Key Essential Skills (60 minutes) IV. Skill Development Strategies (45 minutes) V. Application of Essential Skills (45 minutes) VI. Reflection and Conclusion (15 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				the essential skills needed to thrive in today's dynamic and interconnected world.			
Week 2	Lecture 2	SWOT Analysis	AV-3, AV-4, RW - 9	This topic is to provide you with a comprehensive understanding of SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. SWOT analysis is a strategic planning tool that helps individuals and organizations assess internal and external factors affecting their performance and make informed decisions. Through this lecture, students will learn how to conduct a SWOT analysis effectively and apply it in various professional contexts.	1. Define SWOT analysis and its relevance to personal and professional development. 2. Identify and evaluate their own strengths and weaknesses. 3. Identify and evaluate potential opportunities and threats in their environment. 4. Apply the findings of a SWOT analysis to set personal and professional goals. 5. Utilize the insights gained from SWOT analysis to develop strategies for self-improvement.	I. Introduction (15 minutes) II. Understanding SWOT Analysis (30 minutes) III. Strengths Exploration (45 minutes) IV. Weaknesses Reflection (45 minutes) V. Identifying Opportunities (45 minutes) VI. Assessing Threats (45 minutes) VII. Application and Action Planning (30 minutes) VIII. Conclusion (15 minutes)	Narendra Modi

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 3	Lecture 3	Fundamentals Of Communication	AV-1,RW-2,AV-2, RW-4	This lecture aims to equip participants with the essential skills and knowledge required to communicate effectively in various personal and professional contexts. Through interactive activities and practical examples, participants will explore key concepts such as active listening, non-verbal communication, and clear messaging. This three-hour session will provide a solid foundation for improving communication skills and establishing positive connections with others.	1. Understand the importance of effective communication in personal and professional settings. 2. Identify and practice active listening techniques to enhance understanding. 3. Demonstrate the use of appropriate non-verbal cues to reinforce messages. 4. Develop clear and concise messaging skills for improved communication. 5. Apply effective communication strategies in real-life scenarios.	I. Introduction (15 minutes) II. Importance of Effective Communication (20 minutes) III. Application of effective communication (40 minutes) IV. Non-Verbal Communication (40 minutes) V. Practice and Rephrase Unclear Statements (40 minutes) VI. Applying Communication (40 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week - 4	Lecture 4	Self Presentation	AV-6, RW-3	This interactive session focuses on the importance of self-presentation	1. Understand the significance of self-presentation in creating initial impressions.	Section 1: Introduction (Duration: 20 minutes) 1.1 Opening Activity:	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				in creating positive initial impressions. Participants will explore key strategies and techniques to enhance their personal brand and project a confident and professional image in various social and professional settings.	2. Identify the elements that contribute to a positive self-presentation. 3. Apply effective strategies to enhance personal branding. 4. Demonstrate confidence and professionalism in social and professional interactions.	Icebreaker (5 minutes) 1.2 Lecture: Importance of Self-Presentation (15 minutes) Section 2: Elements of Effective Self-Presentation (Duration: 60 minutes) Presentation: Appearance and Dressing (20 minutes) Presentation: Body Language and Nonverbal Communication (20 minutes) Activity: Role Play (20 minutes) Section 3: Enhancing Personal Branding (Duration: 60 minutes) Presentation: Communication Skills (20 minutes) Activity: Elevator Pitch (20 minutes) Presentation: Online Presence and Social Media (20 minutes) Section 4: Confidence and Professionalism	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
						(Duration: 40 minutes) Presentation: Confidence-Building Strategies (20 minutes) Activity: Group Discussion (20 minutes) Section 5: Conclusion and Recap (Duration: 20 minutes) Recap and Key Takeaways (10 minutes) Q&A Session (10 minutes)	
Week 5	Lecture 5	4 A'S Of Dressing	AV-5, RB-1	Trainer will discuss the 4 A's of appearance which are: Appropriate Dressing, Authentic Dressing, Approachable Dressing and Affordable Dressing.	1. Understand the significance of dressing appropriately in different environments. 2. Embrace authenticity in their personal style while adhering to professional norms. 3. Recognize the impact of appearance on self-confidence and others' perceptions. 4. Apply practical tips and guidelines to enhance their	I. Introduction (10 minutes) II. Appropriateness (30 minutes) III. Authenticity (30 minutes) IV. Appearance (40 minutes) V. Adherence to Norms (40 minutes) VI. Practical Tips and Wrap-up (20 minutes)	Deepika Padukone, Narendra Modi

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					dressing style for different occasions.		
Week 6	Lecture 6	The Art of Attitude	AV-7	In this interactive session, students will explore the importance of attitude in personal and professional development. Attitude plays a significant role in shaping our behaviors, relationships, and overall success in life. Through real-life examples and practical exercises, participants will learn how to cultivate a positive and growth-oriented attitude, enhance their interpersonal skills, and effectively manage challenges and setbacks.	1. Understand the impact of attitude on personal and professional success. 2. Develop a positive and growth-oriented attitude. 3. Enhance interpersonal skills for effective communication and collaboration. 4. Apply strategies to manage challenges and setbacks with a resilient attitude. 5. Recognize and appreciate the power of attitude in building strong relationships.	I. Introduction (15 minutes) II. Understanding Attitude (30 minutes) III. Cultivating a Positive Attitude (45 minutes) IV. Enhancing Interpersonal Skills (45 minutes) V. Resilience and Overcoming Challenges (45 minutes) VI. The Art of Attitude in Relationships (30 minutes) VII. Conclusion and Reflection (15 minutes)	Sachin Tendulkar , A.P.J. Abdul Kalam

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 7	Lecture 7	Polite Protocol	RW - 5	This interactive session will explore the importance of maintaining decorum, fostering positive relationships, and enhancing overall effectiveness through polite protocol.	1. Understand the significance of polite protocol in personal and professional interactions. 2. Identify key elements of polite communication, including active listening, empathy, and respect. 3. Apply strategies to enhance interpersonal relationships and foster a positive environment. 4. Demonstrate effective techniques for addressing conflicts and resolving disagreements politely. 5. Recognize cultural nuances and adapt communication styles accordingly in an Indian context.	I. Introduction (15 minutes) II. The Importance of Polite Protocol (20 minutes) III. Key Elements of Polite Communication (30 minutes) IV. Enhancing Interpersonal Relationships (30 minutes) V. Polite Protocol in Professional Settings (40 minutes) VI. Polite Protocol in Social Settings (30 minutes) VII. Conclusion and Summary (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 8	Lecture 8	Concept Of Happiness & Appreciation	RW - 6	In this lecture, students will explore the concept of	1. Define the concept of happiness and appreciation.	I. Introduction (15 minutes)	Laxmi Agarwal

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				happiness and appreciation, focusing on their significance in personal and professional life. We will delve into the factors that contribute to happiness and learn strategies for cultivating an appreciative mindset. Through interactive discussions and real-life examples, participants will gain a deeper understanding of how happiness and appreciation can positively impact their overall well-being and relationships.	2. Identify the factors that contribute to happiness. 3. Understand the importance of appreciation in personal and professional contexts. 4. Apply strategies to cultivate happiness and appreciation in daily life. 5. Recognize the benefits of practicing gratitude and appreciation. 6. Demonstrate an understanding of cultural examples of happiness and appreciation in India.	II. Understanding Happiness (45 minutes) III. Cultivating Happiness (60 minutes) IV. The Power of Appreciation (45 minutes) V. Practicing Appreciation (45 minutes) VI. Integrating Happiness and Appreciation (30 minutes)	
Week 9	Lecture 9	Professional Interaction	RW - 7	Here the trainer will discuss the concept of professional interaction and its impact on career growth. Provide examples of both positive and negative	1. Understand the significance of professional interaction and ethics. 2. Identify key principles of ethical behavior in a professional setting.	I. Introduction (5 minutes) II. Understanding Professional Interaction (30 minutes) III. Principles of Professional Ethics (45 minutes) IV. Effective Communication in	Sundar Pichai

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				professional interactions. Emphasize the value of active listening and empathy in communication.	3. Identify and understand key principles of professional ethics. 4. Analyze and address ethical dilemmas in a professional context. 5. Encourage continued learning and application of professional interaction and ethics.	Professional Settings (60 minutes) V. Resolving Ethical Dilemmas (45 minutes) VI. Wrap-up and Closing Remarks (10 minutes)	
Week 10	Lecture 10	Types of Ethics	RW - 8	Students with an understanding of different professional ethics that are crucial for their future careers. The lecture will cover various ethical principles and values that should guide students' behavior and decision-making in professional settings.	1. Define professional ethics and its significance in the workplace. 2. Identify and differentiate between different professional ethics. 3. Understand the potential consequences of unethical behavior in a professional context. 4. Apply ethical principles and values to real-life scenarios encountered in the workplace. 5. Recognize the importance	I. Introduction (15 minutes) II. Overview of Professional Ethics (30 minutes) III. Different Professional Ethics (60 minutes) A. Ethical Communication B. Integrity and Honesty C. Respect and Cultural Sensitivity D. Accountability and Responsibility IV. Consequences of Unethical Behavior (30 minutes)	Satya Nadella

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					of maintaining a positive professional reputation.	V. Applying Ethical Principles (45 minutes) VI. Maintaining a Positive Professional Reputation (15 minutes) VII. Conclusion and Recap (15 minutes)	

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Soft Skills Course Plan - Semester 3

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB -1	Soft Skills For Dummies	Cindi Reiman	John Wiley& Sons, Inc.
RB -2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB -3	Communications Skills WorkBook	©AICTE Approved	NA
RB -4	The Definitive Book of Body Language	Barbara Pease	Orion (21October 2004)

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Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Introduction To Team Building	Team Building
RW-2	Team Building Process	Team Building Process
RW-3	Dealing With Conflicts	Dealing With Conflicts
RW-4	Conflict To Collaboration	Conflict To Collaboration
RW-5	Empower Through Leadership	Empower Through Leadership
RW-6	Lead Through A Vision	Lead Through A Vision
RW-7	Powerpoint Presentations	Powerpoint Presentations
RW-8	Introduction And Importance Of Time Management	Time Management
RW-9	Effective Use Of Time	Effective Use Of Time

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Audio Visual Aids (AV)			
Sr No	(AV aids) Training and Placement Department	Salient Features	Key Points
AV-1	What is Team Building?	Team Building	Team building is a vital skill for college students as it fosters collaboration, communication, and synergy within a group. By working together effectively, students can achieve greater outcomes, solve complex problems, and generate innovative ideas.
AV-2	Dealing With Conflicts	Dealing With Conflicts	First, encourage open communication and active listening to foster understanding between conflicting parties. Encourage students to express their concerns respectfully and listen to others' perspectives without judgment. Second, stress the importance of empathy and considering different viewpoints to find common ground. Encourage students to put themselves in others' shoes to better understand their feelings and motivations.
AV-3	Conflict to Collaboration	Conflict To Collaboration	Encourage college students to approach conflicts with an open mind and willingness to listen to different perspectives. Emphasize the importance of effective communication, active listening, and empathy in resolving conflicts. Encourage them to focus on interests rather than positions, seeking common ground and win-win solutions.
AV-4	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.

AV-5	<u>Introduction And Importance Of TimeManagement</u>	Introduction And Importance Of TimeManagement	Time management is a crucial skill for college students as it helps them effectively prioritize tasks, reduce stress, and achieve academic success. By managing time efficiently, students can allocate dedicated periods for studying, attending classes, completing assignments, and participating in extracurricular activities. This allows them to maintain a balanced lifestyle and avoid last-minute cramming, ensuring a deeper understanding of the subjects.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Relevant Website s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Introduction To Team Building	RW-1, AV-1	This lecture aims to introduce students to the concept of team building and its significance in the professional world.	1. Understand the importance of team building in professional settings. 2. Identify key principles and strategies for successful team building. 3. Recognize the benefits and challenges of working in teams. 4. Develop effective communication and collaboration skills within a team. 5. Apply problem-solving and decision-making	1. Introduction (5 minutes) 2. Importance of Team Building (10 minutes) 3. Principles of Team Building (20 minutes) 4. Benefits and Challenges of Working in Teams (15 minutes) 5. Communication and Collaboration Skills (25 minutes) 6. Problem-Solving and Decision-Making in	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					techniques in a team context. 6. Appreciate the cultural and diversity aspects of team building. 7. Analyze real-life examples of successful team building in the Indian context.	Teams (25 minutes) 7. Cultural and Diversity Considerations (15 minutes) 8. Real-Life Examples from India (30 minutes) 9. Recap and Conclusion (10 minutes)	
Week 2	Lecture 2	Team Building Process	RW-2	Here the students will explore the importance of effective teamwork and learn practical techniques to enhance their team-building skills.	1. Understand the significance of teamwork in various contexts. 2. Identify the stages of the team building process. 3. Apply key strategies to enhance team cohesion and collaboration. 4. Recognize the role of effective communication and conflict resolution in team dynamics. 5. Analyze Indian examples of successful team building initiatives.	I. Introduction (15 minutes) II. Understanding Teamwork (30 minutes) III. Stages of Team Building Process (45 minutes) IV. Strategies for Building Effective Teams (60 minutes) V. Conflict Resolution in Teams (30 minutes) VI. Implementing Team Building Techniques (30 minutes)	Narendra Modi

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Relevant Website s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					6. Develop an action plan for implementing team building techniques in their own college experiences.	VII. Conclusion and Wrap-up (15 minutes)	
Week 3	Lecture 3	Dealing With Conflicts	AV-2, RW-3	The session will cover various aspects of conflict resolution, including understanding the nature of conflicts, identifying common conflict triggers, and developing effective communication and negotiation skills.	1. Understand the nature of conflicts and their impact on personal and professional relationships. 2. Identify common triggers and underlying causes of conflicts. 3. Develop effective communication skills to express their perspectives and needs assertively. 4. Apply negotiation techniques to resolve conflicts and reach mutually beneficial agreements. 5. Demonstrate empathy and active listening skills to	1. Introduction (10 minutes) 2. Understanding Conflicts (30 minutes) 3. Triggers and Causes of Conflicts (30 minutes) 4. Effective Communication in Conflicts (45 minutes) 5. Negotiation and Problem-Solving (45 minutes) 6. Emotional Intelligence and Self-Management (30 minutes) 7. Conflict Resolution Strategies (45 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Relevant Website s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					understand the perspectives of others. 6. Apply problem-solving strategies to address conflicts in a constructive manner. 7. Develop self-awareness and emotional intelligence to manage conflicts effectively. 8. Recognize the importance of compromise and collaboration in conflict resolution.	8. Conclusion and Reflection (15 minutes)	
Week - 4	Lecture 4	Conflict To Collaboration	AV-3, RW-4	The session aims to provide students with the necessary knowledge and techniques to transform conflicts into collaborative opportunities.	1. Understand the nature and types of conflicts that commonly arise in various contexts. 2. Identify their personal conflict management styles and their strengths and limitations. 3. Apply effective communication techniques to address conflicts	I. Introduction (10 minutes) II. Understanding Conflict (30 minutes) III. Conflict Management Styles (20 minutes) IV. Effective Communication (40 minutes) V. Collaboration	MS Dhoni

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					and facilitate collaboration. 4. Recognize the importance of empathy and active listening in resolving conflicts. 5. Utilize negotiation and problem-solving strategies to achieve win-win outcomes. 6. Analyze real-life Indian examples of conflicts and collaborations to gain practical insights.	Strategies (40 minutes) VI. Applying Conflict Resolution Skills (40 minutes) VII. Wrap-up and Conclusion (10 minutes)	
Week 5	Lecture 5	Empower Through Leadership	AV-4, RW-5	This interactive session provides students a comprehensive understanding of leadership skills and strategies.	1. Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style. 3. Recognize the importance of ethical leadership. 4. Apply effective communication skills to lead and inspire others.	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes) 4. Communication and Influence (30 minutes) 5. Building Effective	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Relevant Website s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					5. Foster teamwork and collaboration. 6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills in real-life situations, specifically within an Indian context.	Teams (30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	
Week 6	Lecture 6	Lead Through A Vision	RW-6	This lecture aims to empower college students with the essential leadership skill of leading through a vision. Students will explore the importance of having a clear vision, learn how to articulate their vision effectively, and understand how to inspire and	1. Understand the significance of leading through a vision in personal and professional life. 2. Articulate their vision clearly and concisely. 3. Identify strategies to inspire and motivate others to work towards a shared vision. 4. Analyze and evaluate real-life examples of visionary leaders in India.	I. Introduction (15 minutes) II. Understanding Leadership and Vision (30 minutes) III. Creating a Compelling Vision (45 minutes) IV. Communicating the Vision (30 minutes) V. Overcoming Challenges in Leading Through a	Sachin Tendulkar , A.P.J. Abdul Kalam

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				motivate others to work towards a common goal.	5. Apply the principles of leading through a vision to their own leadership journeys.	Vision (30 minutes) VI. Case Studies and Role Plays (60 minutes) VII. Developing an Action Plan (30 minutes) VIII. Q&A and Closing (15 minutes)	
Week 7	Lecture 7	Powerpoint Presentations	RW - 7	Trainer will introduce and explain the concept of powerpoint presentations.	1.Understand the importance of PowerPoint presentations as a communication tool. 2. Apply design principles to create visually appealing and professional-looking slides. 3. Use PowerPoint features and tools effectively to enhance presentations. 4. Develop effective delivery techniques to engage and connect with the audience.	1. Introduction (15 minutes) 2. Understanding the Basics (30 minutes) 3. Visual Design and Slide Creation (60 minutes) 4. PowerPoint Features and Tools (45 minutes) 5. Delivery Techniques (45 minutes) 6. Common Mistakes to Avoid (30 minutes) 7. Adapting to Audience and	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					5. Identify common mistakes to avoid in PowerPoint presentations. 6. Adapt presentation techniques for different audience types and settings. 7. Apply critical thinking skills to organize and structure content effectively. 8. Utilize storytelling techniques to make presentations more impactful. 9. Incorporate Indian cultural examples to make presentations relatable and engaging.	Settings (30 minutes) 8. Storytelling Techniques (30 minutes) 9. Conclusion and Q&A (15 minutes)	
Week 8	Lecture 8	Group Presentations		Here the trainer will review the group presentations being conducted by the students.			
Week 9	Lecture 9	Introduction And Importance	RW - 8, AV-5	Trainer will explain the importance of	1. Understand the concept of time management and	1. Introduction (15 minutes)	Sundar Pichai

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Relevant Website s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
		Of Time Management		Time management and how to manage it well?	its relevance in college life. 2. Recognize the benefits of effective time management for academic success. 3. Identify common time-wasting activities and develop strategies to overcome them. 4. Apply practical techniques for prioritizing tasks and setting realistic goals. 5. Demonstrate effective strategies for organizing schedules and managing deadlines. 6. Implement time management techniques to reduce stress and improve work-life balance. 7. Cultivate habits that promote self-discipline and focus.	2. Understanding Time Management (30 minutes) 3. Identifying Time-Wasting Activities (20 minutes) 4. Prioritization and Goal Setting (30 minutes) 5. Organizing Schedules and Managing Deadlines (40 minutes) 6. Stress Reduction and Work-Life Balance (35 minutes) 7. Cultivating Habits for Effective Time Management (30 minutes) 8. Recap and Conclusion (10 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 10	Lecture 10	Effective Use Of Time	RW - 9	Trainer will explain the effectiveness of time management and how this can help the students to improve in their professional lives.	1. Understand the significance of effective time management in academic and personal life. 2. Identify common time-wasting activities and their impact on productivity. 3. Apply practical strategies to improve time management skills. 4. Relate the concepts of time management to real-life examples in an Indian context. 5. Develop a personalized time management plan to enhance productivity and achieve goals.	1. Introduction (10 minutes) 2. Understanding Time-Wasting Activities (20 minutes) 3. Time Management Techniques (40 minutes) 4. Tools and Apps for Time Management (20 minutes) 5. Creating a Personalized Time Management Plan (30 minutes) 6. Q&A Session and Discussion (15 minutes) 7. Conclusion and Recap (10 minutes)	Satya Nadella

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Soft Skills Course Plan - Semester 5

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

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Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Communication Styles	Communication Styles
RW-2	How To Say No?	How To Say No?
RW-3	How To Be Interview Ready?	Interview Skills
RW-4	Social Media Profiles	Profile Building
RW - 5	Self Introduction	Self Introduction
RW - 6	Telephone Etiquettes	Telephone Etiquettes
RW - 7	How To Make CVs?	CV Making

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Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Communication Styles	Communication Styles	To foster healthy communication, strive to be assertive, balancing respect for others while expressing yourself clearly and honestly. Avoid aggressive and passive-aggressive behaviors, as they can lead to misunderstandings and strain relationships. Encourage open dialogue, active listening, and empathy to promote effective communication with others.
AV-2	How To Say No?	How To Say No?	Learning to say no is an essential skill that empowers us to set boundaries and prioritize our well-being. The key points to remember when addressing "How to Say No" are: First, be assertive but polite, clearly stating your decision without apologizing excessively. Second, consider the request and your existing commitments, ensuring you don't overcommit yourself. Third, offer alternatives or suggest someone else who might be able to help.
AV-3	How To Be Interview Ready?	How To Be Interview Ready?	To be interview-ready, focus on three key points: preparation, presentation, and confidence. First, research the company and the role extensively, understanding their values, products, and industry trends. Practice common interview questions and be ready to showcase your skills and experiences with specific examples. Second, present yourself professionally by dressing appropriately, maintaining good body language, and showing enthusiasm for the opportunity.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Communication Styles	RW-1, AV-1	Introduce the concept of communication styles and their importance in various contexts, including personal and professional settings. Define and explain the four main communication styles: Assertive, Aggressive, Passive-Aggressive, and Passive.	a. Identify and differentiate between assertive, aggressive, passive-aggressive, and passive communication styles. b. Recognize the impact of each communication style on interpersonal relationships and team dynamics. c. Evaluate and adapt their own communication style to become more effective communicators. d. Apply the principles of assertive communication to resolve conflicts and express their needs confidently.	1. Assertive Communication (Duration: 45 minutes) 2. Aggressive Communication (Duration: 30 minutes) 3. Passive-Aggressive Communication (Duration: 30 minutes) 4. Role-Play and Feedback (Duration: 30 minutes) 5. Conclusion (Duration: 10 minutes)	
Week 2	Lecture 2	How To Say No?	RW-2, AV - 2	This lecture aims to equip students with the essential	Understand the significance of setting boundaries and	1. Introduction (Duration: 15 minutes)	

				soft skill of saying "No" effectively and assertively. It focuses on understanding the importance of setting boundaries, managing time and commitments, and developing communication strategies to decline requests or invitations while maintaining positive relationships.	its impact on personal well-being and academic performance. Identify common scenarios where saying "No" is appropriate and necessary as a student. Develop effective communication techniques to decline requests or invitations politely and assertively. Manage time and commitments efficiently to avoid overextending oneself. Apply learned skills to maintain positive relationships while asserting personal boundaries. Recognize the cultural nuances and social norms of saying "No" in an Indian context.	2. Understanding Boundaries (Duration: 30 minutes) 3. Identifying Scenarios (Duration: 30 minutes) 4. Effective Communication Techniques (Duration: 60 minutes) 5. Time Management and Prioritization (Duration: 45 minutes) 6. Nurturing Positive Relationships (Duration: 30 minutes) 7. Conclusion and Recap (Duration: 10 minutes) 8. Wrap-up (Duration: 5 minutes)	
Week 3	Lecture 3	How To Be Interview Ready?	AV-3, RW-3	Here are the interview preparation techniques to confidently face job interviews.	Understand the importance of soft skills in the job interview process.	Introduction and Importance of Soft Skills - 20 minutes Types of Job Interviews - 20 minutes	

				This interactive session focuses on practical tips, strategies, and real-world examples to enhance their employability and increase their chances of securing their desired job roles.	Identify common interview formats and types. Master effective verbal and non-verbal communication during interviews. Develop strategies for answering common interview questions confidently. Demonstrate professionalism and positive body language during interviews. Handle challenging interview situations with composure. Apply techniques to research the company and the role they are applying for. Effectively present their skills and experiences to showcase their suitability for the position.	Verbal and Non-Verbal Communication - 30 minutes Mastering Interview Questions - 40 minutes Professionalism and Positive Body Language - 25 minutes Handling Challenging Interview Situations - 30 minutes Researching the Company and the Role - 20 minutes Showcasing Skills and Experiences - 25 minutes Real-life Indian Interview Examples - 30 minutes Q&A Session - 20 minutes	
Week - 4	Lecture 4	Profile Building	RW-4	Participants will gain insights into optimizing their profiles, leveraging social media	Understand the importance of maintaining a professional social media presence.	1.Introduction to Social Media Profile Building (Duration: 20 minutes)	

				for career development, and understanding the dos and don'ts of online networking. Through a mix of practical examples and hands-on exercises, students will be guided on crafting impactful profiles that stand out to potential employers and industry peers.	Create and optimize an impressive LinkedIn profile tailored for their career goals. Compose engaging tweets and understand Twitter etiquette for professional networking. Utilize LinkedIn and Twitter as powerful tools for job hunting and industry research. Apply the concepts of personal branding to enhance their online reputation.	2. Building an Effective LinkedIn Profile (Duration: 50 minutes) 3. Networking on LinkedIn (Duration: 40 minutes) 4. Twitter for Professional Development (Duration: 30 minutes) 5. Twitter Etiquette and Building a Brand (Duration: 30 minutes) 6. Leveraging Social Media for Job Search (Duration: 40 minutes) 7. Wrap-up and Q&A (Duration: 10 minutes)	
Week 5	Lecture 5	Self Introduction	RW-5	The "Self Introduction" session is designed to help college students develop essential soft skills, specifically focusing on the art of introducing themselves confidently and effectively in various settings. The session will cover the importance of self-introduction,	Understand the significance of a well-crafted self-introduction in different contexts. Identify the key components to include in a self-introduction. Exhibit improved communication skills and self-confidence while introducing themselves.	1. Introduction (15 mins) 2. Key Components of a Self Introduction (30 mins) 3. LIVE Indian Example 1: Cultural Relevance (15 mins) 4. Engaging Delivery Techniques (45 mins) 5. LIVE Indian Example 2: College Interview Scenario (20 mins) 6. Overcoming Nervousness and	

				key components to include, tips for engaging delivery, and provide live Indian examples to illustrate the concepts.	Apply the learning to real-life situations, especially in Indian cultural settings.	Building Confidence (20 mins) 7. LIVE Indian Example 3: Social Networking Event (20 mins) 8. Interactive Role-Play Activity (30 mins) 9. Dos and Don'ts (15 mins) 10. Conclusion (10 mins)	
Week 6	Lecture 6	Personal Interviews		The session will cover essential aspects of interview preparation, including understanding the interview process, developing effective communication skills, mastering body language, and handling common interview questions.	Understand the key components of a personal interview and its importance in the college-to-career transition. Develop effective communication skills to confidently express their thoughts and experiences. Master positive body language to create a lasting impression during interviews. Identify common interview questions and practice techniques to answer them confidently. Apply learnings from real-life Indian	1. Introduction to Personal Interviews (Duration: 30 mins) 2. Effective Communication Skills (Duration: 1 hour) 3. Mastering Body Language (Duration: 45 mins) 4. Handling Common Interview Questions (Duration: 45 mins) 5. Q&A and Mock Interview Practice (Duration: 30 mins)	

					examples to contextualize interview scenarios.		
Week 7	Lecture 7	Telephone Etiquettes	RW - 6	With essential telephone etiquettes, enabling students to communicate confidently and professionally in various phone conversations. The lecture will cover the fundamentals of effective communication, phone etiquette best practices, and live Indian examples to emphasize the relevance of these skills in real-life scenarios.	Understand the importance of telephone etiquettes in professional and personal communication. Demonstrate active listening skills to engage in meaningful conversations. Apply effective communication techniques to convey their thoughts clearly and confidently. Use proper phone etiquette to create a positive impression on callers or recipients. Handle difficult or challenging phone conversations with tact and diplomacy. Utilize appropriate language and tone while communicating on the phone. Apply the knowledge gained in	1. Introduction (Duration: 15 minutes) 2. Fundamentals of Effective Communication (Duration: 30 minutes) 3. Active Listening Skills (Duration: 45 minutes) 4. Phone Etiquette Best Practices (Duration: 45 minutes) 5. Handling Difficult Phone Conversations (Duration: 45 minutes) 6. Language and Tone on the Phone (Duration: 30 minutes) 7. Q&A and Recap (Duration: 15 minutes)	

					different academic and professional settings.	8. Conclusion (Duration: 15 minutes)	
Week 8	Lecture 8	How to make CVs?	RW-7	This three-hour interactive session aims to equip college students with the necessary skills to create compelling CVs that effectively showcase their strengths and experiences. The workshop will cover essential components, formatting tips, and dos and don'ts of crafting a winning CV.	Understand the purpose and importance of a well-crafted CV. Identify the essential components of a CV and how to structure them effectively. Learn formatting tips and design principles to make their CV visually appealing. Demonstrate the ability to tailor their CVs for specific job applications. Avoid common CV mistakes and present themselves professionally to potential employers.	1. Introduction (15 minutes) 2. Understanding the Elements of a CV (45 minutes) 3. Crafting an Impressive CV (60 minutes) 4. Formatting and Design (30 minutes) 5. Tailoring CVs for Job Applications (45 minutes) 6. Avoiding Common CV Mistakes (15 minutes) 7. Q&A and Feedback (15 minutes) 8. Conclusion (15 minutes)	
Week 9	Lecture 9	CV Presentations		Impactful CV presentations help students to focus on enhancing their abilities to present their qualifications, experiences, and skills effectively, enabling	Understand the importance of CV presentations in the job application process. Identify key elements to include in a well-structured	1. Introduction (Duration: 15 minutes) 2. Understanding CV Presentations (Duration: 30 minutes)	

				them to stand out in the competitive job market. Through practical exercises, live examples, and peer feedback, students will gain confidence and valuable insights into crafting compelling CV presentations.	CV presentation. Demonstrate effective verbal and non-verbal communication skills during the presentation. Incorporate visual aids to enhance the visual appeal and impact of their CV presentations. Receive constructive feedback and use it to improve their CV presentations.	3. Effective Communication (Duration: 60 minutes) 4. Engaging Visual Aids (Duration: 45 minutes) 5. Peer Practice Sessions (Duration: 60 minutes) 6. Feedback and Reflection (Duration: 30 minutes) 7. Conclusion (Duration: 15 minutes)	
Week 10	Lecture 10	Mock Drive					

Even Semesters Plan

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Ms. Nimesh Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Albert Mehrabian's Rule	ARTICULATIVE SKILLS
RW-2	7 C's Of Communication	ARTICULATIVE SKILLS

RW-3	Small Talk and Conversational Skills	ARTICULATIVE SKILLS
RW-4	How to develop a positive self image?	Self Image
RW - 5	Adapt to Improve	Self Analysis
RW - 6	Body Language	Non Verbal Communication
RW - 7	Fundamentals Of Listening	Professional Ethics
RW - 8	Appreciative Listening	Professional Ethics
RW - 9	Set and Achieve Goals	Goal Setting
RW - 10	Goal Management	Goal Setting
RW - 11	SMART Goals	Goal Setting

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	3 Elements that Impact your Communication	Communication Rule	A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	7 C's Communication	Types Of Communication	By incorporating these 7 C's into your communication, you can enhance the clarity, effectiveness, and impact of your message. Remember, effective communication is a skill that can be improved with practice, feedback, and a willingness to continuously learn and adapt.
AV-3	Small Talk and Conversational Skills	How to initiate small talks	Remember to encourage participants to be themselves, be genuine, and have fun in their conversations. Small talk can open doors to new connections, opportunities, and deeper relationships if approached with a positive attitude and a willingness to engage with others.
AV-4	The Reflection in Me HD	Self Image	The role of self-image in relationships and success. Emphasize that a positive self-image contributes to healthy boundaries, effective communication, and assertiveness. Additionally, highlight how self-image can influence academic and career success by impacting confidence, motivation, decision-making, and the ability to seize opportunities.
AV-5	Adaptability & Flexibility eLearning Course	Adapt To Improve	Adaptability refers to the ability to adjust, change, and thrive in new or changing circumstances. It involves being open to change, embracing challenges, and effectively responding to unexpected situations. Remember, adaptability is a skill that can be developed and strengthened over time through practice, experience, and a willingness to embrace change.
AV - 6	The Ultimate Body Language Guide - 20 Movements (Hands & Fingers)	Body Language	Body language plays a crucial role in communication, as it can convey emotions, attitudes, and intentions without the need for verbal expression. Understanding and interpreting body language can enhance interpersonal interactions, improve communication effectiveness, and build rapport.

AV - 7	Active Listening	Fundamentals Of Listening	Active listening is a communication skill that involves fully focusing on, understanding, and responding to the speaker in a conversation. It requires giving one's undivided attention, avoiding distractions, and showing genuine interest in what the speaker is saying.
AV - 8	Types of Listening Skills	Appreciative Listening	Appreciative listening is a valuable soft skill that involves actively and empathetic listening to others to understand, acknowledge, and appreciate their thoughts, feelings, and experiences.
AV - 9	Difference Between Hearing and Listening [with Comparison Chart]	Listening vs Hearing	Listening is a skill that can be developed and honed through practice. Techniques such as being fully present, maintaining eye contact, using open-ended questions, and summarizing key points can enhance listening abilities.
AV - 10	I WAS WRONG - How I Set Goals	Set and Achieve Goals	Explain the significance of setting goals in personal and professional life. Goals provide direction, motivation, and a sense of purpose. They help individuals prioritize their efforts, make progress, and achieve success.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Basics Of Communication	RW-1, AV-1	Understanding the nuances of effective communication can enhance interpersonal relationships, improve teamwork, and boost career prospects. This lecture will provide students with an	1. Define communication and its importance in various contexts. 2. Identify the key components of communication. 3. Understand Albert Mehrabian's Rule and its relevance	I. I. Introduction to Communication (20 minutes) II. Key Components of Communication (30 minutes) III. Albert Mehrabian's Rule (40 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites , Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				overview of the key components of communication and how Mehrabian's Rule can be applied to improve their communication skills.	to non-verbal communication. 4. Apply Mehrabian's Rule to interpret and improve their own non-verbal communication. 5. Recognize the impact of non-verbal cues on interpersonal relationships. 6. Demonstrate effective communication skills using Indian examples.	IV. Applying Mehrabian's Rule (50 minutes) V. Impact of Non-Verbal Communication (30 minutes) VI. Effective Communication Skills: Indian Examples (50 minutes) VII. Recap and Q&A (20 minutes)	
Week 2	Lecture 2	7 C's Of Communication	AV-2, RW-2	7 C's of Communication , which are fundamental principles for effective communication. The tool includes an overview of each C, followed by real-life Indian examples to illustrate their practical application. By the end of this interactive session, students will have a solid foundation in applying the 7	1.Understand the importance of effective communication in various contexts. 2. Identify and explain the 7 C's of Communication. 3. Recognize and apply the 7 C's through real-life Indian examples. 4. Develop skills to improve personal communication strategies. 5. Apply the 7 C's to enhance their	I. Introduction (Duration: 15 minutes) II. Clarity (Duration: 30 minutes) III. Completeness (Duration: 30 minutes) IV. Conciseness (Duration: 30 minutes) V. Correctness (Duration: 45 minutes) VI. Courtesy (Duration: 45 minutes)	Narendra Modi

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				C's to enhance their communication skills.	communication effectiveness in academic and professional settings.	VII. Coherent (Duration: 30 minutes) VIII. Conclusion and Wrap-up (Duration: 15 minutes)	
Week 3	Lecture 3	Small Talk and Conversational Skills	AV-3, RW-3	Trainer will encourage the students on how to initiate small talks and the importance of it. - How to find common interests?	Students will learn how to make small talks and initiate small professional conversations.	I. Introduction (5 minutes) II. Icebreaker Activity: "Two Truths and a Lie" (10 minutes) III. Lecture: Understanding Small Talk (30 minutes) IV. Activity: Role Play (40 minutes) V. Lecture: Enhancing Conversational Skills (30 minutes) VI. Activity: Group Discussion (45 minutes) VII. Summary and Conclusion (10 minutes) VIII. Evaluation (10 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week - 4	Lecture 4	Self Image	AV-4, RW-4	This session aims to help college students understand and develop a positive self-image.	1. Define and understand the concept of self-image 2. Identify factors that influence self-image 3. Recognize and address negative self-image issues 4. Apply strategies to develop and maintain a positive self-image 5. Analyze Indian examples and case studies related to self-image challenges 6. Demonstrate enhanced self-confidence and resilience	1. Introduction to Self-Image (10 minutes) 2. Factors Influencing Self-Image (20 minutes) 3. Recognizing Self-Image Issues (30 minutes) 4. Building a Positive Self-Image (50 minutes) 5. Overcoming Self-Image Challenges (30 minutes) 6. Indian Examples and Case Studies (20 minutes) 7. Strategies for Maintaining a Positive Self-Image (20 minutes) 8. Interactive Activities (30 minutes) 9. Q&A and Conclusion (10 minutes)	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman
Week 5	Lecture 5	Adapt To Improve	AV-5, RW-5	This lecture aims to help students understand the importance of adaptability in personal and professional growth.	1. Understand the concept of adaptability and its relevance in personal and professional contexts. 2. Recognize the benefits of being	1. Introduction (15 minutes) 2. Understanding Adaptability (30 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					adaptable in college life and beyond. 3. Identify personal strengths and areas for improvement related to adaptability. 4. Apply practical strategies to enhance adaptability skills. 5. Demonstrate an understanding of how adaptability can lead to personal growth and success. 6. Analyze and discuss real-life Indian examples of individuals who have effectively adapted to improve their lives.	3. Benefits of Adaptability (20 minutes) 4. Assessing Personal Adaptability (25 minutes) 5. Strategies to Enhance Adaptability (45 minutes) 6. Adapting to Change (30 minutes) 7. Thriving in Diverse Environments (30 minutes) 8. Q&A and Group Discussion (30 minutes) 9. Conclusion and Summary (15 minutes)	
Week 6	Lecture 6	Body Language	AV-6, RW-6	In this lecture on body language, students will gain a comprehensive understanding of the importance of non-verbal	1. Understand the significance of body language in communication. 2. Identify different types of non-verbal cues and their meanings.	1. Introduction (Duration: 15 minutes) 2. Understanding Nonverbal Cues (Duration: 45 minutes) 3. Interpreting Body Language	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				communication and its impact on personal and professional interactions. The lecture will cover various aspects of body language, including gestures, facial expressions, posture, and eye contact.	3. Recognize the impact of body language on personal and professional relationships. 4. Demonstrate effective use of gestures, facial expressions, and posture to enhance communication. 5. Establish eye contact and understand its importance in different contexts. 6. Interpret and respond appropriately to different body language signals. 7. Apply body language techniques to project confidence and credibility. 8. Adapt body language to different cultural and social settings. 9. Evaluate their own body language and make necessary improvements.	(Duration: 45 minutes) 4. Improving Body Language (Duration: 60 minutes) 5. Indian Examples of Body Language (Duration: 30 minutes) 6. Conclusion and Q&A Session (Duration: 15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					10. Develop awareness of the impact of body language in interviews, presentations, and group discussions.		
Week 7	Lecture 7	Fundamentals Of Listening	RW - 7, AV-7	In this interactive session on the fundamentals of listening, we will explore the importance of effective listening skills in various aspects of life. We will delve into different listening techniques, barriers to effective listening, and strategies to overcome them.	1. Understand the significance of effective listening skills in personal, academic, and professional settings. 2. Identify different types of listening and their applications. 3. Recognize common barriers to effective listening. 4. Apply strategies to overcome barriers and enhance listening skills. 5. Demonstrate active listening techniques through real-life Indian examples.	1. Introduction (10 minutes) 2. Types of Listening (20 minutes) 3. Barriers to Effective Listening (15 minutes) 4. Strategies for Overcoming Barriers (20 minutes) 5. Active Listening Techniques (30 minutes) 6. Reflection and Practice (30 minutes) 7. Overcoming Cultural and Language Barriers (20 minutes) 8. Wrap-up and Key Takeaways (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 8	Lecture 8	Appreciative Listening	RW -8, AV-8	This interactive lecture aims to introduce college students	1. Understand the concept of appreciative listening and its	1: Introduction to Appreciative Listening	Laxmi Agarwal

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				to the concept of appreciative listening and its importance in personal and professional settings.	significance in interpersonal communication. 2. Identify the key elements of effective appreciative listening. 3. Apply active listening techniques to enhance their listening skills. 4. Demonstrate empathy and understanding in their interactions with others. 5. Recognize and overcome barriers to appreciative listening. 6. Apply appreciative listening skills in various personal and professional contexts. 7. Appreciate the cultural nuances and importance of listening in an Indian context.	(Duration: 45 minutes) 2: Developing Appreciative Listening Skills (Duration: 1 hour 15 minutes) 3: Overcoming Barriers and Applying Appreciative Listening (Duration: 1 hour)	
Week 9	Lecture 9	Set and Achieve Goals	RW - 9, AV-9	This lecture aims to guide students in setting and achieving their	1. Understand the importance of goal setting in personal and academic growth.	1. Introduction (Duration: 15 minutes) 2. Understanding Goal Setting	Sundar Pichai

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				goals effectively.	2. Identify specific, measurable, achievable, relevant, and time-bound (SMART) goals. 3. Develop strategies to overcome obstacles and stay motivated. 4. Apply goal-setting techniques to real-life situations through Indian examples.	(Duration: 30 minutes) 3. Setting SMART Goals (Duration: 45 minutes) 4. Strategies for Goal Achievement (Duration: 60 minutes) 5. Indian Examples of Goal Achievement (Duration: 45 minutes) 6. Review and Conclusion (Duration: 15 minutes)	
Week 10	Lecture 10	Goal Management	RW - 10, AV-10	This interactive lecture aims to introduce students to the concept of goal management and provide them with practical strategies to effectively set and achieve their goals.	1. Understand the importance of goal management for college students 2. Differentiate between short-term and long-term goals 3. Set meaningful goals aligned with personal values and interests 4. Prioritize goals effectively 5. Create action plans to achieve goals	I. Introduction (10 minutes) II. Understanding Goals (20 minutes) III. Setting Meaningful Goals (30 minutes) IV. Prioritizing Goals (20 minutes) V. Action Planning (40 minutes) VI. Overcoming Obstacles (30 minutes) VII. Monitoring and Adjusting Goals (30 minutes)	Satya Nadella

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					6. Overcome obstacles in pursuit of goals 7. Monitor and adjust goals as needed 8. Celebrate achievements and reflect on progress 9. Apply goal management strategies to real-life scenarios	VIII. Celebration and Reflection (20 minutes) IX. Conclusion and Recap (10 minutes)	
Week 11	Lecture 11	Setting SMART Goals	RW-11, AV-11	The trainer will introduce the concept of smart goals to the students and explain all the segments of SMART goals: Specific, Measureable, Achievable, Relevant and Time bound.	1. Define SMART goals and understand their significance in personal and academic contexts. 2. Identify the five components of SMART goals. 3. Apply the SMART framework to set specific, measurable, attainable, relevant, and time-bound goals. 4. Develop an action plan to achieve their goals. 5. Understand the importance of reviewing and	I. Introduction (15 minutes) II. Understanding SMART Goals (30 minutes) III. Setting SMART Goals (45 minutes) IV. Developing an Action Plan (30 minutes) V. Reviewing and Adjusting Goals (20 minutes) VI. Conclusion and Reflection (20 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					adjusting goals as needed. 6. Recognize real-life examples of successful goal setting.		

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Soft Skills Course Plan - Semester 4

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Ms. Nimesh Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA

Relevant Websites (RW)		
RW-1	Managing stress	Stress Management
RW-2	Managing anger	Anger Management
RW-3	Self Management	Self Management
RW-4	Visual communication	Powerpoint Presentations
RW - 5	Know leadership	Empower Through Leadership
RW - 6	Leading with vision	Lead Through A Vision

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Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Stress Management	Stress Management	Stress management to college students involves emphasizing key points to help them effectively cope with the pressures and demands of academic life. First, it's crucial to prioritize self-care by practicing healthy habits such as regular exercise, adequate sleep, and balanced nutrition. Encourage students to identify and utilize stress reduction techniques that work for them, such as deep breathing exercises and mindfulness.
AV-2	Anger Management	Anger Management	Acknowledging that anger is a normal emotion that everyone experiences, but it's how we express and manage it that matters. Encourage students to identify their triggers and recognize the physical and emotional signs of anger. Teach them effective communication skills to express their feelings calmly and assertively.
AV-3	Self Management	Self Management	When addressing self-management to college students, it is essential to emphasize the following key points. Firstly, prioritize time effectively by creating a schedule or to-do list, allowing for balanced attention to academics, extracurricular activities, and personal life. Secondly, practice self-discipline by setting realistic goals and staying focused on them, avoiding procrastination, and maintaining a healthy work-life balance.
AV - 4	One Minute JAM Sessions	One Minute JAM Sessions	This session will help to highlight the importance of effective communication skills, including public speaking, interpersonal skills, and active listening.
AV - 5	Introduction to GD	Introduction to GD	Group Discussion, or GD, is an essential skill that college students need to master. It involves a structured conversation among a group of individuals on a specific topic. The primary objective of GD is to exchange ideas, analyze different perspectives, and develop critical thinking skills.
AV-6	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.

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Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Managing stress	RW-1, AV-1	The lecture will cover various aspects of stress, its impact on academic and personal life, and practical strategies to manage and reduce stress levels.	1. Understand the concept of stress and its impact on academic performance and personal well-being. 2. Identify common stressors faced by college students in India. 3. Recognize signs and symptoms of stress in oneself and others. 4. Apply effective stress management techniques to reduce and cope with stress. 5. Develop strategies for maintaining a healthy work-life balance. 6. Cultivate resilience and enhance personal well-being.	1. Introduction and Understanding Stress (30 minutes) 2. Common Stressors for College Students in India (20 minutes) 3. Signs and Symptoms of Stress (15 minutes) 4. Stress Management Techniques (60 minutes) 5. Self-Care and Work-Life Balance (30 minutes) 6. Case Studies and Real-Life Examples (45 minutes) 7. Recap and Q&A Session (20 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week 2	Lecture 2	Managing anger	RW-2, AV - 2	This lecture is designed to help students	1. Identify the triggers and underlying	1. Introduction to Anger (5 minutes)	Chetan Bhagat,

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				understand and manage their anger effectively. The lecture will provide insights into the causes and consequences of anger and equip students with practical strategies to control and channelize their anger in a constructive manner.	causes of anger. 2. Understand the consequences of uncontrolled anger on personal and academic life. 3. Develop strategies to manage anger effectively. 4. Apply anger management techniques to resolve conflicts and maintain healthy relationships. 5. Cultivate emotional intelligence to regulate and express anger appropriately. 6. Demonstrate empathy and understanding towards others' anger.	2. Causes of Anger (15 minutes) 3. Consequences of Uncontrolled Anger (15 minutes) 4. Anger Awareness Exercise (15 minutes) 5. Anger Styles and Expression (10 minutes) 6. Anger Management Techniques (30 minutes) 7. Healthy Conflict Resolution (30 minutes) 8. Emotional Intelligence and Anger (15 minutes) 9. Anger Management Plan (15 minutes) 10. Role-playing and Scenarios (30 minutes) 11. Review and Reflection (10 minutes) 12. Transferability of Skills (10 minutes) 13. Action Plan and Conclusion (10 minutes)	Mary Kom
Week 3	Lecture 3	Self Management	AV-3, RW-3	This lecture aims to help students develop essential self-management skills that are crucial for	1. Understand the importance of self-management skills in college life and beyond.	1. Introduction (15 minutes) 2. Understanding Self-Management (30 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				their personal and academic success.	2. Identify personal challenges that hinder effective self-management. 3. Develop practical strategies for enhancing self-discipline and time management. 4. Set clear goals and create an action plan to achieve them. 5. Apply self-management techniques to improve academic performance and personal well-being. 6. Recognize the importance of discipline in achieving long-term success.	3. Identifying Personal Challenges (30 minutes) 4. Strategies for Enhancing Self-Discipline (45 minutes) 5. Goal Setting and Action Planning (45 minutes) 6. Applying Self-Management Techniques (45 minutes) 7. Discipline for Long-Term Success (30 minutes) 8. Conclusion and Q&A (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week - 4	Lecture 4	Visual communication	RW- 4	Trainer will introduce and explain the concept of powerpoint presentations.	1. Understand the importance of PowerPoint presentations as a communication tool. 2. Apply design principles to create visually appealing and professional-looking slides. 3. Use PowerPoint features and tools effectively to enhance presentations. 4. Develop effective delivery techniques to engage and connect with the audience. 5. Identify common mistakes to avoid in PowerPoint presentations. 6. Adapt presentation techniques for different audience types and settings. 7. Apply critical thinking skills to organize and	1. Introduction (15 minutes) 2. Understanding the Basics (30 minutes) 3. Visual Design and Slide Creation (60 minutes) 4. PowerPoint Features and Tools (45 minutes) 5. Delivery Techniques (45 minutes) 6. Common Mistakes to Avoid (30 minutes) 7. Adapting to Audience and Settings (30 minutes) 8. Storytelling Techniques (30 minutes) 9. Conclusion and Q&A (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					structure content effectively. 8. Utilize storytelling techniques to make presentations more impactful. 9. Incorporate Indian cultural examples to make presentations relatable and engaging.		
Week 5	Lecture 5	Know leadership	AV-9, RW-6	This interactive session provides students a comprehensive understanding of leadership skills and strategies.	1. Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style. 3. Recognize the importance of ethical leadership. 4. Apply effective communication skills to lead and inspire others. 5. Foster teamwork and collaboration.	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes) 4. Communication and Influence (30 minutes) 5. Building Effective Teams (30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills in real-life situations, specifically within an Indian context.		
Week 6	Lecture 6	Leading with vision	RW-6 AV-9	This lecture aims to empower college students with the essential leadership skill of leading through a vision. Students will explore the importance of having a clear vision, learn how to articulate their vision effectively, and understand how to inspire and motivate others to work towards a common goal.	1. Understand the significance of leading through a vision in personal and professional life. 2. Articulate their vision clearly and concisely. 3. Identify strategies to inspire and motivate others to work towards a shared vision. 4. Analyze and evaluate real-life examples of visionary leaders in India. 5. Apply the principles of leading through	I. Introduction (15 minutes) II. Understanding Leadership and Vision (30 minutes) III. Creating a Compelling Vision (45 minutes) IV. Communicating the Vision (30 minutes) V. Overcoming Challenges in Leading Through a Vision (30 minutes) VI. Case Studies and Role Plays (60 minutes) VII. Developing an Action Plan (30 minutes) VIII. Q&A and Closing (15 minutes)	Sachin Tendulkar , A.P.J. Abdul Kalam

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					a vision to their own leadership journeys.		
Week 7	Lecture 7	One Minute JAM Sessions	AV - 7	The One Minute JAM (Just A Minute) Sessions are an interactive and engaging pedagogical tool designed to enhance students' communication skills, critical thinking abilities, and confidence.	Understand the concept and purpose of One Minute JAM Sessions. Utilize effective strategies to prepare for and participate in JAM sessions. Enhance their ability to think quickly and articulate their thoughts concisely. Build confidence in public speaking and overcome stage fright. Analyze and evaluate the use of examples in JAM sessions through live Indian case studies. Apply their newly acquired skills in real-life situations, both academically and professionally.	1. Introduction (15 minutes) 2. Understanding JAM Sessions (30 minutes) 3. Strategies for Effective JAM Sessions (45 minutes) 4. Live Indian Examples (60 minutes) 5. Practice Sessions (45 minutes) 6. Reflection and Wrap-Up (15 minutes)	Week 7

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 8	Lecture 8	Introduction to GD		This lecture is designed to introduce students to the concept of Group Discussion (GD) as an essential soft skill. The lecture provides a comprehensive understanding of GD, its purpose, and its significance in various aspects of personal and professional life.	Understand the purpose and significance of Group Discussion (GD). Identify the key elements of an effective GD. Demonstrate active listening and effective communication skills during GDs. Analyze and critically evaluate arguments presented during a GD. Apply strategies to contribute constructively and enhance their participation in GDs. Gain confidence in expressing ideas and opinions in a group setting. Develop teamwork and collaboration skills through GDs.	1. Introduction to GD (15 minutes) 2. Key Elements of an Effective GD (20 minutes) 3. Active Listening and Effective Communication Skills (30 minutes) 4. Analyzing and Evaluating Arguments (25 minutes) 5. Strategies for Constructive Participation (30 minutes) 6. Confidence Building and Expressing Ideas (25 minutes) 7. Teamwork and Collaboration in GD (20 minutes) 8. Cultural Sensitivities and Diverse Viewpoints (15 minutes) 9. Live Indian Examples (30 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Recognize cultural sensitivities and respect diverse viewpoints in GDs.	10. Summary and Recap (10 minutes)	
Week 9	Lecture 9	Case Studies		This lecture aims to enhance students' soft skills through the use of case studies. Students will explore real-life scenarios and analyze them from different perspectives, enabling them to develop critical thinking, problem-solving, and decision-making abilities.	Understand the concept and purpose of case studies. Analyze and interpret case studies effectively. Apply theoretical knowledge to practical scenarios. Develop critical thinking and problem-solving skills. Enhance decision-making abilities. Collaborate effectively in group discussions. Draw conclusions and make recommendations based on case study analysis. Recognize the relevance of	1. Introduction to Case Studies - 15 minutes 2. Understanding Case Study Analysis - 30 minutes 3. Group Discussion: Analyzing a Case Study - 40 minutes 4. Indian Example: Case Study on Entrepreneurship - 30 minutes 5. Break: Refreshments - 15 minutes 6. Applying Theoretical Knowledge to Case Studies - 30 minutes 7. Group Exercise: Decision Making in a Case Study - 40 minutes 8. Indian Example: Case Study on	Sundar Pichai

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					soft skills in professional settings. Appreciate the value of real-life examples in learning.	Teamwork - 30 minutes 9. Conclusion and Takeaways - 10 minutes	

Soft Skills Course Plan - Semester 6

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Ms. Nimesh Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Communications Skills WorkBook	©AICTE Approved	NA
RB-2	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW - 1	Empower Through Leadership	Empower Through Leadership
RW - 2	Lead Through A Vision	Lead Through A Vision

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV- 1	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Practical Of GD And Panel Discussion		The lecture will focus on practical techniques, tips, and strategies to excel in these communication formats commonly used in various academic and professional settings. Through engaging discussions and live Indian examples, participants will develop confidence,	Understand the purpose and importance of GD and Panel Discussions in academic and professional environments. Identify and apply key techniques for effective communication during GDs and Panel Discussions. Demonstrate critical thinking and problem-solving	Introduction to GD and Panel Discussions (15 minutes) Key Skills for Successful GDs (45 minutes) Live Indian Example: A Successful College GD (15 minutes) Preparing for Panel Discussions (45 minutes) Live Indian Example: An Impactful Panel Discussion (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				effective communication , critical thinking, and teamwork skills.	abilities while presenting their viewpoints. Develop active listening skills to comprehend and respond to others' opinions. Collaborate efficiently as a team member during group discussions. Manage nerves and anxiety during GDs and Panel Discussions. Analyze and learn from real-life Indian examples of successful GDs and Panel Discussions.	minutes) Building Teamwork and Collaboration Skills (30 minutes) Dealing with Nerves and Anxiety (15 minutes) Q&A and Interactive Session (15 minutes) Wrap-up and Conclusion (15 minutes)	
Week 2	Lecture 5	Empower Through Leadership	AV-4, RW-5	This interactive session provides students a comprehensive understanding of leadership skills and strategies.	1.Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style.	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					3. Recognize the importance of ethical leadership. 4. Apply effective communication skills to lead and inspire others. 5. Foster teamwork and collaboration. 6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills in real-life situations, specifically within an Indian context.	4. Communication and Influence (30 minutes) 5. Building Effective Teams (30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	
Week 3	Lecture 3	Formal and Informal Speaking	AV-2, RW-2	This interactive and engaging workshop on Public Speaking is designed to equip college students with the essential skills and	Understand the importance of public speaking in various aspects of life, both personally and professionally. Identify and overcome	1. Introduction to Public Speaking (Duration: 15 minutes) 2. Overcoming Public Speaking Anxiety (Duration: 30 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				techniques needed to become confident and effective public speakers. Through a combination of theory, practical exercises, and live Indian examples, participants will learn how to overcome fear, structure compelling speeches, use body language effectively, and engage their audience with impactful presentations.	common fears and anxieties related to public speaking. Organize and structure their speeches to make them clear, coherent, and persuasive. Utilize body language, gestures, and vocal variety to enhance their delivery and connect with the audience. Employ effective storytelling techniques to make their presentations more engaging. Handle impromptu speaking situations with confidence and clarity. Analyze and provide constructive feedback on their own and	3. Structure and Organization (Duration: 45 minutes) 4. Non-Verbal Communication (Duration: 45 minutes) 5. Engaging the Audience (Duration: 30 minutes) 6. Impromptu Speaking (Duration: 30 minutes) 7. Speech Evaluation and Feedback (Duration: 15 minutes) 8. Conclusion and Takeaways (Duration: 15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					others' speeches. Draw inspiration from live Indian examples of influential public speakers.		
Week - 4	Lecture 4	Decide with Precision	RW-3	Students will explore the significance of choice making, understand the factors influencing decision-making, and learn practical strategies to enhance their decision-making abilities. Through engaging activities and real-life Indian examples, students will gain confidence in navigating the complexities of choices they encounter during their college years and beyond.	Understand the importance of effective decision-making in personal and academic life. Identify key factors influencing decision-making processes. Evaluate the consequences of their choices and decisions. Apply critical thinking and problem-solving skills to make informed choices. Utilize practical strategies for enhancing	1. Introduction and Icebreaker (15 mins) 2. The Power of Choice Making (30 mins) 3. Factors Influencing 4. Decision Making (45 mins) 5. Consequences of Choices (30 mins) 6. Critical Thinking and Problem-Solving (45 mins) 7. Strategies for Effective 8. Decision Making (45 mins) 9. Building Self-Confidence in Choices (15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					decision-making abilities. Demonstrate increased self-confidence in handling decision-making situations.	10. Conclusion and Q&A (15 mins) 11. Wrap-up and Reflection (15 mins) 12. Closing Remarks (5 mins)	
Week 5	Lecture 5	Inner Confidence	RW-4	The session will focus on understanding decision-making processes, overcoming decision-making challenges, and applying practical strategies to enhance decision-making abilities. The content is designed to engage students through interactive discussions, real-life Indian examples, and activities that foster critical thinking and self-awareness.	Understand the importance of confident decision-making in various life situations. Identify common obstacles to decision-making and learn strategies to overcome them. Apply decision-making models and frameworks for effective choices. Cultivate self-awareness and confidence in decision-	1. Introduction (Duration: 15 mins) 2. Understanding Decision Making (Duration: 30 mins) 3. Challenges in Decision Making (Duration: 45 mins) 4. Decision-Making Models (Duration: 45 mins) 5. Building Self-Awareness (Duration: 30 mins) 6. Practical Decision-Making Strategies (Duration: 45 mins) 7. Conclusion and Reflection (Duration: 15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings , Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					making abilities. Analyze real-life Indian examples of confident decision-making to draw insights and inspiration.		
Week 6	Lecture 6	Mock Drive		The Mock Drive is a comprehensive 3-hour soft skills training session designed for college students to enhance their public speaking abilities, decision-making skills, and interview readiness. This interactive workshop will include mock scenarios, real-life examples, and practical exercises to help students gain confidence and excel in various professional and academic situations.	Deliver persuasive and effective public speeches with confidence and clarity. Make well-informed decisions under pressure and uncertain circumstances Prepare for college interviews and present themselves professionally. Develop essential soft skills, including communication , critical thinking, and problem-solving.		

Time - Table

Department wise Time Table -Odd Semester

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2018 - 19	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15	Softskills					
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 1		Year : 2018 - 19	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
16:00 - 17:00			Softskills			

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2018 - 19	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
16:00 - 17:00					Softskills	

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 2			Year : 2018 - 19
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						Softskills
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
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Department wise Time Table -Even Semester

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2018 - 19	
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Swarnnim Startup and Innovation University						
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Course: Physiotherapy			Year : 2			Year : 2018 - 19
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Course: Physiotherapy			Year : 3			Year : 2018 - 19
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Academic Year 2019- 2020

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Odd Semester Course Plan - Semester 1

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Effective Communication	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Getting to Yes	Roger Fisher, William Ury, Bruce Patton	Penguin Books
RB-3	Quiet: The Power of Introverts	Susan Cain	Crown Publishing Group

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Communication Skills	People Skills
RW-2	Success Skills	People Skills
RW-3	Be presentable	First Impressions
RW-4	Communicate Better	People Skills
RW - 5	Politeness is the key	Professional Ethics
RW - 6	Concept Of Gratitude	Professional Ethics
RW - 7	Professional Etiquettes	Professional Ethics
RW - 8	Ethical Culture	Professional Ethics
RW - 9	SWOT Technique	SWOT Analysis

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Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Communicate Better	Understanding Of Communication Skills	Effective Communication: Story Concept: A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	Team Building	"The Power of Teamwork" by Simon Sinek	Teamwork and Collaboration: Story Concept: A group of individuals from different backgrounds comes together to plan and execute a community project. They face challenges, conflicting ideas, and personal biases, but through teamwork and collaboration, they overcome obstacles and achieve their goal.
AV-3	How to SWOT?	SWOT Analysis	SWOT SWOT analysis is a valuable tool that provides a structured framework for assessing and evaluating a situation, whether it's related to a business, project, personal decision, or any other scenario.
AV-4	Personal SWOT	SWOT (Personal)	A personal SWOT analysis is a self-assessment tool that helps you gain a better understanding of yourself and your current situation. It serves as a foundation for setting personal goals, making decisions, and creating strategies to maximize your strengths, address your weaknesses, leverage opportunities, and overcome threats.
AV-5	Clothing Techniques	Four A's Of Dressing	The 4 A's of dressing are important for students as they provide avenues for self-expression, boost self-confidence, and prepare them for professional settings. It also helps in building personal branding, facilitating social integration, managing resources, fostering self-awareness, and contributing to overall well-being.
AV - 6	Be presentable	Self Presentation	Self-presentation plays a crucial role in forming positive first impressions. People often judge others based on initial encounters, and a strong self-presentation can create a favorable impression that can open doors to opportunities. Effective self-presentation skills are essential for professional success. Whether it's job interviews, internships, or networking events, presenting oneself confidently and professionally can significantly impact career prospects.
AV - 7	Attitude building	The Art Of Attitude	Maintaining a positive attitude can enhance your ability to overcome challenges, adapt to new situations, and seize opportunities. It is crucial to cultivate a growth mindset, where you view failures as learning experiences and embrace a can-do attitude. By fostering a positive attitude, you can inspire and influence others, build stronger relationships, and create a supportive and collaborative environment.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Success Skills	RB-2, RW-2, AV-1	This lecture aims to equip participants with essential soft skills that are crucial for achieving success in various aspects of life. The session will explore a range of key skills, including communication, teamwork, adaptability, problem-solving, and leadership. Through interactive discussions, case studies, and engaging activities, participants will gain a deeper understanding of these skills and learn practical strategies for applying them in their personal and professional lives. By the end of the session, participants will have a solid foundation in the essential skills needed to thrive in today's dynamic and interconnected world.	1. Understand the importance of essential skills for personal and professional success. 2. Identify and develop key essential skills necessary for success. 3. Apply essential skills in various real-life scenarios.	I. Introduction (15 minutes) II. Exploring Essential Skills (30 minutes) III. Key Essential Skills (60 minutes) IV. Skill Development Strategies (45 minutes) V. Application of Essential Skills (45 minutes) VI. Reflection and Conclusion (15 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week 2	Lecture 2	How to SWOT?	AV-3, AV-4, RW - 9	This topic is to provide you with a comprehensive understanding of SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. SWOT analysis is a strategic planning tool that helps individuals and organizations assess internal and external factors affecting their performance and make informed decisions. Through this lecture, students will learn how to conduct a SWOT analysis effectively and apply it in various professional contexts.	1. Define SWOT analysis and its relevance to personal and professional development. 2. Identify and evaluate their own strengths and weaknesses. 3. Identify and evaluate potential opportunities and threats in their environment. 4. Apply the findings of a SWOT analysis to set personal and professional goals. 5. Utilize the insights gained from SWOT	I. Introduction (15 minutes) II. Understanding SWOT Analysis (30 minutes) III. Strengths Exploration (45 minutes) IV. Weaknesses Reflection (45 minutes) V. Identifying Opportunities (45 minutes) VI. Assessing Threats (45 minutes) VII. Application and Action Planning (30 minutes) VIII. Conclusion (15 minutes)	Narendra Modi

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Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					analysis to develop strategies for self-improvement.		
Week 3	Lecture 3	Communication Skills	AV-1,RW-2,AV-2, RW-4	This lecture aims to equip participants with the essential skills and knowledge required to communicate effectively in various personal and professional contexts. Through interactive activities and practical examples, participants will explore key concepts such as active listening, non-verbal communication, and clear messaging. This three-hour session will provide a solid foundation for improving communication skills and establishing positive connections with others.	1. Understand the importance of effective communication in personal and professional settings. 2. Identify and practice active listening techniques to enhance understanding. 3. Demonstrate the use of appropriate non-verbal cues to reinforce messages. 4. Develop clear and concise messaging skills for improved communication. 5. Apply effective communication strategies in real-life scenarios.	I. Introduction (15 minutes) II. Importance of Effective Communication (20 minutes) III. Application of effective communication (40 minutes) IV. Non-Verbal Communication (40 minutes) V. Practice and Rephrase Unclear Statements (40 minutes) VI. Applying Communication (40 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week - 4	Lecture 4	Be presentable	AV-6, RW-3	This interactive session focuses on the importance of self-presentation in creating positive initial impressions. Participants will explore key strategies and techniques to enhance their personal brand and project a confident and professional image in various social and professional settings.	1. Understand the significance of self-presentation in creating initial impressions. 2. Identify the elements that contribute to a positive self-presentation. 3. Apply effective	Section 1: Introduction (Duration: 20 minutes) Opening Activity: Icebreaker (5 minutes) Lecture: Importance of Self-Presentation (15 minutes) Section 2: Elements of Effective Self-	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					strategies to enhance personal branding. 4. Demonstrate confidence and professionalism in social and professional interactions.	Presentation (Duration: 60 minutes) Presentation: Appearance and Dressing (20 minutes) Presentation: Body Language and Nonverbal Communication (20 minutes) 2.3 Activity: Role Play (20 minutes) Section 3: Enhancing Personal Branding (Duration: 60 minutes) 3.1 Presentation: Communication Skills (20 minutes) 3.2 Activity: Elevator Pitch (20 minutes) 3.3 Presentation: Online Presence and Social Media (20 minutes) Section 4: Confidence and Professionalism (Duration: 40 minutes) 4.1 Presentation: Confidence-Building Strategies (20 minutes) 4.2 Activity: Group Discussion (20 minutes) Section 5: Conclusion and Recap (Duration: 20 minutes) 5.1 Recap and Key Takeaways (10 minutes) 5.2 Q&A Session (10 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 5	Lecture 5	Dressing Styles	AV-5, RB-1	Trainer will discuss the 4 A's of appearance which are: Appropriate Dressing, Authentic Dressing, Approachable Dressing and Affordable Dressing.	1. Understand the significance of dressing appropriately in different environments. 2. Embrace authenticity in their personal style while adhering to professional norms. 3. Recognize the impact of appearance on self-confidence and others' perceptions. 4. Apply practical tips and guidelines to enhance their dressing style for different occasions.	I. Introduction (10 minutes) II. Appropriateness (30 minutes) III. Authenticity (30 minutes) IV. Appearance (40 minutes) V. Adherence to Norms (40 minutes) VI. Practical Tips and Wrap-up (20 minutes)	Deepika Padukone, Narendra Modi
Week 6	Lecture 6	The Art of Attitude	AV-7	In this interactive session, students will explore the importance of attitude in personal and professional development. Attitude plays a significant role in shaping our behaviors, relationships, and overall success in life. Through real-life examples and practical exercises, participants will learn how to cultivate a positive and growth-oriented attitude, enhance their interpersonal skills, and effectively manage challenges and setbacks.	1. Understand the impact of attitude on personal and professional success. 2. Develop a positive and growth-oriented attitude. 3. Enhance interpersonal skills for effective communication and collaboration. 4. Apply strategies to manage challenges and	I. Introduction (15 minutes) II. Understanding Attitude (30 minutes) III. Cultivating a Positive Attitude (45 minutes) IV. Enhancing Interpersonal Skills (45 minutes) V. Resilience and Overcoming Challenges (45 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					setbacks with a resilient attitude. 5. Recognize and appreciate the power of attitude in building strong relationships.	VI. The Art of Attitude in Relationships (30 minutes) VII. Conclusion and Reflection (15 minutes)	
Week 7	Lecture 7	Polite Manners	RW - 5	This interactive session will explore the importance of maintaining decorum, fostering positive relationships, and enhancing overall effectiveness through polite protocol.	1. Understand the significance of polite protocol in personal and professional interactions. 2. Identify key elements of polite communication, including active listening, empathy, and respect. 3. Apply strategies to enhance interpersonal relationships and foster a positive environment. 4. Demonstrate effective techniques for addressing conflicts and resolving disagreements politely. 5. Recognize cultural nuances and adapt communication styles accordingly in an Indian context.	I. Introduction (15 minutes) II. The Importance of Polite Protocol (20 minutes) III. Key Elements of Polite Communication (30 minutes) IV. Enhancing Interpersonal Relationships (30 minutes) V. Polite Protocol in Professional Settings (40 minutes) VI. Polite Protocol in Social Settings (30 minutes) VII. Conclusion and Summary (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 8	Lecture 8	Concept Of Gratitude	RW - 6	In this lecture, students will explore the concept of happiness and appreciation, focusing on	1. Define the concept of	I. Introduction (15 minutes)	Laxmi Agarwal

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				their significance in personal and professional life. We will delve into the factors that contribute to happiness and learn strategies for cultivating an appreciative mindset. Through interactive discussions and real-life examples, participants will gain a deeper understanding of how happiness and appreciation can positively impact their overall well-being and relationships.	happiness and appreciation. 2. Identify the factors that contribute to happiness. 3. Understand the importance of appreciation in personal and professional contexts. 4. Apply strategies to cultivate happiness and appreciation in daily life. 5. Recognize the benefits of practicing gratitude and appreciation. 6. Demonstrate an understanding of cultural examples of happiness and appreciation in India.	II. Understanding Happiness (45 minutes) III. Cultivating Happiness (60 minutes) IV. The Power of Appreciation (45 minutes) V. Practicing Appreciation (45 minutes) VI. Integrating Happiness and Appreciation (30 minutes)	
Week 9	Lecture 9	Professional Manners	RW - 7	Here the trainer will discuss the concept of professional interaction and its impact on career growth. Provide examples of both positive and negative professional interactions. Emphasize the value of active listening and empathy in communication.	1. Understand the significance of professional interaction and ethics. 2. Identify key principles of ethical behavior in a professional setting. 3. Identify and understand key principles of professional ethics.	I. Introduction (5 minutes) II. Understanding Professional Interaction (30 minutes) III. Principles of Professional Ethics (45 minutes) IV. Effective Communication in Professional Settings (60 minutes) V. Resolving Ethical Dilemmas (45 minutes) VI. Wrap-up and Closing Remarks (10 minutes)	Sundar Pichai

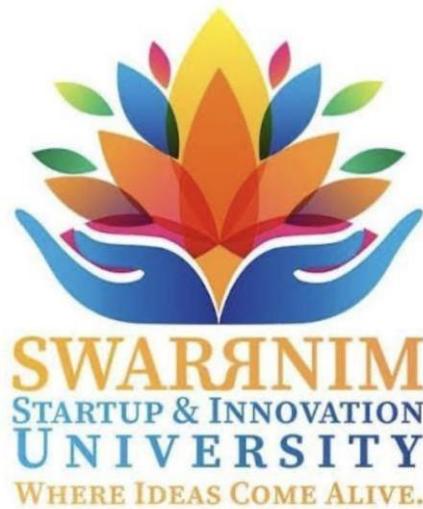
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Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					4. Analyze and address ethical dilemmas in a professional context. 5. Encourage continued learning and application of professional interaction and ethics.		
Week 10	Lecture 10	Ethical Environment	RW - 8	Students with an understanding of different professional ethics that are crucial for their future careers. The lecture will cover various ethical principles and values that should guide students' behavior and decision-making in professional settings.	1. Define professional ethics and its significance in the workplace. 2. Identify and differentiate between different professional ethics. 3. Understand the potential consequences of unethical behavior in a professional context. 4. Apply ethical principles and values to real-life scenarios encountered in the workplace.	I. Introduction (15 minutes) II. Overview of Professional Ethics (30 minutes) III. Different Professional Ethics (60 minutes) A. Ethical Communication B. Integrity and Honesty C. Respect and Cultural Sensitivity D. Accountability and Responsibility IV. Consequences of Unethical Behavior (30 minutes) V. Applying Ethical Principles (45 minutes) VI. Maintaining a Positive Professional Reputation (15 minutes) VII. Conclusion and Recap (15 minutes)	Satya Nadella

Odd Course Plan - Semester 3

Course Title	Course Planner	Lectures Hours/Week



Academic Year 2020-2021

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Odd Course Plan - Semester 1

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	The Effective Executive	Peter F. Drucker	Harper Business
RB-2	The Power of Habit	Charles Duhigg	Random House
RB-3	Thinking, Fast and Slow	Daniel Kahneman	Farrar, Straus and Giroux
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Speak the right way!	People Skills
RW-2	How to be successful?	People Skills
RW-3	First and last impressions	First Impressions
RW-4	Walk the talk!	People Skills
RW - 5	Be professional	Professional Ethics
RW - 6	Concept Of Happiness & Appreciation	Professional Ethics
RW - 7	Professional Interaction	Professional Ethics
RW - 8	Ethics of life	Professional Ethics
RW - 9	Swoting Technique	SWOT Analysis

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Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	How to communicate professionally?	Basic Understanding Of Communication Skills	Effective Communication: Story Concept: A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	Dream team!	"The Power of Teamwork" by Simon Sinek	Teamwork and Collaboration: Story Concept: A group of individuals from different backgrounds comes together to plan and execute a community project. They face challenges, conflicting ideas, and personal biases, but through teamwork and collaboration, they overcome obstacles and achieve their goal.
AV-3	Case study on SWOT	SWOT Analysis	SWOT SWOT analysis is a valuable tool that provides a structured framework for assessing and evaluating a situation, whether it's related to a business, project, personal decision, or any other scenario.
AV-4	Self assessment analysis	SWOT (Personal)	A personal SWOT analysis is a self-assessment tool that helps you gain a better understanding of yourself and your current situation. It serves as a foundation for setting personal goals, making decisions, and creating strategies to maximize your strengths, address your weaknesses, leverage opportunities, and overcome threats.
AV-5	Four A's of Clothing	Four A's Of Dressing	The 4 A's of dressing are important for students as they provide avenues for self-expression, boost self-confidence, and prepare them for professional settings. It also helps in building personal branding, facilitating social integration, managing resources, fostering self-awareness, and contributing to overall well-being.
AV - 6	How to master self-presentation?	Self Presentation	Self-presentation plays a crucial role in forming positive first impressions. People often judge others based on initial encounters, and a strong self-presentation can create a favorable impression that can open doors to opportunities. Effective self-presentation skills are essential for professional success. Whether it's job interviews, internships, or networking events, presenting oneself confidently and professionally can significantly impact career prospects.
AV - 7	Positive and negative attitude	The Art Of Attitude	Maintaining a positive attitude can enhance your ability to overcome challenges, adapt to new situations, and seize opportunities. It is crucial to cultivate a growth mindset, where you view failures as learning experiences and embrace a can-do attitude. By fostering a positive attitude, you can inspire and influence others, build stronger relationships, and create a supportive and collaborative environment.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Daily life skill	RB-2, RW-2, AV-1	This lecture aims to equip participants with essential soft skills that are crucial for achieving success in various aspects of life. The session will explore a range of key skills, including communication, teamwork, adaptability, problem-solving, and leadership. Through interactive discussions, case studies, and engaging activities, participants will gain a deeper understanding of these skills and learn practical strategies for applying them in their personal and professional lives. By the end of the session, participants will have a solid foundation in the essential skills needed to thrive in today's dynamic and interconnected world.	1. Understand the importance of essential skills for personal and professional success. 2. Identify and develop key essential skills necessary for success. 3. Apply essential skills in various real-life scenarios.	I. Introduction (15 minutes) II. Exploring Essential Skills (30 minutes) III. Key Essential Skills (60 minutes) IV. Skill Development Strategies (45 minutes) V. Application of Essential Skills (45 minutes) VI. Reflection and Conclusion (15 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra, Jonas, Sudha Murty
Week 2	Lecture 2	Self assessment analysis	AV-3, AV-4, RW - 9	This topic is to provide you with a comprehensive understanding of SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. SWOT analysis is a strategic planning tool that helps individuals and organizations assess internal and external factors affecting their performance and make informed decisions. Through this lecture, students will learn how to conduct a SWOT analysis effectively and apply it in various professional contexts.	1. Define SWOT analysis and its relevance to personal and professional development. 2. Identify and evaluate their own strengths and weaknesses. 3. Identify and evaluate potential opportunities and threats in their environment. 4. Apply the findings of a SWOT analysis to set personal and professional goals. 5. Utilize the insights gained from SWOT	I. Introduction (15 minutes) II. Understanding SWOT Analysis (30 minutes) III. Strengths Exploration (45 minutes) IV. Weaknesses Reflection (45 minutes) V. Identifying Opportunities (45 minutes) VI. Assessing Threats (45 minutes) VII. Application and Action Planning (30 minutes) VIII. Conclusion (15 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					analysis to develop strategies for self-improvement.		
Week 3	Lecture 3	Basics of effective communication	AV-1,RW-2,AV-2, RW-4	This lecture aims to equip participants with the essential skills and knowledge required to communicate effectively in various personal and professional contexts. Through interactive activities and practical examples, participants will explore key concepts such as active listening, non-verbal communication, and clear messaging. This three-hour session will provide a solid foundation for improving communication skills and establishing positive connections with others.	1. Understand the importance of effective communication in personal and professional settings. 2. Identify and practice active listening techniques to enhance understanding. 3. Demonstrate the use of appropriate non-verbal cues to reinforce messages. 4. Develop clear and concise messaging skills for improved communication. 5. Apply effective communication strategies in real-life scenarios.	I. Introduction (15 minutes) II. Importance of Effective Communication (20 minutes) III. Application of effective communication (40 minutes) IV. Non-Verbal Communication (40 minutes) V. Practice and Rephrase Unclear Statements (40 minutes) VI. Applying Communication (40 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week - 4	Lecture 4	Positive first impressions	AV-6, RW-3	This interactive session focuses on the importance of self-presentation in creating positive initial impressions. Participants will explore key strategies and techniques to enhance their personal brand and project a confident and professional image in various social and professional settings.	1. Understand the significance of self-presentation in creating initial impressions. 2. Identify the elements that contribute to a positive self-presentation. 3. Apply effective	Section 1: Introduction (Duration: 20 minutes) Opening Activity: Icebreaker (5 minutes) Lecture: Importance of Self-Presentation (15 minutes) Section 2: Elements of Effective Self-	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					strategies to enhance personal branding. 4. Demonstrate confidence and professionalism in social and professional interactions.	Presentation (Duration: 60 minutes) 2.1 Presentation: Appearance and Dressing (20 minutes) 2.2 Presentation: Body Language and Nonverbal Communication (20 minutes) 2.3 Activity: Role Play (20 minutes) Section 3: Enhancing Personal Branding (Duration: 60 minutes) 3.1 Presentation: Communication Skills (20 minutes) 3.2 Activity: Elevator Pitch (20 minutes) 3.3 Presentation: Online Presence and Social Media (20 minutes) Section 4: Confidence and Professionalism (Duration: 40 minutes) 4.1 Presentation: Confidence-Building Strategies (20 minutes) 4.2 Activity: Group Discussion (20 minutes) Section 5: Conclusion and Recap (Duration: 20 minutes) 5.1 Recap and Key Takeaways (10 minutes) 5.2 Q&A Session (10 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 5	Lecture 5	4 A'S Of Dressing	AV-5, RB-1	Trainer will discuss the 4 A's of appearance which are: Appropriate Dressing, Authentic Dressing, Approachable Dressing and Affordable Dressing.	1. Understand the significance of dressing appropriately in different environments. 2. Embrace authenticity in their personal style while adhering to professional norms. 3. Recognize the impact of appearance on self-confidence and others' perceptions. 4. Apply practical tips and guidelines to enhance their dressing style for different occasions.	I. Introduction (10 minutes) II. Appropriateness (30 minutes) III. Authenticity (30 minutes) IV. Appearance (40 minutes) V. Adherence to Norms (40 minutes) VI. Practical Tips and Wrap-up (20 minutes)	Deepika Padukone, Narendra Modi
Week 6	Lecture 6	The Art of Attitude	AV-7	In this interactive session, students will explore the importance of attitude in personal and professional development. Attitude plays a significant role in shaping our behaviors, relationships, and overall success in life. Through real-life examples and practical exercises, participants will learn how to cultivate a positive and growth-oriented attitude, enhance their interpersonal skills, and effectively manage challenges and setbacks.	1. Understand the impact of attitude on personal and professional success. 2. Develop a positive and growth-oriented attitude. 3. Enhance interpersonal skills for effective communication and collaboration. 4. Apply strategies to manage challenges and	I. Introduction (15 minutes) II. Understanding Attitude (30 minutes) III. Cultivating a Positive Attitude (45 minutes) IV. Enhancing Interpersonal Skills (45 minutes) V. Resilience and Overcoming Challenges (45 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					setbacks with a resilient attitude. 5. Recognize and appreciate the power of attitude in building strong relationships.	VI. The Art of Attitude in Relationships (30 minutes) VII. Conclusion and Reflection (15 minutes)	
Week 7	Lecture 7	Polite Protocol	RW - 5	This interactive session will explore the importance of maintaining decorum, fostering positive relationships, and enhancing overall effectiveness through polite protocol.	1. Understand the significance of polite protocol in personal and professional interactions. 2. Identify key elements of polite communication, including active listening, empathy, and respect. 3. Apply strategies to enhance interpersonal relationships and foster a positive environment. 4. Demonstrate effective techniques for addressing conflicts and resolving disagreements politely. 5. Recognize cultural nuances and adapt communication styles accordingly in an Indian context.	I. Introduction (15 minutes) II. The Importance of Polite Protocol (20 minutes) III. Key Elements of Polite Communication (30 minutes) IV. Enhancing Interpersonal Relationships (30 minutes) V. Polite Protocol in Professional Settings (40 minutes) VI. Polite Protocol in Social Settings (30 minutes) VII. Conclusion and Summary (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 8	Lecture 8	How to practice gratitude?	RW - 6	In this lecture, students will explore the concept of happiness and appreciation, focusing on	1. Define the concept of	I. Introduction (15 minutes)	Laxmi Agarwal

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				their significance in personal and professional life. We will delve into the factors that contribute to happiness and learn strategies for cultivating an appreciative mindset. Through interactive discussions and real-life examples, participants will gain a deeper understanding of how happiness and appreciation can positively impact their overall well-being and relationships.	happiness and appreciation. 2. Identify the factors that contribute to happiness. 3. Understand the importance of appreciation in personal and professional contexts. 4. Apply strategies to cultivate happiness and appreciation in daily life. 5. Recognize the benefits of practicing gratitude and appreciation. 6. Demonstrate an understanding of cultural examples of happiness and appreciation in India.	II. Understanding Happiness (45 minutes) III. Cultivating Happiness (60 minutes) IV. The Power of Appreciation (45 minutes) V. Practicing Appreciation (45 minutes) VI. Integrating Happiness and Appreciation (30 minutes)	
Week 9	Lecture 9	Professional do's and don'ts	RW - 7	Here the trainer will discuss the concept of professional interaction and its impact on career growth. Provide examples of both positive and negative professional interactions. Emphasize the value of active listening and empathy in communication.	1. Understand the significance of professional interaction and ethics. 2. Identify key principles of ethical behavior in a professional setting. 3. Identify and understand key principles of professional ethics.	I. Introduction (5 minutes) II. Understanding Professional Interaction (30 minutes) III. Principles of Professional Ethics (45 minutes) IV. Effective Communication in Professional Settings (60 minutes) V. Resolving Ethical Dilemmas (45 minutes) VI. Wrap-up and Closing Remarks (10 minutes)	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					4. Analyze and address ethical dilemmas in a professional context. 5. Encourage continued learning and application of professional interaction and ethics.		
Week 10	Lecture 10	Ethical culture	RW - 8	Students with an understanding of different professional ethics that are crucial for their future careers. The lecture will cover various ethical principles and values that should guide students' behavior and decision-making in professional settings.	1. Define professional ethics and its significance in the workplace. 2. Identify and differentiate between different professional ethics. 3. Understand the potential consequences of unethical behavior in a professional context. 4. Apply ethical principles and values to real-life scenarios encountered in the workplace.	I. Introduction (15 minutes) II. Overview of Professional Ethics (30 minutes) III. Different Professional Ethics (60 minutes) A. Ethical Communication B. Integrity and Honesty C. Respect and Cultural Sensitivity D. Accountability and Responsibility IV. Consequences of Unethical Behavior (30 minutes) V. Applying Ethical Principles (45 minutes) VI. Maintaining a Positive Professional Reputation (15 minutes) VII. Conclusion and Recap (15 minutes)	Satya Nadella

Soft Skills Course Plan - Semester 3

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	The Art of People	Dave Kerpen	Crown Business
RB-2	The 7 Habits of Highly Effective People	Stephen R. Covey	Free Press
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	How to build teams?	Team Building
RW-2	Team management	Team Building Process
RW-3	Conflict Management	Dealing With Conflicts
RW-4	Conflict To Collaboration	Conflict To Collaboration
RW - 5	Lead with example	Empower Through Leadership
RW - 6	Lead Through A Vision	Lead Through A Vision
RW - 7	Powerpoint Presentations	Powerpoint Presentations
RW - 8	Effective time management	Time Management
RW - 9	Effective Use Of Time	Effective Use Of Time

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	What is Team Building?	Team Building	Team building is a vital skill for college students as it fosters collaboration, communication, and synergy within a group. By working together effectively, students can achieve greater outcomes, solve complex problems, and generate innovative ideas.
AV-2	Manage conflicts effectively	Dealing With Conflicts	First, encourage open communication and active listening to foster understanding between conflicting parties. Encourage students to express their concerns respectfully and listen to others' perspectives without judgment. Second, stress the importance of empathy and considering different viewpoints to find common ground. Encourage students to put themselves in others' shoes to better understand their feelings and motivations.
AV-3	Conflict to Collaboration	Conflict To Collaboration	Encourage college students to approach conflicts with an open mind and willingness to listen to different perspectives. Emphasize the importance of effective communication, active listening, and empathy in resolving conflicts. Encourage them to focus on interests rather than positions, seeking common ground and win-win solutions.
AV-4	Leadership skills	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.
AV-5	Balanced time management	Introduction And Importance Of Time Management	Time management is a crucial skill for college students as it helps them effectively prioritize tasks, reduce stress, and achieve academic success. By managing time efficiently, students can allocate dedicated periods for studying, attending classes, completing assignments, and participating in extracurricular activities. This allows them to maintain a balanced lifestyle and avoid last-minute cramming, ensuring a deeper understanding of the subjects.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Introduction To Team Building	RW-1, AV-1	This lecture aims to introduce students to the concept of team building and its significance in the professional world.	1. Understand the importance of team building in professional settings. 2. Identify key principles and strategies for successful team building. 3. Recognize the benefits and challenges of working in teams. 4. Develop effective communication and collaboration skills within a team. 5. Apply problem-solving and decision-making techniques in a team context. 6. Appreciate the cultural and diversity aspects of team building. 7. Analyze real-life examples of successful team building in the Indian context.	1. Introduction (5 minutes) 2. Importance of Team Building (10 minutes) 3. Principles of Team Building (20 minutes) 4. Benefits and Challenges of Working in Teams (15 minutes) 5. Communication and Collaboration Skills (25 minutes) 6. Problem-Solving and Decision-Making in Teams (25 minutes) 7. Cultural and Diversity Considerations (15 minutes) 8. Real-Life Examples from India (30 minutes) 9. Recap and Conclusion (10 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 2	Lecture 2	How to have teams and build them effectively?	RW-2	Here the students will explore the importance of effective teamwork and learn practical techniques to enhance their team-building skills.	1. Understand the significance of teamwork in various contexts. 2. Identify the stages of the team building process. 3. Apply key strategies to enhance team cohesion and collaboration. 4. Recognize the role of effective communication and conflict resolution in team dynamics. 5. Analyze Indian examples of successful team building initiatives. 6. Develop an action plan for implementing team building techniques in their own college experiences.	I. Introduction (15 minutes) II. Understanding Teamwork (30 minutes) III. Stages of Team Building Process (45 minutes) IV. Strategies for Building Effective Teams (60 minutes) V. Conflict Resolution in Teams (30 minutes) VI. Implementing Team Building Techniques (30 minutes) VII. Conclusion and Wrap-up (15 minutes)	Narendra Modi
Week 3	Lecture 3	Dealing With Conflicts	AV-2, RW-3	The session will cover various aspects of conflict resolution, including understanding the nature of conflicts,	1. Understand the nature of conflicts and their impact on personal and	1. Introduction (10 minutes) 2. Understanding Conflicts (30 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				identifying common conflict triggers, and developing effective communication and negotiation skills.	professional relationships. 2. Identify common triggers and underlying causes of conflicts. 3. Develop effective communication skills to express their perspectives and needs assertively. 4. Apply negotiation techniques to resolve conflicts and reach mutually beneficial agreements. 5. Demonstrate empathy and active listening skills to understand the perspectives of others. 6. Apply problem-solving strategies to address conflicts in a constructive manner. 7. Develop self-awareness and emotional intelligence to	3. Triggers and Causes of Conflicts (30 minutes) 4. Effective Communication in Conflicts (45 minutes) 5. Negotiation and Problem-Solving (45 minutes) 6. Emotional Intelligence and Self-Management (30 minutes) 7. Conflict Resolution Strategies (45 minutes) 8. Conclusion and Reflection (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					manage conflicts effectively. 8. Recognize the importance of compromise and collaboration in conflict resolution.		
Week - 4	Lecture 4	Collaboration skills	AV-3, RW-4	The session aims to provide students with the necessary knowledge and techniques to transform conflicts into collaborative opportunities.	1. Understand the nature and types of conflicts that commonly arise in various contexts. 2. Identify their personal conflict management styles and their strengths and limitations. 3. Apply effective communication techniques to address conflicts and facilitate collaboration. 4. Recognize the importance of empathy and active listening in resolving conflicts. 5. Utilize negotiation and problem-solving strategies to achieve win-win outcomes.	I. Introduction (10 minutes) II. Understanding Conflict (30 minutes) III. Conflict Management Styles (20 minutes) IV. Effective Communication (40 minutes) V. Collaboration Strategies (40 minutes) VI. Applying Conflict Resolution Skills (40 minutes) VII. Wrap-up and Conclusion (10 minutes)	MS Dhoni

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					6. Analyze real-life Indian examples of conflicts and collaborations to gain practical insights.		
Week 5	Lecture 5	Empowerment through leadership	AV-4, RW-5	This interactive session provides students a comprehensive understanding of leadership skills and strategies.	1. Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style. 3. Recognize the importance of ethical leadership. 4. Apply effective communication skills to lead and inspire others. 5. Foster teamwork and collaboration. 6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills in real-life situations, specifically	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes) 4. Communication and Influence (30 minutes) 5. Building Effective Teams (30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					within an Indian context.		
Week 6	Lecture 6	Significance of leading	RW-6	This lecture aims to empower college students with the essential leadership skill of leading through a vision. Students will explore the importance of having a clear vision, learn how to articulate their vision effectively, and understand how to inspire and motivate others to work towards a common goal.	1.Understand the significance of leading through a vision in personal and professional life. 2. Articulate their vision clearly and concisely. 3. Identify strategies to inspire and motivate others to work towards a shared vision. 4. Analyze and evaluate real-life examples of visionary leaders in India. 5. Apply the principles of leading through a vision to their own leadership journeys.	I. Introduction (15 minutes) II. Understanding Leadership and Vision (30 minutes) III. Creating a Compelling Vision (45 minutes) IV. Communicating the Vision (30 minutes) V. Overcoming Challenges in Leading Through a Vision (30 minutes) VI. Case Studies and Role Plays (60 minutes) VII. Developing an Action Plan (30 minutes) VIII. Q&A and Closing (15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam
Week 7	Lecture 7	PPT Making	RW - 7	Trainer will introduce and explain the concept of powerpoint presentations.	1.Understand the importance of PowerPoint presentations as a	1. Introduction (15 minutes) 2. Understanding the Basics (30 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					communication tool. 2. Apply design principles to create visually appealing and professional-looking slides. 3. Use PowerPoint features and tools effectively to enhance presentations. 4. Develop effective delivery techniques to engage and connect with the audience. 5. Identify common mistakes to avoid in PowerPoint presentations. 6. Adapt presentation techniques for different audience types and settings. 7. Apply critical thinking skills to organize and structure content effectively. 8. Utilize storytelling	3. Visual Design and Slide Creation (60 minutes) 4. PowerPoint Features and Tools (45 minutes) 5. Delivery Techniques (45 minutes) 6. Common Mistakes to Avoid (30 minutes) 7. Adapting to Audience and Settings (30 minutes) 8. Storytelling Techniques (30 minutes) 9. Conclusion and Q&A (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					techniques to make presentations more impactful. 9. Incorporate Indian cultural examples to make presentations relatable and engaging.		
Week 8	Lecture 8	Group Presentations		Here the trainer will review the group presentations being conducted by the students.			
Week 9	Lecture 9	Introduction And Importance Of Time Management	RW - 8, AV-5	Trainer will explain the importance of Time management and how to manage it well?	1. Understand the concept of time management and its relevance in college life. 2. Recognize the benefits of effective time management for academic success. 3. Identify common time-wasting activities and develop strategies to overcome them. 4. Apply practical techniques for prioritizing tasks and setting realistic goals.	1. Introduction (15 minutes) 2. Understanding Time Management (30 minutes) 3. Identifying Time-Wasting Activities (20 minutes) 4. Prioritization and Goal Setting (30 minutes) 5. Organizing Schedules and Managing Deadlines (40 minutes) 6. Stress Reduction and Work-Life	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					5. Demonstrate effective strategies for organizing schedules and managing deadlines. 6. Implement time management techniques to reduce stress and improve work-life balance. 7. Cultivate habits that promote self-discipline and focus.	Balance (35 minutes) 7.Cultivating Habits for Effective Time Management (30 minutes) 8. Recap and Conclusion (10 minutes)	
Week 10	Lecture 10	Effective Use Of Time	RW - 9	Trainer will explain the effectiveness of time management and how this can help the students to improve in their professional lives.	1. Understand the significance of effective time management in academic and personal life. 2. Identify common time-wasting activities and their impact on productivity. 3. Apply practical strategies to improve time management skills. 4. Relate the concepts of time management to	1. Introduction (10 minutes) 2. Understanding Time-Wasting Activities (20 minutes) 3. Time Management Techniques (40 minutes) 4. Tools and Apps for Time Management (20 minutes) 5. Creating a Personalized Time Management Plan (30 minutes)	Satya Nadella

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					real-life examples in an Indian context.	6. Q&A Session and Discussion (15 minutes) 7. Conclusion and Recap (10 minutes)	

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Soft Skills Course Plan - Semester 5

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Different styles of communication	Communication Styles
RW-2	Say NO professionally	How To Say No?
RW-3	How To Be Interview Ready?	Interview Skills
RW-4	Social media management	Profile Building
RW - 5	Self Introduction	Self Introduction
RW - 6	Call Etiquettes	Telephone Etiquettes
RW - 7	Create the right CV's	CV Making

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	4 styles of communication	Communication Styles	To foster healthy communication, strive to be assertive, balancing respect for others while expressing yourself clearly and honestly. Avoid aggressive and passive-aggressive behaviors, as they can lead to misunderstandings and strain relationships. Encourage open dialogue, active listening, and empathy to promote effective communication with others.
AV-2	What to say when you want to say NO?	How To Say No?	Learning to say no is an essential skill that empowers us to set boundaries and prioritize our well-being. The key points to remember when addressing "How to Say No" are: First, be assertive but polite, clearly stating your decision without apologizing excessively. Second, consider the request and your existing commitments, ensuring you don't overcommit yourself. Third, offer alternatives or suggest someone else who might be able to help.
AV-3	Interview preparation	How To Be Interview Ready?	To be interview-ready, focus on three key points: preparation, presentation, and confidence. First, research the company and the role extensively, understanding their values, products, and industry trends. Practice common interview questions and be ready to showcase your skills and experiences with specific examples. Second, present yourself professionally by dressing appropriately, maintaining good body language, and showing enthusiasm for the opportunity.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Communication Styles	RW-1, AV-1	Introduce the concept of communication styles and their importance in various contexts, including personal and professional settings.	a. Identify and differentiate between assertive, aggressive, passive-aggressive, and passive communication	1. Assertive Communication (Duration: 45 minutes) 2. Aggressive Communication (Duration: 30 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				Define and explain the four main communication styles: Assertive, Aggressive, Passive-Aggressive, and Passive.	n styles. b. Recognize the impact of each communication style on interpersonal relationships and team dynamics. c. Evaluate and adapt their own communication style to become more effective communicators. d. Apply the principles of assertive communication to resolve conflicts and express their needs confidently.	3.Passive-Aggressive Communication (Duration: 30 minutes) 4.Role-Play and Feedback (Duration: 30 minutes) 5.Conclusion (Duration: 10 minutes)	
Week 2	Lecture 2	How To Say No?	RW-2, AV - 2	This lecture aims to equip students with the essential soft skill of saying "No" effectively and assertively. It focuses on understanding the importance of setting boundaries, managing time and commitments, and developing communication strategies to decline	Understand the significance of setting boundaries and its impact on personal well-being and academic performance. Identify common scenarios where saying	1.Introduction (Duration: 15 minutes) 2.Understanding Boundaries (Duration: 30 minutes) 3. Identifying Scenarios (Duration: 30 minutes) 4. Effective Communication	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				requests or invitations while maintaining positive relationships.	"No" is appropriate and necessary as a student. Develop effective communication techniques to decline requests or invitations politely and assertively. Manage time and commitments efficiently to avoid overextending oneself. Apply learned skills to maintain positive relationships while asserting personal boundaries. Recognize the cultural nuances and social norms of saying "No" in an Indian context.	Techniques (Duration: 60 minutes) 5. Time Management and Prioritization (Duration: 45 minutes) 6. Nurturing Positive Relationships (Duration: 30 minutes) 7. Conclusion and Recap (Duration: 10 minutes) 8. Wrap-up (Duration: 5 minutes)	
Week 3	Lecture 3	Be Interview Ready	AV-3, RW-3	Here are the interview preparation techniques to confidently face	Understand the importance of soft skills in the job	Introduction and Importance of Soft Skills - 20 minutes	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				job interviews. This interactive session focuses on practical tips, strategies, and real-world examples to enhance their employability and increase their chances of securing their desired job roles.	interview process. Identify common interview formats and types. Master effective verbal and non-verbal communication during interviews. Develop strategies for answering common interview questions confidently. Demonstrate professionalism and positive body language during interviews. Handle challenging interview situations with composure. Apply techniques to research the company and the role they are applying for.	Types of Job Interviews - 20 minutes Verbal and Non-Verbal Communication - 30 minutes Mastering Interview Questions - 40 minutes Professionalism and Positive Body Language - 25 minutes Handling Challenging Interview Situations - 30 minutes Researching the Company and the Role - 20 minutes Showcasing Skills and Experiences - 25 minutes Real-life Indian Interview Examples - 30 minutes Q&A Session - 20 minutes	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Effectively present their skills and experiences to showcase their suitability for the position.		
Week - 4	Lecture 4	Social media management	RW-4	Participants will gain insights into optimizing their profiles, leveraging social media for career development, and understanding the dos and don'ts of online networking. Through a mix of practical examples and hands-on exercises, students will be guided on crafting impactful profiles that stand out to potential employers and industry peers.	Understand the importance of maintaining a professional social media presence. Create and optimize an impressive LinkedIn profile tailored for their career goals. Compose engaging tweets and understand Twitter etiquette for professional networking. Utilize LinkedIn and Twitter as powerful tools for job hunting and industry research. Apply the concepts of personal	1. Introduction to Social Media Profile Building (Duration: 20 minutes) 2. Building an Effective LinkedIn Profile (Duration: 50 minutes) 3. Networking on LinkedIn (Duration: 40 minutes) 4. Twitter for Professional Development (Duration: 30 minutes) 5. Twitter Etiquette and Building a Brand (Duration: 30 minutes) 6. Leveraging Social Media for Job Search (Duration: 40 minutes) 7. Wrap-up and Q&A (Duration: 10 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					branding to enhance their online reputation.		
Week 5	Lecture 5	Self presentation and introduction	RW-5	The "Self Introduction" session is designed to help college students develop essential soft skills, specifically focusing on the art of introducing themselves confidently and effectively in various settings. The session will cover the importance of self-introduction, key components to include, tips for engaging delivery, and provide live Indian examples to illustrate the concepts.	Understand the significance of a well-crafted self-introduction in different contexts. Identify the key components to include in a self-introduction. Exhibit improved communication skills and self-confidence while introducing themselves. Apply the learning to real-life situations, especially in Indian cultural settings.	1. Introduction (15 mins) 2. Key Components of a Self Introduction (30 mins) 3. LIVE Indian Example 1: Cultural Relevance (15 mins) 4. Engaging Delivery Techniques (45 mins) 5. LIVE Indian Example 2: College Interview Scenario (20 mins) 6. Overcoming Nervousness and Building Confidence (20 mins) 7. LIVE Indian Example 3: Social Networking Event (20 mins) 8. Interactive Role-Play Activity (30 mins) 9. Dos and Don'ts (15 mins) 10. Conclusion (10 mins)	
Week 6	Lecture 6	Personal Interviews		The session will cover essential	Understand the key	1. Introduction to	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				aspects of interview preparation, including understanding the interview process, developing effective communication skills, mastering body language, and handling common interview questions.	components of a personal interview and its importance in the college-to-career transition. Develop effective communication skills to confidently express their thoughts and experiences. Master positive body language to create a lasting impression during interviews. Identify common interview questions and practice techniques to answer them confidently. Apply learnings from real-life Indian examples to contextualize interview scenarios.	Personal Interviews (Duration: 30 mins) 2. Effective Communication Skills (Duration: 1 hour) 3. Mastering Body Language (Duration: 45 mins) 4. Handling Common Interview Questions (Duration: 45 mins) 5. Q&A and Mock Interview Practice (Duration: 30 mins)	
Week 7	Lecture 7	Call Etiquettes	RW - 6	With essential telephone etiquettes, enabling	Understand the importance of	1. Introduction	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				students to communicate confidently and professionally in various phone conversations. The lecture will cover the fundamentals of effective communication, phone etiquette best practices, and live Indian examples to emphasize the relevance of these skills in real-life scenarios.	telephone etiquettes in professional and personal communication. Demonstrate active listening skills to engage in meaningful conversations. Apply effective communication techniques to convey their thoughts clearly and confidently. Use proper phone etiquette to create a positive impression on callers or recipients. Handle difficult or challenging phone conversations with tact and diplomacy. Utilize appropriate language and tone while communicating.	(Duration: 15 minutes) 2. Fundamentals of Effective Communication (Duration: 30 minutes) 3. Active Listening Skills (Duration: 45 minutes) 4. Phone Etiquette Best Practices (Duration: 45 minutes) 5. Handling Difficult Phone Conversations (Duration: 45 minutes) 6. Language and Tone on the Phone (Duration: 30 minutes) 7. Q&A and Recap (Duration: 15 minutes) 8. Conclusion (Duration: 15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					g on the phone. Apply the knowledge gained in different academic and professional settings.		
Week 8	Lecture 8	How to make CVs?	RW-7	This three-hour interactive session aims to equip college students with the necessary skills to create compelling CVs that effectively showcase their strengths and experiences. The workshop will cover essential components, formatting tips, and dos and don'ts of crafting a winning CV.	Understand the purpose and importance of a well-crafted CV. Identify the essential components of a CV and how to structure them effectively. Learn formatting tips and design principles to make their CV visually appealing. Demonstrate the ability to tailor their CVs for specific job applications. Avoid common CV mistakes and present	1. Introduction (15 minutes) 2. Understanding the Elements of a CV (45 minutes) 3. Crafting an Impressive CV (60 minutes) 4. Formatting and Design (30 minutes) 5. Tailoring CVs for Job Applications (45 minutes) 6. Avoiding Common CV Mistakes (15 minutes) 7. Q&A and Feedback (15 minutes) 8. Conclusion (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					themselves professionally to potential employers.		
Week 9	Lecture 9	CV Presentations		Impactful CV presentations help students to focus on enhancing their abilities to present their qualifications, experiences, and skills effectively, enabling them to stand out in the competitive job market. Through practical exercises, live examples, and peer feedback, students will gain confidence and valuable insights into crafting compelling CV presentations.	Understand the importance of CV presentations in the job application process. Identify key elements to include in a well-structured CV presentation. Demonstrate effective verbal and non-verbal communication skills during the presentation. Incorporate visual aids to enhance the visual appeal and impact of their CV presentations. Receive constructive feedback and use it to improve their CV presentations.	1. Introduction (Duration: 15 minutes) 2. Understanding CV Presentations (Duration: 30 minutes) 3. Effective Communication (Duration: 60 minutes) 4. Engaging Visual Aids (Duration: 45 minutes) 5. Peer Practice Sessions (Duration: 60 minutes) 6. Feedback and Reflection (Duration: 30 minutes) 7. Conclusion (Duration: 15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 10	Lecture 10	Mock Drive					

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Even Course Plan - Semester 2

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	2

Reference Books (RB)

Sr No	Title	Author	Publisher Name
Reference Books (RB)			
RB-1	The Effective Executive	Peter F. Drucker	Harper Business
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Difficult Conversations	Douglas Stone, Bruce Patton, Sheila Heen	Penguin Books
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	The power of body language	ARTICULATIVE SKILLS
RW-2	Communication skills	ARTICULATIVE SKILLS
RW-3	How to nail the small talk?	ARTICULATIVE SKILLS
RW-4	How to develop a positive self image?	Self Image
RW - 5	Adapt to Improve	Self Analysis

RW - 6	Non verbal cues	Non Verbal Communication
RW - 7	Fundamentals Of Listening	Professional Ethics
RW - 8	Listen effectively	Professional Ethics
RW - 9	Planning and management of goals	Goal Setting

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW - 10	Set higher goals	Goal Setting
RW - 11	Goal setting techniques	Goal Setting

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	7-38-55 rule	Communication Rule	A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	Different types of communication	Types Of Communication	By incorporating these 7 C's into your communication, you can enhance the clarity, effectiveness, and impact of your message. Remember, effective communication is a skill that can be improved with practice, feedback, and a willingness to continuously learn and adapt.
AV-3	Small Talk and Conversational Skills	How to initiate small talks	Remember to encourage participants to be themselves, be genuine, and have fun in their conversations. Small talk can open doors to new connections, opportunities, and deeper relationships if approached with a positive attitude and a willingness to engage with others.

AV-4	Positive self image	Self Image	The role of self-image in relationships and success. Emphasize that a positive self-image contributes to healthy boundaries, effective communication, and assertiveness. Additionally, highlight how self-image can influence academic and career success by impacting confidence, motivation, decision-making, and the ability to seize opportunities.
AV-5	Adaptability & Flexibility eLearning Course	Adapt To Improve	Adaptability refers to the ability to adjust, change, and thrive in new or changing circumstances. It involves being open to change, embracing challenges, and effectively responding to unexpected situations. Remember, adaptability is a skill that can be developed and strengthened over time through practice, experience, and a willingness to embrace change.
Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV - 6	Different types of body language	Body Language	Body language plays a crucial role in communication, as it can convey emotions, attitudes, and intentions without the need for verbal expression. Understanding and interpreting body language can enhance interpersonal interactions, improve communication effectiveness, and build rapport.
AV - 7	Active Listening	Fundamentals Of Listening	Active listening is a communication skill that involves fully focusing on, understanding, and responding to the speaker in a conversation. It requires giving one's undivided attention, avoiding distractions, and showing genuine interest in what the speaker is saying.
AV - 8	Types of Listening Skills	Appreciative Listening	Appreciative listening is a valuable soft skill that involves actively and empathetic listening to others to understand, acknowledge, and appreciate their thoughts, feelings, and experiences.
AV - 9	Listening abilities	Listening vs Hearing	Listening is a skill that can be developed and honed through practice. Techniques such as being fully present, maintaining eye contact, using open-ended questions, and summarizing key points can enhance listening abilities.
AV - 10	I WAS WRONG - How I Set Goals	Set and Achieve Goals	Explain the significance of setting goals in personal and professional life. Goals provide direction, motivation, and a sense of purpose. They help individuals prioritize their efforts, make progress, and achieve success.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Interpersonal relationships	RW-1, AV-1	Understanding the nuances of effective communication can enhance interpersonal relationships, improve	1. Define communication and its importance in various contexts. 2. Identify the key components	I. I. Introduction to Communication (20 minutes) II. Key Components of Communication	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

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Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				teamwork, and boost career prospects. This lecture will provide students with an overview of the key components of communication and how Mehrabian's Rule can be applied to improve their communication skills.	of communication. 3. Understand Albert Mehrabian's Rule and its relevance to non-verbal communication. 4. Apply Mehrabian's Rule to interpret and improve their own non-verbal communication. 5. Recognize the impact of non-verbal cues on interpersonal relationships. 6. Demonstrate effective communication skills using Indian examples.	(30 minutes) III. Albert Mehrabian's Rule (40 minutes) IV. Applying Mehrabian's Rule (50 minutes) V. Impact of Non-Verbal Communication (30 minutes) VI. Effective Communication Skills: Indian Examples (50 minutes) VII. Recap and Q&A (20 minutes)	
Week 2	Lecture 2	Fundamentals of communication	AV-2, RW-2	7 C's of Communication, which are fundamental principles for effective communication. The tool includes an overview of each C, followed by real-life Indian examples to illustrate their practical application. By	1.Understand the importance of effective communication in various contexts. 2. Identify and explain the 7 C's of Communication. 3. Recognize and apply the 7 C's through real-	I. Introduction (Duration: 15 minutes) II. Clarity (Duration: 30 minutes) III. Completeness (Duration: 30 minutes) IV. Conciseness (Duration: 30 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				the end of this interactive session, students will have a solid foundation in applying the 7 C's to enhance their communication skills.	life Indian examples. 4. Develop skills to improve personal communication strategies. 5. Apply the 7 C's to enhance their communication effectiveness in academic and professional settings.	V. Correctness (Duration: 45 minutes) VI. Courtesy (Duration: 45 minutes) VII. Coherent (Duration: 30 minutes) VIII. Conclusion and Wrap-up (Duration: 15 minutes)	
Week 3	Lecture 3	Small Talk and Conversational Skills	AV-3, RW-3	Trainer will encourage the students on how to initiate small talks and the importance of it. - How to find common interests?	Students will learn how to make small talks and initiate small professional conversations.	I. Introduction (5 minutes) II. Icebreaker Activity: "Two Truths and a Lie" (10 minutes) III. Lecture: Understanding Small Talk (30 minutes) IV. Activity: Role Play (40 minutes) V. Lecture: Enhancing Conversational Skills (30 minutes) VI. Activity: Group Discussion (45 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
						VII. Summary and Conclusion (10 minutes) VIII. Evaluation (10 minutes)	
Week - 4	Lecture 4	How to work on Self Image?	AV-4, RW-4	This session aims to help college students understand and develop a positive self-image.	1. Define and understand the concept of self-image 2. Identify factors that influence self-image 3. Recognize and address negative self-image issues 4. Apply strategies to develop and maintain a positive self-image 5. Analyze Indian examples and case studies related to self-image challenges 6. Demonstrate enhanced self-confidence and resilience	1. Introduction to Self-Image (10 minutes) 2. Factors Influencing Self-Image (20 minutes) 3. Recognizing Self-Image Issues (30 minutes) 4. Building a Positive Self-Image (50 minutes) 5. Overcoming Self-Image Challenges (30 minutes) 6. Indian Examples and Case Studies (20 minutes) 7. Strategies for Maintaining a Positive Self-Image (20 minutes) 8. Interactive Activities (30 minutes)	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
						9. Q&A and Conclusion (10 minutes)	
Week 5	Lecture 5	Adaptability skills	AV-5, RW-5	This lecture aims to help students understand the importance of adaptability in personal and professional growth.	1. Understand the concept of adaptability and its relevance in personal and professional contexts. 2. Recognize the benefits of being adaptable in college life and beyond. 3. Identify personal strengths and areas for improvement related to adaptability. 4. Apply practical strategies to enhance adaptability skills. 5. Demonstrate an understanding of how adaptability can lead to personal growth and success. 6. Analyze and discuss real-life Indian examples of individuals who have	1. Introduction (15 minutes) 2. Understanding Adaptability (30 minutes) 3. Benefits of Adaptability (20 minutes) 4. Assessing Personal Adaptability (25 minutes) 5. Strategies to Enhance Adaptability (45 minutes) 6. Adapting to Change (30 minutes) 7. Thriving in Diverse Environments (30 minutes) 8. Q&A and Group Discussion (30 minutes) 9. Conclusion and Summary (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					effectively adapted to improve their lives.		
Week 6	Lecture 6	Non verbal communication	AV-6, RW-6	In this lecture on body language, students will gain a comprehensive understanding of the importance of non-verbal communication and its impact on personal and professional interactions. The lecture will cover various aspects of body language, including gestures, facial expressions, posture, and eye contact.	1. Understand the significance of body language in communication. 2. Identify different types of non-verbal cues and their meanings. 3. Recognize the impact of body language on personal and professional relationships. 4. Demonstrate effective use of gestures, facial expressions, and posture to enhance communication. 5. Establish eye contact and understand its importance in different contexts. 6. Interpret and respond appropriately to different body language signals.	1. Introduction (Duration: 15 minutes) 2. Understanding Nonverbal Cues (Duration: 45 minutes) 3. Interpreting Body Language (Duration: 45 minutes) 4. Improving Body Language (Duration: 60 minutes) 5. Indian Examples of Body Language (Duration: 30 minutes) 6. Conclusion and Q&A Session (Duration: 15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					7. Apply body language techniques to project confidence and credibility. 8. Adapt body language to different cultural and social settings. 9. Evaluate their own body language and make necessary improvements. 10. Develop awareness of the impact of body language in interviews, presentations, and group discussions.		
Week 7	Lecture 7	Fundamentals Of Listening	RW - 7, AV-7	In this interactive session on the fundamentals of listening, we will explore the importance of effective listening skills in various aspects of life. We will delve into different listening techniques, barriers to effective listening,	1. Understand the significance of effective listening skills in personal, academic, and professional settings. 2. Identify different types of listening and their applications. 3. Recognize common barriers	1. Introduction (10 minutes) 2. Types of Listening (20 minutes) 3. Barriers to Effective Listening (15 minutes) 4. Strategies for Overcoming Barriers (20 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				and strategies to overcome them.	to effective listening. 4. Apply strategies to overcome barriers and enhance listening skills. 5. Demonstrate active listening techniques through real-life Indian examples.	5. Active Listening Techniques (30 minutes) 6. Reflection and Practice (30 minutes) 7. Overcoming Cultural and Language Barriers (20 minutes) 8. Wrap-up and Key Takeaways (15 minutes)	
Week 8	Lecture 8	Appreciative Listening	RW -8, AV-8	This interactive lecture aims to introduce college students to the concept of appreciative listening and its importance in personal and professional settings.	1. Understand the concept of appreciative listening and its significance in interpersonal communication. 2. Identify the key elements of effective appreciative listening. 3. Apply active listening techniques to enhance their listening skills. 4. Demonstrate empathy and understanding in their interactions with others. 5. Recognize and overcome barriers to	1: Introduction to Appreciative Listening (Duration: 45 minutes) 2: Developing Appreciative Listening Skills (Duration: 1 hour 15 minutes) 3: Overcoming Barriers and Applying Appreciative Listening (Duration: 1 hour)	Laxmi Agarwal

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					appreciative listening. 6. Apply appreciative listening skills in various personal and professional contexts. 7. Appreciate the cultural nuances and importance of listening in an Indian context.		
Week 9	Lecture 9	Set and Achieve Goals	RW - 9, AV-9	This lecture aims to guide students in setting and achieving their goals effectively.	1. Understand the importance of goal setting in personal and academic growth. 2. Identify specific, measurable, achievable, relevant, and time-bound (SMART) goals. 3. Develop strategies to overcome obstacles and stay motivated. 4. Apply goal-setting techniques to real-life situations through Indian examples.	1. Introduction (Duration: 15 minutes) 2. Understanding Goal Setting (Duration: 30 minutes) 3. Setting SMART Goals (Duration: 45 minutes) 4. Strategies for Goal Achievement (Duration: 60 minutes) 5. Indian Examples of Goal Achievement (Duration: 45 minutes) 6. Review and Conclusion	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
						(Duration: 15 minutes)	
Week 10	Lecture 10	Goal Management	RW - 10, AV-10	This interactive lecture aims to introduce students to the concept of goal management and provide them with practical strategies to effectively set and achieve their goals.	1. Understand the importance of goal management for college students 2. Differentiate between short-term and long-term goals 3. Set meaningful goals aligned with personal values and interests 4. Prioritize goals effectively 5. Create action plans to achieve goals 6. Overcome obstacles in pursuit of goals 7. Monitor and adjust goals as needed 8. Celebrate achievements and reflect on progress 9. Apply goal management strategies to real-life scenarios	I. Introduction (10 minutes) II. Understanding Goals (20 minutes) III. Setting Meaningful Goals (30 minutes) IV. Prioritizing Goals (20 minutes) V. Action Planning (40 minutes) VI. Overcoming Obstacles (30 minutes) VII. Monitoring and Adjusting Goals (30 minutes) VIII. Celebration and Reflection (20 minutes) IX. Conclusion and Recap (10 minutes)	Satya Nadella

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 11	Lecture 11	Setting SMART Goals	RW-11, AV-11	The trainer will introduce the concept of smart goals to the students and explain all the segments of SMART goals: Specific, Measureable, Achievable, Relevant and Time bound.	1. Define SMART goals and understand their significance in personal and academic contexts. 2. Identify the five components of SMART goals. 3. Apply the SMART framework to set specific, measurable, attainable, relevant, and time-bound goals. 4. Develop an action plan to achieve their goals. 5. Understand the importance of reviewing and adjusting goals as needed. 6. Recognize real-life examples of successful goal setting.	I. Introduction (15 minutes) II. Understanding SMART Goals (30 minutes) III. Setting SMART Goals (45 minutes) IV. Developing an Action Plan (30 minutes) V. Reviewing and Adjusting Goals (20 minutes) VI. Conclusion and Reflection (20 minutes)	

Soft Skills Course Plan - Semester 4

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Influence: The Psychology of Persuasion	Robert B. Cialdini	Harper Business
RB-2	Getting to Yes	Roger Fisher, William Ury, Bruce Patton	Penguin Books
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Drive: The Surprising Truth About What Motivates Us	Daniel H. Pink	Riverhead Books

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	How to handle stress like a pro?	Stress Management
RW-2	Anger control	Anger Management
RW-3	Self presentation management	Self Management
RW-4	Johari Window	Johari Window

RW - 5	The art of emotional intelligence	Introduction To Emotional Intelligence
RW - 6	Empathy management	Understand With Empathy

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	How to destress the stress?	Stress Management	Stress management to college students involves emphasizing key points to help them effectively cope with the pressures and demands of academic life. First, it's crucial to prioritize self-care by practicing healthy habits such as regular exercise, adequate sleep, and balanced nutrition. Encourage students to identify and utilize stress reduction techniques that work for them, such as deep breathing exercises and mindfulness.
AV-2	Anger Management	Anger Management	Acknowledging that anger is a normal emotion that everyone experiences, but it's how we express and manage it that matters. Encourage students to identify their triggers and recognize the physical and emotional signs of anger. Teach them effective communication skills to express their feelings calmly and

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
			assertively.
AV-3	Self Management	Self Management	When addressing self-management to college students, it is essential to emphasize the following key points. Firstly, prioritize time effectively by creating a schedule or to-do list, allowing for balanced attention to academics, extracurricular activities, and personal life. Secondly, practice self-discipline by setting realistic goals and staying focused on them, avoiding procrastination, and maintaining a healthy work-life balance.
AV-4	Johari Window	Johari Window	The Johari Window is a valuable tool for college students to enhance self-awareness and improve interpersonal communication. Its key points can be summarized as follows: The Johari Window is a model that helps individuals understand themselves and their relationships with others.

AV-5	Self regulation management	Introduction To Emotional Intelligence	By developing emotional intelligence, students can enhance their self-awareness, self-regulation, motivation, empathy, and social skills. This not only contributes to personal well-being and mental health but also fosters better relationships, effective communication, and leadership abilities. Encouraging students to cultivate emotional intelligence equips them with valuable tools to succeed academically, professionally, and personally, enabling them to navigate challenges, make sound decisions, and build meaningful connections in a rapidly changing world.
AV - 6	Understand With Empathy	Understand With Empathy	Understanding with empathy is a crucial skill that college students can cultivate to enhance their relationships, communication, and personal growth. It involves putting oneself in someone else's shoes, acknowledging their emotions, and showing compassion. By practicing empathy, students can foster deeper connections with their peers, professors, and the wider community. Key points to address include actively listening to others without judgment, seeking to understand different perspectives, and validating the feelings and experiences of others.
AV - 7	Public speaking - The easy way	One Minute JAM Sessions	This session will help to highlight the importance of effective communication skills, including public speaking, interpersonal skills, and active listening.
AV - 8	Introduction to GD	Introduction to GD	Group Discussion, or GD, is an essential skill that college students need to master. It involves a structured conversation among a group of individuals on a specific topic. The primary objective of GD is to exchange ideas, analyze different perspectives, and develop critical thinking skills.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Stress Management	RW-1, AV-1	The lecture will cover various aspects of stress, its impact on academic and personal life, and practical strategies to manage and reduce stress levels.	1. Understand the concept of stress and its impact on academic performance and personal well-being. 2. Identify common stressors faced by college students in India. 3. Recognize signs and symptoms of stress in oneself and others. 4. Apply effective stress management techniques to reduce and cope with stress. 5. Develop strategies for maintaining a healthy work-life balance. 6. Cultivate resilience and enhance personal well-being.	1. Introduction and Understanding Stress (30 minutes) 2. Common Stressors for College Students in India (20 minutes) 3. Signs and Symptoms of Stress (15 minutes) 4. Stress Management Techniques (60 minutes) 5. Self-Care and Work-Life Balance (30 minutes) 6. Case Studies and Real-Life Examples (45 minutes) 7. Recap and Q&A Session (20 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week 2	Lecture 2	Manage your anger effectively	RW-2, AV - 2	This lecture is designed to help students understand and manage their	1. Identify the triggers and underlying	1. Introduction to Anger (5 minutes)	Chetan Bhagat, Mary Kom

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				anger effectively. The lecture will provide insights into the causes and consequences of anger and equip students with practical strategies to control and channelize their anger in a constructive manner.	causes of anger. 2. Understand the consequences of uncontrolled anger on personal and academic life. 3. Develop strategies to manage anger effectively. 4. Apply anger management techniques to resolve conflicts and maintain healthy relationships. 5. Cultivate emotional intelligence to regulate and express anger appropriately. 6. Demonstrate empathy and understanding towards others' anger.	2. Causes of Anger (15 minutes) 3. Consequences of Uncontrolled Anger (15 minutes) 4. Anger Awareness Exercise (15 minutes) 5. Anger Styles and Expression (10 minutes) 6. Anger Management Techniques (30 minutes) 7. Healthy Conflict Resolution (30 minutes) 8. Emotional Intelligence and Anger (15 minutes) 9. Anger Management Plan (15 minutes) 10. Role-playing and Scenarios (30 minutes) 11. Review and Reflection (10 minutes) 12. Transferability of Skills (10 minutes) 13. Action Plan and Conclusion (10 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 3	Lecture 3	Essential Self Management	AV-3, RW-3	This lecture aims to help students develop essential self-management skills that are crucial for their personal and academic success.	1. Understand the importance of self-management skills in college life and beyond. 2. Identify personal challenges that hinder effective self-management. 3. Develop practical strategies for enhancing self-discipline and time management. 4. Set clear goals and create an action plan to achieve them. 5. Apply self-management techniques to improve academic performance and personal well-being. 6. Recognize the importance of discipline in achieving long-term success.	1. Introduction (15 minutes) 2. Understanding Self-Management (30 minutes) 3. Identifying Personal Challenges (30 minutes) 4. Strategies for Enhancing Self-Discipline (45 minutes) 5. Goal Setting and Action Planning (45 minutes) 6. Applying Self-Management Techniques (45 minutes) 7. Discipline for Long-Term Success (30 minutes) 8. Conclusion and Q&A (15 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week - 4	Lecture 4	Johari Window	AV-4, RW-4	This lecture is designed to introduce college students to the Johari Window, a powerful model for understanding self-awareness and interpersonal relationships. Through interactive discussions, self-reflection exercises, and real-life Indian examples, students will gain insights into their own personalities, improve their communication skills, and develop stronger relationships with others.	1. Understand the concept of the Johari Window and its four quadrants. 2. Identify their own strengths, weaknesses, blind spots, and hidden potential. 3. Enhance self-awareness and recognize the importance of personal development. 4. Apply the Johari Window model to improve communication and build trust in relationships. 5. Demonstrate empathy and respect for diverse perspectives.	1. Introduction and Overview (15 minutes) 2. Exploring the Quadrants (45 minutes) 3. Self-reflection Activity (15 minutes) 4. Real-life Indian Examples (60 minutes) 5. Application and Group Discussion (45 minutes)	
Week 5	Lecture 5	Emotional Intelligence Management	AV-5, RW-5	This pedagogical tool aims to introduce college students to the concept of emotional intelligence (EI) and its importance	Define emotional intelligence and its key components. Understand the	Introduction and Icebreaker Activity (15 minutes) Definition and Components of Emotional	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				in personal and professional life. The session will provide a comprehensive overview of EI, covering its definition, components, and practical applications.	importance of emotional intelligence in personal and professional contexts. Recognize the impact of emotional intelligence on relationships and decision-making. Identify strategies to enhance and develop their own emotional intelligence. Apply emotional intelligence principles to real-life situations through Indian examples.	Intelligence (30 minutes) Importance of Emotional Intelligence (20 minutes) Indian Examples of Emotional Intelligence (30 minutes) Impact of Emotional Intelligence on Relationships (45 minutes) Enhancing and Developing Emotional Intelligence (45 minutes) Applying Emotional Intelligence in Decision-Making (30 minutes) Conclusion and Wrap-up (15 minutes)	
Week 6	Lecture 6	Understanding with empathy	RW-6, AV - 6	In this lecture, we will explore the concept of understanding with empathy and its significance in developing effective communication and interpersonal skills. We will delve into the importance of	Define empathy and understand its role in effective communication. Recognize the benefits of practicing empathy in	1. Introduction and Icebreaker Activity (15 minutes) 2. Understanding Empathy (30 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				empathy in various contexts and provide practical examples to help college students understand and apply empathy in their personal and professional lives.	personal and professional relationships. Apply empathetic listening skills to improve interpersonal communication. Demonstrate empathy in cross-cultural and diverse settings. Identify and manage personal biases to enhance empathic understanding. Utilize empathy as a tool for conflict resolution and problem-solving. Understand the significance of self-empathy and its impact on personal well-being.	3. Benefits of Empathy (20 minutes) 4. Empathetic Listening Skills (40 minutes) 5. Empathy in Cross-Cultural Settings (30 minutes) 6. Managing Biases for Empathy (25 minutes) 7. Empathy for Conflict Resolution (35 minutes) 8. Self-Empathy and Personal Well-being (25 minutes) 9. Wrap-up and Reflection (15 minutes)	
Week 7	Lecture 7	One Minute JAM Sessions	AV - 7	The One Minute JAM (Just A Minute) Sessions are an interactive	Understand the concept and purpose of One	1. Introduction (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				and engaging pedagogical tool designed to enhance students' communication skills, critical thinking abilities, and confidence.	Minute JAM Sessions. Utilize effective strategies to prepare for and participate in JAM sessions. Enhance their ability to think quickly and articulate their thoughts concisely. Build confidence in public speaking and overcome stage fright. Analyze and evaluate the use of examples in JAM sessions through live Indian case studies. Apply their newly acquired skills in real-life situations, both academically and professionally.	2. Understanding JAM Sessions (30 minutes) 3. Strategies for Effective JAM Sessions (45 minutes) 4. Live Indian Examples (60 minutes) 5. Practice Sessions (45 minutes) 6. Reflection and Wrap-Up (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 8	Lecture 8	Introduction to GD		This lecture is designed to introduce students to the concept of Group Discussion (GD) as an essential soft skill. The lecture provides a comprehensive understanding of GD, its purpose, and its significance in various aspects of personal and professional life.	Understand the purpose and significance of Group Discussion (GD). Identify the key elements of an effective GD. Demonstrate active listening and effective communication skills during GDs. Analyze and critically evaluate arguments presented during a GD. Apply strategies to contribute constructively and enhance their participation in GDs. Gain confidence in expressing ideas and opinions in a group setting. Develop teamwork and collaboration	1. Introduction to GD (15 minutes) 2. Key Elements of an Effective GD (20 minutes) 3. Active Listening and Effective Communication Skills (30 minutes) 4. Analyzing and Evaluating Arguments (25 minutes) 5. Strategies for Constructive Participation (30 minutes) 6. Confidence Building and Expressing Ideas (25 minutes) 7. Teamwork and Collaboration in GD (20 minutes) 8. Cultural Sensitivities and	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					skills through GDs. Recognize cultural sensitivities and respect diverse viewpoints in GDs.	Diverse Viewpoints (15 minutes) 9. Live Indian Examples (30 minutes) 10. Summary and Recap (10 minutes)	
Week 9	Lecture 9	Case Studies		This lecture aims to enhance students' soft skills through the use of case studies. Students will explore real-life scenarios and analyze them from different perspectives, enabling them to develop critical thinking, problem-solving, and decision-making abilities.	Understand the concept and purpose of case studies. Analyze and interpret case studies effectively. Apply theoretical knowledge to practical scenarios. Develop critical thinking and problem-solving skills. Enhance decision-making abilities. Collaborate effectively in group discussions. Draw conclusions	1. Introduction to Case Studies - 15 minutes 2. Understanding Case Study Analysis - 30 minutes 3. Group Discussion: Analyzing a Case Study - 40 minutes 4. Indian Example: Case Study on Entrepreneurship - 30 minutes 5. Break: Refreshments - 15 minutes 6. Applying Theoretical Knowledge to Case Studies - 30 minutes 7. Group Exercise:	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					and make recommendations based on case study analysis. Recognize the relevance of soft skills in professional settings. Appreciate the value of real-life examples in learning.	Decision Making in a Case Study - 40 minutes 8. Indian Example: Case Study on Teamwork - 30 minutes 9. Conclusion and Takeaways - 10 minutes	
Week 10	Lecture 10	Mock Practice		This lecture is designed to provide college students with a hands-on experience of participating in a Group Discussion (GD).	Understand the purpose and structure of a Group Discussion. Apply effective communication strategies during a GD. Demonstrate active listening skills and respect for others' opinions. Develop critical thinking abilities to analyze and contribute to the discussion.	Introduction (5 minutes) Overview of GD Structure (10 minutes) Guidelines for Effective GD Participation (25 minutes) Mock GD Practice (90 minutes) Reflection and Discussion (20 minutes) Conclusion and Wrap-up (5 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Enhance persuasive speaking skills to express ideas convincingly.		

Soft Skills Course Plan - Semester 6

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Nimish Dave	1

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	The Five Dysfunctions of a Team	Patrick Lencioni	Jossey-Bass
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name

RW-1	Employability Skills	Employability Skills
RW-2	Public Speaking	Public Speaking
RW-3	Power Of Choice Making	Power Of Choice Making
RW-4	Decide With Confidence	Decide With Confidence

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	Employability Skills	Employability Skills	Students should develop critical thinking and problem-solving skills to tackle real-world challenges. A proactive approach to learning and adaptability will help them stay updated with evolving industry trends. Teamwork and leadership skills are essential for collaborative projects and career advancement. Being tech-savvy and possessing digital literacy are vital in today's tech-driven world.
AV-2	Public Speaking	Public Speaking	Public speaking for college students can be a daunting task, but mastering this skill is essential for academic and personal success. To excel in public speaking, focus on a few key points. First, thoroughly prepare your content to build confidence and ensure a smooth delivery. Organize your speech with a clear introduction, body, and conclusion. Engage the audience by incorporating relatable examples, stories, or visuals.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Practical Of GD And Panel Discussion		The lecture will focus on practical techniques, tips, and strategies to excel in these communication formats commonly used in various academic and professional settings. Through engaging discussions and live Indian examples, participants will develop confidence, effective communication, critical thinking, and teamwork skills.	Understand the purpose and importance of GD and Panel Discussions in academic and professional environments. Identify and apply key techniques for effective communication during GDs and Panel Discussions. Demonstrate critical thinking and problem-solving abilities while presenting their viewpoints. Develop active listening skills to comprehend and respond to others' opinions. Collaborate efficiently as a team member during group discussions. Manage	Introduction to GD and Panel Discussions (15 minutes) Key Skills for Successful GDs (45 minutes) Live Indian Example: A Successful College GD (15 minutes) Preparing for Panel Discussions (45 minutes) Live Indian Example: An Impactful Panel Discussion (15 minutes) Building Teamwork and Collaboration Skills (30 minutes) Dealing with Nerves and Anxiety (15 minutes) Q&A and Interactive Session (15 minutes) Wrap-up and Conclusion (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					nerves and anxiety during GDs and Panel Discussions. Analyze and learn from real-life Indian examples of successful GDs and Panel Discussions.		
Week 2	Lecture 2	Employability Skills	RW-1, AV - 1	The session will cover a range of soft skills that employers highly value in potential candidates. Through practical examples and discussions, students will learn how to enhance their employability and stand out in the competitive job market.	Understand the concept of employability skills and their significance in the job market. Identify key employability skills required by employers in different industries. Demonstrate improved communication skills, both verbal and written. Develop effective teamwork and collaboration abilities. Cultivate problem-	1. Introduction to Employability Skills (Duration: 20 minutes) 2. Communication Skills (Duration: 30 minutes) 3. Teamwork and Collaboration (Duration: 30 minutes) 4. Problem-solving and Critical Thinking (Duration: 40 minutes) 5. Adaptability and Flexibility (Duration: 20 minutes) 6. Time Management and	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					solving and critical thinking skills. Exhibit adaptability and flexibility in a professional context. Demonstrate time management and organizational skills. Enhance their self-confidence and emotional intelligence. Create a personalized action plan to continuously improve their employability skills.	Organization (Duration: 30 minutes) 7. Self-confidence and Emotional Intelligence (Duration: 40 minutes) 8. Creating an Action Plan (Duration: 30 minutes) 9. Conclusion and Q&A (Duration: 20 minutes)	
Week 3	Lecture 3	Public Speaking	AV-2, RW-2	This interactive and engaging workshop on Public Speaking is designed to equip college students with the essential skills and techniques needed to become confident and effective public speakers. Through a combination of theory, practical	Understand the importance of public speaking in various aspects of life, both personally and professionally.	1. Introduction to Public Speaking (Duration: 15 minutes) 2. Overcoming Public Speaking Anxiety (Duration: 30 minutes) 3. Structure and Organization	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				exercises, and live Indian examples, participants will learn how to overcome fear, structure compelling speeches, use body language effectively, and engage their audience with impactful presentations.	Identify and overcome common fears and anxieties related to public speaking. Organize and structure their speeches to make them clear, coherent, and persuasive. Utilize body language, gestures, and vocal variety to enhance their delivery and connect with the audience. Employ effective storytelling techniques to make their presentations more engaging. Handle impromptu speaking situations with confidence and clarity. Analyze and provide constructive feedback on	n (Duration: 45 minutes) 4. Non-Verbal Communication (Duration: 45 minutes) 5. Engaging the Audience (Duration: 30 minutes) 6. Impromptu Speaking (Duration: 30 minutes) 7. Speech Evaluation and Feedback (Duration: 15 minutes) 8. Conclusion and Takeaways (Duration: 15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					their own and others' speeches. Draw inspiration from live Indian examples of influential public speakers.		
Week - 4	Lecture 4	Power Of Choice Making	RW-3	Students will explore the significance of choice making, understand the factors influencing decision-making, and learn practical strategies to enhance their decision-making abilities. Through engaging activities and real-life Indian examples, students will gain confidence in navigating the complexities of choices they encounter during their college years and beyond.	Understand the importance of effective decision-making in personal and academic life. Identify key factors influencing decision-making processes. Evaluate the consequences of their choices and decisions. Apply critical thinking and problem-solving skills to make informed choices. Utilize practical strategies for enhancing	Introduction and Icebreaker (15 mins) The Power of Choice Making (30 mins) Factors Influencing Decision Making (45 mins) Consequences of Choices (30 mins) Critical Thinking and Problem-Solving (45 mins) Strategies for Effective Decision Making (45 mins) Building Self-Confidence in Choices (15 mins) Conclusion and Q&A (15 mins) Wrap-up and Reflection (15 mins) Closing Remarks (5 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					decision-making abilities. Demonstrate increased self-confidence in handling decision-making situations.		
Week 5	Lecture 5	Decide With Confidence	RW-4	The session will focus on understanding decision-making processes, overcoming decision-making challenges, and applying practical strategies to enhance decision-making abilities. The content is designed to engage students through interactive discussions, real-life Indian examples, and activities that foster critical thinking and self-awareness.	Understand the importance of confident decision-making in various life situations. Identify common obstacles to decision-making and learn strategies to overcome them. Apply decision-making models and frameworks for effective choices. Cultivate self-awareness and confidence in decision-	1. Introduction (Duration: 15 mins) 2. Understanding Decision Making (Duration: 30 mins) 3.Challenges in Decision Making (Duration: 45 mins) 4. Decision-Making Models (Duration: 45 mins) 5. Building Self-Awareness (Duration: 30 mins) 6. Practical Decision-Making Strategies (Duration: 45 mins) 7. Conclusion and Reflection (Duration: 15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					making abilities. Analyze real-life Indian examples of confident decision-making to draw insights and inspiration.		
Week 6	Lecture 6	Mock Drive		The Mock Drive is a comprehensive 3-hour soft skills training session designed for college students to enhance their public speaking abilities, decision-making skills, and interview readiness. This interactive workshop will include mock scenarios, real-life examples, and practical exercises to help students gain confidence and excel in various professional and academic situations.	Deliver persuasive and effective public speeches with confidence and clarity. Make well-informed decisions under pressure and uncertain circumstances Prepare for college interviews and present themselves professionally Develop essential soft skills, including communication, critical thinking, and		

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					problem-solving.		

Odd Semester Time Tables - Department Wise

Swarrnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15	Soft Skills					
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			Subject			
			Soft Skills			

Swarrnim Startup and Innovation University						
Course: B.Tech			Semester : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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16:00 - 17:00			Soft Skills			

	Subject
	Soft Skills

Course: Diploma			Semester : 3		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 2		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						Soft Skills
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			Soft Skills			

Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/ BBA/ AG/ B.Com			Semester : 3		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 3			Year : 2020 - 21
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Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/BBA/AG/B.com			Semester : 1			Year : 2020 - 21
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Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 2		Year : 2020 - 21	
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Swarnnim Startup and Innovation University

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Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 2		Year : 2020 - 21	
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Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 3		Year : 2020 - 21	
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Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 1		Year : 2020 - 21	
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 5		Year : 2020 - 21	
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Swarnnim Startup and Innovation University						
Course: BBA/Bsc.AG/B.com			Semester : 5		Year : 2020 - 21	
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Swarrnim Startup and Innovation University						
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Swarrnim Startup and Innovation University						
Course: Diploma			Semester : 5			Year : 2020 - 21
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Swarrnim Startup and Innovation University						
Course: BSC			Semester : 1			Year : 2020 - 21
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: BSC			Semester : 5		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: BSC			Semester : 3		Year : 2020 - 21	
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			Subject			
			Soft Skills			

Even Semester Time Tables - Department Wise

Course: Ayurveda			Year : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15	Soft Skills					
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Course: B.Tech			Semester : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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			Subject			
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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2020 - 21	
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			Subject			
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Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 2		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						Soft Skills
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Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/ BBA/ AG/ B.Com			Semester : 3		Year : 2020 - 21	
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 3		Year : 2020 - 21	
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		Subject				
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Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/BBA/AG/B.com			Semester : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: Ayurveda			Year : 2		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
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Swarrnim Startup and Innovation University						
Course: Physiotherapy			Year : 2		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: Physiotherapy			Year : 3		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: MBA/MCA			Year : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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			Subject			
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Swarrnim Startup and Innovation University						
Course: B.Tech			Semester : 5		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: BBA/Bsc.AG/B.com			Semester : 5		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2020 - 21	
Day/Time	Monday	Year : 2020 - 21	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: Diploma			Semester : 5		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: BSC			Semester : 1		Year : 2020 - 21	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Swarrnim Startup and Innovation University						
Course: BSC			Semester : 5		Year : 2020 - 21	
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Swarrnim Startup and Innovation University						
Course: BSC			Semester : 3		Year : 2020 - 21	
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Academic Year (21-22)

Soft Skills Course Plan - Semester - 1

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Albert Mehrabian's Rule	People Skills
RW-2	Essential Skills For Success	People Skills
RW-3	Self Presentation	First Impressions
RW-4	How to develop a positive self image?	Self Image
RW - 5	Polite Protocol	Professional Ethics
RW - 6	Concept Of Happiness & Appreciation	Professional Ethics
RW - 7	Body Language	Non Verbal Communication

RW - 8	Types of Ethics	Professional Ethics
RW - 9	SWOT Analysis	SWOT Analysis
RW – 10	How to develop a positive self image?	Self Image

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	The Art of Effective Communication	Basic Understanding Of Communication Skills	Effective Communication: Story Concept: A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	The Reflection in Me HD	Self Image	The role of self-image in relationships and success. Emphasize that a positive self-image contributes to healthy boundaries, effective communication, and assertiveness. Additionally, highlight how self-image can influence academic and career success by impacting confidence, motivation, decision-making, and the ability to seize opportunities.
AV-3	AMUL CASE STUDY. S.W.O.T. Analysis of Amul	SWOT Analysis	SWOT SWOT analysis is a valuable tool that provides a structured framework for assessing and evaluating a situation, whether it's related to a business, project, personal decision, or any other scenario.
AV-4	Personal SWOT Analysis	SWOT (Personal)	A personal SWOT analysis is a self-assessment tool that helps you gain a better understanding of yourself and your current situation. It serves as a foundation for setting personal goals, making decisions, and creating strategies to maximize your strengths, address your weaknesses, leverage opportunities, and overcome threats.
AV-5	Four A's of Clothing	Four A's Of Dressing	The 4 A's of dressing are important for students as they provide avenues for self-expression, boost self-confidence, and prepare them for professional settings. It also helps in building personal branding, facilitating social integration, managing resources, fostering self-awareness, and contributing to overall well-being.
AV - 6	How to master self-presentation?	Self Presentation	Self-presentation plays a crucial role in forming positive first impressions. People often judge others based on initial encounters, and a strong self-presentation can create a favorable impression that can open doors to opportunities. Effective self-presentation skills are essential for professional success. Whether it's job interviews, internships, or networking events, presenting oneself confidently and professionally can significantly impact career prospects.

AV - 7	The Power of ATTITUDE	The Art Of Attitude	Maintaining a positive attitude can enhance your ability to overcome challenges, adapt to new situations, and seize opportunities. It is crucial to cultivate a growth mindset, where you view failures as learning experiences and embrace a can-do attitude. By fostering a positive attitude, you can inspire and influence others, build stronger relationships, and create a supportive and collaborative environment.
AV - 8	The Ultimate Body Language Guide - 20 Movements (Hands & Fingers)	Body Language	Body language plays a crucial role in communication, as it can convey emotions, attitudes, and intentions without the need for verbal expression. Understanding and interpreting body language can enhance interpersonal interactions, improve communication effectiveness, and build rapport.

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Week 2	Lecture 2	SWOT Analysis	AV-3, AV-4, RW - 9	This topic is to provide you with a comprehensive understanding of SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. SWOT analysis is a strategic planning tool that helps individuals and organizations assess internal and external factors affecting their performance and make informed decisions. Through this lecture, students will learn how to conduct a SWOT analysis effectively and apply it in various professional contexts.	1. Define SWOT analysis and its relevance to personal and professional development. 2. Identify and evaluate their own strengths and weaknesses. 3. Identify and evaluate potential opportunities and threats in their environment. 4. Apply the findings of a SWOT analysis to set personal and professional goals. 5. Utilize the insights gained from SWOT analysis to develop strategies for self-improvement	I. Introduction (15 minutes) II. Understanding SWOT Analysis (30 minutes) III. Strengths Exploration (45 minutes) IV. Weaknesses Reflection (45 minutes) V. Identifying Opportunities (45 minutes) VI. Assessing Threats (45 minutes) VII. Application and Action Planning (30 minutes) VIII. Conclusion (15 minutes)	Narendra Modi
Week - 3	Lecture 3	Self Presentation	AV-6, RW-3	This interactive session focuses on the importance of self-presentation in creating positive initial impressions. Participants will explore key strategies and techniques to enhance their personal brand and project a confident and professional image in	1. Understand the significance of self-presentation in creating initial impressions. 2. Identify the elements that contribute to	Section 1: Introduction (Duration: 20 minutes) Opening Activity: Icebreaker (5 minutes) Lecture: Importance of Self-Presentation (15 minutes)	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

				various social and professional settings.	a positive self-presentation. 3. Apply effective strategies to enhance personal branding. 4. Demonstrate confidence and professionalism in social and professional interactions.	Section 2: Elements of Effective Self-Presentation (Duration: 60 minutes) Presentation: Appearance and Dressing (20 minutes) Presentation: Body Language and Nonverbal Communication (20 minutes) Activity: Role Play (20 minutes) Section 3: Enhancing Personal Branding (Duration: 60 minutes) Presentation: Communication Skills (20 minutes) Activity: Elevator Pitch (20 minutes) Presentation: Online Presence and Social Media (20 minutes) Section 4: Confidence and Professionalism (Duration: 40 minutes) Presentation: Confidence-Building Strategies (20 minutes) Activity: Group Discussion (20 minutes) Section 5: Conclusion and Recap (Duration: 20 minutes)	

						Recap and Key Takeaways (10 minutes)	
						Q&A Session (10 minutes)	
Week - 4	Lecture 4	Self Image	AV-2, RW-10	This session aims to help college students understand and develop a positive self-image.	1. Define and understand the concept of self-image 2. Identify factors that influence self-image 3. Recognize and address negative self-image issues 4. Apply strategies to develop and maintain a positive self-image 5. Analyze Indian examples and case studies related to self-image challenges 6. Demonstrate enhanced self-confidence and resilience	1. Introduction to Self-Image (10 minutes) 2. Factors Influencing Self-Image (20 minutes) 3. Recognizing Self-Image Issues (30 minutes) 4. Building a Positive Self-Image (50 minutes) 5. Overcoming Self-Image Challenges (30 minutes) 6. Indian Examples and Case Studies (20 minutes) 7. Strategies for Maintaining a Positive Self-Image (20 minutes) 8. Interactive Activities (30 minutes) 9. Q&A and Conclusion (10 minutes)	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Week 5	Lecture 5	4 A'S Of Dressing	AV-5, RB-1	Trainer will discuss the 4 A's of appearance which are: Appropriate Dressing, Authentic Dressing, Approachable Dressing and Affordable Dressing.	1. Understand the significance of dressing appropriately in different environments 2. Embrace authenticity in their personal style while adhering to professional norms. 3. Recognize the impact of appearance on self-confidence and others' perceptions. 4. Apply practical tips and guidelines to enhance their dressing style for different occasions.	I. Introduction (10 minutes) II. Appropriateness (30 minutes) III. Authenticity (30 minutes) IV. Appearance (40 minutes) V. Adherence to Norms (40 minutes) VI. Practical Tips and Wrap-up (20 minutes)	Deepika Padukone, Narendra Modi
Week 6	Lecture 6	Body Language	AV-8, RW-7	In this lecture on body language, students will gain a comprehensive understanding of the importance of non-verbal communication and its impact on personal and professional interactions. The lecture will cover various aspects of body language, including gestures, facial expressions, posture, and eye contact.	1. Understand the significance of body language in communication. 2. Identify different types of non-verbal cues and their meanings. 3. Recognize the impact of body language on	1. Introduction (Duration: 15 minutes) 2. Understanding Nonverbal Cues (Duration: 45 minutes) 3. Interpreting Body Language (Duration: 45 minutes) 4. Improving Body Language (Duration: 60 minutes) 5. Indian Examples of Body Language	Sachin Tendulkar, A.P.J. Abdul Kalam

					personal and professional relationships. 4. Demonstrate effective use of gestures, facial expressions, and posture to enhance communication. 5. Establish eye contact and understand its importance in different contexts. 6. Interpret and respond appropriately to different body language signals. 7. Apply body language techniques to project confidence and credibility. 8. Adapt body language to different cultural and social settings. 9. Evaluate their own body language and make necessary	(Duration: 30 minutes) 6. Conclusion and Q&A Session (Duration: 15 minutes)	

					improvements. 10. Develop awareness of the impact of body language in interviews, presentations, and group discussions.		
Week 7	Lecture 7	The Art of Attitude	AV-7	In this interactive session, students will explore the importance of attitude in personal and professional development. Attitude plays a significant role in shaping our behaviors, relationships, and overall success in life. Through real-life examples and practical exercises, participants will learn how to cultivate a positive and growth-oriented attitude, enhance their interpersonal skills, and effectively manage challenges and setbacks.	1. Understand the impact of attitude on personal and professional success. 2. Develop a positive and growth-oriented attitude. 3. Enhance interpersonal skills for effective communication and collaboration. 4. Apply strategies to manage challenges and setbacks with a resilient attitude. 5. Recognize and appreciate the power of attitude in building strong relationships.	I. Introduction (15 minutes) II. Understanding Attitude (30 minutes) III. Cultivating a Positive Attitude (45 minutes) IV. Enhancing Interpersonal Skills (45 minutes) V. Resilience and Overcoming Challenges (45 minutes) VI. The Art of Attitude in Relationships (30 minutes) VII. Conclusion and Reflection (15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

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Week 8	Lecture 8	Polite Protocol	RW - 5	This interactive session will explore the importance of maintaining decorum, fostering positive relationships, and enhancing overall effectiveness through polite protocol.	1. Understand the significance of polite protocol in personal and professional interactions. 2. Identify key elements of polite communication, including active listening, empathy, and respect. 3. Apply strategies to enhance interpersonal relationships and foster a positive environment. 4. Demonstrate effective techniques for addressing conflicts and resolving disagreements politely. 5. Recognize cultural nuances and adapt communication styles accordingly in an Indian context.	I. Introduction (15 minutes) II. The Importance of Polite Protocol (20 minutes) III. Key Elements of Polite Communication (30 minutes) IV. Enhancing Interpersonal Relationships (30 minutes) V. Polite Protocol in Professional Settings (40 minutes) VI. Polite Protocol in Social Settings (30 minutes) VII. Conclusion and Summary (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 9	Lecture 9	Concept Of Happiness & Appreciation	RW - 6	In this lecture, students will explore the concept of happiness and appreciation, focusing on their significance in personal and professional life. We will delve into the factors that contribute to happiness	1. Define the concept of happiness and appreciation. 2. Identify the factors that	I. Introduction (15 minutes) II. Understanding Happiness (45 minutes)	Laxmi Agarwal

				and learn strategies for cultivating an appreciative mindset. Through interactive discussions and real-life examples, participants will gain a deeper understanding of how happiness and appreciation can positively impact their overall well-being and relationships.	contribute to happiness. 3. Understand the importance of appreciation in personal and professional contexts. 4. Apply strategies to cultivate happiness and appreciation in daily life. 5. Recognize the benefits of practicing gratitude and appreciation. 6. Demonstrate an understanding of cultural examples of happiness and appreciation in India.	III. Cultivating Happiness (60 minutes) IV. The Power of Appreciation (45 minutes) V. Practicing Appreciation (45 minutes) VI. Integrating Happiness and Appreciation (30 minutes)	
Week 10	Lecture 10	Professional Interaction	RW - 7	Here the trainer will discuss the concept of professional interaction and its impact on career growth. Provide examples of both positive and negative professional interactions. Emphasize the value of active listening and empathy in communication.	1. Understand the significance of professional interaction and ethics. 2. Identify key principles of ethical behavior in a professional setting.	I. Introduction (5 minutes) II. Understanding Professional Interaction (30 minutes) III. Principles of Professional Ethics (45 minutes) IV. Effective Communication in Professional Settings (60 minutes)	Sundar Pichai

					3. Identify and understand key principles of professional ethics. 4. Analyze and address ethical dilemmas in a professional context. 5. Encourage continued learning and application of professional interaction and ethics.	V. Resolving Ethical Dilemmas (45 minutes) VI. Wrap-up and Closing Remarks (10 minutes)	
Week 11	Lecture 11	Types of Ethics	RW - 8	Students with an understanding of different professional ethics that are crucial for their future careers. The lecture will cover various ethical principles and values that should guide students' behavior and decision-making in professional settings.	1. Define professional ethics and its significance in the workplace. 2. Identify and differentiate between different professional ethics. 3. Understand the potential consequences of unethical behavior in a professional context. 4. Apply ethical principles and values to real-life scenarios encountered in the workplace.	I. Introduction (15 minutes) II. Overview of Professional Ethics (30 minutes) III. Different Professional Ethics (60 minutes) A. Ethical Communication B. Integrity and Honesty C. Respect and Cultural Sensitivity D. Accountability and Responsibility IV. Consequences of Unethical Behavior (30 minutes) V. Applying Ethical Principles (45 minutes) VI. Maintaining a Positive Professional Reputation (15 minutes)	Satya Nadella



						VII. Conclusion and Recap (15 minutes)	

Soft Skills Course Plan - Semester 3

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Introduction To Team Building	Team Building
RW-2	Team Building Process	Team Building Process
RW-3	Dealing With Conflicts	Dealing With Conflicts
RW-4	Conflict To Collaboration	Conflict To Collaboration
RW - 5	Introduction To Emotional Intelligence	Introduction To Emotional Intelligence
RW - 6	Understand With Empathy	Understand With Empathy
RW - 7	Johari Window	Johari Window
RW - 8	Introduction And Importance Of Time Management	Time Management

RW - 9	Effective Use Of Time	Effective Use Of Time

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	What is Team Building?	Team Building	Team building is a vital skill for college students as it fosters collaboration, communication, and synergy within a group. By working together effectively, students can achieve greater outcomes, solve complex problems, and generate innovative ideas.
AV-2	Dealing With Conflicts	Dealing With Conflicts	First, encourage open communication and active listening to foster understanding between conflicting parties. Encourage students to express their concerns respectfully and listen to others' perspectives without judgment. Second, stress the importance of empathy and considering different viewpoints to find common ground. Encourage students to put themselves in others' shoes to better understand their feelings and motivations.
AV-3	Conflict to Collaboration 	Conflict To Collaboration	Encourage college students to approach conflicts with an open mind and willingness to listen to different perspectives. Emphasize the importance of effective communication, active listening, and empathy in resolving conflicts. Encourage them to focus on interests rather than positions, seeking common ground and win-win solutions.
AV-4	Johari Window	Johari Window	The Johari Window is a valuable tool for college students to enhance self-awareness and improve interpersonal communication. Its key points can be summarized as follows: The Johari Window is a model that helps individuals understand themselves and their relationships with others.
AV-5	Introduction And Importance Of Time Management	Introduction And Importance Of Time Management	Time management is a crucial skill for college students as it helps them effectively prioritize tasks, reduce stress, and achieve academic success. By managing time efficiently, students can allocate dedicated periods for studying, attending classes, completing assignments, and participating in extracurricular activities. This allows them to maintain a balanced lifestyle and avoid last-minute cramming, ensuring a deeper understanding of the subjects.

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AV-6	Introduction To Emotional Intelligence	Introduction To Emotional Intelligence	By developing emotional intelligence, students can enhance their self-awareness, self-regulation, motivation, empathy, and social skills. This not only contributes to personal well-being and mental health but also fosters better relationships, effective communication, and leadership abilities. Encouraging students to cultivate emotional intelligence equips them with valuable tools to succeed academically, professionally, and personally, enabling them to navigate challenges, make sound decisions, and build meaningful connections in a rapidly changing world.
AV - 7	Understand With Empathy	Understand With Empathy	Understanding with empathy is a crucial skill that college students can cultivate to enhance their relationships, communication, and personal growth. It involves putting oneself in someone else's shoes, acknowledging their emotions, and showing compassion. By practicing empathy, students can foster deeper connections with their peers, professors, and the wider community. Key points to address include actively listening to others without judgment, seeking to understand different perspectives, and validating the feelings and experiences of others.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Introduction To Team Building	RW-1, AV-1	This lecture aims to introduce students to the concept of team building and its significance in the professional world.	1. Understand the importance of team building in professional settings. 2. Identify key principles and strategies for successful team building. 3. Recognize the benefits and challenges of	1. Introduction (5 minutes) 2. Importance of Team Building (10 minutes) 3. Principles of Team Building (20 minutes) 4. Benefits and Challenges of Working in Teams (15 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					working in teams. 4. Develop effective communication and collaboration skills within a team. 5. Apply problem-solving and decision-making techniques in a team context. 6. Appreciate the cultural and diversity aspects of team building. 7. Analyze real-life examples of successful team building in the Indian context.	5. Communication and Collaboration Skills (25 minutes) 6. Problem-Solving and Decision-Making in Teams (25 minutes) 7. Cultural and Diversity Considerations (15 minutes) 8. Real-Life Examples from India (30 minutes) 9. Recap and Conclusion (10 minutes)	

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Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 2	Lecture 2	Team Building Process	RW-2	Here the students will explore the importance of effective teamwork and learn practical techniques to enhance their team-building skills.	1. Understand the significance of teamwork in various contexts. 2. Identify the stages of the team building process. 3. Apply key strategies to enhance team cohesion and collaboration. 4. Recognize the role of effective communication and conflict resolution in team dynamics. 5. Analyze Indian examples of successful team building initiatives. 6. Develop an action plan for implementing team building techniques in their own college experiences.	I. Introduction (15 minutes) II. Understanding Teamwork (30 minutes) III. Stages of Team Building Process (45 minutes) IV. Strategies for Building Effective Teams (60 minutes) V. Conflict Resolution in Teams (30 minutes) VI. Implementing Team Building Techniques (30 minutes) VII. Conclusion and Wrap-up (15 minutes)	Narendra Modi
Week 3	Lecture 3	Dealing With Conflicts	AV-2, RW-3	The session will cover various aspects of conflict resolution, including	1. Understand the nature of conflicts and their impact on	1. Introduction (10 minutes)	Satya Nadella, Priyanka Chopra

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				understanding the nature of conflicts, identifying common conflict triggers, and developing effective communication and negotiation skills.	personal and professional relationships. 2. Identify common triggers and underlying causes of conflicts. 3. Develop effective communication skills to express their perspectives and needs assertively. 4. Apply negotiation techniques to resolve conflicts and reach mutually beneficial agreements. 5. Demonstrate empathy and active listening skills to understand the perspectives of others. 6. Apply problem-solving strategies to address conflicts in a constructive manner.	2. Understanding Conflicts (30 minutes) 3. Triggers and Causes of Conflicts (30 minutes) 4. Effective Communication in Conflicts (45 minutes) 5. Negotiation and Problem-Solving (45 minutes) 6. Emotional Intelligence and Self-Management (30 minutes) 7. Conflict Resolution Strategies (45 minutes) 8. Conclusion and Reflection (15 minutes)	Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					7. Develop self-awareness and emotional intelligence to manage conflicts effectively. 8. Recognize the importance of compromise and collaboration in conflict resolution.		
Week - 4	Lecture 4	Conflict To Collaboration	AV-3, RW-4	The session aims to provide students with the necessary knowledge and techniques to transform conflicts into collaborative opportunities.	1. Understand the nature and types of conflicts that commonly arise in various contexts. 2. Identify their personal conflict management styles and their strengths and limitations. 3. Apply effective communication techniques to address conflicts and facilitate collaboration. 4. Recognize the importance of empathy and active listening	I. Introduction (10 minutes) II. Understanding Conflict (30 minutes) III. Conflict Management Styles (20 minutes) IV. Effective Communication (40 minutes) V. Collaboration Strategies (40 minutes) VI. Applying Conflict Resolution Skills (40 minutes) VII. Wrap-up and Conclusion (10 minutes)	MS Dhoni

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					in resolving conflicts. 5. Utilize negotiation and problem-solving strategies to achieve win-win outcomes. 6. Analyze real-life Indian examples of conflicts and collaborations to gain practical insights.		
Week 5	Lecture 5	Introduction To Emotional Intelligence	AV-6, RW-5	This pedagogical tool aims to introduce college students to the concept of emotional intelligence (EI) and its importance in personal and professional life. The session will provide a comprehensive overview of EI, covering its definition, components, and practical applications.	Define emotional intelligence and its key components. Understand the importance of emotional intelligence in personal and professional contexts. Recognize the impact of emotional intelligence on relationships and decision-making. Identify strategies to enhance and develop their	Introduction and Icebreaker Activity (15 minutes) Definition and Components of Emotional Intelligence (30 minutes) Importance of Emotional Intelligence (20 minutes) Indian Examples of Emotional Intelligence (30 minutes) Impact of Emotional Intelligence on Relationships (45 minutes) Enhancing and Developing Emotional	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					own emotional intelligence. Apply emotional intelligence principles to real-life situations through Indian examples.	Intelligence (45 minutes) Applying Emotional Intelligence in Decision-Making (30 minutes) Conclusion and Wrap-up (15 minutes)	
Week 6	Lecture 6	Understand and With Empathy	RW-6, AV - 6	In this lecture, we will explore the concept of understanding with empathy and its significance in developing effective communication and interpersonal skills. We will delve into the importance of empathy in various contexts and provide practical examples to help college students understand and apply empathy in their personal and professional lives.	Define empathy and understand its role in effective communication. Recognize the benefits of practicing empathy in personal and professional relationships. Apply empathetic listening skills to improve interpersonal communication. Demonstrate empathy in cross-cultural and diverse settings. Identify and manage personal biases to enhance	1. Introduction and Icebreaker Activity (15 minutes) 2. Understanding Empathy (30 minutes) 3. Benefits of Empathy (20 minutes) 4. Empathetic Listening Skills (40 minutes) 5. Empathy in Cross-Cultural Settings (30 minutes) 6. Managing Biases for Empathy (25 minutes) 7. Empathy for Conflict	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					empathic understanding. Utilize empathy as a tool for conflict resolution and problem-solving. Understand the significance of self-empathy and its impact on personal well-being.	Resolution (35 minutes) 8. Self-Empathy and Personal Well-being (25 minutes) 9. Wrap-up and Reflection (15 minutes)	
Week 7	Lecture 7	Johari Window	AV-4, RW-7	This lecture is designed to introduce college students to the Johari Window, a powerful model for understanding self-awareness and interpersonal relationships. Through interactive discussions, self-reflection exercises, and real-life Indian examples, students will gain insights into their own personalities, improve their communication skills, and develop stronger relationships with others.	1. Understand the concept of the Johari Window and its four quadrants. 2. Identify their own strengths, weaknesses, blind spots, and hidden potential. 3. Enhance self-awareness and recognize the importance of personal development. 4. Apply the Johari Window model to improve communication and build trust in relationships.	1. Introduction and Overview (15 minutes) 2. Exploring the Quadrants (45 minutes) 3. Self-reflection Activity (15 minutes) 4. Real-life Indian Examples (60 minutes) 5. Application and Group Discussion (45 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					5. Demonstrate empathy and respect for diverse perspectives.		
Week 9	Lecture 9	Introduction And Importance Of Time Management	RW - 8, AV-5	Trainer will explain the importance of Time management and how to manage it well?	1. Understand the concept of time management and its relevance in college life. 2. Recognize the benefits of effective time management for academic success. 3. Identify common time-wasting activities and develop strategies to overcome them. 4. Apply practical techniques for prioritizing tasks and setting realistic goals. 5. Demonstrate effective strategies for organizing schedules and managing deadlines. 6. Implement time	1. Introduction (15 minutes) 2. Understanding Time Management (30 minutes) 3. Identifying Time-Wasting Activities (20 minutes) 4. Prioritization and Goal Setting (30 minutes) 5. Organizing Schedules and Managing Deadlines (40 minutes) 6. Stress Reduction and Work-Life Balance (35 minutes) 7. Cultivating Habits for Effective Time Management (30 minutes) 8. Recap and Conclusion (10 minutes)	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					management techniques to reduce stress and improve work-life balance. 7. Cultivate habits that promote self-discipline and focus.		
Week 10	Lecture 10	Effective Use Of Time	RW - 9	Trainer will explain the effectiveness of time management and how this can help the students to improve in their professional lives.	1. Understand the significance of effective time management in academic and personal life. 2. Identify common time-wasting activities and their impact on productivity. 3. Apply practical strategies to improve time management skills. 4. Relate the concepts of time management to real-life examples in an Indian context. 5. Develop a personalized time management plan to enhance	1. Introduction (10 minutes) 2. Understanding Time-Wasting Activities (20 minutes) 3. Time Management Techniques (40 minutes) 4. Tools and Apps for Time Management (20 minutes) 5. Creating a Personalized Time Management Plan (30 minutes) 6. Q&A Session and Discussion (15 minutes) 7. Conclusion and Recap (10 minutes)	Satya Nadella

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					productivity and achieve goals.		

Soft Skills Course Plan - Semester 5

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	The Johari Window Model	Dinesh Soni	NA
RB-2	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-3	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

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Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Public Speaking	Public Speaking
RW-2	Power Of Choice Making	Power Of Choice Making
RW-3	Decide With Confidence	Decide With Confidence
RW-1	Employability Skills	Employability Skills
RW - 5	Self Introduction	Self Introduction
RW - 6	Telephone Etiquettes	Telephone Etiquettes
RW - 7	How To Make CVs?	CV Making

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Public Speaking	Public Speaking	Public speaking for college students can be a daunting task, but mastering this skill is essential for academic and personal success. To excel in public speaking, focus on a few key points. First, thoroughly prepare your content to build confidence and ensure a smooth delivery. Organize your speech with a clear introduction, body, and conclusion. Engage the audience by incorporating relatable examples, stories, or visuals.

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-2	Employability Skills	Employability Skills	Students should develop critical thinking and problem-solving skills to tackle real-world challenges. A proactive approach to learning and adaptability will help them stay updated with evolving industry trends. Teamwork and leadership skills are essential for collaborative projects and career advancement. Being tech-savvy and possessing digital literacy are vital in today's tech-driven world.
AV-3	How To Be Interview Ready?	How To Be Interview Ready?	To be interview-ready, focus on three key points: preparation, presentation, and confidence. First, research the company and the role extensively, understanding their values, products, and industry trends. Practice common interview questions and be ready to showcase your skills and experiences with specific examples. Second, present yourself professionally by dressing appropriately, maintaining good body language, and showing enthusiasm for the opportunity.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Employability Skills	RW-1, AV - 1	The session will cover a range of soft skills that employers highly value in potential candidates. Through practical examples and	Understand the concept of employability skills and their significance in the job market. Identify key employability skills required by employers in	1. Introduction to Employability Skills (Duration: 20 minutes) 2. Communication Skills (Duration: 30 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				discussions, students will learn how to enhance their employability and stand out in the competitive job market.	different industries. Demonstrate improved communication skills, both verbal and written. Develop effective teamwork and collaboration abilities. Cultivate problem-solving and critical thinking skills. Exhibit adaptability and flexibility in a professional context. Demonstrate time management and organizational skills. Enhance their self-confidence and emotional intelligence. Create a personalized action plan to continuously	3. Teamwork and Collaboration (Duration: 30 minutes) 4. Problem-solving and Critical Thinking (Duration: 40 minutes) 5. Adaptability and Flexibility (Duration: 20 minutes) 6. Time Management and Organization (Duration: 30 minutes) 7. Self-confidence and Emotional Intelligence (Duration: 40 minutes) 8. Creating an Action Plan (Duration: 30 minutes) 9. Conclusion and Q&A (Duration: 20 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					improve their employability skills.		
Week 2	Lecture 2	How To Say No?	RW-2, AV - 2	This lecture aims to equip students with the essential soft skill of saying "No" effectively and assertively. It focuses on understanding the importance of setting boundaries, managing time and commitments, and developing communication strategies to decline requests or invitations while maintaining positive relationships.	Understand the significance of setting boundaries and its impact on personal well-being and academic performance. Identify common scenarios where saying "No" is appropriate and necessary as a student. Develop effective communication techniques to decline requests or invitations politely and assertively. Manage time and commitments efficiently to avoid overextending oneself. Apply learned skills to maintain positive	1. Introduction (Duration: 15 minutes) 2. Understanding Boundaries (Duration: 30 minutes) 3. Identifying Scenarios (Duration: 30 minutes) 4. Effective Communication Techniques (Duration: 60 minutes) 5. Time Management and Prioritization (Duration: 45 minutes) 6. Nurturing Positive Relationships (Duration: 30 minutes) 7. Conclusion and Recap (Duration: 10 minutes) 8. Wrap-up (Duration: 5 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					relationships while asserting personal boundaries. Recognize the cultural nuances and social norms of saying "No" in an Indian context.		
Week - 3	Lecture 3	Power Of Choice Making	RW-3	Students will explore the significance of choice making, understand the factors influencing decision-making, and learn practical strategies to enhance their decision-making abilities. Through engaging activities and real-life Indian examples, students will gain confidence in navigating the	Understand the importance of effective decision-making in personal and academic life. Identify key factors influencing decision-making processes. Evaluate the consequences of their choices and decisions. Apply critical thinking and problem-solving skills to make informed choices. Utilize practical strategies for enhancing decision-	Introduction and Icebreaker (15 mins) The Power of Choice Making (30 mins) Factors Influencing Decision Making (45 mins) Consequences of Choices (30 mins) Critical Thinking and Problem-Solving (45 mins) Strategies for Effective Decision Making (45 mins) Building Self-Confidence in Choices (15 mins) Conclusion and Q&A (15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				complexities of choices they encounter during their college years and beyond.	making abilities. Demonstrate increased self-confidence in handling decision-making situations.	Wrap-up and Reflection (15 mins) Closing Remarks (5 mins)	
Week - 4	Lecture 4	Profile Building	RW-4	Participants will gain insights into optimizing their profiles, leveraging social media for career development, and understanding the dos and don'ts of online networking. Through a mix of practical examples and hands-on exercises, students will be guided on crafting impactful profiles that stand out to potential employers	Understand the importance of maintaining a professional social media presence. Create and optimize an impressive LinkedIn profile tailored for their career goals. Compose engaging tweets and understand Twitter etiquette for professional networking. Utilize LinkedIn and Twitter as powerful tools for job hunting and industry research. Apply the concepts of	1. Introduction to Social Media Profile Building (Duration: 20 minutes) 2. Building an Effective LinkedIn Profile (Duration: 50 minutes) 3. Networking on LinkedIn (Duration: 40 minutes) 4. Twitter for Professional Development (Duration: 30 minutes) 5. Twitter Etiquette and Building a Brand (Duration: 30 minutes) 6. Leveraging Social Media for Job Search	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				and industry peers.	personal branding to enhance their online reputation.	(Duration: 40 minutes) 7. Wrap-up and Q&A (Duration: 10 minutes)	
Week 5	Lecture 5	Self Introduction	RW-5	The "Self Introduction " session is designed to help college students develop essential soft skills, specifically focusing on the art of introducing themselves confidently and effectively in various settings. The session will cover the importance of self-introduction , key components to include, tips for engaging delivery, and provide live Indian examples to	Understand the significance of a well-crafted self-introduction in different contexts. Identify the key components to include in a self-introduction. Exhibit improved communication skills and self-confidence while introducing themselves. Apply the learning to real-life situations, especially in Indian cultural settings.	1. Introduction (15 mins) 2. Key Components of a Self Introduction (30 mins) 3. LIVE Indian Example 1: Cultural Relevance (15 mins) 4. Engaging Delivery Techniques (45 mins) 5. LIVE Indian Example 2: College Interview Scenario (20 mins) 6. Overcoming Nervousness and Building Confidence (20 mins) 7. LIVE Indian Example 3: Social Networking Event (20 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				illustrate the concepts.		8. Interactive Role-Play Activity (30 mins) 9. Dos and Don'ts (15 mins) 10. Conclusion (10 mins)	
Week 6	Lecture 6	Personal Interviews		The session will cover essential aspects of interview preparation, including understanding the interview process, developing effective communication skills, mastering body language, and handling common interview questions.	Understand the key components of a personal interview and its importance in the college-to-career transition. Develop effective communication skills to confidently express their thoughts and experiences. Master positive body language to create a lasting impression during interviews. Identify common interview questions and practice techniques to	1. Introduction to Personal Interviews (Duration: 30 mins) 2. Effective Communication Skills (Duration: 1 hour) 3. Mastering Body Language (Duration: 45 mins) 4. Handling Common Interview Questions (Duration: 45 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					answer them confidently. Apply learnings from real-life Indian examples to contextualize interview scenarios.	5. Q&A and Mock Interview Practice (Duration: 30 mins)	
Week 7	Lecture 7	Telephone Etiquettes	RW - 6	With essential telephone etiquettes, enabling students to communicate confidently and professionally in various phone conversations. The lecture will cover the fundamentals of effective communication, phone etiquette best practices, and live Indian examples to emphasize the relevance of these skills	Understand the importance of telephone etiquettes in professional and personal communication. Demonstrate active listening skills to engage in meaningful conversations. Apply effective communication techniques to convey their thoughts clearly and confidently. Use proper phone etiquette to create a positive impression on callers or recipients. Handle difficult or challenging phone conversations	1. Introduction (Duration: 15 minutes) 2. Fundamentals of Effective Communication (Duration: 30 minutes) 3. Active Listening Skills (Duration: 45 minutes) 4. Phone Etiquette Best Practices (Duration: 45 minutes) 5. Handling Difficult Phone Conversations	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				in real-life scenarios.	with tact and diplomacy. Utilize appropriate language and tone while communicating on the phone. Apply the knowledge gained in different academic and professional settings.	tions (Duration: 45 minutes) 6. Language and Tone on the Phone (Duration: 30 minutes) 7. Q&A and Recap (Duration: 15 minutes) 8. Conclusion (Duration: 15 minutes)	
Week 8	Lecture 8	How to make CVs?	RW-7	This three-hour interactive session aims to equip college students with the necessary skills to create compelling CVs that effectively showcase their strengths	Understand the purpose and importance of a well-crafted CV. Identify the essential components of a CV and how to structure them effectively. Learn formatting tips and design principles to	1. Introduction (15 minutes) 2. Understanding the Elements of a CV (45 minutes) 3. Crafting an Impressive CV (60 minutes) 4. Formatting and Design (30 minutes) 5. Tailoring CVs for Job	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				and experiences. The workshop will cover essential components , formatting tips, and dos and don'ts of crafting a winning CV.	make their CV visually appealing. Demonstrate the ability to tailor their CVs for specific job applications. Avoid common CV mistakes and present themselves professionally to potential employers.	Applications (45 minutes) 6. Avoiding Common CV Mistakes (15 minutes) 7. Q&A and Feedback (15 minutes) 8. Conclusion (15 minutes)	
Week 9	Lecture 9	CV Presentations		Impactful CV presentations help students to focus on enhancing their abilities to present their qualifications, experiences, and skills effectively, enabling them to stand out in the competitive job market. Through practical exercises, live	Understand the importance of CV presentations in the job application process. Identify key elements to include in a well-structured CV presentation. Demonstrate effective verbal and non-verbal communication skills during the presentation. Incorporate visual aids to enhance the	1. Introduction (Duration: 15 minutes) 2. Understanding CV Presentations (Duration: 30 minutes) 3. Effective Communication (Duration: 60 minutes) 4. Engaging Visual Aids (Duration:	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				examples, and peer feedback, students will gain confidence and valuable insights into crafting compelling CV presentations.	visual appeal and impact of their CV presentations. Receive constructive feedback and use it to improve their CV presentations.	n: 45 minutes) 5. Peer Practice Sessions (Duration: 60 minutes) 6. Feedback and Reflection (Duration: 30 minutes) 7. Conclusion (Duration: 15 minutes)	

Even Semester

Soft Skills Course Plan - Semester 2

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

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Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

Relevant Websites (RW)

RW-1	Basics Of Communication Skills	People Skills
RW-2	7 C's Of Communication	Articulative skills
RW-3	Small Talk and Conversational Skills	Articulative skills
RW-4	Fundamentals Of Communication	People Skills
RW - 5	Adapt to Improve	Self Analysis
RW - 6	Fundamentals Of Listening	Professional Ethics
RW - 7	Appreciative Listening	Professional Ethics
RW - 8	Set and Achieve Goals	Goal Setting
RW - 9	Goal Management	Goal Setting
RW - 10	SMART Goals	Goal Setting

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	3 Elements that Impact your Communication	Communication Rule	A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.

AV-2	7 C's Communication	Types Of Communication	By incorporating these 7 C's into your communication, you can enhance the clarity, effectiveness, and impact of your message. Remember, effective communication is a skill that can be improved with practice, feedback, and a willingness to continuously learn and adapt.
AV-3	Small Talk and Conversational Skills	How to initiate small talks	Remember to encourage participants to be themselves, be genuine, and have fun in their conversations. Small talk can open doors to new connections, opportunities, and deeper relationships if approached with a positive attitude and a willingness to engage with others.
AV-4	 Adaptability & Flexibility eLearning Course	Adapt To Improve	Adaptability refers to the ability to adjust, change, and thrive in new or changing circumstances. It involves being open to change, embracing challenges, and effectively responding to unexpected situations. Remember, adaptability is a skill that can be developed and strengthened over time through practice, experience, and a willingness to embrace change.
AV - 5	Active Listening	Fundamentals Of Listening	Active listening is a communication skill that involves fully focusing on, understanding, and responding to the speaker in a conversation. It requires giving one's undivided attention, avoiding distractions, and showing genuine interest in what the speaker is saying.
AV - 6	Types of Listening Skills	Appreciative Listening	Appreciative listening is a valuable soft skill that involves actively and empathetic listening to others to understand, acknowledge, and appreciate their thoughts, feelings, and experiences.
AV - 7	Difference Between Hearing and Listening [with Comparison Chart]	Listening vs Hearing	Listening is a skill that can be developed and honed through practice. Techniques such as being fully present, maintaining eye contact, using open-ended questions, and summarizing key points can enhance listening abilities.
AV - 8	I WAS WRONG - How I Set Goals	Set and Achieve Goals	Explain the significance of setting goals in personal and professional life. Goals provide direction, motivation, and a sense of purpose. They help individuals prioritize their efforts, make progress, and achieve success.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Basics Of Communication	RW-1, AV-1	Understanding the nuances of effective communication can enhance interpersonal relationships, improve teamwork, and boost career prospects. This lecture will provide students with an overview of the key components of communication and how Mehrabian's Rule can be applied to improve their communication skills.	1. Define communication and its importance in various contexts. 2. Identify the key components of communication. 3. Understand Albert Mehrabian's Rule and its relevance to non-verbal communication. 4. Apply Mehrabian's Rule to interpret and improve their own non-verbal communication. 5. Recognize the impact of non-verbal cues on interpersonal relationships.	I. I. Introduction to Communication (20 minutes) II. Key Components of Communication (30 minutes) III. Albert Mehrabian's Rule (40 minutes) IV. Applying Mehrabian's Rule (50 minutes) V. Impact of Non-Verbal Communication (30 minutes) VI. Effective Communication Skills: Indian Examples (50 minutes) VII. Recap and Q&A (20 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

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					6. Demonstrate effective communication skills using Indian examples.		
Week 2	Lecture 2	7 C's Of Communication	AV-2, RW-2	7 C's of Communication, which are fundamental principles for effective communication. The tool includes an overview of each C, followed by real-life Indian examples to illustrate their practical application. By the end of this interactive session, students will have a solid foundation in applying the 7 C's to enhance their communication skills.	1. Understand the importance of effective communication in various contexts. 2. Identify and explain the 7 C's of Communication. 3. Recognize and apply the 7 C's through real-life Indian examples. 4. Develop skills to improve personal communication strategies. 5. Apply the 7 C's to enhance their communication effectiveness in academic and professional settings.	I. Introduction (Duration: 15 minutes) II. Clarity (Duration: 30 minutes) III. Completeness (Duration: 30 minutes) IV. Conciseness (Duration: 30 minutes) V. Correctness (Duration: 45 minutes) VI. Courtesy (Duration: 45 minutes) VII. Coherent (Duration: 30 minutes) VIII. Conclusion and Wrap-up (Duration: 15 minutes)	Narendra Modi
Week 3		Small Talk and Conversational Skills	AV-3, RW-3	Trainer will encourage the students on how to initiate small talks and the importance of it. - How to find common interests?	Students will learn how to make small talks and initiate small professional conversations	I. Introduction (5 minutes) II. Icebreaker Activity: "Two Truths and a Lie" (10 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

						III. Lecture: Understanding Small Talk (30 minutes) IV. Activity: Role Play (40 minutes) V. Lecture: Enhancing Conversational Skills (30 minutes) VI. Activity: Group Discussion (45 minutes) VII. Summary and Conclusion (10 minutes) VIII. Evaluation (10 minutes)	
Week 4	Lecture 4	Fundamentals Of Communication	RW - 4	This lecture aims to equip participants with the essential skills and knowledge required to communicate effectively in various personal and professional contexts. Through interactive activities and practical examples, participants will explore key concepts such as active listening, non-verbal communication, and clear messaging. This three-hour session will provide a solid foundation for improving communication skills and establishing positive connections with others.	1. Understand the importance of effective communication in personal and professional settings. 2. Identify and practice active listening techniques to enhance understanding. 3. Demonstrate the use of appropriate non-verbal cues to reinforce messages. 4. Develop clear and concise messaging skills for improved	I. Introduction (15 minutes) II. Importance of Effective Communication (20 minutes) III. Application of effective communication (40 minutes) IV. Non-Verbal Communication (40 minutes) V. Practice and Rephrase Unclear Statements (40 minutes) VI. Applying Communication (40 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

					communication. 5. Apply effective communication strategies in real-life scenarios.		
Week 5	Lecture 5	Adapt To Improve	AV-4, RW-5	This lecture aims to help students understand the importance of adaptability in personal and professional growth.	1. Understand the concept of adaptability and its relevance in personal and professional contexts. 2. Recognize the benefits of being adaptable in college life and beyond. 3. Identify personal strengths and areas for improvement related to adaptability. 4. Apply practical strategies to enhance adaptability skills. 5. Demonstrate an understanding of how adaptability can lead to personal growth and success. 6. Analyze and discuss real-life	1. Introduction (15 minutes) 2. Understanding Adaptability (30 minutes) 3. Benefits of Adaptability (20 minutes) 4. Assessing Personal Adaptability (25 minutes) 5. Strategies to Enhance Adaptability (45 minutes) 6. Adapting to Change (30 minutes) 7. Thriving in Diverse Environments (30 minutes) 8. Q&A and Group Discussion (30 minutes) 9. Conclusion and Summary (15 minutes)	

					Indian examples of individuals who have effectively adapted to improve their lives.		
Week - 6	Lecture 6	Fundamentals Of Listening	RW - 6, AV-5	In this interactive session on the fundamentals of listening, we will explore the importance of effective listening skills in various aspects of life. We will delve into different listening techniques, barriers to effective listening, and strategies to overcome them.	1. Understand the significance of effective listening skills in personal, academic, and professional settings. 2. Identify different types of listening and their applications. 3. Recognize common barriers to effective listening. 4. Apply strategies to overcome barriers and enhance listening skills. 5. Demonstrate active listening techniques through real-life Indian examples.	1. Introduction (10 minutes) 2. Types of Listening (20 minutes) 3. Barriers to Effective Listening (15 minutes) 4. Strategies for Overcoming Barriers (20 minutes) 5. Active Listening Techniques (30 minutes) 6. Reflection and Practice (30 minutes) 7. Overcoming Cultural and Language Barriers (20 minutes) 8. Wrap-up and Key Takeaways (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week - 7	Lecture 7	Appreciative Listening	RW -7, AV-7	This interactive lecture aims to introduce college students to the concept of appreciative listening and its importance in	1. Understand the concept of appreciative	1: Introduction to Appreciative Listening (Duration: 45 minutes)	Laxmi Agarwal

				personal and professional settings.	listening and its significance in interpersonal communication. 2. Identify the key elements of effective appreciative listening. 3. Apply active listening techniques to enhance their listening skills. 4. Demonstrate empathy and understanding in their interactions with others. 5. Recognize and overcome barriers to appreciative listening. 6. Apply appreciative listening skills in various personal and professional contexts. 7. Appreciate the cultural nuances and importance of listening in an Indian context.	2: Developing Appreciative Listening Skills (Duration: 1 hour 15 minutes) 3: Overcoming Barriers and Applying Appreciative Listening (Duration: 1 hour)	

Week 8	Lecture 8	Set and Achieve Goals	RW - 8, AV-8	This lecture aims to guide students in setting and achieving their goals effectively.	1. Understand the importance of goal setting in personal and academic growth. 2. Identify specific, measurable, achievable, relevant, and time-bound (SMART) goals. 3. Develop strategies to overcome obstacles and stay motivated. 4. Apply goal-setting techniques to real-life situations through Indian examples.	1. Introduction (Duration: 15 minutes) 2. Understanding Goal Setting (Duration: 30 minutes) 3. Setting SMART Goals (Duration: 45 minutes) 4. Strategies for Goal Achievement (Duration: 60 minutes) 5. Indian Examples of Goal Achievement (Duration: 45 minutes) 6. Review and Conclusion (Duration: 15 minutes)	Sundar Pichai
Week 9	Lecture 9	Goal Management	RW - 9, AV-8	This interactive lecture aims to introduce students to the concept of goal management and provide them with practical strategies to effectively set and achieve their goals.	1. Understand the importance of goal management for college students 2. Differentiate between short-term and long-term goals 3. Set meaningful goals aligned with personal values and interests	I. Introduction (10 minutes) II. Understanding Goals (20 minutes) III. Setting Meaningful Goals (30 minutes) IV. Prioritizing Goals (20 minutes) V. Action Planning (40 minutes) VI. Overcoming Obstacles (30 minutes) VII. Monitoring and Adjusting Goals (30 minutes)	Satya Nadella

					4. Prioritize goals effectively 5. Create action plans to achieve goals 6. Overcome obstacles in pursuit of goals 7. Monitor and adjust goals as needed 8. Celebrate achievements and reflect on progress 9. Apply goal management strategies to real-life scenarios	VIII. Celebration and Reflection (20 minutes) IX. Conclusion and Recap (10 minutes)	
Week 10	Lecture 10	Setting SMART Goals	RW-10, AV-8	The trainer will introduce the concept of smart goals to the students and explain all the segments of SMART goals: Specific, Measureable, Achievable, Relevant and Time bound.	1. Define SMART goals and understand their significance in personal and academic contexts. 2. Identify the five components of SMART goals. 3. Apply the SMART framework to set specific, measurable, attainable, relevant, and time-bound goals.	I. Introduction (15 minutes) II. Understanding SMART Goals (30 minutes) III. Setting SMART Goals (45 minutes) IV. Developing an Action Plan (30 minutes) V. Reviewing and Adjusting Goals (20 minutes) VI. Conclusion and Reflection (20 minutes)	

					4. Develop an action plan to achieve their goals. 5. Understand the importance of reviewing and adjusting goals as needed. 6. Recognize real-life examples of successful goal setting.		

Soft Skills Course Plan - Semester 4

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

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Relevant Websites (RW)		
RW-1	Stress Management	Stress Management
RW-2	Anger Management	Anger Management
RW-3	Self Management	Self Management
RW-4	Powerpoint Presentations	Powerpoint Presentations
RW - 5	Empower Through Leadership	Empower Through Leadership
RW - 6	Lead Through A Vision	Lead Through A Vision

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Stress Management	Stress Management	Stress management to college students involves emphasizing key points to help them effectively cope with the pressures and demands of academic life. First, it's crucial to prioritize self-care by practicing healthy habits such as regular exercise, adequate sleep, and balanced nutrition. Encourage students to identify and utilize stress reduction techniques that work for them, such as deep breathing exercises and mindfulness.
AV-2	Anger Management	Anger Management	Acknowledging that anger is a normal emotion that everyone experiences, but it's how we express and manage it that matters. Encourage students to identify their triggers and recognize the physical and emotional signs of anger. Teach them effective communication skills to express their feelings calmly and assertively.
AV-3	Self Management	Self Management	When addressing self-management to college students, it is essential to emphasize the following key points. Firstly, prioritize time effectively by creating a schedule or to-do list, allowing for balanced attention to academics, extracurricular activities, and personal life. Secondly, practice self-discipline by setting realistic goals and staying focused on them, avoiding procrastination, and maintaining a healthy work-life balance.
AV - 4	One Minute JAM Sessions	One Minute JAM Sessions	This session will help to highlight the importance of effective communication skills, including public speaking, interpersonal skills, and active listening.

AV - 5	Introduction to GD	Introduction to GD	Group Discussion, or GD, is an essential skill that college students need to master. It involves a structured conversation among a group of individuals on a specific topic. The primary objective of GD is to exchange ideas, analyze different perspectives, and develop critical thinking skills.
AV-6	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Stress Management	RW-1, AV-1	The lecture will cover various aspects of stress, its impact on academic and personal life, and practical strategies to manage and reduce stress levels.	1. Understand the concept of stress and its impact on academic performance and personal well-being. 2. Identify common stressors faced by college students in India. 3. Recognize signs and symptoms of stress in oneself and others. 4. Apply effective stress management techniques to reduce and cope with stress. 5. Develop strategies for maintaining a healthy work-life balance. 6. Cultivate	1. Introduction and Understanding Stress (30 minutes) 2. Common Stressors for College Students in India (20 minutes) 3. Signs and Symptoms of Stress (15 minutes) 4. Stress Management Techniques (60 minutes) 5. Self-Care and Work-Life Balance (30 minutes) 6. Case Studies and Real-Life Examples (45 minutes) 7. Recap and Q&A Session (20 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

					resilience and enhance personal well-being.		
Week 2	Lecture 2	Anger Management	RW-2, AV - 2	This lecture is designed to help students understand and manage their anger effectively. The lecture	1. Identify the triggers and underlying causes of anger. 2. Understand the consequences of uncontrolled	1. Introduction to Anger (5 minutes) 2. Causes of Anger (15 minutes) 3. Consequences of Uncontrolled Anger (15 minutes)	Chetan Bhagat, Mary Kom

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				will provide insights into the causes and consequences of anger and equip students with practical strategies to control and channelize their anger in a constructive manner.	anger on personal and academic life. 3. Develop strategies to manage anger effectively. 4. Apply anger management techniques to resolve conflicts and maintain healthy relationships. 5. Cultivate emotional intelligence to regulate and express anger appropriately. 6. Demonstrate empathy and understanding towards others' anger.	4. Anger Awareness Exercise (15 minutes) 5. Anger Styles and Expression (10 minutes) 6. Anger Management Techniques (30 minutes) 7. Healthy Conflict Resolution (30 minutes) 8. Emotional Intelligence and Anger (15 minutes) 9. Anger Management Plan (15 minutes) 10. Role-playing and Scenarios (30 minutes) 11. Review and Reflection (10 minutes) 12. Transferability	

						of Skills (10 minutes) 13. Action Plan and Conclusion (10 minutes)	
Week 3	Lecture 3	Self Management	AV-3, RW-3	This lecture aims to help students develop essential self-management	1. Understand the importance of self-management skills in college life and beyond.	1. Introduction (15 minutes) 2. Understanding Self-Management	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				skills that are crucial for their personal and academic success.	2. Identify personal challenges that hinder effective self-management. 3. Develop practical strategies for enhancing self-discipline and time management. 4. Set clear goals and create an action plan to achieve them. 5. Apply self-management techniques to improve academic performance and personal well-being. 6. Recognize the importance of discipline in achieving long-	nt (30 minutes) 3. Identifying Personal Challenges (30 minutes) 4. Strategies for Enhancing Self-Discipline (45 minutes) 5. Goal Setting and Action Planning (45 minutes) 6. Applying Self-Management Techniques	

					term success.	(45 minutes) 7. Discipline for Long-Term Success (30 minutes) 8. Conclusion and Q&A (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week - 4	Lecture 4	Powerpoint Presentations	RW- 4	Trainer will introduce and explain the concept of powerpoint presentations .	1.Understand the importance of PowerPoint presentations as a communication tool. 2. Apply design principles to create visually appealing and professional-looking slides. 3. Use PowerPoint features and tools effectively to enhance presentations. 4. Develop effective delivery techniques to engage and connect with the audience. 5. Identify common mistakes to avoid in PowerPoint presentations. 6. Adapt	1. Introduction (15 minutes) 2. Understanding the Basics (30 minutes) 3. Visual Design and Slide Creation (60 minutes) 4. PowerPoint Features and Tools (45 minutes) 5. Delivery Techniques (45 minutes) 6. Common Mistakes to Avoid (30 minutes) 7. Adapting to Audience and Settings (30 minutes) 8. Storytelling Techniques (30 minutes) 9. Conclusion and Q&A (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

					presentation techniques for different audience types and settings. 7. Apply critical thinking skills to organize and structure content effectively.		

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Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					8. Utilize storytelling techniques to make presentations more impactful. 9. Incorporate Indian cultural examples to make presentations relatable and engaging.		
Week 6	Lecture 6	Lead Through A Vision	RW-6 AV-9	This lecture aims to empower college students with the essential leadership skill of leading through a vision. Students will explore the importance of having a clear vision, learn how to articulate their vision effectively, and understand how to inspire and motivate others to work towards a	1. Understand the significance of leading through a vision in personal and professional life. 2. Articulate their vision clearly and concisely. 3. Identify strategies to inspire and motivate others to work towards a shared vision. 4. Analyze and evaluate real-life examples of visionary leaders in India. 5. Apply the principles of leading through a vision to their own leadership journeys.	I. Introduction (15 minutes) II. Understanding Leadership and Vision (30 minutes) III. Creating a Compelling Vision (45 minutes) IV. Communicating the Vision (30 minutes) V. Overcoming Challenges in Leading Through a Vision (30 minutes) VI. Case Studies and Role Plays (60 minutes) VII. Developing an Action Plan (30 minutes) VIII. Q&A and Closing (15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				common goal.			
Week 7	Lecture 7	One Minute JAM Sessions	AV - 7	The One Minute JAM (Just A Minute) Sessions are an interactive and engaging pedagogical tool designed to enhance students' communication skills, critical thinking abilities, and confidence.	Understand the concept and purpose of One Minute JAM Sessions. Utilize effective strategies to prepare for and participate in JAM sessions. Enhance their ability to think quickly and articulate their thoughts concisely. Build confidence in public speaking and overcome stage fright. Analyze and evaluate the use of examples in JAM sessions through live Indian case studies. Apply their newly acquired skills in real-life situations, both academically and professionally.	1. Introduction (15 minutes) 2. Understanding JAM Sessions (30 minutes) 3. Strategies for Effective JAM Sessions (45 minutes) 4. Live Indian Examples (60 minutes) 5. Practice Sessions (45 minutes) 6. Reflection and Wrap-Up (15 minutes)	Week 7
Week 8	Lecture 8	Introduction to GD		This lecture is designed to introduce students to	Understand the purpose and significance of	1. Introduction to GD (15 minutes)	Week 8

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				the concept of Group Discussion (GD) as an essential soft skill. The lecture provides a comprehensive understanding of GD, its purpose, and its significance in various aspects of personal and professional life.	Group Discussion (GD). Identify the key elements of an effective GD. Demonstrate active listening and effective communication skills during GDs. Analyze and critically evaluate arguments presented during a GD. Apply strategies to contribute constructively and enhance their participation in GDs. Gain confidence in expressing ideas and opinions in a group setting. Develop teamwork and collaboration skills through GDs. Recognize cultural sensitivities and respect diverse viewpoints in GDs.	2. Key Elements of an Effective GD (20 minutes) 3. Active Listening and Effective Communication Skills (30 minutes) 4. Analyzing and Evaluating Arguments (25 minutes) 5. Strategies for Constructive Participation (30 minutes) 6. Confidence Building and Expressing Ideas (25 minutes) 7. Teamwork and Collaboration in GD (20 minutes) 8. Cultural Sensitivities and Diverse	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
						Viewpoints (15 minutes) 9. Live Indian Examples (30 minutes) 10. Summary and Recap (10 minutes)	
Week 9	Lecture 9	Case Studies		This lecture aims to enhance students' soft skills through the use of case studies. Students will explore real-life scenarios and analyze them from different perspectives, enabling them to develop critical thinking, problem-solving, and decision-making abilities.	Understand the concept and purpose of case studies. Analyze and interpret case studies effectively. Apply theoretical knowledge to practical scenarios. Develop critical thinking and problem-solving skills. Enhance decision-making abilities. Collaborate effectively in group discussions. Draw conclusions and make recommendations based on case study analysis.	1. Introduction to Case Studies - 15 minutes 2. Understanding Case Study Analysis - 30 minutes 3. Group Discussion: Analyzing a Case Study - 40 minutes 4. Indian Example: Case Study on Entrepreneurship - 30 minutes 5. Break: Refreshments - 15 minutes 6. Applying Theoretical Knowledge to Case	Sundar Pichai

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Reading s, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Recognize the relevance of soft skills in professional settings. Appreciate the value of real-life examples in learning.	Studies - 30 minutes 7. Group Exercise: Decision Making in a Case Study - 40 minutes 8. Indian Example: Case Study on Teamwork - 30 minutes 9. Conclusion and Takeaways - 10 minutes	

Soft Skills Course Plan - Semester 6

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Mr. Nimesh Dave	2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Communications Skills WorkBook	©AICTE Approved	NA
RB-2	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
SrNo	(Web address) (only if relevant to the course)	Unit Name
RW - 1	Empower Through Leadership	Empower Through Leadership
RW - 2	Lead Through A Vision	Lead Through A Vision

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV- 1	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Practical Of GD And Panel Discussion		The lecture will focus on practical techniques, tips, and strategies to excel in these communication formats commonly used in various academic and professional settings.	Understand the purpose and importance of GD and Panel Discussions in academic and professional environments. Identify and apply key techniques for effective	Introduction to GD and Panel Discussions (15 minutes) Key Skills for Successful GDs (45 minutes) Live Indian Example: A Successful College GD (15 minutes)	

				Through engaging discussions and live Indian examples, participants will develop confidence, effective communication, critical thinking, and teamwork skills.	communication during GDs and Panel Discussions. Demonstrate critical thinking and problem-solving abilities while presenting their viewpoints. Develop active listening skills to comprehend and respond to others' opinions. Collaborate efficiently as a team member during group discussions. Manage nerves and anxiety during GDs and Panel Discussions.	Preparing for Panel Discussions (45 minutes) Live Indian Example: An Impactful Panel Discussion (15 minutes) Building Teamwork and Collaboration Skills (30 minutes) Dealing with Nerves and Anxiety (15 minutes) Q&A and Interactive Session (15 minutes) Wrap-up and Conclusion (15 minutes)	
					Analyze and learn from real-life Indian examples of successful GDs and Panel Discussions.		
Week 2	Lecture 5	Empower Through Leadership	AV-4, RW-5	This interactive session provides students a comprehensive understanding of leadership skills and strategies.	1. Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style. 3. Recognize the importance of ethical leadership. 4. Apply effective	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes) 4. Communication and Influence (30 minutes) 5. Building Effective Teams	

					communication skills to lead and inspire others. 5. Foster teamwork and collaboration. 6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills in real-life situations, specifically within an Indian context.	(30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	
Week 3	Lecture 3	Formal and Informal Seaking	AV-2, RW-2	This interactive and engaging workshop on	Understand the importance of public speaking	1. Introduction to Public Speaking	



			Public Speaking is designed to equip college students with the essential skills and techniques needed to become confident and effective public speakers. Through a combination of theory, practical exercises, and live Indian examples, participants will learn how to overcome fear, structure compelling speeches, use body language effectively, and engage their audience with impactful presentations.	in various aspects of life, both personally and professionally. Identify and overcome common fears and anxieties related to public speaking. Organize and structure their speeches to make them clear, coherent, and persuasive. Utilize body language, gestures, and vocal variety to enhance their delivery and connect with the audience. Employ effective storytelling techniques to make their presentations more engaging. Handle impromptu speaking situations with confidence and clarity. Analyze and provide constructive feedback on their own and others' speeches. Draw inspiration from	(Duration: 15 minutes) 2. Overcoming Public Speaking Anxiety (Duration: 30 minutes) 3. Structure and Organization (Duration: 45 minutes) 4. Non-Verbal Communication (Duration: 45 minutes) 5. Engaging the Audience (Duration: 30 minutes) 6. Impromptu Speaking (Duration: 30 minutes) 7. Speech Evaluation and Feedback (Duration: 15 minutes) 8. Conclusion and Takeaways (Duration: 15 minutes)	

					live Indian examples of influential public speakers.		
Week - 4	Lecture 4	Decide with Precision	RW-3	Students will explore the significance of choice making, understand the factors influencing decision-making, and learn practical strategies to enhance their decision-making abilities. Through engaging activities and real-life Indian examples, students will gain confidence in navigating the complexities of choices they encounter during their college years and beyond.	Understand the importance of effective decision-making in personal and academic life. Identify key factors influencing decision-making processes. Evaluate the consequences of their choices and decisions. Apply critical thinking and problem-solving skills to make informed choices. Utilize practical strategies for enhancing decision-making abilities. Demonstrate increased self-confidence in handling decision-making situations.	1. Introduction and Icebreaker (15 mins) 2. The Power of Choice Making (30 mins) 3. Factors Influencing 4. Decision Making (45 mins) 5. Consequences of Choices (30 mins) 6. Critical Thinking and Problem-Solving (45 mins) 7. Strategies for Effective 8. Decision Making (45 mins) 9. Building Self-Confidence in Choices (15 mins) 10. Conclusion and Q&A (15 mins) 11. Wrap-up and Reflection (15 mins) 12. Closing Remarks (5 mins)	
Week 5	Lecture 5	Inner Confidence	RW-4	The session will focus on understanding decision-making processes, overcoming decision-	Understand the importance of confident decision-making in various life situations.	1. Introduction (Duration: 15 mins) 2. Understanding Decision Making (Duration: 30 mins)	

				making challenges, and applying practical strategies to enhance decision-making abilities. The content is designed to engage students through interactive discussions, real-life Indian examples, and activities that foster critical thinking and self-awareness.	Identify common obstacles to decision-making and learn strategies to overcome them. Apply decision-making models and frameworks for effective choices. Cultivate self-awareness and confidence in decision-making abilities. Analyze real-life Indian examples of confident decision-making to draw insights and inspiration.	3. Challenges in Decision Making (Duration: 45 mins) 4. Decision-Making Models (Duration: 45 mins) 5. Building Self-Awareness (Duration: 30 mins) 6. Practical Decision-Making Strategies (Duration: 45 mins) 7. Conclusion and Reflection (Duration: 15 mins)	
Week 6	Lecture 6	Mock Drive		The Mock Drive is a comprehensive 3-hour soft skills training session designed for college students to enhance their public speaking abilities, decision-making skills, and interview readiness. This interactive workshop will include mock scenarios, real-life examples, and practical exercises to help students	Deliver persuasive and effective public speeches with confidence and clarity. Make well-informed decisions under pressure and uncertain circumstances Prepare for college interviews and present themselves professionally. Develop essential soft skills, including		

				gain confidence and excel in various professional and academic situations.	communication, critical thinking, and problem-solving.		

Time Table

Department wise Time Table -Odd Semester

SwarnnimStartup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2021 - 22	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
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SwarnnimStartup and Innovation University						
Course: B.Tech			Semester : 1		Year : 2021 - 22	
Day/Time	Monday	Year : 2021 - 22	Wednesday	Thursday	Friday	Saturday
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SwarnnimStartup and Innovation University						
Course: Diploma			Semester : 3		Year : 2021 - 22	
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SwarnnimStartup and Innovation University						
Course: MBA/MCA			Year : 2		Year : 2021 - 22	
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SwarnnimStartup and Innovation University						
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SwarnnimStartup and Innovation University						
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Department wise Time Table - Even Semester

SwarnnimStartup and Innovation University						
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Academic Year 2022-2023

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Odd Semester Course Plan

Soft Skills Course Plan - Semester 1

Course Title	Course Planner	Lectures Hours/Week
Soft Skills	Ms. Devanshi Mehta	2
Soft Skills	Ms. Nidhi Shah	2

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Basics Of Communication Skills	People Skills
RW-2	Essential Skills For Success	People Skills
RW-3	Self Presentation	First Impressions
RW-4	Fundamentals Of Communication	People Skills
RW - 5	Polite Protocol	Professional Ethics
RW - 6	Concept Of Happiness & Appreciation	Professional Ethics
RW - 7	Professional Interaction	Professional Ethics
RW - 8	Types of Ethics	Professional Ethics
RW - 9	SWOT Analysis	SWOT Analysis

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	The Art of Effective Communication	Basic Understanding Of Communication Skills	Effective Communication: Story Concept: A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	What Makes a Team Great?	"The Power of Teamwork" by Simon Sinek	Teamwork and Collaboration: Story Concept: A group of individuals from different backgrounds comes together to plan and execute a community project. They face challenges, conflicting ideas, and personal biases, but through teamwork and collaboration, they overcome obstacles and achieve their goal.
AV-3	AMUL CASE STUDY. S.W.O.T. Analysis of Amul	SWOT Analysis	SWOT SWOT analysis is a valuable tool that provides a structured framework for assessing and evaluating a situation, whether it's related to a business, project, personal decision, or any other scenario.
AV-4	Personal SWOT Analysis	SWOT (Personal)	A personal SWOT analysis is a self-assessment tool that helps you gain a better understanding of yourself and your current situation. It serves as a foundation for setting personal goals, making decisions, and creating strategies to maximize your strengths, address your weaknesses, leverage opportunities, and overcome threats.
AV-5	Four A's of Clothing	Four A's Of Dressing	The 4 A's of dressing are important for students as they provide avenues for self-expression, boost self-confidence, and prepare them for professional settings. It also helps in building personal branding, facilitating social integration, managing resources, fostering self-awareness, and contributing to overall well-being.
AV - 6	How to master self-presentation?	Self Presentation	Self-presentation plays a crucial role in forming positive first impressions. People often judge others based on initial encounters, and a strong self-presentation can create a favorable impression that can open doors to opportunities. Effective self-presentation skills are essential for professional success. Whether it's job interviews, internships, or networking events, presenting oneself confidently and professionally can significantly impact career prospects.
AV - 7	The Power of ATTITUDE	The Art Of Attitude	Maintaining a positive attitude can enhance your ability to overcome challenges, adapt to new situations, and seize opportunities. It is crucial to cultivate a growth mindset, where you view failures as learning experiences and embrace a can-do attitude. By fostering a positive attitude, you can inspire and influence others, build stronger relationships, and create a supportive and collaborative environment.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Essential Skills For Success	RB-2, RW-2, AV-1	This lecture aims to equip participants with essential soft skills that are crucial for achieving success in various aspects of life. The session will explore a range of key skills, including communication, teamwork, adaptability, problem-solving, and leadership. Through interactive discussions, case studies, and engaging activities, participants will gain a deeper understanding of these skills and learn practical strategies for applying them in their personal and professional lives. By the end of the session, participants will have a solid foundation in the essential skills needed to thrive in today's dynamic and interconnected world.	1. Understand the importance of essential skills for personal and professional success. 2. Identify and develop key essential skills necessary for success. 3. Apply essential skills in various real-life scenarios.	I. Introduction (15 minutes) II. Exploring Essential Skills (30 minutes) III. Key Essential Skills (60 minutes) IV. Skill Development Strategies (45 minutes) V. Application of Essential Skills (45 minutes) VI. Reflection and Conclusion (15 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra, Jonas, Sudha Murty
Week 2	Lecture 2	SWOT Analysis	AV-3, AV-4, RW - 9	This topic is to provide you with a comprehensive understanding of SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. SWOT analysis is a strategic planning tool that helps individuals and organizations assess internal and external factors affecting their performance and make informed decisions. Through this lecture, students will learn how to conduct a SWOT analysis effectively and apply it in various professional contexts.	1. Define SWOT analysis and its relevance to personal and professional development. 2. Identify and evaluate their own strengths and weaknesses. 3. Identify and evaluate potential opportunities and threats in their environment. 4. Apply the findings of a SWOT analysis to set personal and professional goals. 5. Utilize the insights gained from SWOT	I. Introduction (15 minutes) II. Understanding SWOT Analysis (30 minutes) III. Strengths Exploration (45 minutes) IV. Weaknesses Reflection (45 minutes) V. Identifying Opportunities (45 minutes) VI. Assessing Threats (45 minutes) VII. Application and Action Planning (30 minutes) VIII. Conclusion (15 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					analysis to develop strategies for self-improvement.		
Week 3	Lecture 3	Fundamentals Of Communication	AV-1,RW-2,AV-2, RW-4	This lecture aims to equip participants with the essential skills and knowledge required to communicate effectively in various personal and professional contexts. Through interactive activities and practical examples, participants will explore key concepts such as active listening, non-verbal communication, and clear messaging. This three-hour session will provide a solid foundation for improving communication skills and establishing positive connections with others.	1. Understand the importance of effective communication in personal and professional settings. 2. Identify and practice active listening techniques to enhance understanding. 3. Demonstrate the use of appropriate non-verbal cues to reinforce messages. 4. Develop clear and concise messaging skills for improved communication. 5. Apply effective communication strategies in real-life scenarios.	I. Introduction (15 minutes) II. Importance of Effective Communication (20 minutes) III. Application of effective communication (40 minutes) IV. Non-Verbal Communication (40 minutes) V. Practice and Rephrase Unclear Statements (40 minutes) VI. Applying Communication (40 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week - 4	Lecture 4	Self Presentation	AV-6, RW-3	This interactive session focuses on the importance of self-presentation in creating positive initial impressions. Participants will explore key strategies and techniques to enhance their personal brand and project a confident and professional image in various social and professional settings.	1. Understand the significance of self-presentation in creating initial impressions. 2. Identify the elements that contribute to a positive self-presentation. 3. Apply effective	Section 1: Introduction (Duration: 20 minutes) Opening Activity: Icebreaker (5 minutes) Lecture: Importance of Self-Presentation (15 minutes) Section 2: Elements of Effective Self-	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					strategies to enhance personal branding. 4. Demonstrate confidence and professionalism in social and professional interactions.	Presentation (Duration: 60 minutes) 2.1 Presentation: Appearance and Dressing (20 minutes) 2.2 Presentation: Body Language and Nonverbal Communication (20 minutes) 2.3 Activity: Role Play (20 minutes) Section 3: Enhancing Personal Branding (Duration: 60 minutes) 3.1 Presentation: Communication Skills (20 minutes) 3.2 Activity: Elevator Pitch (20 minutes) 3.3 Presentation: Online Presence and Social Media (20 minutes) Section 4: Confidence and Professionalism (Duration: 40 minutes) 4.1 Presentation: Confidence-Building Strategies (20 minutes) 4.2 Activity: Group Discussion (20 minutes) Section 5: Conclusion and Recap (Duration: 20 minutes) 5.1 Recap and Key Takeaways (10 minutes) 5.2 Q&A Session (10 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 5	Lecture 5	4 A'S Of Dressing	AV-5, RB-1	Trainer will discuss the 4 A's of appearance which are: Appropriate Dressing, Authentic Dressing, Approachable Dressing and Affordable Dressing.	1. Understand the significance of dressing appropriately in different environments. 2. Embrace authenticity in their personal style while adhering to professional norms. 3. Recognize the impact of appearance on self-confidence and others' perceptions. 4. Apply practical tips and guidelines to enhance their dressing style for different occasions.	I. Introduction (10 minutes) II. Appropriateness (30 minutes) III. Authenticity (30 minutes) IV. Appearance (40 minutes) V. Adherence to Norms (40 minutes) VI. Practical Tips and Wrap-up (20 minutes)	Deepika Padukone, Narendra Modi
Week 6	Lecture 6	The Art of Attitude	AV-7	In this interactive session, students will explore the importance of attitude in personal and professional development. Attitude plays a significant role in shaping our behaviors, relationships, and overall success in life. Through real-life examples and practical exercises, participants will learn how to cultivate a positive and growth-oriented attitude, enhance their interpersonal skills, and effectively manage challenges and setbacks.	1. Understand the impact of attitude on personal and professional success. 2. Develop a positive and growth-oriented attitude. 3. Enhance interpersonal skills for effective communication and collaboration. 4. Apply strategies to manage challenges and	I. Introduction (15 minutes) II. Understanding Attitude (30 minutes) III. Cultivating a Positive Attitude (45 minutes) IV. Enhancing Interpersonal Skills (45 minutes) V. Resilience and Overcoming Challenges (45 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					setbacks with a resilient attitude. 5. Recognize and appreciate the power of attitude in building strong relationships.	VI. The Art of Attitude in Relationships (30 minutes) VII. Conclusion and Reflection (15 minutes)	
Week 7	Lecture 7	Polite Protocol	RW - 5	This interactive session will explore the importance of maintaining decorum, fostering positive relationships, and enhancing overall effectiveness through polite protocol.	1. Understand the significance of polite protocol in personal and professional interactions. 2. Identify key elements of polite communication, including active listening, empathy, and respect. 3. Apply strategies to enhance interpersonal relationships and foster a positive environment. 4. Demonstrate effective techniques for addressing conflicts and resolving disagreements politely. 5. Recognize cultural nuances and adapt communication styles accordingly in an Indian context.	I. Introduction (15 minutes) II. The Importance of Polite Protocol (20 minutes) III. Key Elements of Polite Communication (30 minutes) IV. Enhancing Interpersonal Relationships (30 minutes) V. Polite Protocol in Professional Settings (40 minutes) VI. Polite Protocol in Social Settings (30 minutes) VII. Conclusion and Summary (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 8	Lecture 8	Concept Of Happiness & Appreciation	RW - 6	In this lecture, students will explore the concept of happiness and appreciation, focusing on	1. Define the concept of	I. Introduction (15 minutes)	Laxmi Agarwal

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				their significance in personal and professional life. We will delve into the factors that contribute to happiness and learn strategies for cultivating an appreciative mindset. Through interactive discussions and real-life examples, participants will gain a deeper understanding of how happiness and appreciation can positively impact their overall well-being and relationships.	happiness and appreciation. 2. Identify the factors that contribute to happiness. 3. Understand the importance of appreciation in personal and professional contexts. 4. Apply strategies to cultivate happiness and appreciation in daily life. 5. Recognize the benefits of practicing gratitude and appreciation. 6. Demonstrate an understanding of cultural examples of happiness and appreciation in India.	II. Understanding Happiness (45 minutes) III. Cultivating Happiness (60 minutes) IV. The Power of Appreciation (45 minutes) V. Practicing Appreciation (45 minutes) VI. Integrating Happiness and Appreciation (30 minutes)	
Week 9	Lecture 9	Professional Interaction	RW - 7	Here the trainer will discuss the concept of professional interaction and its impact on career growth. Provide examples of both positive and negative professional interactions. Emphasize the value of active listening and empathy in communication.	1. Understand the significance of professional interaction and ethics. 2. Identify key principles of ethical behavior in a professional setting. 3. Identify and understand key principles of professional ethics.	I. Introduction (5 minutes) II. Understanding Professional Interaction (30 minutes) III. Principles of Professional Ethics (45 minutes) IV. Effective Communication in Professional Settings (60 minutes) V. Resolving Ethical Dilemmas (45 minutes) VI. Wrap-up and Closing Remarks (10 minutes)	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					4. Analyze and address ethical dilemmas in a professional context. 5. Encourage continued learning and application of professional interaction and ethics.		
Week 10	Lecture 10	Types of Ethics	RW - 8	Students with an understanding of different professional ethics that are crucial for their future careers. The lecture will cover various ethical principles and values that should guide students' behavior and decision-making in professional settings.	1. Define professional ethics and its significance in the workplace. 2. Identify and differentiate between different professional ethics. 3. Understand the potential consequences of unethical behavior in a professional context. 4. Apply ethical principles and values to real-life scenarios encountered in the workplace.	I. Introduction (15 minutes) II. Overview of Professional Ethics (30 minutes) III. Different Professional Ethics (60 minutes) A. Ethical Communication B. Integrity and Honesty C. Respect and Cultural Sensitivity D. Accountability and Responsibility IV. Consequences of Unethical Behavior (30 minutes) V. Applying Ethical Principles (45 minutes) VI. Maintaining a Positive Professional Reputation (15 minutes) VII. Conclusion and Recap (15 minutes)	Satya Nadella

Soft Skills Course Plan - Semester 2

Course Title	Semester	Lectures
SOFT SKILLS	Second	11

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Albert Mehrabian's Rule	ARTICULATIVE SKILLS
RW-2	7 C's Of Communication	ARTICULATIVE SKILLS
RW-3	Small Talk and Conversational Skills	ARTICULATIVE SKILLS
RW-4	How to develop a positive self image?	Self Image
RW - 5	Adapt to Improve	Self Analysis
RW - 6	Body Language	Non Verbal Communication
RW - 7	Fundamentals Of Listening	Professional Ethics
RW - 8	Appreciative Listening	Professional Ethics

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW - 9	Set and Achieve Goals	Goal Setting
RW - 10	Goal Management	Goal Setting
RW - 11	SMART Goals	Goal Setting

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	3 Elements that Impact your Communication	Communication Rule	A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	7 C's Communication	Types Of Communication	By incorporating these 7 C's into your communication, you can enhance the clarity, effectiveness, and impact of your message. Remember, effective communication is a skill that can be improved with practice, feedback, and a willingness to continuously learn and adapt.
AV-3	Small Talk and Conversational Skills	How to initiate small talks	Remember to encourage participants to be themselves, be genuine, and have fun in their conversations. Small talk can open doors to new connections, opportunities, and deeper relationships if approached with a positive attitude and a willingness to engage with others.
AV-4	The Reflection in Me HD	Self Image	The role of self-image in relationships and success. Emphasize that a positive self-image contributes to healthy boundaries, effective communication, and assertiveness. Additionally, highlight how self-image can influence academic and career success by impacting confidence, motivation, decision-making, and the ability to seize opportunities.
AV-5	Adaptability & Flexibility eLearning Course	Adapt To Improve	Adaptability refers to the ability to adjust, change, and thrive in new or changing circumstances. It involves being open to change, embracing challenges, and effectively responding to unexpected situations. Remember, adaptability is a skill that can be

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
			developed and strengthened over time through practice, experience, and a willingness to embrace change.
AV - 6	The Ultimate Body Language Guide - 20 Movements (Hands & Fingers)	Body Language	Body language plays a crucial role in communication, as it can convey emotions, attitudes, and intentions without the need for verbal expression. Understanding and interpreting body language can enhance interpersonal interactions, improve communication effectiveness, and build rapport.
AV - 7	Active Listening	Fundamentals Of Listening	Active listening is a communication skill that involves fully focusing on, understanding, and responding to the speaker in a conversation. It requires giving one's undivided attention, avoiding distractions, and showing genuine interest in what the speaker is saying
AV - 8	Types of Listening Skills	Appreciative Listening	Appreciative listening is a valuable soft skill that involves actively and empathetic listening to others to understand, acknowledge, and appreciate their thoughts, feelings, and experiences.
AV - 9	Difference Between Hearing and Listening [with Comparison Chart]	Listening vs Hearing	Listening is a skill that can be developed and honed through practice. Techniques such as being fully present, maintaining eye contact, using open-ended questions, and summarizing key points can enhance listening abilities.
AV - 10	I WAS WRONG - How I Set Goals	Set and Achieve Goals	Explain the significance of setting goals in personal and professional life. Goals provide direction, motivation, and a sense of purpose. They help individuals prioritize their efforts, make progress, and achieve success.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Basics Of Communication	RW-1, AV-1	Understanding the nuances of effective communication can enhance interpersonal relationships, improve teamwork, and boost career prospects. This lecture will provide students with an overview of the key components of communication and how Mehrabian's Rule can be applied to improve their communication skills.	1. Define communication and its importance in various contexts. 2. Identify the key components of communication. 3. Understand Albert Mehrabian's Rule and its relevance to non-verbal communication. 4. Apply Mehrabian's Rule to interpret and improve their own non-verbal communication. 5. Recognize the impact of non-verbal cues on interpersonal relationships. 6. Demonstrate effective communication skills using Indian examples.	I. I. Introduction to Communication (20 minutes) II. Key Components of Communication (30 minutes) III. Albert Mehrabian's Rule (40 minutes) IV. Applying Mehrabian's Rule (50 minutes) V. Impact of Non-Verbal Communication (30 minutes) VI. Effective Communication Skills: Indian Examples (50 minutes) VII. Recap and Q&A (20 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week 2	Lecture 2	7 C's Of Communication	AV-2, RW-2	7 C's of Communication, which are fundamental principles for effective communication.	1. Understand the importance of effective communication in various contexts.	I. Introduction (Duration: 15 minutes) II. Clarity (Duration: 30 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				The tool includes an overview of each C, followed by real-life Indian examples to illustrate their practical application. By the end of this interactive session, students will have a solid foundation in applying the 7 C's to enhance their communication skills.	2. Identify and explain the 7 C's of Communication. 3. Recognize and apply the 7 C's through real-life Indian examples. 4. Develop skills to improve personal communication strategies. 5. Apply the 7 C's to enhance their communication effectiveness in academic and professional settings.	III. Completeness (Duration: 30 minutes) IV. Conciseness (Duration: 30 minutes) V. Correctness (Duration: 45 minutes) VI. Courtesy (Duration: 45 minutes) VII. Coherent (Duration: 30 minutes) VIII. Conclusion and Wrap-up (Duration: 15 minutes)	
Week 3	Lecture 3	Small Talk and Conversational Skills	AV-3, RW-3	Trainer will encourage the students on how to initiate small talks and the importance of it. - How to find common interests?	Students will learn how to make small talks and initiate small professional conversations.	I. Introduction (5 minutes) II. Icebreaker Activity: "Two Truths and a Lie" (10 minutes) III. Lecture: Understanding Small Talk (30 minutes) IV. Activity: Role Play (40 minutes) V. Lecture: Enhancing	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
						Conversational Skills (30 minutes) VI. Activity: Group Discussion (45 minutes) VII. Summary and Conclusion (10 minutes) VIII. Evaluation (10 minutes)	
Week - 4	Lecture 4	Self Image	AV-4, RW-4	This session aims to help college students understand and develop a positive self-image.	1. Define and understand the concept of self-image 2. Identify factors that influence self-image 3. Recognize and address negative self-image issues 4. Apply strategies to develop and maintain a positive self-image 5. Analyze Indian examples and case studies related to self-image challenges 6. Demonstrate enhanced self-	1. Introduction to Self-Image (10 minutes) 2. Factors Influencing Self-Image (20 minutes) 3. Recognizing Self-Image Issues (30 minutes) 4. Building a Positive Self-Image (50 minutes) 5. Overcoming Self-Image Challenges (30 minutes) 6. Indian Examples and Case Studies (20 minutes) 7. Strategies for Maintaining a Positive Self-Image (20 minutes)	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					confidence and resilience	8. Interactive Activities (30 minutes) 9. Q&A and Conclusion (10 minutes)	
Week 5	Lecture 5	Adapt To Improve	AV-5, RW-5	This lecture aims to help students understand the importance of adaptability in personal and professional growth.	1. Understand the concept of adaptability and its relevance in personal and professional contexts. 2. Recognize the benefits of being adaptable in college life and beyond. 3. Identify personal strengths and areas for improvement related to adaptability. 4. Apply practical strategies to enhance adaptability skills. 5. Demonstrate an understanding of how adaptability can lead to personal growth and success. 6. Analyze and discuss real-life	1. Introduction (15 minutes) 2. Understanding Adaptability (30 minutes) 3. Benefits of Adaptability (20 minutes) 4. Assessing Personal Adaptability (25 minutes) 5. Strategies to Enhance Adaptability (45 minutes) 6. Adapting to Change (30 minutes) 7. Thriving in Diverse Environments (30 minutes) 8. Q&A and Group Discussion (30 minutes) 9. Conclusion and Summary (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					Indian examples of individuals who have effectively adapted to improve their lives.		
Week 6	Lecture 6	Body Language	AV-6, RW-6	In this lecture on body language, students will gain a comprehensive understanding of the importance of non-verbal communication and its impact on personal and professional interactions. The lecture will cover various aspects of body language, including gestures, facial expressions, posture, and eye contact.	1. Understand the significance of body language in communication. 2. Identify different types of non-verbal cues and their meanings. 3. Recognize the impact of body language on personal and professional relationships. 4. Demonstrate effective use of gestures, facial expressions, and posture to enhance communication. 5. Establish eye contact and understand its importance in different contexts. 6. Interpret and respond appropriately to different body	1. Introduction (Duration: 15 minutes) 2. Understanding Nonverbal Cues (Duration: 45 minutes) 3. Interpreting Body Language (Duration: 45 minutes) 4. Improving Body Language (Duration: 60 minutes) 5. Indian Examples of Body Language (Duration: 30 minutes) 6. Conclusion and Q&A Session (Duration: 15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					language signals. 7. Apply body language techniques to project confidence and credibility. 8. Adapt body language to different cultural and social settings. 9. Evaluate their own body language and make necessary improvements. 10. Develop awareness of the impact of body language in interviews, presentations, and group discussions.		
Week 7	Lecture 7	Fundamentals Of Listening	RW - 7, AV-7	In this interactive session on the fundamentals of listening, we will explore the importance of effective listening skills in various aspects of life. We will delve into different listening techniques, barriers to	1. Understand the significance of effective listening skills in personal, academic, and professional settings. 2. Identify different types of listening and	1. Introduction (10 minutes) 2. Types of Listening (20 minutes) 3. Barriers to Effective Listening (15 minutes) 4. Strategies for Overcoming	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				effective listening, and strategies to overcome them.	their applications. 3. Recognize common barriers to effective listening. 4. Apply strategies to overcome barriers and enhance listening skills. 5. Demonstrate active listening techniques through real-life Indian examples.	Barriers (20 minutes) 5. Active Listening Techniques (30 minutes) 6. Reflection and Practice (30 minutes) 7. Overcoming Cultural and Language Barriers (20 minutes) 8. Wrap-up and Key Takeaways (15 minutes)	
Week 8	Lecture 8	Appreciative Listening	RW -8, AV-8	This interactive lecture aims to introduce college students to the concept of appreciative listening and its importance in personal and professional settings.	1. Understand the concept of appreciative listening and its significance in interpersonal communication. 2. Identify the key elements of effective appreciative listening. 3. Apply active listening techniques to enhance their listening skills. 4. Demonstrate empathy and understanding in their interactions with others.	1: Introduction to Appreciative Listening (Duration: 45 minutes) 2: Developing Appreciative Listening Skills (Duration: 1 hour 15 minutes) 3: Overcoming Barriers and Applying Appreciative Listening (Duration: 1 hour)	Laxmi Agarwal

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					5. Recognize and overcome barriers to appreciative listening. 6. Apply appreciative listening skills in various personal and professional contexts. 7. Appreciate the cultural nuances and importance of listening in an Indian context.		
Week 9	Lecture 9	Set and Achieve Goals	RW - 9, AV-9	This lecture aims to guide students in setting and achieving their goals effectively.	1. Understand the importance of goal setting in personal and academic growth. 2. Identify specific, measurable, achievable, relevant, and time-bound (SMART) goals. 3. Develop strategies to overcome obstacles and stay motivated. 4. Apply goal-setting techniques to real-life situations	1. Introduction (Duration: 15 minutes) 2. Understanding Goal Setting (Duration: 30 minutes) 3. Setting SMART Goals (Duration: 45 minutes) 4. Strategies for Goal Achievement (Duration: 60 minutes) 5. Indian Examples of Goal Achievement (Duration: 45 minutes) 6. Review and Conclusion	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					through Indian examples.	(Duration: 15 minutes)	
Week 10	Lecture 10	Goal Management	RW - 10, AV-10	This interactive lecture aims to introduce students to the concept of goal management and provide them with practical strategies to effectively set and achieve their goals.	1. Understand the importance of goal management for college students 2. Differentiate between short-term and long-term goals 3. Set meaningful goals aligned with personal values and interests 4. Prioritize goals effectively 5. Create action plans to achieve goals 6. Overcome obstacles in pursuit of goals 7. Monitor and adjust goals as needed 8. Celebrate achievements and reflect on progress 9. Apply goal management strategies to real-life scenarios	I. Introduction (10 minutes) II. Understanding Goals (20 minutes) III. Setting Meaningful Goals (30 minutes) IV. Prioritizing Goals (20 minutes) V. Action Planning (40 minutes) VI. Overcoming Obstacles (30 minutes) VII. Monitoring and Adjusting Goals (30 minutes) VIII. Celebration and Reflection (20 minutes) IX. Conclusion and Recap (10 minutes)	Satya Nadella

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 11	Lecture 11	Setting SMART Goals	RW-11, AV-11	The trainer will introduce the concept of smart goals to the students and explain all the segments of SMART goals: Specific, Measureable, Achievable, Relevant and Time bound.	1. Define SMART goals and understand their significance in personal and academic contexts. 2. Identify the five components of SMART goals. 3. Apply the SMART framework to set specific, measurable, attainable, relevant, and time-bound goals. 4. Develop an action plan to achieve their goals. 5. Understand the importance of reviewing and adjusting goals as needed. 6. Recognize real-life examples of successful goal setting.	I. Introduction (15 minutes) II. Understanding SMART Goals (30 minutes) III. Setting SMART Goals (45 minutes) IV. Developing an Action Plan (30 minutes) V. Reviewing and Adjusting Goals (20 minutes) VI. Conclusion and Reflection (20 minutes)	

Soft Skills Course Plan - Semester 3

Course Title	Semester	Lectures	Tutorials	Practical
SOFT SKILLS	Third	1	0	0

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Introduction To Team Building	Team Building
RW-2	Team Building Process	Team Building Process
RW-3	Dealing With Conflicts	Dealing With Conflicts
RW-4	Conflict To Collaboration	Conflict To Collaboration
RW - 5	Empower Through Leadership	Empower Through Leadership
RW - 6	Lead Through A Vision	Lead Through A Vision
RW - 7	Powerpoint Presentations	Powerpoint Presentations
RW - 8	Introduction And Importance Of Time Management	Time Management
RW - 9	Effective Use Of Time	Effective Use Of Time

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Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	What is Team Building?	Team Building	Team building is a vital skill for college students as it fosters collaboration, communication, and synergy within a group. By working together effectively, students can achieve greater outcomes, solve complex problems, and generate innovative ideas.
AV-2	Dealing With Conflicts	Dealing With Conflicts	First, encourage open communication and active listening to foster understanding between conflicting parties. Encourage students to express their concerns respectfully and listen to others' perspectives without judgment. Second, stress the importance of empathy and considering different viewpoints to find common ground. Encourage students to put themselves in others' shoes to better understand their feelings and motivations.
AV-3	Conflict to Collaboration	Conflict To Collaboration	Encourage college students to approach conflicts with an open mind and willingness to listen to different perspectives. Emphasize the importance of effective communication, active listening, and empathy in resolving conflicts. Encourage them to focus on interests rather than positions, seeking common ground and win-win solutions.
AV-4	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.
AV-5	Introduction And Importance Of Time Management	Introduction And Importance Of Time Management	Time management is a crucial skill for college students as it helps them effectively prioritize tasks, reduce stress, and achieve academic success. By managing time efficiently, students can allocate dedicated periods for studying, attending classes, completing assignments, and participating in extracurricular activities. This allows them to maintain a balanced lifestyle and avoid last-minute cramming, ensuring a deeper understanding of the subjects.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Introduction To Team Building	RW-1, AV-1	This lecture aims to introduce students to the concept of team building and its significance in the professional world.	1. Understand the importance of team building in professional settings. 2. Identify key principles and strategies for successful team building. 3. Recognize the benefits and challenges of working in teams. 4. Develop effective communication and collaboration skills within a team. 5. Apply problem-solving and decision-making techniques in a team context. 6. Appreciate the cultural and diversity aspects of team building. Analyze real-life examples of successful team building in the Indian context.	1. Introduction (5 minutes) 2. Importance of Team Building (10 minutes) 3. Principles of Team Building (20 minutes) 4. Benefits and Challenges of Working in Teams (15 minutes) 6. Communication and Collaboration Skills (25 minutes) Problem-Solving and Decision- Making in Teams (25 minutes) 7. Cultural and Diversity Considerations (15 minutes) 8. Real-Life Examples from India (30 minutes) 5. Recap and Conclusion (10 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 2	Lecture 2	Team Building Process	RW-2	Here the students will explore the importance of effective teamwork and learn practical techniques to enhance their team-building skills.	1. Understand the significance of teamwork in various contexts. 2. Identify the stages of the team building process. 3. Apply key strategies to enhance team cohesion and collaboration. Recognize the role of effective communication and conflict resolution in team dynamics. 5. Analyze Indian examples of successful team building initiatives. 6. Develop an action plan for implementing team building techniques in their own college experiences	I. Introduction (15 minutes) II. Understanding Teamwork (30 minutes) III. Stages of Team Building Process (45 minutes) IV. Strategies for Building Effective Teams (60 minutes) V. Conflict Resolution in Teams (30 minutes) VI. Implementing Team Building Techniques (30 minutes) VII. Conclusion and Wrap-up (15 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 3	Lecture 3	Dealing With Conflicts	AV-2, RW-3	The session will cover various aspects of conflict resolution, including understanding the nature of conflicts, identifying common conflict triggers, and developing effective communication and negotiation skills.	1. Understand the nature of conflicts and their impact on personal and professional relationships. 2. Identify common triggers and underlying causes of conflicts. 3. Develop effective communication skills to express their perspectives and needs assertively. 4. Apply negotiation techniques to resolve conflicts and reach mutually beneficial agreements. 5. Demonstrate empathy and active listening skills to understand the perspectives of others. 6. Apply problem-solving strategies to address conflicts in a constructive manner. 7. Develop self-	1. Introduction (10 minutes) 2. Understanding Conflicts (30 minutes) 3. Triggers and Causes of Conflicts (30 minutes) 4. Effective Communication in Conflicts (45 minutes) 5. Negotiation and Problem-Solving (45 minutes) 6. Emotional Intelligence and Self-Management (30 minutes) 7. Conflict Resolution Strategies (45 minutes) 7. Conclusion and Reflection (15 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

					awareness and emotional intelligence to manage conflicts effectively. 8. Recognize the importance of compromise and collaboration in conflict resolution.		
Week - 4	Lecture 4	Conflict To Collaboration	AV-3, RW-4	The session aims to provide students with the necessary knowledge and techniques to transform conflicts into collaborative opportunities.	1. Understand the nature and types of conflicts that commonly arise in various contexts. 2. Identify their personal conflict management styles and their strengths and limitations. 3. Apply effective communication techniques to address conflicts and facilitate collaboration. 4. Recognize the importance of empathy and active listening in resolving conflicts. 5. Utilize negotiation and problem-solving strategies to achieve win-win outcomes 6. Analyze real-life Indian examples of conflicts and collaborations to gain practical insights	I. Introduction (10 minutes) II. Understanding Conflict (30 minutes) III. Conflict Management Styles (20 minutes) IV. Effective Communication (40 minutes) V. Collaboration Strategies (40 minutes) VI. Applying Conflict Resolution Skills (40 minutes) VII. Wrap-up and Conclusion (10 minutes)	MS Dhoni

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 5	Lecture 5	Empower Through Leadership	AV-4, RW-5	This interactive session provides students a Comprehensive understanding of leadership skills and strategies.	1. Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style. 3. Recognize the importance of ethical leadership. 4. Apply effective communication skills to lead and inspire others. 5. Foster teamwork and collaboration. 6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills in real-life situations, specifically within an Indian context	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes) 4. Communication and Influence (30 minutes) 5. Building Effective Teams (30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 6	Lecture 6	Lead Through A Vision	RW-6	This lecture aims to empower college students with the essential leadership skill of leading through a vision. Students will explore the importance of having a clear vision, learn how to articulate their vision effectively, and understand how to inspire and motivate others to work towards a common goal.	1. Understand the significance of leading through a vision in personal and professional life. 2. Articulate their vision clearly and concisely. 3. Identify strategies to inspire and motivate others to work towards a shared vision. 4. Analyze and evaluate real-life examples of visionary leaders in India. 5. Apply the principles of leading through a vision to their own leadership journeys.	I. Introduction (15 minutes) II. Understanding Leadership and III. Vision (30 minutes) Creating a Compelling Vision (45 minutes) IV. Communicating the Vision (30 minutes) V. Overcoming Challenges in Leading Through a Vision (30 minutes) VI. Case Studies and Role Plays (60 minutes) VII. Developing an Action Plan (30 minutes) Q&A and Closing (15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Week 7	Lecture 7	Powerpoint Presentations	RW - 7	Trainer will introduce and explain the concept of powerpoint presentations.	1. Understand the importance of PowerPoint presentations as a communication tool. 2. Apply design principles to create visually appealing and professional-looking slides. 3. Use PowerPoint features and tools effectively to enhance presentations 4. Develop effective delivery techniques to engage and connect with the audience. 5. Identify common mistakes to avoid in PowerPoint presentations. 6. Adapt presentation techniques for different audience types and settings. 7. Apply critical thinking skills to organize and structure content effectively. 8. Utilize storytelling techniques to make presentations more impactful. 9. Incorporate Indian cultural examples to make presentations relatable and engaging.	1. Introduction (15 minutes) 2. Understanding the Basics (30 minutes) 3. Visual Design and Slide Creation (60 minutes) 4. PowerPoint Features and Tools (45 minutes) 5. Delivery Techniques (45 minutes) 6. Common Mistakes to Avoid (30 minutes) 7. Adapting to Audience and Settings (30 minutes) 8. Storytelling Techniques (30 minutes) Conclusion and Q&A (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 8	Lecture 8	Group Presentations		Here the trainer will review the group presentations being conducted by the students.			
Week 9	Lecture 9	Introduction And Importance Of Time Management	RW - 8, AV-5	Trainer will explain the importance of Time management and how to manage it well?	1. Understand the concept of time management and its relevance in college life. 2. Recognize the benefits of effective time management for academic success. 3. Identify common time-wasting activities and develop strategies to overcome them. 4. Apply practical techniques for prioritizing tasks and setting realistic goals. 5. Demonstrate effective strategies for organizing schedules and managing deadlines. 6. Implement time	1. Introduction (15 minutes) 2. Understanding Time Management (30 minutes) 3. Identifying Time-Wasting Activities (20 minutes) 4. Prioritization and Goal Setting (30 minutes) 5. Organizing Schedules and Managing Deadlines (40 minutes) 6. Stress Reduction and Work-Life Balance (35 minutes) 7. Cultivating Habits for Effective Time Management (30 minutes) 8. Recap and Conclusion (10 minutes)	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					management techniques to reduce stress and improve work-life balance. 7. Cultivate habits that promote self-discipline and focus.		
Week 10	Lecture 10	Effective Use Of Time	RW - 9	Trainer will explain the effectiveness of time management and how this can help the students to improve in their professional lives.	1. Understand the significance of effective time management in academic and personal life. 2. Identify common time-wasting activities and their impact on productivity. 3. Apply practical strategies to improve time management skills. 4. Relate the concepts of time management to real-life examples in an Indian context.	1. Introduction (10 minutes) 2. Understanding Time-Wasting Activities (20 minutes) 3. Time Management Techniques (40 minutes) 4. Tools and Apps for Time Management (20 minutes) 5. Creating a Personalized Time Management Plan (30 minutes) 6. Q&A Session and Discussion (15 minutes) 7. Conclusion and Recap (10 minutes)	Satya Nadella

Details of Evaluation Task(s)

Evaluation Task	Objective	Detail of Evaluation Task	Nature of Evaluation Task (group/individuals)	Evaluation Task Mode	Marks	Allotment / submission Week
Mock Drive	To evaluate the students based on their mock drive performance.	Students perform their mock individually. All the exercises are related to syllabus. Evaluation parameters- self-presentation, social skills, interpersonal skills, manners & etiquette, personality development, reading skills.	Individual	Offline	50	
Class Participation	To evaluate the students based on their class participation.	The trainer evaluates their communication and presentation skills based on their class participation. Evaluation parameters - fluency, pronunciation, vocabulary, body language, kinesics and subject knowledge.	Individual	Offline	30	
Attendance	To evaluate the students based on their attendance.	Students participate in activities and the trainer evaluates them on interpersonal, social and professional skills. Evaluation parameters will be based on their class attendance.	Individual	Offline	20	

Soft Skills Course Plan - Semester 4

Course Title	Semester	Lectures	Tutorials	Practical
SOFT SKILLS	Fourth	10	0	0

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Stress Management	Stress Management
RW-2	Anger Management	Anger Management
RW-3	Self Management	Self Management
RW-4	Johari Window	Johari Window
RW - 5	Introduction To Emotional Intelligence	Introduction To Emotional Intelligence
RW - 6	Understand With Empathy	Understand With Empathy

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Stress Management	Stress Management	Stress management to college students involves emphasizing key points to help them effectively cope with the pressures and demands of academic life. First, it's crucial to prioritize self-care by practicing healthy habits such as regular exercise, adequate sleep, and balanced nutrition. Encourage students to identify and utilize stress reduction techniques that work for them, such as deep breathing exercises and mindfulness.
AV-2	Anger Management	Anger Management	Acknowledging that anger is a normal emotion that everyone experiences, but it's how we express and manage it that matters. Encourage students to identify their triggers and recognize the physical and emotional signs of anger. Teach them effective communication skills to express their feelings calmly and assertively.
AV-3	Self Management	Self Management	When addressing self-management to college students, it is essential to emphasize the following key points. Firstly, prioritize time effectively by creating a schedule or to-do list, allowing for balanced attention to academics, extracurricular activities, and personal life. Secondly, practice self-discipline by setting realistic goals and staying focused on them, avoiding procrastination, and maintaining a healthy work-life balance.

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-4	Johari Window	Johari Window	The Johari Window is a valuable tool for college students to enhance self-awareness and improve interpersonal communication. Its key points can be summarized as follows: The Johari Window is a model that helps individuals understand themselves and their relationships with others.
AV-5	Introduction To Emotional Intelligence	Introduction To Emotional Intelligence	By developing emotional intelligence, students can enhance their self-awareness, self-regulation, motivation, empathy, and social skills. This not only contributes to personal well-being and mental health but also fosters better relationships, effective communication, and leadership abilities. Encouraging students to cultivate emotional intelligence equips them with valuable tools to succeed academically, professionally, and personally, enabling them to navigate challenges, make sound decisions, and build meaningful connections in a rapidly changing world.
AV - 6	Understand With Empathy	Understand With Empathy	Understanding with empathy is a crucial skill that college students can cultivate to enhance their relationships, communication, and personal growth. It involves putting oneself in someone else's shoes, acknowledging their emotions, and showing compassion. By practicing empathy, students can foster deeper connections with their peers, professors, and the wider community. Key points to address include actively listening to others without judgment, seeking to understand different perspectives, and validating the feelings and experiences of others.
AV - 7	One Minute JAM Sessions	One Minute JAM Sessions	This session will help to highlight the importance of effective communication skills, including public speaking, interpersonal skills, and active listening.
AV - 8	Introduction to GD	Introduction to GD	Group Discussion, or GD, is an essential skill that college students need to master. It involves a structured conversation among a group of individuals on a specific topic. The primary objective of GD is to exchange ideas, analyze different perspectives, and develop critical thinking skills.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Stress Management	RW-1, AV-1	The lecture will cover various aspects of stress, its impact on	1. Understand the concept of stress and its impact on	1. Introduction and Understanding Stress (30 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				academic and personal life, and practical strategies to manage and reduce stress levels	academic performance and personal well-being. 2. Identify common stressors faced by college students in India. 3. Recognize signs and symptoms of stress in oneself and others. 4. Apply effective stress management techniques to reduce and cope with stress. 5. Develop strategies for maintaining a healthy work-life balance. 6. Cultivate resilience and enhance personal well-being.	2. Common Stressors for College Students in India (20 minutes) 3. Signs and Symptoms of Stress (15 minutes) 4. Stress Management Techniques (60 minutes) 5. Self-Care and Work-Life Balance (30 minutes) 6. Case Studies and Real-Life Examples (45 minutes) 7. Recap and Q&A Session (20 minutes)	Chopra Jonas, Sudha Murty
Week 2	Lecture 2	Anger Management	RW-2, AV - 2	This lecture is designed to help students understand and manage their anger effectively. The lecture will provide insights into the causes and	1. Identify the triggers and underlying causes of anger. 2. Understand the	1. Introduction to Anger (5 minutes) 2. Causes of Anger (15 minutes)	Chetan Bhagat, Mary Kom

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				consequences of anger and equip students with practical strategies to control and channelize their anger in a constructive manner.	consequences of uncontrolled anger on personal and academic life. 3. Develop strategies to manage anger effectively. 4. Apply anger management techniques to resolve conflicts and maintain healthy relationships. 5. Cultivate emotional intelligence to regulate and express anger appropriately. 6. Demonstrate empathy and understanding towards others' anger.	3. Consequences of Uncontrolled Anger (15 minutes) 4. Anger Awareness Exercise (15 minutes) 5. Anger Styles and Expression (10 minutes) 6. Anger Management Techniques (30 minutes) 7. Healthy Conflict Resolution (30 minutes) 8. Emotional Intelligence and Anger (15 minutes) 9. Anger Management Plan (15 minutes) 10. Role-playing and Scenarios (30 minutes) 11. Review and Reflection (10 minutes) 12. Transferability of Skills (10 minutes) 13. Action Plan and Conclusion (10 minutes)	
Week 3	Lecture 3	Self Management	AV-3, RW-3	This lecture aims to help students develop essential self-management	1. Understand the importance of self-	1. Introduction (15 minutes)	Satya Nadella, Priyanka Chopra Jonas,

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				skills that are crucial for their personal and academic success.	management skills in college life and beyond. 2. Identify personal challenges that hinder effective self-management. 3. Develop practical strategies for enhancing self-discipline and time management. 4. Set clear goals and create an action plan to achieve them. 5. Apply self-management techniques to improve academic performance and personal well-being. 6. Recognize the importance of discipline in achieving long-term success.	2. Understanding Self-Management (30 minutes) 3. Identifying Personal Challenges (30 minutes) 4. Strategies for Enhancing Self-Discipline (45 minutes) 5. Goal Setting and Action Planning (45 minutes) 6. Applying Self-Management Techniques (45 minutes) 7. Discipline for Long-Term Success (30 minutes) 8. Conclusion and Q&A (15 minutes)	Sudha Murty
Week - 4	Lecture 4	Johari Window	AV-4, RW-4	This lecture is designed to introduce college students to the Johari Window, a	1. Understand the concept of the Johari Window and	1. Introduction and Overview (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				powerful model for understanding self-awareness and interpersonal relationships. Through interactive discussions, self-reflection exercises, and real-life Indian examples, students will gain insights into their own personalities, improve their communication skills, and develop stronger relationships with others.	its four quadrants. 2. Identify their own strengths, weaknesses, blind spots, and hidden potential. 3. Enhance self-awareness and recognize the importance of personal development. 4. Apply the Johari Window model to improve communication and build trust in relationships. 5. Demonstrate empathy and respect for diverse perspectives.	2. Exploring the Quadrants (45 minutes) 3. Self-reflection Activity (15 minutes) 4. Real-life Indian Examples (60 minutes) 5. Application and Group Discussion (45 minutes)	
Week 5	Lecture 5	Introduction To Emotional Intelligence	AV-5, RW-5	This pedagogical tool aims to introduce college students to the concept of emotional intelligence (EI) and its importance in personal and professional life. The session will provide a	Define emotional intelligence and its key components. Understand the importance of emotional intelligence in personal and	Introduction and Icebreaker Activity (15 minutes) Definition and Components of Emotional Intelligence (30 minutes) Importance of Emotional	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				comprehensive overview of EI, covering its definition, components, and practical applications.	professional contexts. Recognize the impact of emotional intelligence on relationships and decision-making. Identify strategies to enhance and develop their own emotional intelligence. Apply emotional intelligence principles to real-life situations through Indian examples.	Intelligence (20 minutes) Indian Examples of Emotional Intelligence (30 minutes) Impact of Emotional Intelligence on Relationships (45 minutes) Enhancing and Developing Emotional Intelligence (45 minutes) Applying Emotional Intelligence in Decision-Making (30 minutes) Conclusion and Wrap-up (15 minutes)	
Week 6	Lecture 6	Understand With Empathy	RW-6, AV - 6	In this lecture, we will explore the concept of understanding with empathy and its significance in developing effective communication and interpersonal skills. We will delve into the importance of empathy in various contexts and provide practical examples to help	Define empathy and understand its role in effective communication. Recognize the benefits of practicing empathy in personal and professional relationships.	1. Introduction and Icebreaker Activity (15 minutes) 2. Understanding Empathy (30 minutes) 3. Benefits of Empathy (20 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				college students understand and apply empathy in their personal and professional lives.	Apply empathetic listening skills to improve interpersonal communication. Demonstrate empathy in cross-cultural and diverse settings. Identify and manage personal biases to enhance empathic understanding. Utilize empathy as a tool for conflict resolution and problem-solving. Understand the significance of self-empathy and its impact on personal well-being.	4. Empathetic Listening Skills (40 minutes) 5. Empathy in Cross-Cultural Settings (30 minutes) 6. Managing Biases for Empathy (25 minutes) 7. Empathy for Conflict Resolution (35 minutes) 8. Self-Empathy and Personal Well-being (25 minutes) 9. Wrap-up and Reflection (15 minutes)	
Week 7	Lecture 7	One Minute JAM Sessions	AV - 7	The One Minute JAM (Just A Minute) Sessions are an interactive and engaging pedagogical tool designed to enhance students'	Understand the concept and purpose of One Minute JAM Sessions.	1. Introduction (15 minutes) 2. Understanding JAM Sessions (30 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				communication skills, critical thinking abilities, and confidence.	Utilize effective strategies to prepare for and participate in JAM sessions. Enhance their ability to think quickly and articulate their thoughts concisely. Build confidence in public speaking and overcome stage fright. Analyze and evaluate the use of examples in JAM sessions through live Indian case studies. Apply their newly acquired skills in real-life situations, both academically and professionally.	3. Strategies for Effective JAM Sessions (45 minutes) 4. Live Indian Examples (60 minutes) 5. Practice Sessions (45 minutes) 6. Reflection and Wrap-Up (15 minutes)	
Week 8	Lecture 8	Introduction to GD		This lecture is designed to introduce students to the concept of	Understand the purpose and significance	1. Introduction to GD (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				Group Discussion (GD) as an essential soft skill. The lecture provides a comprehensive understanding of GD, its purpose, and its significance in various aspects of personal and professional life.	of Group Discussion (GD). Identify the key elements of an effective GD. Demonstrate active listening and effective communication skills during GDs. Analyze and critically evaluate arguments presented during a GD. Apply strategies to contribute constructively and enhance their participation in GDs. Gain confidence in expressing ideas and opinions in a group setting. Develop teamwork and collaboration skills through GDs. Recognize cultural	2. Key Elements of an Effective GD (20 minutes) 3. Active Listening and Effective Communication Skills (30 minutes) 4. Analyzing and Evaluating Arguments (25 minutes) 5. Strategies for Constructive Participation (30 minutes) 6. Confidence Building and Expressing Ideas (25 minutes) 7. Teamwork and Collaboration in GD (20 minutes) 8. Cultural Sensitivities and Diverse Viewpoints (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					sensitivities and respect diverse viewpoints in GDs.	9. Live Indian Examples (30 minutes) 10. Summary and Recap (10 minutes)	
Week 9	Lecture 9	Case Studies		This lecture aims to enhance students' soft skills through the use of case studies. Students will explore real-life scenarios and analyze them from different perspectives, enabling them to develop critical thinking, problem-solving, and decision-making abilities.	Understand the concept and purpose of case studies. Analyze and interpret case studies effectively. Apply theoretical knowledge to practical scenarios. Develop critical thinking and problem-solving skills. Enhance decision-making abilities. Collaborate effectively in group discussions. Draw conclusions and make recommendations based on	1. Introduction to Case Studies - 15 minutes 2. Understanding Case Study Analysis - 30 minutes 3. Group Discussion: Analyzing a Case Study - 40 minutes 4. Indian Example: Case Study on Entrepreneurship - 30 minutes 5. Break: Refreshments - 15 minutes 6. Applying Theoretical Knowledge to Case Studies - 30 minutes 7. Group Exercise: Decision Making in a Case	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					case study analysis. Recognize the relevance of soft skills in professional settings. Appreciate the value of real-life examples in learning.	Study - 40 minutes 8. Indian Example: Case Study on Teamwork - 30 minutes 9. Conclusion and Takeaways - 10 minutes	
Week 10	Lecture 10	Mock Practice		This lecture is designed to provide college students with a hands-on experience of participating in a Group Discussion (GD).	Understand the purpose and structure of a Group Discussion. Apply effective communication strategies during a GD. Demonstrate active listening skills and respect for others' opinions. Develop critical thinking abilities to analyze and contribute to the discussion. Enhance persuasive speaking	Introduction (5 minutes) Overview of GD Structure (10 minutes) Guidelines for Effective GD Participation (25 minutes) Mock GD Practice (90 minutes) Reflection and Discussion (20 minutes) Conclusion and Wrap-up (5 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					skills to express ideas convincingly. Collaborate effectively in a team setting. Reflect on personal performance and areas for improvement in GDs.		

Soft Skills Course Plan - Semester 5

Course Title	Semester	Lectures	Tutorials	Practical
SOFT SKILLS	Fifth	10	0	0

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

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Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Communication Styles	Communication Styles
RW-2	How To Say No?	How To Say No?
RW-3	How To Be Interview Ready?	Interview Skills
RW-4	Social Media Profiles	Profile Building
RW - 5	Self Introduction	Self Introduction
RW - 6	Telephone Etiquettes	Telephone Etiquettes
RW - 7	How To Make CVs?	CV Making

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	Communication Styles	Communication Styles	To foster healthy communication, strive to be assertive, balancing respect for others while expressing yourself clearly and honestly. Avoid aggressive and passive-aggressive behaviors, as they can lead to misunderstandings and strain relationships. Encourage open dialogue, active listening, and empathy to promote effective communication with others.
AV-2	How To Say No?	How To Say No?	Learning to say no is an essential skill that empowers us to set boundaries and prioritize our well-being. The key points to remember when addressing "How to Say No" are: First, be assertive but polite, clearly stating your decision without apologizing excessively. Second, consider the request and your existing commitments, ensuring you don't overcommit yourself. Third, offer alternatives or suggest someone else who might be able to help.

AV-3	How To Be Interview Ready?	How To Be Interview Ready?	To be interview-ready, focus on three key points: preparation, presentation, and confidence. First, research the company and the role extensively, understanding their values, products, and industry trends. Practice common interview questions and be ready to showcase your skills and experiences with specific examples. Second, present yourself professionally by dressing appropriately, maintaining good body language, and showing enthusiasm for the opportunity.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Communication Styles	RW-1, AV-1	Introduce the concept of communication styles and their importance in various contexts, including personal and professional settings. Define and explain the four main communication styles: Assertive, Aggressive, Passive-Aggressive, and Passive.	a. Identify and differentiate between assertive, aggressive, passive-aggressive, and passive communication styles. b. Recognize the impact of each communication style on interpersonal relationships and team dynamics. c. Evaluate and adapt their own communication style to become more effective communicators. d. Apply the principles of assertive	1. Assertive Communication (Duration: 45 minutes) 2. Aggressive Communication (Duration: 30 minutes) 3. Passive-Aggressive Communication (Duration: 30 minutes) 4. Role-Play and Feedback (Duration: 30 minutes) 5. Conclusion (Duration: 10 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					communication to resolve conflicts and express their needs confidently.		
Week 2	Lecture 2	How To Say No?	RW-2, AV - 2	This lecture aims to equip students with the essential soft skill of saying "No" effectively and assertively. It focuses on understanding the importance of setting boundaries, managing time and commitments, and developing communication strategies to decline requests or invitations while maintaining positive relationships.	Understand the significance of setting boundaries and its impact on personal well-being and academic performance. Identify common scenarios where saying "No" is appropriate and necessary as a student. Develop effective communication techniques to decline requests or invitations politely and assertively. Manage time and commitments efficiently to avoid overextending oneself. Apply learned skills to	1. Introduction (Duration: 15 minutes) 2. Understanding Boundaries (Duration: 30 minutes) 3. Identifying Scenarios (Duration: 30 minutes) 4. Effective Communication Techniques (Duration: 60 minutes) 5. Time Management and Prioritization (Duration: 45 minutes) 6. Nurturing Positive Relationships (Duration: 30 minutes) 7. Conclusion and Recap (Duration: 10 minutes) 8. Wrap-up (Duration: 5 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					maintain positive relationships while asserting personal boundaries. Recognize the cultural nuances and social norms of saying "No" in an Indian context.		
Week 3	Lecture 3	How To Be Interview Ready?	AV-3, RW-3	Here are the interview preparation techniques to confidently face job interviews. This interactive session focuses on practical tips, strategies, and real-world examples to enhance their employability and increase their chances of securing their desired job roles.	Understand the importance of soft skills in the job interview process. Identify common interview formats and types. Master effective verbal and non-verbal communication during interviews. Develop strategies for answering common interview questions confidently.	Introduction and Importance of Soft Skills - 20 minutes Types of Job Interviews - 20 minutes Verbal and Non-Verbal Communication - 30 minutes Mastering Interview Questions - 40 minutes Professionalism and Positive Body Language - 25 minutes Handling Challenging Interview Situations - 30 minutes Researching the Company and the Role - 20 minutes	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Demonstrate professionalism and positive body language during interviews. Handle challenging interview situations with composure. Apply techniques to research the company and the role they are applying for. Effectively present their skills and experiences to showcase their suitability for the position.	Showcasing Skills and Experiences - 25 minutes Real-life Indian Interview Examples - 30 minutes Q&A Session - 20 minutes	
Week - 4	Lecture 4	Profile Building	RW-4	Participants will gain insights into optimizing their profiles, leveraging social media for career development, and understanding the dos and don'ts of online networking. Through a mix of practical examples and hands-on exercises, students will be guided on	Understand the importance of maintaining a professional social media presence. Create and optimize an impressive LinkedIn profile tailored for	1. Introduction to Social Media Profile Building (Duration: 20 minutes) 2. Building an Effective LinkedIn Profile (Duration: 50 minutes) 3. Networking on LinkedIn (Duration: 40 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				crafting impactful profiles that stand out to potential employers and industry peers.	their career goals. Compose engaging tweets and understand Twitter etiquette for professional networking. Utilize LinkedIn and Twitter as powerful tools for job hunting and industry research. Apply the concepts of personal branding to enhance their online reputation.	4. Twitter for Professional Development (Duration: 30 minutes) 5. Twitter Etiquette and Building a Brand (Duration: 30 minutes) 6. Leveraging Social Media for Job Search (Duration: 40 minutes) 7. Wrap-up and Q&A (Duration: 10 minutes)	
Week 5	Lecture 5	Self Introduction	RW-5	The "Self Introduction" session is designed to help college students develop essential soft skills, specifically focusing on the art of introducing themselves confidently and effectively in various settings. The session will cover the importance of self-introduction, key components to	Understand the significance of a well-crafted self-introduction in different contexts. Identify the key components to include in a self-introduction. Exhibit improved	1. Introduction (15 mins) 2. Key Components of a Self Introduction (30 mins) 3. LIVE Indian Example 1: Cultural Relevance (15 mins) 4. Engaging Delivery Techniques (45 mins) 5. LIVE Indian Example 2: College	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				include, tips for engaging delivery, and provide live Indian examples to illustrate the concepts.	communication skills and self-confidence while introducing themselves. Apply the learning to real-life situations, especially in Indian cultural settings.	Interview Scenario (20 mins) 6. Overcoming Nervousness and Building Confidence (20 mins) 7. LIVE Indian Example 3: Social Networking Event (20 mins) 8. Interactive Role-Play Activity (30 mins) 9. Dos and Don'ts (15 mins) 10. Conclusion (10 mins)	
Week 6	Lecture 6	Personal Interviews		The session will cover essential aspects of interview preparation, including understanding the interview process, developing effective communication skills, mastering body language, and handling common interview questions.	Understand the key components of a personal interview and its importance in the college-to-career transition. Develop effective communication skills to confidently express their thoughts and experiences. Master positive body language to create a lasting impression	1. Introduction to Personal Interviews (Duration: 30 mins) 2. Effective Communication Skills (Duration: 1 hour) 3. Mastering Body Language (Duration: 45 mins) 4. Handling Common Interview Questions (Duration: 45 mins) 5. Q&A and Mock	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					during interviews. Identify common interview questions and practice techniques to answer them confidently. Apply learnings from real-life Indian examples to contextualize interview scenarios.	Interview Practice (Duration: 30 mins)	
Week 7	Lecture 7	Telephone Etiquettes	RW - 6	With essential telephone etiquettes, enabling students to communicate confidently and professionally in various phone conversations. The lecture will cover the fundamentals of effective communication, phone etiquette best practices, and live Indian examples to emphasize the relevance of these skills in real-life scenarios.	Understand the importance of telephone etiquettes in professional and personal communication. Demonstrate active listening skills to engage in meaningful conversations Apply effective communication techniques to convey their thoughts	1. Introduction (Duration: 15 minutes) 2. Fundamentals of Effective Communication (Duration: 30 minutes) 3. Active Listening Skills (Duration: 45 minutes) 4. Phone Etiquette Best Practices (Duration: 45 minutes) 5. Handling Difficult Phone Conversation	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					clearly and confidently. Use proper phone etiquette to create a positive impression on callers or recipients. Handle difficult or challenging phone conversations with tact and diplomacy. Utilize appropriate language and tone while communicating on the phone. Apply the knowledge gained in different academic and professional settings.	ns (Duration: 45 minutes) 6. Language and Tone on the Phone (Duration: 30 minutes) 7. Q&A and Recap (Duration: 15 minutes) 8. Conclusion (Duration: 15 minutes)	
Week 8	Lecture 8	How to make CVs?	RW-7	This three-hour interactive session aims to equip college students with the necessary skills to create compelling CVs that effectively showcase their strengths and experiences. The	Understand the purpose and importance of a well-crafted CV. Identify the essential components of a CV and	1. Introduction (15 minutes) 2. Understanding the Elements of a CV (45 minutes) 3. Crafting an Impressive CV (60 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				workshop will cover essential components, formatting tips, and dos and don'ts of crafting a winning CV.	how to structure them effectively. Learn formatting tips and design principles to make their CV visually appealing. Demonstrate the ability to tailor their CVs for specific job applications. Identify the essential components of a CV and how to structure them effectively. Learn formatting tips and design principles to make their CV visually appealing. Utilize appropriate language and tone while communicating on the phone.	4. Formatting and Design (30 minutes) 5. Tailoring CVs for Job Applications (45 minutes) 6. Avoiding Common CV Mistakes (15 minutes) 7. Q&A and Feedback (15 minutes) 8. Conclusion (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Apply the knowledge gained in different academic and professional settings. Communicate the purpose and importance of a well-crafted CV.		

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Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 9	Lecture 9	CV Presentations		Impactful CV presentations help students to focus on enhancing their abilities to present their qualifications, experiences, and skills effectively, enabling them to stand out in the competitive job market. Through practical exercises, live examples, and peer feedback, students will gain confidence and valuable insights into crafting compelling CV presentations.	Understand the importance of CV presentations in the job application process. Identify key elements to include in a well-structured CV presentation. Demonstrate effective verbal and non-verbal communication skills during the presentation. Incorporate visual aids to enhance the visual appeal and impact of their CV presentations. Receive constructive feedback and use it to improve their CV presentations.	1. Introduction (Duration: 15 minutes) 2. Understanding CV Presentations (Duration: 30 minutes) 3. Effective Communication (Duration: 60 minutes) 4. Engaging Visual Aids (Duration: 45 minutes) 5. Peer Practice Sessions (Duration: 60 minutes) 6. Feedback and Reflection (Duration: 30 minutes) 7. Conclusion (Duration: 15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 10	Lecture 10	Mock Drive					

Soft Skills Course Plan - Semester 6

Course Title	Semester	Lectures	Tutorials	Practical
SOFT SKILLS	Sixth	6	0	0

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Employability Skills	Employability Skills
RW-2	Public Speaking	Public Speaking
RW-3	Power Of Choice Making	Power Of Choice Making
RW-4	Decide With Confidence	Decide With Confidence

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	Employability Skills	Employability Skills	Students should develop critical thinking and problem-solving skills to tackle real-world challenges. A proactive approach to learning and adaptability will help them stay updated with evolving industry trends. Teamwork and leadership skills are essential for collaborative projects and career advancement. Being tech-savvy and possessing digital literacy are vital in today's tech-driven world.
AV-2	Public Speaking	Public Speaking	Public speaking for college students can be a daunting task, but mastering this skill is essential for academic and personal success. To excel in public speaking, focus on a few key points. First, thoroughly prepare your content to build confidence and ensure a smooth delivery. Organize your speech with a clear introduction, body, and conclusion. Engage the audience by incorporating relatable examples, stories, or visuals.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Practical Of GD And Panel Discussion		The lecture will focus on practical techniques, tips, and strategies to excel in these communication formats commonly used in various	Understand the purpose and importance of GD and Panel Discussions in academic and	Introduction to GD and Panel Discussions (15 minutes) Key Skills for Successful GDs (45 minutes)	

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Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				academic and professional settings. Through engaging discussions and live Indian examples, participants will develop confidence, effective communication, critical thinking, and teamwork skills.	professional environments. Identify and apply key techniques for effective communication during GDs and Panel Discussions. Demonstrate critical thinking and problem-solving abilities while presenting their viewpoints. Develop active listening skills to comprehend and respond to others' opinions. Collaborate efficiently as a team member during group discussions. Manage nerves and anxiety during GDs and Panel Discussions. Analyze and learn from	Live Indian Example: A Successful College GD (15 minutes) Preparing for Panel Discussions (45 minutes) Live Indian Example: An Impactful Panel Discussion (15 minutes) Building Teamwork and Collaboration Skills (30 minutes) Dealing with Nerves and Anxiety (15 minutes) Q&A and Interactive Session (15 minutes) Wrap-up and Conclusion (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					real-life Indian examples of successful GDs and Panel Discussions.		
Week 2	Lecture 2	Employability Skills	RW-1, AV - 1	The session will cover a range of soft skills that employers highly value in potential candidates. Through practical examples and discussions, students will learn how to enhance their employability and stand out in the competitive job market.	Understand the concept of employability skills and their significance in the job market. Identify key employability skills required by employers in different industries. Demonstrate improved communication skills, both verbal and written. Develop effective teamwork and collaboration abilities. Cultivate problem-solving and critical thinking skills. Exhibit adaptability and flexibility	1. Introduction to Employability Skills (Duration: 20 minutes) 2. Communication Skills (Duration: 30 minutes) 3. Teamwork and Collaboration (Duration: 30 minutes) 4. Problem-solving and Critical Thinking (Duration: 40 minutes) 5. Adaptability and Flexibility (Duration: 20 minutes) 6. Time Management and Organization (Duration: 30 minutes) 7. Self-confidence and Emotional	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					in a professional context. Demonstrate time management and organizational skills. Enhance their self-confidence and emotional intelligence. Create a personalized action plan to continuously improve their employability skills.	Intelligence (Duration: 40 minutes) 8. Creating an Action Plan (Duration: 30 minutes) 9. Conclusion and Q&A (Duration: 20 minutes)	
Week 3	Lecture 3	Public Speaking	AV-2, RW-2	This interactive and engaging workshop on Public Speaking is designed to equip college students with the essential skills and techniques needed to become confident and effective public speakers. Through a combination of theory, practical exercises, and live Indian examples, participants will learn how to overcome fear, structure compelling speeches, use body	Understand the importance of public speaking in various aspects of life, both personally and professionally . Identify and overcome common fears and anxieties related to public speaking.	1. Introduction to Public Speaking (Duration: 15 minutes) 2. Overcoming Public Speaking Anxiety (Duration: 30 minutes) 3. Structure and Organization (Duration: 45 minutes) 4. Non-Verbal Communication (Duration: 45 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				language effectively, and engage their audience with impactful presentations.	Organize and structure their speeches to make them clear, coherent, and persuasive. Utilize body language, gestures, and vocal variety to enhance their delivery and connect with the audience. Employ effective storytelling techniques to make their presentations more engaging. Handle impromptu speaking situations with confidence and clarity. Analyze and provide constructive feedback on their own and others' speeches. Draw inspiration from live Indian	5. Engaging the Audience (Duration: 30 minutes) 6. Impromptu Speaking (Duration: 30 minutes) 7. Speech Evaluation and Feedback (Duration: 15 minutes) 8. Conclusion and Takeaways (Duration: 15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					examples of influential public speakers.		
Week - 4	Lecture 4	Power Of Choice Making	RW-3	Students will explore the significance of choice making, understand the factors influencing decision-making, and learn practical strategies to enhance their decision-making abilities. Through engaging activities and real-life Indian examples, students will gain confidence in navigating the complexities of choices they encounter during their college years and beyond.	Understand the importance of effective decision-making in personal and academic life. Identify key factors influencing decision-making processes. Evaluate the consequences of their choices and decisions. Apply critical thinking and problem-solving skills to make informed choices. Utilize practical strategies for enhancing decision-making abilities. Demonstrate increased self-confidence in	Introduction and Icebreaker (15 mins) The Power of Choice Making (30 mins) Factors Influencing Decision Making (45 mins) Consequences of Choices (30 mins) Critical Thinking and Problem-Solving (45 mins) Strategies for Effective Decision Making (45 mins) Building Self-Confidence in Choices (15 mins) Conclusion and Q&A (15 mins) Wrap-up and Reflection (15 mins) Closing Remarks (5 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					handling decision-making situations.		
Week 5	Lecture 5	Decide With Confidence	RW-4	The session will focus on understanding decision-making processes, overcoming decision-making challenges, and applying practical strategies to enhance decision-making abilities. The content is designed to engage students through interactive discussions, real-life Indian examples, and activities that foster critical thinking and self-awareness.	Understand the importance of confident decision-making in various life situations. Identify common obstacles to decision-making and learn strategies to overcome them. Apply decision-making models and frameworks for effective choices. Cultivate self-awareness and confidence in decision-making abilities. Analyze real-life Indian examples of confident decision-making to draw insights	1. Introduction (Duration: 15 mins) 2. Understanding Decision Making (Duration: 30 mins) 3. Challenges in Decision Making (Duration: 45 mins) 4. Decision-Making Models (Duration: 45 mins) 5. Building Self-Awareness (Duration: 30 mins) 6. Practical Decision-Making Strategies (Duration: 45 mins) 7. Conclusion and Reflection (Duration: 15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					and inspiration.		
Week 6	Lecture 6	Mock Drive		The Mock Drive is a comprehensive 3-hour soft skills training session designed for college students to enhance their public speaking abilities, decision-making skills, and interview readiness. This interactive workshop will include mock scenarios, real-life examples, and practical exercises to help students gain confidence and excel in various professional and academic situations.	Deliver persuasive and effective public speeches with confidence and clarity. Make well-informed decisions under pressure and uncertain circumstances Prepare for college interviews and present themselves professionally Develop essential soft skills, including communication, critical thinking, and problem-solving.		

Department Wise Time Tables (Even Semester)

Swarrnim Startup and Innovation University						
Course: Physiotherapy			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15	Soft Skills					
10:15 - 11:15	Soft Skills					
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarrnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarrnim Startup and Innovation University						
Course: B.Tech			Semester : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15		Soft Skills				
11:15 - 12:15		Soft Skills				
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00		Soft Skills				

Swarnnim Startup and Innovation University						
Course: B.Pharm			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15			Soft Skills			
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.pharm			Semester : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00			Soft Skills			
15:00 - 16:00			Soft Skills			

Swarnnim Startup and Innovation University						
Course: Nursing			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15				Soft Skills		
RECESS - 12:15 - 1:00						
13:00 - 14:00				Soft Skills		
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00				Soft Skills		
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/ BBA/ AG/ B.Com			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00					Soft Skills	
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15	Soft Skills					
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00	Soft Skills					
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Swarnnim Startup and Innovation University						
Course: Nursing			Year : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15		Soft Skills				
10:15 - 11:15		Soft Skills				
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Pharm			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00		Soft Skills				
15:00 - 16:00		Soft Skills				

Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/BBA/AG/B.com			Semester : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15			Soft Skills			
11:15 - 12:15						
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Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15			Soft Skills			
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15				Soft Skills		
10:15 - 11:15				Soft Skills		
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
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Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00				Soft Skills		
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Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
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Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00						
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Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: Nursing			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15		Soft Skills				
RECESS-12:15 - 1:00						
13:00 - 14:00		Soft Skills				
14:00 - 15:00						
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 5		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15			Soft Skills			
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BBA/Bsc.AG/B.com			Semester : 5		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15				Soft Skills		
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15				Soft Skills		
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 5		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: BSC			Semester : 5		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15					Soft Skills	
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Department Wise Time Table Even Semester

Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15	Soft Skills					
10:15 - 11:15	Soft Skills					
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15		Soft Skills				
11:15 - 12:15		Soft Skills				
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BBA/BCA/B.COM			Semester : 4		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00		Soft Skills				
14:00 - 15:00						
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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 4		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00		Soft Skills				
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda (New)			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Pharm			Semester : 4		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
14:00 - 15:00			Soft Skills			
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Swarnnim Startup and Innovation University						
Course: B.Pharm			Semester : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15				Soft Skills		
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Nursing			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15				Soft Skills		
11:15 - 12:15				Soft Skills		
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year :2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00				Soft Skills		
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 6		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: Nursing			Year :1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15					Soft Skills	
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00					Soft Skills	
15:00 - 16:00					Soft Skills	

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 1			Year : 2022-23
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15	Soft Skills					
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 2			Year : 2022-23
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: Nursing			Year : 3			Year : 2022-23
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15		Soft Skills				
10:15 - 11:15		Soft Skills				
11:15 - 12:15						
RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 4		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS 12:15 - 1:00						
13:00 - 14:00		Soft Skills				
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BCA/BBA/B.com			Semester : 6		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00		Soft Skills				

Swarnnim Startup and Innovation University						
Course: BCA/BBA/B.com			Semester : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15			Soft Skills			
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
14:00 - 15:00			Soft Skills			
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 6		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15				Soft Skills		
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00				Soft Skills		
15:00 - 16:00				Soft Skills		

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Swarnnim Startup and Innovation University						
Course: Physiotherapy/MSC OT			Year : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 3		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00					Soft Skills	
15:00 - 16:00					Soft Skills	

Swarnnim Startup and Innovation University						
Course: BSC AG			Semester : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: DHA			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Semester : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 2		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
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Swarnnim Startup and Innovation University						
Course: BSC			Semester : 4		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 6		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15					Soft Skills	
RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: DHA			Year : 1		Year : 2022-23	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
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Academic Year 2024-2025

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Odd Semester Course Plan

Soft Skills Course Plan - Semester 1

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhattnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Basics Of Communication Skills	People Skills
RW-2	Essential Skills For Success	People Skills
RW-3	Self Presentation	First Impressions
RW-4	Fundamentals Of Communication	People Skills
RW - 5	Polite Protocol	Professional Ethics
RW - 6	Concept Of Happiness & Appreciation	Professional Ethics
RW - 7	Professional Interaction	Professional Ethics
RW - 8	Types of Ethics	Professional Ethics
RW - 9	SWOT Analysis	SWOT Analysis

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Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	The Art of Effective Communication	Basic Understanding Of Communication Skills	Effective Communication: Story Concept: A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	What Makes a Team Great?	"The Power of Teamwork" by Simon Sinek	Teamwork and Collaboration: Story Concept: A group of individuals from different backgrounds comes together to plan and execute a community project. They face challenges, conflicting ideas, and personal biases, but through teamwork and collaboration, they overcome obstacles and achieve their goal.
AV-3	AMUL CASE STUDY. S.W.O.T. Analysis of Amul	SWOT Analysis	SWOT SWOT analysis is a valuable tool that provides a structured framework for assessing and evaluating a situation, whether it's related to a business, project, personal decision, or any other scenario.
AV-4	Personal SWOT Analysis	SWOT (Personal)	A personal SWOT analysis is a self-assessment tool that helps you gain a better understanding of yourself and your current situation. It serves as a foundation for setting personal goals, making decisions, and creating strategies to maximize your strengths, address your weaknesses, leverage opportunities, and overcome threats.
AV-5	Four A's of Clothing	Four A's Of Dressing	The 4 A's of dressing are important for students as they provide avenues for self-expression, boost self-confidence, and prepare them for professional settings. It also helps in building personal branding, facilitating social integration, managing resources, fostering self-awareness, and contributing to overall well-being.
AV - 6	How to master self-presentation?	Self Presentation	Self-presentation plays a crucial role in forming positive first impressions. People often judge others based on initial encounters, and a strong self-presentation can create a favorable impression that can open doors to opportunities. Effective self-presentation skills are essential for professional success. Whether it's job interviews, internships, or networking events, presenting oneself confidently and professionally can significantly impact career prospects.
AV - 7	The Power of ATTITUDE	The Art Of Attitude	Maintaining a positive attitude can enhance your ability to overcome challenges, adapt to new situations, and seize opportunities. It is crucial to cultivate a growth mindset, where you view failures as learning experiences and embrace a can-do attitude. By fostering a positive attitude, you can inspire and influence others, build stronger relationships, and create a supportive and collaborative environment.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Essential Skills For Success	RB-2, RW-2, AV-1	This lecture aims to equip participants with essential soft skills that are crucial for achieving success in various aspects of life. The session will explore a range of key skills, including communication, teamwork, adaptability, problem-solving, and leadership. Through interactive discussions, case studies, and engaging activities, participants will gain a deeper understanding of these skills and learn practical strategies for applying them in their personal and professional lives. By the end of the session, participants will have a solid foundation in the essential skills needed to thrive in today's dynamic and interconnected world.	1. Understand the importance of essential skills for personal and professional success. 2. Identify and develop key essential skills necessary for success. 3. Apply essential skills in various real-life scenarios.	I. Introduction (15 minutes) II. Exploring Essential Skills (30 minutes) III. Key Essential Skills (60 minutes) IV. Skill Development Strategies (45 minutes) V. Application of Essential Skills (45 minutes) VI. Reflection and Conclusion (15 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week 2	Lecture 2	SWOT Analysis	AV-3, AV-4, RW - 9	This topic is to provide you with a comprehensive understanding of SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. SWOT analysis is a strategic planning tool that helps individuals and organizations assess internal and external factors affecting their performance and make informed decisions. Through this lecture, students will learn how to conduct a SWOT analysis effectively and apply it in various professional contexts.	1. Define SWOT analysis and its relevance to personal and professional development. 2. Identify and evaluate their own strengths and weaknesses. 3. Identify and evaluate potential opportunities and threats in their environment. 4. Apply the findings of a SWOT analysis to set personal and professional goals. 5. Utilize the insights gained from SWOT analysis to develop strategies for self-improvement.	I. Introduction (15 minutes) II. Understanding SWOT Analysis (30 minutes) III. Strengths Exploration (45 minutes) IV. Weaknesses Reflection (45 minutes) V. Identifying Opportunities (45 minutes) VI. Assessing Threats (45 minutes) VII. Application and Action Planning (30 minutes) VIII. Conclusion (15 minutes)	Narendra Modi

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 3	Lecture 3	Fundamentals Of Communication	AV-1,RW-2,AV-2, RW-4	This lecture aims to equip participants with the essential skills and knowledge required to communicate effectively in various personal and professional contexts. Through interactive activities and practical examples, participants will explore key concepts such as active listening, non-verbal communication, and clear messaging. This three-hour session will provide a solid foundation for improving communication skills and establishing positive connections with others.	1. Understand the importance of effective communication in personal and professional settings. 2. Identify and practice active listening techniques to enhance understanding. 3. Demonstrate the use of appropriate non-verbal cues to reinforce messages. 4. Develop clear and concise messaging skills for improved communication. 5. Apply effective communication strategies in real-life scenarios.	I. Introduction (15 minutes) II. Importance of Effective Communication (20 minutes) III. Application of effective communication (40 minutes) IV. Non-Verbal Communication (40 minutes) V. Practice and Rephrase Unclear Statements (40 minutes) VI. Applying Communication (40 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty
Week - 4	Lecture 4	Self Presentation	AV-6, RW-3	This interactive session focuses on the importance of self-presentation in creating positive initial impressions. Participants will explore key strategies and techniques to enhance their personal brand and project a confident and professional image in various social and professional settings.	1. Understand the significance of self-presentation in creating initial impressions. 2. Identify the elements that contribute to a positive self-presentation. 3. Apply effective strategies to enhance personal branding. 4. Demonstrate confidence and professionalism in social and	Section 1: Introduction (Duration: 20 minutes) 1.1 Opening Activity: Icebreaker (5 minutes) 1.2 Lecture: Importance of Self-Presentation (15 minutes) Section 2: Elements of Effective Self-Presentation (Duration: 60 minutes) 2.1 Presentation: Appearance and Dressing (20 minutes) 2.2 Presentation: Body Language and Nonverbal	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					professional interactions.	Communication (20 minutes) 2.3 Activity: Role Play (20 minutes) Section 3: Enhancing Personal Branding (Duration: 60 minutes) 3.1 Presentation: Communication Skills (20 minutes) 3.2 Activity: Elevator Pitch (20 minutes) 3.3 Presentation: Online Presence and Social Media (20 minutes) Section 4: Confidence and Professionalism (Duration: 40 minutes) 4.1 Presentation: Confidence-Building Strategies (20 minutes) 4.2 Activity: Group Discussion (20 minutes) Section 5: Conclusion and Recap (Duration: 20 minutes) 5.1 Recap and Key Takeaways (10 minutes) 5.2 Q&A Session (10 minutes)	
Week 5	Lecture 5	4 A'S Of Dressing	AV-5, RB-1	Trainer will discuss the 4 A's of appearance which are: Appropriate Dressing, Authentic Dressing, Approachable Dressing and Affordable Dressing.	1. Understand the significance of dressing appropriately in different environments. 2. Embrace authenticity in their personal style while adhering to professional norms.	I. Introduction (10 minutes) II. Appropriateness (30 minutes) III. Authenticity (30 minutes) IV. Appearance (40 minutes) V. Adherence to Norms (40 minutes)	Deepika Padukone, Narendra Modi

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					3. Recognize the impact of appearance on self-confidence and others' perceptions. 4. Apply practical tips and guidelines to enhance their dressing style for different occasions.	VI. Practical Tips and Wrap-up (20 minutes)	
Week 6	Lecture 6	The Art of Attitude	AV-7	In this interactive session, students will explore the importance of attitude in personal and professional development. Attitude plays a significant role in shaping our behaviors, relationships, and overall success in life. Through real-life examples and practical exercises, participants will learn how to cultivate a positive and growth-oriented attitude, enhance their interpersonal skills, and effectively manage challenges and setbacks.	1. Understand the impact of attitude on personal and professional success. 2. Develop a positive and growth-oriented attitude. 3. Enhance interpersonal skills for effective communication and collaboration. 4. Apply strategies to manage challenges and setbacks with a resilient attitude. 5. Recognize and appreciate the power of attitude in building strong relationships.	I. Introduction (15 minutes) II. Understanding Attitude (30 minutes) III. Cultivating a Positive Attitude (45 minutes) IV. Enhancing Interpersonal Skills (45 minutes) V. Resilience and Overcoming Challenges (45 minutes) VI. The Art of Attitude in Relationships (30 minutes) VII. Conclusion and Reflection (15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam
Week 7	Lecture 7	Polite Protocol	RW - 5	This interactive session will explore the importance of maintaining decorum, fostering positive relationships, and enhancing overall	1. Understand the significance of polite protocol in personal and professional interactions.	I. Introduction (15 minutes) II. The Importance of Polite Protocol (20 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				effectiveness through polite protocol.	2. Identify key elements of polite communication, including active listening, empathy, and respect. 3. Apply strategies to enhance interpersonal relationships and foster a positive environment. 4. Demonstrate effective techniques for addressing conflicts and resolving disagreements politely. 5. Recognize cultural nuances and adapt communication styles accordingly in an Indian context.	III. Key Elements of Polite Communication (30 minutes) IV. Enhancing Interpersonal Relationships (30 minutes) V. Polite Protocol in Professional Settings (40 minutes) VI. Polite Protocol in Social Settings (30 minutes) VII. Conclusion and Summary (15 minutes)	
Week 8	Lecture 8	Concept Of Happiness & Appreciation	RW - 6	In this lecture, students will explore the concept of happiness and appreciation, focusing on their significance in personal and professional life. We will delve into the factors that contribute to happiness and learn strategies for cultivating an appreciative mindset. Through interactive discussions and real-life examples, participants will gain a deeper understanding of how happiness and appreciation can positively impact their overall well-being and relationships.	1. Define the concept of happiness and appreciation. 2. Identify the factors that contribute to happiness. 3. Understand the importance of appreciation in personal and professional contexts. 4. Apply strategies to cultivate happiness and appreciation in daily life. 5. Recognize the benefits of practicing	I. Introduction (15 minutes) II. Understanding Happiness (45 minutes) III. Cultivating Happiness (60 minutes) IV. The Power of Appreciation (45 minutes) V. Practicing Appreciation (45 minutes) VI. Integrating Happiness and Appreciation (30 minutes)	Laxmi Agarwal

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					gratitude and appreciation. 6. Demonstrate an understanding of cultural examples of happiness and appreciation in India.		
Week 9	Lecture 9	Professional Interaction	RW - 7	Here the trainer will discuss the concept of professional interaction and its impact on career growth. Provide examples of both positive and negative professional interactions. Emphasize the value of active listening and empathy in communication.	1. Understand the significance of professional interaction and ethics. 2. Identify key principles of ethical behavior in a professional setting. 3. Identify and understand key principles of professional ethics. 4. Analyze and address ethical dilemmas in a professional context. 5. Encourage continued learning and application of professional interaction and ethics.	I. Introduction (5 minutes) II. Understanding Professional Interaction (30 minutes) III. Principles of Professional Ethics (45 minutes) IV. Effective Communication in Professional Settings (60 minutes) V. Resolving Ethical Dilemmas (45 minutes) VI. Wrap-up and Closing Remarks (10 minutes)	Sundar Pichai
Week 10	Lecture 10	Types of Ethics	RW - 8	Students with an understanding of different professional ethics that are crucial for their future careers. The lecture will cover various ethical principles and values that should guide students' behavior and decision-making in professional settings.	1. Define professional ethics and its significance in the workplace. 2. Identify and differentiate between different professional ethics. 3. Understand the potential consequences of	I. Introduction (15 minutes) II. Overview of Professional Ethics (30 minutes) III. Different Professional Ethics (60 minutes) A. Ethical Communication B. Integrity and Honesty C. Respect and Cultural Sensitivity	Satya Nadella

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					unethical behavior in a professional context. 4. Apply ethical principles and values to real-life scenarios encountered in the workplace.	D. Accountability and Responsibility IV. Consequences of Unethical Behavior (30 minutes) V. Applying Ethical Principles (45 minutes) VI. Maintaining a Positive Professional Reputation (15 minutes) VII. Conclusion and Recap (15 minutes)	

Soft Skills Course Plan - Semester 2

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.

RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Albert Mehrabian's Rule	ARTICULATIVE SKILLS
RW-2	7 C's Of Communication	ARTICULATIVE SKILLS
RW-3	Small Talk and Conversational Skills	ARTICULATIVE SKILLS
RW-4	How to develop a positive self image?	Self Image
RW - 5	Adapt to Improve	Self Analysis
RW - 6	Body Language	Non Verbal Communication
RW - 7	Fundamentals Of Listening	Professional Ethics
RW - 8	Appreciative Listening	Professional Ethics
RW - 9	Set and Achieve Goals	Goal Setting
RW - 10	Goal Management	Goal Setting
RW - 11	SMART Goals	Goal Setting

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Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	3 Elements that Impact your Communication	Communication Rule	A group of strangers gets stuck in an elevator during a power outage. As they try to find a way out, they must navigate their differences, communicate effectively, and work together to solve the problem.
AV-2	7 C's Communication	Types Of Communication	By incorporating these 7 C's into your communication, you can enhance the clarity, effectiveness, and impact of your message. Remember, effective communication is a skill that can be improved with practice, feedback, and a willingness to continuously learn and adapt.
AV-3	Small Talk and Conversational Skills	How to initiate small talks	Remember to encourage participants to be themselves, be genuine, and have fun in their conversations. Small talk can open doors to new connections, opportunities, and deeper relationships if approached with a positive attitude and a willingness to engage with others.
AV-4	The Reflection in Me HD	Self Image	The role of self-image in relationships and success. Emphasize that a positive self-image contributes to healthy boundaries, effective communication, and assertiveness. Additionally, highlight how self-image can influence academic and career success by impacting confidence, motivation, decision-making, and the ability to seize opportunities.
AV-5	Adaptability & Flexibility eLearning Course	Adapt To Improve	Adaptability refers to the ability to adjust, change, and thrive in new or changing circumstances. It involves being open to change, embracing challenges, and effectively responding to unexpected situations. Remember, adaptability is a skill that can be developed and strengthened over time through practice, experience, and a willingness to embrace change.
AV - 6	The Ultimate Body Language Guide - 20 Movements (Hands & Fingers)	Body Language	Body language plays a crucial role in communication, as it can convey emotions, attitudes, and intentions without the need for verbal expression. Understanding and interpreting body language can enhance interpersonal interactions, improve communication effectiveness, and build rapport.

Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV - 7	Active Listening	Fundamentals Of Listening	Active listening is a communication skill that involves fully focusing on, understanding, and responding to the speaker in a conversation. It requires giving one's undivided attention, avoiding distractions, and showing genuine interest in what the speaker is saying.
AV - 8	Types of Listening Skills	Appreciative Listening	Appreciative listening is a valuable soft skill that involves actively and empathetic listening to others to understand, acknowledge, and appreciate their thoughts, feelings, and experiences.
AV - 9	Difference Between Hearing and Listening [with Comparison Chart]	Listening vs Hearing	Listening is a skill that can be developed and honed through practice. Techniques such as being fully present, maintaining eye contact, using open-ended questions, and summarizing key points can enhance listening abilities.
AV - 10	I WAS WRONG - How I Set Goals	Set and Achieve Goals	Explain the significance of setting goals in personal and professional life. Goals provide direction, motivation, and a sense of purpose. They help individuals prioritize their efforts, make progress, and achieve success.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Basics Of Communication	RW-1, AV-1	Understanding the nuances of effective communication can enhance interpersonal relationships, improve teamwork, and boost career	1. Define communication and its importance in various contexts. 2. Identify the key components of communication.	I. I. Introduction to Communication (20 minutes) II. Key Components of Communication (30 minutes) III. Albert Mehrabian's Rule	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				prospects. This lecture will provide students with an overview of the key components of communication and how Mehrabian's Rule can be applied to improve their communication skills.	3. Understand Albert Mehrabian's Rule and its relevance to non-verbal communication. 4. Apply Mehrabian's Rule to interpret and improve their own non-verbal communication. 5. Recognize the impact of non-verbal cues on interpersonal relationships. 6. Demonstrate effective communication skills using Indian examples.	(40 minutes) IV. Applying Mehrabian's Rule (50 minutes) V. Impact of Non-Verbal Communication (30 minutes) VI. Effective Communication Skills: Indian Examples (50 minutes) VII. Recap and Q&A (20 minutes)	
Week 2	Lecture 2	7 C's Of Communication	AV-2, RW-2	7 C's of Communication, which are fundamental principles for effective communication. The tool includes an overview of each C, followed by real-life Indian examples to illustrate their practical application. By the end of this interactive session, students will have a solid foundation in applying the 7 C's to enhance their	1.Understand the importance of effective communication in various contexts. 2. Identify and explain the 7 C's of Communication. 3. Recognize and apply the 7 C's through real-life Indian examples. 4. Develop skills to improve personal	I. Introduction (Duration: 15 minutes) II. Clarity (Duration: 30 minutes) III. Completeness (Duration: 30 minutes) IV. Conciseness (Duration: 30 minutes) V. Correctness (Duration: 45 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				communication skills.	communication strategies. 5. Apply the 7 C's to enhance their communication effectiveness in academic and professional settings.	VI. Courtesy (Duration: 45 minutes) VII. Coherent (Duration: 30 minutes) VIII. Conclusion and Wrap-up (Duration: 15 minutes)	
Week 3	Lecture 3	Small Talk and Conversational Skills	AV-3, RW-3	Trainer will encourage the students on how to initiate small talks and the importance of it. - How to find common interests?	Students will learn how to make small talks and initiate small professional conversations.	I. Introduction (5 minutes) II. Icebreaker Activity: "Two Truths and a Lie" (10 minutes) III. Lecture: Understanding Small Talk (30 minutes) IV. Activity: Role Play (40 minutes) V. Lecture: Enhancing Conversational Skills (30 minutes) VI. Activity: Group Discussion (45 minutes) VII. Summary and Conclusion (10 minutes) VIII. Evaluation (10 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
Week - 4	Lecture 4	Self Image	AV-4, RW-4	This session aims to help college students understand and develop a positive self-image.	1. Define and understand the concept of self-image 2. Identify factors that influence self-image 3. Recognize and address negative self-image issues 4. Apply strategies to develop and maintain a positive self-image 5. Analyze Indian examples and case studies related to self-image challenges 6. Demonstrate enhanced self-confidence and resilience	1. Introduction to Self-Image (10 minutes) 2. Factors Influencing Self-Image (20 minutes) 3. Recognizing Self-Image Issues (30 minutes) 4. Building a Positive Self-Image (50 minutes) 5. Overcoming Self-Image Challenges (30 minutes) 6. Indian Examples and Case Studies (20 minutes) 7. Strategies for Maintaining a Positive Self-Image (20 minutes) 8. Interactive Activities (30 minutes) 9. Q&A and Conclusion (10 minutes)	Amitabh Bachchan, Kiran Bedi, Deepika Padukone, Sachin Tendulkar, AR Rahman
Week 5	Lecture 5	Adapt To Improve	AV-5, RW-5	This lecture aims to help students understand the importance of adaptability in personal and professional growth.	1. Understand the concept of adaptability and its relevance in personal and professional contexts. 2. Recognize the benefits of being adaptable in college life and beyond.	1. Introduction (15 minutes) 2. Understanding Adaptability (30 minutes) 3. Benefits of Adaptability (20 minutes) 4. Assessing Personal	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					3. Identify personal strengths and areas for improvement related to adaptability. 4. Apply practical strategies to enhance adaptability skills. 5. Demonstrate an understanding of how adaptability can lead to personal growth and success. 6. Analyze and discuss real-life Indian examples of individuals who have effectively adapted to improve their lives.	Adaptability (25 minutes) 5. Strategies to Enhance Adaptability (45 minutes) 6. Adapting to Change (30 minutes) 7. Thriving in Diverse Environments (30 minutes) 8. Q&A and Group Discussion (30 minutes) 9. Conclusion and Summary (15 minutes)	
Week 6	Lecture 6	Body Language	AV-6, RW-6	In this lecture on body language, students will gain a comprehensive understanding of the importance of non-verbal communication and its impact on personal and professional interactions. The lecture will cover various aspects of body language, including gestures, facial	1. Understand the significance of body language in communication. 2. Identify different types of non-verbal cues and their meanings. 3. Recognize the impact of body language on personal and	1. Introduction (Duration: 15 minutes) 2. Understanding Nonverbal Cues (Duration: 45 minutes) 3. Interpreting Body Language (Duration: 45 minutes) 4. Improving Body Language	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
				expressions, posture, and eye contact.	professional relationships. 4. Demonstrate effective use of gestures, facial expressions, and posture to enhance communication. 5. Establish eye contact and understand its importance in different contexts. 6. Interpret and respond appropriately to different body language signals. 7. Apply body language techniques to project confidence and credibility. 8. Adapt body language to different cultural and social settings. 9. Evaluate their own body language and make necessary improvements. 10. Develop awareness of the impact of body language in interviews, presentations,	(Duration: 60 minutes) 5. Indian Examples of Body Language (Duration: 30 minutes) 6. Conclusion and Q&A Session (Duration: 15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					and group discussions.		
Week 7	Lecture 7	Fundamentals Of Listening	RW - 7, AV-7	In this interactive session on the fundamentals of listening, we will explore the importance of effective listening skills in various aspects of life. We will delve into different listening techniques, barriers to effective listening, and strategies to overcome them.	1. Understand the significance of effective listening skills in personal, academic, and professional settings. 2. Identify different types of listening and their applications. 3. Recognize common barriers to effective listening. 4. Apply strategies to overcome barriers and enhance listening skills. 5. Demonstrate active listening techniques through real-life Indian examples.	1. Introduction (10 minutes) 2. Types of Listening (20 minutes) 3. Barriers to Effective Listening (15 minutes) 4. Strategies for Overcoming Barriers (20 minutes) 5. Active Listening Techniques (30 minutes) 6. Reflection and Practice (30 minutes) 7. Overcoming Cultural and Language Barriers (20 minutes) 8. Wrap-up and Key Takeaways (15 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy
Week 8	Lecture 8	Appreciative Listening	RW -8, AV-8	This interactive lecture aims to introduce college students to the concept of appreciative listening and its importance in personal and professional settings.	1. Understand the concept of appreciative listening and its significance in interpersonal communication. 2. Identify the key elements of effective	1: Introduction to Appreciative Listening (Duration: 45 minutes) 2: Developing Appreciative Listening Skills (Duration: 1 hour 15 minutes)	Laxmi Agarwal

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					appreciative listening. 3. Apply active listening techniques to enhance their listening skills. 4. Demonstrate empathy and understanding in their interactions with others. 5. Recognize and overcome barriers to appreciative listening. 6. Apply appreciative listening skills in various personal and professional contexts. 7. Appreciate the cultural nuances and importance of listening in an Indian context.	3: Overcoming Barriers and Applying Appreciative Listening (Duration: 1 hour)	
Week 9	Lecture 9	Set and Achieve Goals	RW - 9, AV-9	This lecture aims to guide students in setting and achieving their goals effectively.	1. Understand the importance of goal setting in personal and academic growth. 2. Identify specific, measurable, achievable, relevant, and time-bound (SMART) goals.	1. Introduction (Duration: 15 minutes) 2. Understanding Goal Setting (Duration: 30 minutes) 3. Setting SMART Goals (Duration: 45 minutes) 4. Strategies for Goal Achievement	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					3. Develop strategies to overcome obstacles and stay motivated. 4. Apply goal-setting techniques to real-life situations through Indian examples.	(Duration: 60 minutes) 5. Indian Examples of Goal Achievement (Duration: 45 minutes) 6. Review and Conclusion (Duration: 15 minutes)	
Week 10	Lecture 10	Goal Management	RW - 10, AV-10	This interactive lecture aims to introduce students to the concept of goal management and provide them with practical strategies to effectively set and achieve their goals.	1. Understand the importance of goal management for college students 2. Differentiate between short-term and long-term goals 3. Set meaningful goals aligned with personal values and interests 4. Prioritize goals effectively 5. Create action plans to achieve goals 6. Overcome obstacles in pursuit of goals 7. Monitor and adjust goals as needed 8. Celebrate achievements	I. Introduction (10 minutes) II. Understanding Goals (20 minutes) III. Setting Meaningful Goals (30 minutes) IV. Prioritizing Goals (20 minutes) V. Action Planning (40 minutes) VI. Overcoming Obstacles (30 minutes) VII. Monitoring and Adjusting Goals (30 minutes) VIII. Celebration and Reflection (20 minutes) IX. Conclusion and Recap (10 minutes)	Satya Nadella

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Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration / Case Study / Images / animation / ppt etc. Planned	Live Examples
					and reflect on progress 9. Apply goal management strategies to real-life scenarios		
Week 11	Lecture 11	Setting SMART Goals	RW-11, AV-11	The trainer will introduce the concept of smart goals to the students and explain all the segments of SMART goals: Specific, Measureable, Achievable, Relevant and Time bound.	1. Define SMART goals and understand their significance in personal and academic contexts. 2. Identify the five components of SMART goals. 3. Apply the SMART framework to set specific, measurable, attainable, relevant, and time-bound goals. 4. Develop an action plan to achieve their goals. 5. Understand the importance of reviewing and adjusting goals as needed. 6. Recognize real-life examples of successful goal setting.	I. Introduction (15 minutes) II. Understanding SMART Goals (30 minutes) III. Setting SMART Goals (45 minutes) IV. Developing an Action Plan (30 minutes) V. Reviewing and Adjusting Goals (20 minutes) VI. Conclusion and Reflection (20 minutes)	

Soft Skills Course Plan - Semester 3

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	Effective Communication And Soft Skills	Nitin Bhatnagar, Mamta Bhatnagar	Pearson Pub.
RB-3	Communications Skills WorkBook	©AICTE Approved	NA
RB-4	The Definitive Book of Body Language	Barbara Pease	Orion (21 October 2004)

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Introduction To Team Building	Team Building
RW-2	Team Building Process	Team Building Process
RW-3	Dealing With Conflicts	Dealing With Conflicts
RW-4	Conflict To Collaboration	Conflict To Collaboration
RW - 5	Empower Through Leadership	Empower Through Leadership
RW - 6	Lead Through A Vision	Lead Through A Vision
RW - 7	Powerpoint Presentations	Powerpoint Presentations
RW - 8	Introduction And Importance Of Time Management	Time Management
RW - 9	Effective Use Of Time	Effective Use Of Time

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	What is Team Building?	Team Building	Team building is a vital skill for college students as it fosters collaboration, communication, and synergy within a group. By working together effectively, students can achieve greater outcomes, solve complex problems, and generate innovative ideas.
AV-2	Dealing With Conflicts	Dealing With Conflicts	First, encourage open communication and active listening to foster understanding between conflicting parties. Encourage students to express their concerns respectfully and listen to others' perspectives without judgment. Second, stress the importance of empathy and considering different viewpoints to find common ground. Encourage students to put themselves in others' shoes to better understand their feelings and motivations.
AV-3	Conflict to Collaboration	Conflict To Collaboration	Encourage college students to approach conflicts with an open mind and willingness to listen to different perspectives. Emphasize the importance of effective communication, active listening, and empathy in resolving conflicts. Encourage them to focus on interests rather than positions, seeking common ground and win-win solutions.
AV-4	Empower Through Leadership	Empower Through Leadership	First, emphasize the importance of self-awareness and personal growth, encouraging students to understand their strengths, weaknesses, and values. Next, stress the significance of effective communication and active listening, as these skills foster collaboration and create a supportive environment.

AV-5	<u>Introduction And Importance Of Time Management</u>	Introduction And Importance Of Time Management	Time management is a crucial skill for college students as it helps them effectively prioritize tasks, reduce stress, and achieve academic success. By managing time efficiently, students can allocate dedicated periods for studying, attending classes, completing assignments, and participating in extracurricular activities. This allows them to maintain a balanced lifestyle and avoid last-minute cramming, ensuring a deeper understanding of the subjects.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Introduction To Team Building	RW-1, AV-1	This lecture aims to introduce students to the concept of team building and its significance in the professional world.	1. Understand the importance of team building in professional settings. 2. Identify key principles and strategies for successful team building. 3. Recognize the benefits and challenges of working in teams. 4. Develop effective communication and collaboration skills within a team. 5. Apply problem-solving and decision-making techniques in a	1. Introduction (5 minutes) 2. Importance of Team Building (10 minutes) 3. Principles of Team Building (20 minutes) 4. Benefits and Challenges of Working in Teams (15 minutes) 5. Communication and Collaboration Skills (25 minutes) 6. Problem-Solving and Decision-Making in Teams (25 minutes) 7. Cultural and Diversity Considerations (15 minutes) 8. Real-Life Examples from India (30 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					team context. 6. Appreciate the cultural and diversity aspects of team building. 7. Analyze real-life examples of successful team building in the Indian context.	9. Recap and Conclusion (10 minutes)	
Week 2	Lecture 2	Team Building Process	RW-2	Here the students will explore the importance of effective teamwork and learn practical techniques to enhance their team-building skills.	1.Understand the significance of teamwork in various contexts. 2. Identify the stages of the team building process. 3. Apply key strategies to enhance team cohesion and collaboration. 4. Recognize the role of effective communication and conflict resolution in team dynamics. 5. Analyze Indian examples of successful team building initiatives. 6. Develop an action plan for implementing team building techniques in their own	I. Introduction (15 minutes) II. Understanding Teamwork (30 minutes) III. Stages of Team Building Process (45 minutes) IV. Strategies for Building Effective Teams (60 minutes) V. Conflict Resolution in Teams (30 minutes) VI. Implementing Team Building Techniques (30 minutes) VII. Conclusion and Wrap-up (15 minutes)	Narendra Modi

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					college experiences.		
Week 3	Lecture 3	Dealing With Conflicts	AV-2, RW-3	The session will cover various aspects of conflict resolution, including understanding the nature of conflicts, identifying common conflict triggers, and developing effective communication and negotiation skills.	1. Understand the nature of conflicts and their impact on personal and professional relationships. 2. Identify common triggers and underlying causes of conflicts. 3. Develop effective communication skills to express their perspectives and needs assertively. 4. Apply negotiation techniques to resolve conflicts and reach mutually beneficial agreements. 5. Demonstrate empathy and active listening skills to understand the perspectives of others. 6. Apply problem-solving strategies to address conflicts in a	1.Introduction (10 minutes) 2. Understanding Conflicts (30 minutes) 3. Triggers and Causes of Conflicts (30 minutes) 4. Effective Communication in Conflicts (45 minutes) 5. Negotiation and Problem-Solving (45 minutes) 6. Emotional Intelligence and Self-Management (30 minutes) 7. Conflict Resolution Strategies (45 minutes) 8. Conclusion and Reflection (15 minutes)	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					constructive manner. 7. Develop self-awareness and emotional intelligence to manage conflicts effectively. 8. Recognize the importance of compromise and collaboration in conflict resolution.		
Week - 4	Lecture 4	Conflict To Collaboration	AV-3, RW-4	The session aims to provide students with the necessary knowledge and techniques to transform conflicts into collaborative opportunities.	1. Understand the nature and types of conflicts that commonly arise in various contexts. 2. Identify their personal conflict management styles and their strengths and limitations. 3. Apply effective communication techniques to address conflicts and facilitate collaboration. 4. Recognize the importance of empathy and active listening in resolving conflicts.	I. Introduction (10 minutes) II. Understanding Conflict (30 minutes) III. Conflict Management Styles (20 minutes) IV. Effective Communication (40 minutes) V. Collaboration Strategies (40 minutes) VI. Applying Conflict Resolution Skills (40 minutes) VII. Wrap-up and Conclusion (10 minutes)	MS Dhoni

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					5. Utilize negotiation and problem-solving strategies to achieve win-win outcomes. 6. Analyze real-life Indian examples of conflicts and collaborations to gain practical insights.		
Week 5	Lecture 5	Empower Through Leadership	AV-4, RW-5	This interactive session provides students a comprehensive understanding of leadership skills and strategies.	1. Understand the fundamental concepts and theories of leadership. 2. Identify and develop their own leadership style. 3. Recognize the importance of ethical leadership. 4. Apply effective communication skills to lead and inspire others. 5. Foster teamwork and collaboration. 6. Develop strategies for resolving conflicts and managing challenges. 7. Apply leadership skills	1. Introduction to Leadership (30 minutes) 2. Leadership Theories and Styles (30 minutes) 3. Ethical Leadership (30 minutes) 4. Communication and Influence (30 minutes) 5. Building Effective Teams (30 minutes) 6. Conflict Resolution and Challenges (30 minutes) 7. Leadership in an Indian Context (30 minutes) 8. Conclusion and Reflection (30 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					in real-life situations, specifically within an Indian context.		
Week 6	Lecture 6	Lead Through A Vision	RW-6	This lecture aims to empower college students with the essential leadership skill of leading through a vision. Students will explore the importance of having a clear vision, learn how to articulate their vision effectively, and understand how to inspire and motivate others to work towards a common goal.	1. Understand the significance of leading through a vision in personal and professional life. 2. Articulate their vision clearly and concisely. 3. Identify strategies to inspire and motivate others to work towards a shared vision. 4. Analyze and evaluate real-life examples of visionary leaders in India. 5. Apply the principles of leading through a vision to their own leadership journeys.	I. Introduction (15 minutes) II. Understanding Leadership and Vision (30 minutes) III. Creating a Compelling Vision (45 minutes) IV. Communicating the Vision (30 minutes) V. Overcoming Challenges in Leading Through a Vision (30 minutes) VI. Case Studies and Role Plays (60 minutes) VII. Developing an Action Plan (30 minutes) VIII. Q&A and Closing (15 minutes)	Sachin Tendulkar, A.P.J. Abdul Kalam
Week 7	Lecture 7	Powerpoint Presentations	RW - 7	Trainer will introduce and explain the concept of powerpoint presentations.	1. Understand the importance of PowerPoint presentations as a communication tool. 2. Apply design principles to create visually	1. Introduction (15 minutes) 2. Understanding the Basics (30 minutes) 3. Visual Design and Slide Creation (60 minutes)	Ratan Tata, Shashi Tharoor, N.R. Narayan Murthy

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					appealing and professional-looking slides. 3. Use PowerPoint features and tools effectively to enhance presentations. 4. Develop effective delivery techniques to engage and connect with the audience. 5. Identify common mistakes to avoid in PowerPoint presentations. 6. Adapt presentation techniques for different audience types and settings. 7. Apply critical thinking skills to organize and structure content effectively. 8. Utilize storytelling techniques to make presentations more impactful. 9. Incorporate Indian cultural examples to make presentations	4. PowerPoint Features and Tools (45 minutes) 5. Delivery Techniques (45 minutes) 6. Common Mistakes to Avoid (30 minutes) 7. Adapting to Audience and Settings (30 minutes) 8. Storytelling Techniques (30 minutes) 9. Conclusion and Q&A (15 minutes)	

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					relatable and engaging.		
Week 8	Lecture 8	Group Presentations		Here the trainer will review the group presentations being conducted by the students.			
Week 9	Lecture 9	Introduction And Importance Of Time Management	RW - 8, AV-5	Trainer will explain the importance of Time management and how to manage it well?	1. Understand the concept of time management and its relevance in college life. 2. Recognize the benefits of effective time management for academic success. 3. Identify common time-wasting activities and develop strategies to overcome them. 4. Apply practical techniques for prioritizing tasks and setting realistic goals. 5. Demonstrate effective strategies for organizing schedules and managing deadlines. 6. Implement time management techniques to	1. Introduction (15 minutes) 2. Understanding Time Management (30 minutes) 3. Identifying Time-Wasting Activities (20 minutes) 4. Prioritization and Goal Setting (30 minutes) 5. Organizing Schedules and Managing Deadlines (40 minutes) 6. Stress Reduction and Work-Life Balance (35 minutes) 7. Cultivating Habits for Effective Time Management (30 minutes) 8. Recap and Conclusion (10 minutes)	Sundar Pichai

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					reduce stress and improve work-life balance. 7. Cultivate habits that promote self-discipline and focus.		
Week 10	Lecture 10	Effective Use Of Time	RW - 9	Trainer will explain the effectiveness of time management and how this can help the students to improve in their professional lives.	1.Understand the significance of effective time management in academic and personal life. 2. Identify common time-wasting activities and their impact on productivity. 3. Apply practical strategies to improve time management skills. 4. Relate the concepts of time management to real-life examples in an Indian context.	1. Introduction (10 minutes) 2. Understanding Time-Wasting Activities (20 minutes) 3. Time Management Techniques (40 minutes) 4. Tools and Apps for Time Management (20 minutes) 5. Creating a Personalized Time Management Plan (30 minutes) 6. Q&A Session and Discussion (15 minutes) 7. Conclusion and Recap (10 minutes)	Satya Nadella

Details of Evaluation Task(s)

Evaluation Task	Objective	Detail of Evaluation Task	Nature of Evaluation Task (group/individuals)	Evaluation Task Mode	Marks	Allotment / submission Week

Mock Drive	To evaluate the students based on their mock drive performance.	Students perform their mock individually. All the exercises are related to syllabus. Evaluation parameters- self-presentation, social skills, interpersonal skills, manners & etiquette, personality development, reading skills.	Individual	Offline	50	
Class Participation	To evaluate the students based on their class participation.	The trainer evaluates their communication and presentation skills based on their class participation. Evaluation parameters - fluency, pronunciation, vocabulary, body language, kinesics and subject knowledge.	Individual	Offline	30	
Attendance	To evaluate the students based on their attendance.	Students participate in activities and the trainer evaluates them on interpersonal, social and professional skills. Evaluation parameters will be based on their class attendance.	Individual	Offline	20	

Soft Skills Course Plan - Semester 4

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Stress Management	Stress Management
RW-2	Anger Management	Anger Management

RW-3	Self Management	Self Management
RW-4	Johari Window	Johari Window
RW - 5	Introduction To Emotional Intelligence	Introduction To Emotional Intelligence
RW - 6	Understand With Empathy	Understand With Empathy

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV-1	Stress Management	Stress Management	Stress management to college students involves emphasizing key points to help them effectively cope with the pressures and demands of academic life. First, it's crucial to prioritize self-care by practicing healthy habits such as regular exercise, adequate sleep, and balanced nutrition. Encourage students to identify and utilize stress reduction techniques that work for them, such as deep breathing exercises and mindfulness.
AV-2	Anger Management	Anger Management	Acknowledging that anger is a normal emotion that everyone experiences, but it's how we express and manage it that matters. Encourage students to identify their triggers and recognize the physical and emotional signs of anger. Teach them effective communication skills to express their feelings calmly and assertively.
AV-3	Self Management	Self Management	When addressing self-management to college students, it is essential to emphasize the following key points. Firstly, prioritize time effectively by creating a schedule or to-do list, allowing for balanced attention to academics, extracurricular activities, and personal life. Secondly, practice self-discipline by setting realistic goals and staying focused on them, avoiding procrastination, and maintaining a healthy work-life balance.
AV-4	Johari Window	Johari Window	The Johari Window is a valuable tool for college students to enhance self-awareness and improve interpersonal communication. Its key points can be summarized as follows: The Johari Window is a model that helps individuals understand themselves and their relationships with others.
AV-5	Introduction To Emotional Intelligence	Introduction To Emotional Intelligence	By developing emotional intelligence, students can enhance their self-awareness, self-regulation, motivation, empathy, and social skills. This not only contributes to personal well-being and mental health but also fosters better relationships, effective communication, and leadership abilities. Encouraging students to cultivate emotional intelligence equips them with valuable tools to succeed academically, professionally, and personally, enabling them to navigate challenges, make sound decisions, and build meaningful connections in a rapidly changing world.

Audio Visual Aids (AV)			
Sr No	(AV aids)	Salient Features	Key Points
AV - 6	Understand With Empathy	Understand With Empathy	Understanding with empathy is a crucial skill that college students can cultivate to enhance their relationships, communication, and personal growth. It involves putting oneself in someone else's shoes, acknowledging their emotions, and showing compassion. By practicing empathy, students can foster deeper connections with their peers, professors, and the wider community. Key points to address include actively listening to others without judgment, seeking to understand different perspectives, and validating the feelings and experiences of others.
AV - 7	One Minute JAM Sessions	One Minute JAM Sessions	This session will help to highlight the importance of effective communication skills, including public speaking, interpersonal skills, and active listening.
AV - 8	Introduction to GD	Introduction to GD	Group Discussion, or GD, is an essential skill that college students need to master. It involves a structured conversation among a group of individuals on a specific topic. The primary objective of GD is to exchange ideas, analyze different perspectives, and develop critical thinking skills.

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Stress Management	RW-1, AV-1	The lecture will cover various aspects of stress, its impact on academic and personal life, and practical strategies to manage and reduce stress levels.	1. Understand the concept of stress and its impact on academic performance and personal well-being. 2. Identify common stressors faced by college students in India. 3. Recognize signs and symptoms of stress in oneself and others. 4. Apply effective	1. Introduction and Understanding Stress (30 minutes) 2. Common Stressors for College Students in India (20 minutes) 3. Signs and Symptoms of Stress (15 minutes) 4. Stress Management Techniques (60 minutes) 5. Self-Care and Work-Life Balance (30 minutes) 6. Case Studies and Real-Life Examples (45 minutes)	Ratan Tata, Virat Kohli, Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					stress management techniques to reduce and cope with stress. 5. Develop strategies for maintaining a healthy work-life balance. 6. Cultivate resilience and enhance personal well-being.	7. Recap and Q&A Session (20 minutes)	
Week 2	Lecture 2	Anger Management	RW-2, AV - 2	This lecture is designed to help students understand and manage their anger effectively. The lecture will provide insights into the causes and consequences of anger and equip students with practical strategies to control and channelize their anger in a constructive manner.	1. Identify the triggers and underlying causes of anger. 2. Understand the consequences of uncontrolled anger on personal and academic life. 3. Develop strategies to manage anger effectively. 4. Apply anger management techniques to resolve conflicts and maintain healthy relationships. 5. Cultivate emotional intelligence to	1. Introduction to Anger (5 minutes) 2. Causes of Anger (15 minutes) 3. Consequences of Uncontrolled Anger (15 minutes) 4. Anger Awareness Exercise (15 minutes) 5. Anger Styles and Expression (10 minutes) 6. Anger Management Techniques (30 minutes) 7. Healthy Conflict Resolution (30 minutes) 8. Emotional Intelligence and Anger (15 minutes)	Chetan Bhagat, Mary Kom

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					regulate and express anger appropriately. 6. Demonstrate empathy and understanding towards others' anger.	9. Anger Management Plan (15 minutes) 10. Role-playing and Scenarios (30 minutes) 11. Review and Reflection (10 minutes) 12. Transferability of Skills (10 minutes) 13. Action Plan and Conclusion (10 minutes)	
Week 3	Lecture 3	Self Management	AV-3, RW-3	This lecture aims to help students develop essential self-management skills that are crucial for their personal and academic success.	1.Understand the importance of self-management skills in college life and beyond. 2. Identify personal challenges that hinder effective self-management. 3. Develop practical strategies for enhancing self-discipline and time management. 4. Set clear goals and create an action plan to achieve them. 5. Apply self-management techniques to	1. Introduction (15 minutes) 2. Understanding Self-Management (30 minutes) 3. Identifying Personal Challenges (30 minutes) 4. Strategies for Enhancing Self-Discipline (45 minutes) 5. Goal Setting and Action Planning (45 minutes) 6. Self-Management Techniques	Satya Nadella, Priyanka Chopra Jonas, Sudha Murty

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Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					improve academic performance and personal well-being. 6. Recognize the importance of discipline in achieving long-term success.	(45 minutes) 7. Discipline for Long-Term Success (30 minutes) 8. Conclusion and Q&A (15 minutes)	
Week - 4	Lecture 4	Johari Window	AV-4, RW-4	This lecture is designed to introduce college students to the Johari Window, a powerful model for understanding self-awareness and interpersonal relationships. Through interactive discussions, self-reflection exercises, and real-life Indian examples, students will gain insights into their own personalities, improve their communication skills, and develop stronger relationships with others.	1. Understand the concept of the Johari Window and its four quadrants. 2. Identify their own strengths, weaknesses, blind spots, and hidden potential. 3. Enhance self-awareness and recognize the importance of personal development. 4. Apply the Johari Window model to improve communication and build trust in relationships. 5. Demonstrate empathy and respect for	1. Introduction and Overview (15 minutes) 2. Exploring the Quadrants (45 minutes) 3. Self-reflection Activity (15 minutes) 4. Real-life Indian Examples (60 minutes) 5. Application and Group Discussion (45 minutes)	

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Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					diverse perspectives.		
Week 5	Lecture 5	Introduction To Emotional Intelligence	AV-5, RW-5	This pedagogical tool aims to introduce college students to the concept of emotional intelligence (EI) and its importance in personal and professional life. The session will provide a comprehensive overview of EI, covering its definition, components, and practical applications.	Define emotional intelligence and its key components. Understand the importance of emotional intelligence in personal and professional contexts. Recognize the impact of emotional intelligence on relationships and decision-making. Identify strategies to enhance and develop their own emotional intelligence. Apply emotional intelligence principles to real-life situations through Indian examples.	Introduction and Icebreaker Activity (15 minutes) Definition and Components of Emotional Intelligence (30 minutes) Importance of Emotional Intelligence (20 minutes) Indian Examples of Emotional Intelligence (30 minutes) Impact of Emotional Intelligence on Relationships (45 minutes) Enhancing and Developing Emotional Intelligence (45 minutes) Applying Emotional Intelligence in Decision-Making (30 minutes) Conclusion and Wrap-up (15 minutes)	
Week 6	Lecture 6	Understand With Empathy	RW-6, AV - 6	In this lecture, we will explore the concept of understanding with empathy and its	Define empathy and understand its role in effective	1. Introduction and Icebreaker Activity	Sachin Tendulkar, A.P.J. Abdul Kalam

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				significance in developing effective communication and interpersonal skills. We will delve into the importance of empathy in various contexts and provide practical examples to help college students understand and apply empathy in their personal and professional lives.	communication. Recognize the benefits of practicing empathy in personal and professional relationships. Apply empathetic listening skills to improve interpersonal communication. Demonstrate empathy in cross-cultural and diverse settings. Identify and manage personal biases to enhance empathic understanding. Utilize empathy as a tool for conflict resolution and problem-solving. Understand the significance of self-empathy and its impact on personal well-being.	(15 minutes) 2. Understanding Empathy (30 minutes) 3. Benefits of Empathy (20 minutes) 4. Empathetic Listening Skills (40 minutes) 5. Empathy in Cross-Cultural Settings (30 minutes) 6. Managing Biases for Empathy (25 minutes) 7. Empathy for Conflict Resolution (35 minutes) 8. Self-Empathy and Personal Well-being (25 minutes) 9. Wrap-up and Reflection (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 7	Lecture 7	One Minute JAM Sessions	AV - 7	The One Minute JAM (Just A Minute) Sessions are an interactive and engaging pedagogical tool designed to enhance students' communication skills, critical thinking abilities, and confidence.	Understand the concept and purpose of One Minute JAM Sessions. Utilize effective strategies to prepare for and participate in JAM sessions. Enhance their ability to think quickly and articulate their thoughts concisely. Build confidence in public speaking and overcome stage fright. Analyze and evaluate the use of examples in JAM sessions through live Indian case studies. Apply their newly acquired skills in real-life situations, both academically and professionally.	1. Introduction (15 minutes) 2. Understanding JAM Sessions (30 minutes) 3. Strategies for Effective JAM Sessions (45 minutes) 4. Live Indian Examples (60 minutes) 5. Practice Sessions (45 minutes) 6. Reflection and Wrap-Up (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 8	Lecture 8	Introduction to GD		This lecture is designed to introduce students to the concept of Group Discussion (GD) as an essential soft skill. The lecture provides a comprehensive understanding of GD, its purpose, and its significance in various aspects of personal and professional life.	Understand the purpose and significance of Group Discussion (GD). Identify the key elements of an effective GD. Demonstrate active listening and effective communication skills during GDs. Analyze and critically evaluate arguments presented during a GD. Apply strategies to contribute constructively and enhance their participation in GDs. Gain confidence in expressing ideas and opinions in a group setting. Develop teamwork and collaboration skills through GDs. Recognize cultural	1. Introduction to GD (15 minutes) 2. Key Elements of an Effective GD (20 minutes) 3. Active Listening and Effective Communication Skills (30 minutes) 4. Analyzing and Evaluating Arguments (25 minutes) 5. Strategies for Constructive Participation (30 minutes) 6. Confidence Building and Expressing Ideas (25 minutes) 7. Teamwork and Collaboration in GD (20 minutes) 8. Cultural Sensitivities and Diverse Viewpoints (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					sensitivities and respect diverse viewpoints in GDs.	9. Live Indian Examples (30 minutes) 10. Summary and Recap (10 minutes)	
Week 9	Lecture 9	Case Studies		This lecture aims to enhance students' soft skills through the use of case studies. Students will explore real-life scenarios and analyze them from different perspectives, enabling them to develop critical thinking, problem-solving, and decision-making abilities.	Understand the concept and purpose of case studies. Analyze and interpret case studies effectively. Apply theoretical knowledge to practical scenarios. Develop critical thinking and problem-solving skills. Enhance decision-making abilities. Collaborate effectively in group discussions. Draw conclusions and make recommendations based on case study analysis. Recognize the relevance of	1. Introduction to Case Studies - 15 minutes 2. Understanding Case Study Analysis - 30 minutes 3. Group Discussion: Analyzing a Case Study - 40 minutes 4. Indian Example: Case Study on Entrepreneurship - 30 minutes 5. Break: Refreshments - 15 minutes 6. Applying Theoretical Knowledge to Case Studies - 30 minutes 7. Group Exercise: Decision Making in a Case Study - 40 minutes 8. Indian Example: Case Study	Sundar Pichai

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					soft skills in professional settings. Appreciate the value of real-life examples in learning.	on Teamwork - 30 minutes 9. Conclusion and Takeaways - 10 minutes	
Week 10	Lecture 10	Mock Practice		This lecture is designed to provide college students with a hands-on experience of participating in a Group Discussion (GD).	Understand the purpose and structure of a Group Discussion. Apply effective communication strategies during a GD. Demonstrate active listening skills and respect for others' opinions. Develop critical thinking abilities to analyze and contribute to the discussion. Enhance persuasive speaking skills to express ideas convincingly. Collaborate effectively in a team setting.	Introduction (5 minutes) Overview of GD Structure (10 minutes) Guidelines for Effective GD Participation (25 minutes) Mock GD Practice (90 minutes) Reflection and Discussion (20 minutes) Conclusion and Wrap-up (5 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Reflect on personal performance and areas for improvement in GDs.		

Soft Skills Course Plan - Semester 5

Reference Books (RB)

Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)

Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Communication Styles	Communication Styles
RW-2	How To Say No?	How To Say No?
RW-3	How To Be Interview Ready?	Interview Skills
RW-4	Social Media Profiles	Profile Building
RW - 5	Self Introduction	Self Introduction
RW - 6	Telephone Etiquettes	Telephone Etiquettes
RW - 7	How To Make CVs?	CV Making

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Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	Communication Styles	Communication Styles	To foster healthy communication, strive to be assertive, balancing respect for others while expressing yourself clearly and honestly. Avoid aggressive and passive-aggressive behaviors, as they can lead to misunderstandings and strain relationships. Encourage open dialogue, active listening, and empathy to promote effective communication with others.
AV-2	How To Say No?	How To Say No?	Learning to say no is an essential skill that empowers us to set boundaries and prioritize our well-being. The key points to remember when addressing "How to Say No" are: First, be assertive but polite, clearly stating your decision without apologizing excessively. Second, consider the request and your existing commitments, ensuring you don't overcommit yourself. Third, offer alternatives or suggest someone else who might be able to help.
AV-3	How To Be Interview Ready?	How To Be Interview Ready?	To be interview-ready, focus on three key points: preparation, presentation, and confidence. First, research the company and the role extensively, understanding their values, products, and industry trends. Practice common interview questions and be ready to showcase your skills and experiences with specific examples. Second, present yourself professionally by dressing appropriately, maintaining good body language, and showing enthusiasm for the opportunity.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Communication Styles	RW-1, AV-1	Introduce the concept of communication styles and their importance in various contexts, including personal and professional settings. Define and explain the four main communication styles: Assertive, Aggressive, Passive-	a. Identify and differentiate between assertive, aggressive, passive-aggressive, and passive communication styles. b. Recognize the impact of each communication	1.Assertive Communication (Duration: 45 minutes) 2.Aggressive Communication (Duration: 30 minutes) 3.Passive-Aggressive Communication (Duration: 30 minutes) 4.Role-Play and	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				Aggressive, and Passive.	n style on interpersonal relationships and team dynamics. c. Evaluate and adapt their own communication style to become more effective communicators. d. Apply the principles of assertive communication to resolve conflicts and express their needs confidently.	Feedback (Duration: 30 minutes) 5.Conclusion (Duration: 10 minutes)	
Week 2	Lecture 2	How To Say No?	RW-2, AV - 2	This lecture aims to equip students with the essential soft skill of saying "No" effectively and assertively. It focuses on understanding the importance of setting boundaries, managing time and commitments, and developing communication strategies to decline requests or invitations while maintaining positive relationships.	Understand the significance of setting boundaries and its impact on personal well-being and academic performance. Identify common scenarios where saying "No" is appropriate and necessary as a student. Develop effective communication techniques to decline	1.Introduction (Duration: 15 minutes) 2.Understanding Boundaries (Duration: 30 minutes) 3. Identifying Scenarios (Duration: 30 minutes) 4. Effective Communication Techniques (Duration: 60 minutes) 5. Time Management and Prioritization (Duration: 45 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					requests or invitations politely and assertively. Manage time and commitments efficiently to avoid overextending oneself. Apply learned skills to maintain positive relationships while asserting personal boundaries. Recognize the cultural nuances and social norms of saying "No" in an Indian context.	6.Nurturing Positive Relationships (Duration: 30 minutes) 7.Conclusion and Recap (Duration: 10 minutes) 8. Wrap-up (Duration: 5 minutes)	
Week 3	Lecture 3	How To Be Interview Ready?	AV-3, RW-3	Here are the interview preparation techniques to confidently face job interviews. This interactive session focuses on practical tips, strategies, and real-world examples to enhance their employability and increase their chances of securing their desired job roles.	Understand the importance of soft skills in the job interview process. Identify common interview formats and types. Master effective verbal and non-verbal communication	Introduction and Importance of Soft Skills - 20 minutes Types of Job Interviews - 20 minutes Verbal and Non-Verbal Communication - 30 minutes Mastering Interview Questions - 40 minutes Professionalism and Positive Body	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					n during interviews. Develop strategies for answering common interview questions confidently. Demonstrate professionalism and positive body language during interviews. Handle challenging interview situations with composure. Apply techniques to research the company and the role they are applying for. Effectively present their skills and experiences to showcase their suitability for the position.	Language - 25 minutes Handling Challenging Interview Situations - 30 minutes Researching the Company and the Role - 20 minutes Showcasing Skills and Experiences - 25 minutes Real-life Indian Interview Examples - 30 minutes Q&A Session - 20 minutes	
Week - 4	Lecture 4	Profile Building	RW-4	Participants will gain insights into optimizing their profiles, leveraging social media for career development, and understanding the	Understand the importance of maintaining a professional social media presence.	1.Introduction to Social Media Profile Building (Duration: 20 minutes) 2. Building an Effective LinkedIn	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				dos and don'ts of online networking. Through a mix of practical examples and hands-on exercises, students will be guided on crafting impactful profiles that stand out to potential employers and industry peers.	Create and optimize an impressive LinkedIn profile tailored for their career goals. Compose engaging tweets and understand Twitter etiquette for professional networking. Utilize LinkedIn and Twitter as powerful tools for job hunting and industry research. Apply the concepts of personal branding to enhance their online reputation.	Profile (Duration: 50 minutes) 3. Networking on LinkedIn (Duration: 40 minutes) 4. Twitter for Professional Development (Duration: 30 minutes) 5. Twitter Etiquette and Building a Brand (Duration: 30 minutes) 6. Leveraging Social Media for Job Search (Duration: 40 minutes) 7. Wrap-up and Q&A (Duration: 10 minutes)	
Week 5	Lecture 5	Self Introduction	RW-5	The "Self Introduction" session is designed to help college students develop essential soft skills, specifically focusing on the art of introducing themselves confidently and effectively in various settings. The session will cover the importance of self-	Understand the significance of a well-crafted self-introduction in different contexts. Identify the key components to include in a self-introduction.	1.Introduction (15 mins) 2. Key Components of a Self Introduction (30 mins) 3. LIVE Indian Example 1: Cultural Relevance (15 mins) 4. Engaging Delivery Techniques (45 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				introduction, key components to include, tips for engaging delivery, and provide live Indian examples to illustrate the concepts.	Exhibit improved communication skills and self-confidence while introducing themselves. Apply the learning to real-life situations, especially in Indian cultural settings.	5. LIVE Indian Example 2: College Interview Scenario (20 mins) 6. Overcoming Nervousness and Building Confidence (20 mins) 7. LIVE Indian Example 3: Social Networking Event (20 mins) 8. Interactive Role-Play Activity (30 mins) 9. Dos and Don'ts (15 mins) 10. Conclusion (10 mins)	
Week 6	Lecture 6	Personal Interviews		The session will cover essential aspects of interview preparation, including understanding the interview process, developing effective communication skills, mastering body language, and handling common interview questions.	Understand the key components of a personal interview and its importance in the college-to-career transition. Develop effective communication skills to confidently express their thoughts and experiences. Master positive body language to create a lasting impression	1. Introduction to Personal Interviews (Duration: 30 mins) 2. Effective Communication Skills (Duration: 1 hour) 3. Mastering Body Language (Duration: 45 mins) 4. Handling Common Interview Questions (Duration: 45 mins) 5. Q&A and Mock Interview Practice	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					during interviews. Identify common interview questions and practice techniques to answer them confidently. Apply learnings from real-life Indian examples to contextualize interview scenarios.	(Duration: 30 mins)	
Week 7	Lecture 7	Telephone Etiquettes	RW - 6	With essential telephone etiquettes, enabling students to communicate confidently and professionally in various phone conversations. The lecture will cover the fundamentals of effective communication, phone etiquette best practices, and live Indian examples to emphasize the relevance of these skills in real-life scenarios.	Understand the importance of telephone etiquettes in professional and personal communication. Demonstrate active listening skills to engage in meaningful conversations . Apply effective communication techniques to convey their thoughts clearly and confidently. Use proper phone	1. Introduction (Duration: 15 minutes) 2. Fundamentals of Effective Communication (Duration: 30 minutes) 3. Active Listening Skills (Duration: 45 minutes) 4. Phone Etiquette Best Practices (Duration: 45 minutes) 5. Handling Difficult Phone Conversations (Duration: 45 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					etiquette to create a positive impression on callers or recipients. Handle difficult or challenging phone conversations with tact and diplomacy. Utilize appropriate language and tone while communicating on the phone. Apply the knowledge gained in different academic and professional settings.	6. Language and Tone on the Phone (Duration: 30 minutes) 7. Q&A and Recap (Duration: 15 minutes) 8. Conclusion (Duration: 15 minutes)	
Week 8	Lecture 8	How to make CVs?	RW-7	This three-hour interactive session aims to equip college students with the necessary skills to create compelling CVs that effectively showcase their strengths and experiences. The workshop will cover essential components, formatting tips, and dos and don'ts of crafting a winning CV.	Understand the purpose and importance of a well-crafted CV. Identify the essential components of a CV and how to structure them effectively. Learn formatting tips and design	1. Introduction (15 minutes) 2. Understanding the Elements of a CV (45 minutes) 3. Crafting an Impressive CV (60 minutes) 4. Formatting and Design (30 minutes) 5. Tailoring CVs for Job Applications (45 minutes) 6. Avoiding Common CV	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					principles to make their CV visually appealing. Demonstrate the ability to tailor their CVs for specific job applications. Identify the essential components of a CV and how to structure them effectively. Learn formatting tips and design principles to make their CV visually appealing. Utilize appropriate language and tone while communicating on the phone. Apply the knowledge gained in different academic and professional settings. Communicate the purpose and importance of	Mistakes (15 minutes) 7. Q&A and Feedback (15 minutes) 8. Conclusion (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					a well-crafted CV.		
Week 9	Lecture 9	CV Presentations		Impactful CV presentations help students to focus on enhancing their abilities to present their qualifications, experiences, and skills effectively, enabling them to stand out in the competitive job market. Through practical exercises, live examples, and peer feedback, students will gain confidence and valuable insights into crafting compelling CV presentations.	Understand the importance of CV presentations in the job application process. Identify key elements to include in a well-structured CV presentation. Demonstrate effective verbal and non-verbal communication skills during the presentation. Incorporate visual aids to enhance the visual appeal and impact of their CV presentations. Receive constructive feedback and use it to improve their CV presentations.	1. Introduction (Duration: 15 minutes) 2. Understanding CV Presentations (Duration: 30 minutes) 3. Effective Communication (Duration: 60 minutes) 4. Engaging Visual Aids (Duration: 45 minutes) 5. Peer Practice Sessions (Duration: 60 minutes) 6. Feedback and Reflection (Duration: 30 minutes) 7. Conclusion (Duration: 15 minutes)	
Week 10	Lecture 10	Mock Drive					

Soft Skills Course Plan - Semester 6

Reference Books (RB)			
Sr No	Title	Author	Publisher Name
RB-1	Soft Skills For Dummies	Cindi Reiman	John Wiley & Sons, Inc.
RB-2	The Johari Window Model	Dinesh Soni	NA
RB-3	Emotional Intelligence: Why It Can Matter More Than IQ	Daniel Goleman	Bantam
RB-4	Quick Emotional Intelligence	Adele B. Lynn	Adele Lynn.

Relevant Websites (RW)		
Sr No	(Web address) (only if relevant to the course)	Unit Name
RW-1	Employability Skills	Employability Skills
RW-2	Public Speaking	Public Speaking
RW-3	Power Of Choice Making	Power Of Choice Making
RW-4	Decide With Confidence	Decide With Confidence

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Audio Visual Aids (AV)

Sr No	(AV aids)	Salient Features	Key Points
AV-1	Employability Skills	Employability Skills	Students should develop critical thinking and problem-solving skills to tackle real-world challenges. A proactive approach to learning and adaptability will help them stay updated with evolving industry trends. Teamwork and leadership skills are essential for collaborative projects and career advancement. Being tech-savvy and possessing digital literacy are vital in today's tech-driven world.
AV-2	Public Speaking	Public Speaking	Public speaking for college students can be a daunting task, but mastering this skill is essential for academic and personal success. To excel in public speaking, focus on a few key points. First, thoroughly prepare your content to build confidence and ensure a smooth delivery. Organize your speech with a clear introduction, body, and conclusion. Engage the audience by incorporating relatable examples, stories, or visuals.

Relevant Websites (RW)

Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 1	Lecture 1	Practical Of GD And Panel Discussion		The lecture will focus on practical techniques, tips, and strategies to excel in these communication formats commonly used in various academic and professional settings. Through engaging discussions and live Indian examples, participants will develop confidence, effective communication, critical thinking, and teamwork	Understand the purpose and importance of GD and Panel Discussions in academic and professional environments. Identify and apply key techniques for effective communication during GDs and Panel Discussions. Demonstrate critical thinking and problem-	Introduction to GD and Panel Discussions (15 minutes) Key Skills for Successful GDs (45 minutes) Live Indian Example: A Successful College GD (15 minutes) Preparing for Panel Discussions (45 minutes) Live Indian Example: An Impactful Panel Discussion (15 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				skills.	solving abilities while presenting their viewpoints. Develop active listening skills to comprehend and respond to others' opinions. Collaborate efficiently as a team member during group discussions. Manage nerves and anxiety during GDs and Panel Discussions. Analyze and learn from real-life Indian examples of successful GDs and Panel Discussions.	Building Teamwork and Collaboration Skills (30 minutes) Dealing with Nerves and Anxiety (15 minutes) Q&A and Interactive Session (15 minutes) Wrap-up and Conclusion (15 minutes)	
Week 2	Lecture 2	Employability Skills	RW-1, AV - 1	The session will cover a range of soft skills that employers highly value in potential candidates. Through practical examples and discussions, students will learn how to enhance their employability	Understand the concept of employability skills and their significance in the job market. Identify key employability skills required	1. Introduction to Employability Skills (Duration: 20 minutes) 2. Communication Skills (Duration: 30 minutes) 3. Teamwork and	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
				and stand out in the competitive job market.	by employers in different industries. Demonstrate improved communication skills, both verbal and written. Develop effective teamwork and collaboration abilities. Cultivate problem-solving and critical thinking skills. Exhibit adaptability and flexibility in a professional context. Demonstrate time management and organizational skills. Enhance their self-confidence and emotional intelligence. Create a personalized action plan to continuously improve their employability skills.	Collaboration (Duration: 30 minutes) 4. Problem-solving and Critical Thinking (Duration: 40 minutes) 5. Adaptability and Flexibility (Duration: 20 minutes) 6. Time Management and Organization (Duration: 30 minutes) 7. Self-confidence and Emotional Intelligence (Duration: 40 minutes) 8. Creating an Action Plan (Duration: 30 minutes) 9. Conclusion and Q&A (Duration: 20 minutes)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
Week 3	Lecture 3	Public Speaking	AV-2, RW-2	This interactive and engaging workshop on Public Speaking is designed to equip college students with the essential skills and techniques needed to become confident and effective public speakers. Through a combination of theory, practical exercises, and live Indian examples, participants will learn how to overcome fear, structure compelling speeches, use body language effectively, and engage their audience with impactful presentations.	Understand the importance of public speaking in various aspects of life, both personally and professionally. Identify and overcome common fears and anxieties related to public speaking. Organize and structure their speeches to make them clear, coherent, and persuasive. Utilize body language, gestures, and vocal variety to enhance their delivery and connect with the audience. Employ effective storytelling techniques to make their presentations more engaging. Handle impromptu speaking	1. Introduction to Public Speaking (Duration: 15 minutes) 2. Overcoming Public Speaking Anxiety (Duration: 30 minutes) 3. Structure and Organization (Duration: 45 minutes) 4. Non-Verbal Communication (Duration: 45 minutes) 5. Engaging the Audience (Duration: 30 minutes) 6. Impromptu Speaking (Duration: 30 minutes) 7. Speech Evaluation and Feedback (Duration: 15 minutes) 8. Conclusion and Takeaways (Duration: 15 minutes)	

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Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					situations with confidence and clarity. Analyze and provide constructive feedback on their own and others' speeches. Draw inspiration from live Indian examples of influential public speakers.		
Week - 4	Lecture 4	Power Of Choice Making	RW-3	Students will explore the significance of choice making, understand the factors influencing decision-making, and learn practical strategies to enhance their decision-making abilities. Through engaging activities and real-life Indian examples, students will gain confidence in navigating the complexities of choices they encounter during their college years and beyond.	Understand the importance of effective decision-making in personal and academic life. Identify key factors influencing decision-making processes. Evaluate the consequences of their choices and decisions. Apply critical thinking and problem-solving skills to make informed choices.	Introduction and Icebreaker (15 mins) The Power of Choice Making (30 mins) Factors Influencing Decision Making (45 mins) Consequences of Choices (30 mins) Critical Thinking and Problem-Solving (45 mins) Strategies for Effective Decision Making (45 mins) Building Self-Confidence in Choices (15 mins) Conclusion and Q&A (15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					Utilize practical strategies for enhancing decision-making abilities. Demonstrate increased self-confidence in handling decision-making situations.	Wrap-up and Reflection (15 mins) Closing Remarks (5 mins)	
Week 5	Lecture 5	Decide With Confidence	RW-4	The session will focus on understanding decision-making processes, overcoming decision-making challenges, and applying practical strategies to enhance decision-making abilities. The content is designed to engage students through interactive discussions, real-life Indian examples, and activities that foster critical thinking and self-awareness.	Understand the importance of confident decision-making in various life situations. Identify common obstacles to decision-making and learn strategies to overcome them. Apply decision-making models and frameworks for effective choices. Cultivate self-awareness and confidence in decision-	1.Introduction (Duration: 15 mins) 2.Understanding Decision Making (Duration: 30 mins) 3.Challenges in Decision Making (Duration: 45 mins) 4. Decision-Making Models (Duration: 45 mins) 5. Building Self-Awareness (Duration: 30 mins) 6. Practical Decision-Making Strategies (Duration: 45 mins) 7. Conclusion and Reflection (Duration: 15 mins)	

Relevant Websites (RW)							
Week Number	Lecture Number	Broad Topic (Sub Topic)	Other Readings, Relevant Websites, Audio Visual Aids	Lecture Description	Learning Outcomes	Pedagogical Tool Demonstration/ Case Study / Images / animation / ppt etc. Planned	Live Examples
					making abilities. Analyze real-life Indian examples of confident decision-making to draw insights and inspiration.		
Week 6	Lecture 6	Mock Drive		The Mock Drive is a comprehensive 3-hour soft skills training session designed for college students to enhance their public speaking abilities, decision-making skills, and interview readiness. This interactive workshop will include mock scenarios, real-life examples, and practical exercises to help students gain confidence and excel in various professional and academic situations.	Deliver persuasive and effective public speeches with confidence and clarity. Make well-informed decisions under pressure and uncertain circumstances . Prepare for college interviews and present themselves professionally . Develop essential soft skills, including communication, critical thinking, and problem-solving.		

Department Wise Time Tables (Even Semester)

Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15	Soft Skills					
10:15 - 11:15	Soft Skills					
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15		Soft Skills				
11:15 - 12:15		Soft Skills				
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00		Soft Skills				

Swarnnim Startup and Innovation University						
Course: B.Pharm			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15			Soft Skills			
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.pharm			Semester : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00			Soft Skills			
15:00 - 16:00			Soft Skills			

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Swarnnim Startup and Innovation University						
Course: Nursing			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15				Soft Skills		
RECESS - 12:15 - 1:00						
13:00 - 14:00				Soft Skills		
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00				Soft Skills		
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/ BBA/ AG/ B.Com			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

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Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00					Soft Skills	
15:00 - 16:00					Soft Skills	

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15	Soft Skills					
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: Nursing			Year : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15		Soft Skills				
10:15 - 11:15		Soft Skills				
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Pharm			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00		Soft Skills				
15:00 - 16:00		Soft Skills				

Swarnnim Startup and Innovation University						
Course: BCA/BSC IT/BBA/AG/B.com			Semester : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15			Soft Skills			
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Date: 2024.10.26
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Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15			Soft Skills			
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15				Soft Skills		
10:15 - 11:15				Soft Skills		
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00				Soft Skills		
14:00 - 15:00				Soft Skills		
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Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
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Swarnnim Startup and Innovation University						
Course: Nursing			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15		Soft Skills				
RECESS-12:15 - 1:00						
13:00 - 14:00		Soft Skills				
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 5		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15			Soft Skills			
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BBA/Bsc.AG/B.com			Semester : 5		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15				Soft Skills		
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
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Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15				Soft Skills		
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 5		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
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Date: 2024.10.26
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Swarnnim Startup and Innovation University						
Course: BSC			Semester : 5		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15					Soft Skills	
RECESS-12:15 - 1:00						
13:00 - 14:00						
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Department Wise Time Table Even Semester

Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15	Soft Skills					
10:15 - 11:15	Soft Skills					
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15		Soft Skills				
11:15 - 12:15		Soft Skills				
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
Swarnnim Startup and Innovation University						
Course: BBA/BCA/B.COM			Semester : 4		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00		Soft Skills				
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 4		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00		Soft Skills				
15:00 - 16:00						
Swarnnim Startup and Innovation University						
Course: Ayurveda (New)			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Pharm			Semester : 4		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
14:00 - 15:00			Soft Skills			
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Pharm			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15				Soft Skills		
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Nursing			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15				Soft Skills		
11:15 - 12:15				Soft Skills		
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
Swarnnim Startup and Innovation University						
Course: MBA/MCA			Year :2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00				Soft Skills		
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 6		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: Nursing			Year :1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15					Soft Skills	
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00					Soft Skills	
15:00 - 16:00					Soft Skills	

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15	Soft Skills					
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Diploma			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: Nursing			Year : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15		Soft Skills				
10:15 - 11:15		Soft Skills				
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 4		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS 12:15 - 1:00						
13:00 - 14:00		Soft Skills				
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Swarnnim Startup and Innovation University						
Course: BCA/BBA/B.com			Semester : 6			Year : 2024-25
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00		Soft Skills				

Swarnnim Startup and Innovation University						
Course: BCA/BBA/B.com			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15			Soft Skills			
10:15 - 11:15			Soft Skills			
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
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Swarnnim Startup and Innovation University						
Course: B.Tech			Semester : 6			Year : 2024-25
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15				Soft Skills		
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Physiotherapy			Year : 2			Year : 2024-25
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00				Soft Skills		
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: Physiotherapy/MSC OT			Year : 3			Year : 2024-25
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: Ayurveda			Year : 3		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00					Soft Skills	
15:00 - 16:00					Soft Skills	

Swarnnim Startup and Innovation University						
Course: BSC AG			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15	Soft Skills					
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: Homeopathy			Year : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00	Soft Skills					
15:00 - 16:00	Soft Skills					

Swarnnim Startup and Innovation University						
Course: DHA			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00			Soft Skills			
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: MBA/MCA			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00				Soft Skills		

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 2		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15					Soft Skills	
10:15 - 11:15						
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RECESS-12:15 - 1:00						
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Swarnnim Startup and Innovation University						
Course: BSC			Semester : 4		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15					Soft Skills	
11:15 - 12:15						
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: BSC			Semester : 6		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
11:15 - 12:15					Soft Skills	
RECESS-12:15 - 1:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						

Swarnnim Startup and Innovation University						
Course: DHA			Year : 1		Year : 2024-25	
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:15 - 10:15						
10:15 - 11:15						
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RECESS-12:15 - 1:00						
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14:00 - 15:00					Soft Skills	
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SOCIAL MEDIA POSTERS
TRAINING AND PLACEMENT DEPARTMENT
[2021-2024]

**SMCLA: SWARNIM SCHOOL OF MANAGEMENT COMMERCE AND
LIBERAL ARTS**

SSCIT: SWARNIM SCHOOL OF COMPUTING AND IT

SIT: SWARNIM INSTITUTE OF TECHNOLOGY

SID: SWARNIM INSTITUTE OF DESIGN

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SWARRNIM SCHOOL OF MANAGEMENT COMMERCE & LIBERAL ART

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Rohan Shah
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#TheReal

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Digital Marveled Pvt. Ltd.

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MBA 1st Sem

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#TheReal

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SERVICES

Tata Consultancy Services
as
Business Process Services

Vaishnavi Pathak
B.Com 6th SEM

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#Experience
#TheReal

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SWARNIM
SCHOOL OF BUSINESS

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Successfully Placed

Aim
ACCREDITED INTELLIGENCE MANUFACTURING GROUP

Selected as
Management Trainee

Tanvi Koshti
MBA

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#Experience
#TheReal

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SCHOOL OF BUSINESS

Congratulations
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Selected as
Management Trainee



Mayuri Rawat
MBA

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#Experience
#TheReal



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Harshad Panwar
BCOM 5

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#Experience
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Megha Khandelwal
BBA 5TH SEM

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ACS
Agile Capital Services
Selected as Trainee



Ms. Twinkle Rajput
MBA 1ST Year

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SWARINIM
SCHOOL OF MANAGEMENT,
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Mr. Chinmay Jain
MBA 1st Year

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Mr. Dev Raval
MBA 1st Year

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SWARINIM
SCHOOL OF BUSINESS

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Successfully Selected in

INSPIRE
WE INSPIRE. YOU EXPLORE

Inspire Consultant Pvt. Ltd.
as
Management Trainee

Karan Sonewane
BBA

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SWARINIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Congratulations

Selected for Internship in

Digital Marvel
AN AMBITION TO THE TOP

Digital Marvel Pvt. Ltd.

Kartavya Raval
MBA 1st Sem

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SWARJNIM
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COMMERCE & LIBERAL ARTS

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ACS
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Selected as Trainee



Mr. Jatin Shah
MBA 1st Year

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SWARJNIM
SCHOOL OF BUSINESS

Congratulations

Successfully Selected
in

INSPLORE
WE INSPIRE, YOU EXPLORE
Insplore Consultant Pvt. Ltd.
as
Management Trainee



Priyanka Ganji
MBA

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SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

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Successfully Placed



THE LEADING SOLUTIONS
The Leading Solutions
Selected as Trainee



Mr. Rahul Lakhvara
MBA 1st Year

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Agile Capital Services
Selected as Trainee



Ms. Kavisha Vadher
MBA 1st Year

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SWARNIM
 UNIVERSITY
SKILL & INNOVATION
WISDOM BRINGS COME ACTION


SWARNIM
 SCHOOL OF MANAGEMENT,
 COMMERCE & LIBERAL ARTS

Congratulations
Successfully Placed


THE LEADING SOLUTIONS

The Leading Solutions
 Selected as Trainee

Mr. Utkarsh Patel
 MBA 1st Year

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SWARRNIM SCHOOL **OF COMPUTING AND IT**

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Ravindrabhai Shah
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SSCIT [2021-2022]



SWARINIM
SCHOOL OF COMPUTING & IT
Congratulations

Selected For Internship
at



uBrain
STUDIOS

Ubrain Studios Pvt. Ltd.



Mr. Jenis Dusara
BCA 6th Sem

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SSCIT [2022-2023]



SWARINIM
SCHOOL OF COMPUTING & IT
Congratulations

Selected For Internship
at



The Sparks Foundation



Mr. Sneh Gupta
BCA 6th Sem

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SSCIT [2023-2024]



SWARINIM
SCHOOL OF COMPUTING & IT
Congratulations

Selected For Internship
at



Cognifyz
Technologies



Ms. Dhruvika Rajpara
BCA 6th Sem

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##Experience
##TheReal

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hai Shah

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Ravindrabhai Shah
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SWARRNIM INSTITUTE **OF TECHNOLOGY**

SIT [2021-2022]

SIT [2022-2023]

SIT [2023-2024]

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hai Shah

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SWARRNIM INSTITUTE OF DESIGN

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hai Shah

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Ravindrabhai Shah
Date: 2024.10.26
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SID [2023-2024]



SID [2022-2023]



OFFER LETTER

Date: 29 Dec, 2023

Dear Nikhil

College name - Swarnim

On behalf of **Zielhoch**, We are pleased to offer you the position of **Intern** with our company.

Hope you will perform your best. All of us at **Zielhoch** are excited that you would be joining our team!

Please find below, details regarding your internship:

Department: Marketing And Finance

Date of Joining: 07 Feb, 2024

Office location: Delhi/Work from Home

For any queries please feel free to write us at: **hr@zielhoch.com**

Best Wishes!!



(Authorized Signatory)
HUMAN RESOURCE
Zielhoch

Ragin
Ravindrab
hai Shah

Digitally signed by
Ragin
Ravindrabhai Shah
Date: 2024.10.26
18:46:41 +05'30'

24 Oct, 2023

To,

Harshad Pawar

PUNITEPAWAR@GMAIL.COM

6352732761

With reference to your resume & subsequent interview, it gives us immense pleasure to offer you a promising career as an **Intern** with **AIM India Pvt. Ltd.**

Designation:

We appoint you as an **Intern** in **MARKETING & HR** department with the organisation.

Place of work:

Your location of work will be **New Delhi/Work from Home**

Joining Dates:

Date of Joining will be 17 Oct, 2023

For any queries, please feel free to contact us at hr@aimincorp.com.

ACCRAAL INTELLIGENCE MANUALS GROUP



Best Wishes
(Authorized Signatory)
Head HR
AIM India Pvt. Ltd.

Ragin
Ravindrab
hai Shah

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Ragin
Ravindrabhai Shah
Date: 2024.10.26
18:46:41 +05'30'

24 Oct, 2023

To,

Megha Khandelwal

MEGHA93279@GMAIL.COM

9327911286

With reference to your resume & subsequent interview, it gives us immense pleasure to offer you a promising career as an **Intern** with **AIM India Pvt. Ltd.**

Designation:

We appoint you as an **Intern** in **MARKETING & HR** department with the organisation.

Place of work:

Your location of work will be **New Delhi/Work from Home**

Joining Dates:

Date of Joining will be 17 Oct, 2023

For any queries, please feel free to contact us at hr@aimincorp.com.

ACCRRUAL INTELLIGENCE MANUALS GROUP



Best Wishes
(Authorized Signatory)
Head HR
AIM India Pvt. Ltd.

Ragin
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Ragin
Ravindrabhai Shah
Date: 2024.10.26
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Date: 08 Dec, 2023

Dear Patel Utkarshkumar Janakbhai

Swarnim

INTERNSHIP OFFER LETTER

We refer to recent interview for the below mentioned position and are pleased to offer you the position of **Intern** with **The Leading Solutions Pvt. Ltd.** You will report directly to Ms. Diksha.

Please find the following confirmation of the specifics of your internship:

Designation: Intern

Department: Marketing And Hr

Date of Joining: 31 Jan, 2024

Location: Delhi/Work from Home

For any queries please feel free to write us at: hr@theleadingsolutions.com
Congratulations and welcome to the Team!

Best Wishes!!



(Authorized Signatory)
Head HR
TLS Pvt. Ltd.

Ragin

Ravindrab
hai Shah

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Ragin
Ravindrabhai Shah
Date: 2024.10.26
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OFFER LETTER

24 Oct, 2023

To,

Ravat Mayuri

MAYURAVAT1762@GMAIL.COM

9265541387

With reference to your resume & subsequent interview, it gives us immense pleasure to offer you a promising career as an **Intern** with **AIM India Pvt. Ltd.**

Designation:

We appoint you as an **Intern** in **MARKETING & HR** department with the organisation.

Place of work:

Your location of work will be **New Delhi/Work from Home**

Joining Dates:

Date of Joining will be 17 Oct, 2023

For any queries, please feel free to contact us at hr@aimincorp.com.



Best Wishes

(Authorized Signatory)

Head HR

AIM India Pvt. Ltd.

Ragin

Ravindrabhai

Shah

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Ravindrabhai Shah
Date: 2024.10.26
18:46:41 +05'30'



Date: 08 Dec, 2023

Dear Lakhvara Rahul

Swarnim

INTERNSHIP OFFER LETTER

We refer to recent interview for the below mentioned position and are pleased to offer you the position of **Intern** with **The Leading Solutions Pvt. Ltd.** You will report directly to Ms. Diksha.

Please find the following confirmation of the specifics of your internship:

Designation: Intern

Department: Marketing And Finance

Date of Joining: 31 Jan, 2024

Location: Delhi/Work from Home

For any queries please feel free to write us at: hr@theleadingsolutions.com
Congratulations and welcome to the Team!

Best Wishes!!



(Authorized Signatory)

Head HR

TLS Pvt. Ltd.

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Deferred placement option for startups

TheBlunt Times:

<https://theblunttimes.in/swarnnim-startup-innovation-university-offers-deferred-placements-upto-3-years-since-graduation/34413/>

Gujarat Headline:

<https://www.gujaratheadline.com/swarnnim-startup-innovation-university-offers-deferred-placements-upto-3-years-since-graduation/>

Navjeevan Express:

<https://navjeevanexpress.com/swarnnim-startup-innovation-uni-offers-deferred-placements-up-to-3-yrs-after-graduation/>

Zee 24 Kalak:

<https://zeenews.india.com/gujarati/jobs/swarnnim-startup-and-innovation-university-offers-deferred-placements-upto-3-years-since-graduation-284838>



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hai Shah

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SSIUના સ્ટુડન્ટ્સ હવે ડિગ્રી બાદના ૩ વર્ષ સુધી કેમ્પસ પ્લેસમેન્ટમાં જોડાઈ શકશે

અમદાવાદ : સ્ટાર્ટઅપ્સને પ્રોત્સાહન આપવાના હેતુ સાથે સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઈનોવેશન યુનિવર્સિટી દ્વારા ત્રણ વર્ષ સુધીની ડીફેડ પ્લેસમેન્ટ પૂરું પાડશે. જેમાં સ્ટુડન્ટ્સને યુનિવર્સિટીમાં ગ્રેજ્યુએશન કર્યા બાદ પણ ત્રણ વર્ષ સુધી કેમ્પસ પ્લેસમેન્ટનો લાભ ઉઠાવી શકશે. સ્ટાર્ટઅપ યુનિવર્સિટીના સત્તાધીશોના જણાવ્યા અનુસાર, આ નિયમ હાલના શૈક્ષણિક વર્ષ 2023-24થી લાગુ થશે. આ નિર્ણય યુનિવર્સિટીમાં ભણી ચૂકેલા સ્ટુડન્ટ્સ તરફથી મળેલા અભિપ્રાયના આધારે લેવામાં આવ્યો છે. યુનિવર્સિટીનું લક્ષ્ય સ્ટાર્ટઅપ્સને અને રોજગારી પેદા કરનારને પ્રોત્સાહન આપવાનું છે તેથી જ સ્ટુડન્ટ્સ પોતાના ભણતર સમયે તેના સ્ટાર્ટઅપ પર ધ્યાન આપી શકે અને પછી જો સ્ટાર્ટઅપમાં સફળતા ના મળે તો તે સ્ટુડન્ટ ડિગ્રી મેળવ્યાના ૩ વર્ષ બાદ પ્લેસમેન્ટમાં જોડાઈને જોબ મેળવી શકે છે. માર્કેટમાં આવી રહેલા ઝડપી પરિવર્તનને આધારે હાલ ઘણાં યુવાનો સ્ટાર્ટઅપ્સ તરફ વળી રહ્યાં છે ત્યારે એવું પણ બને કે સ્ટાર્ટઅપનો આઈડિયા સફળ ના થાય અને તેના લીધે તે કોલેજ પ્લેસમેન્ટમાં પણ યોગ્ય ધ્યાન ના આપી શકે, તેવી પરિસ્થિતિમાંથી સ્ટુડન્ટને બચાવીને તેના માટે એમ્પ્લોયમેન્ટ જનરેટ કરવાના હેતુ સાથે આ નિર્ણય લેવાયો છે.

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Ravindrabhai
Shah

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Ragin
Ravindrabhai Shah
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સ્વર્ણિમ સ્ટાર્ટઅપ & ઇનોવેશન યુનિ.ગ્રેજ્યુએશન પછી ત્રણ વર્ષ સુધી ડીફ્ડ પ્લેસમેન્ટ પૂરું પાડશે

નવગુજરાત સમય > અમદાવાદ

■ સ્ટાર્ટઅપ્સને પ્રોત્સાહન આપવા માટે કટિબદ્ધ ભારતની આ પ્રકારની સૌપ્રથમ યુનિવર્સિટી સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટીએ જાહેર કર્યું હતું કે, તેઓ વિદ્યાર્થીઓને ટૂંક સમયમાં જ ત્રણ વર્ષ સુધીની ડીફ્ડ પ્લેસમેન્ટ પૂરી પાડશે. તેનો અર્થ એ થયો કે જે વિદ્યાર્થીઓ આ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થશે તેઓ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થયાં પછી ત્રણ વર્ષ સુધીના સમયગાળા માટે કેમ્પસ પ્લેસમેન્ટનો લાભ ઉઠાવી શકશે. યુનિવર્સિટીના સત્તાધિકારીઓના જણાવ્યાં મુજબ, આ પહેલ વર્તમાન શૈક્ષણિક વર્ષ એટલે કે વર્ષ 2023-2024થી જ લાગુ થઈ જશે.

સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટી એ ભારતની પ્રથમ યુનિવર્સિટી છે, જે સ્ટાર્ટઅપ્સને પોષવા અને પ્રોત્સાહન આપવા માટે સમર્પિત છે. હાલમાં આ યુનિવર્સિટી ખાતે 23 સ્ટાર્ટઅપ્સને ઇન્ક્યુબેટ કરવામાં આવી



રહ્યાં છે.

હાલમાં, સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટીમાં લગભગ 3,500 વિદ્યાર્થીઓ ભણી રહ્યાં છે. ભૂતકાળમાં આ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થયેલાં વિદ્યાર્થીઓ પાસેથી પ્રાપ્ત થયેલી પ્રતિક્રિયાના આધારે આ પહેલની શરૂઆત કરાઈ છે. ઘણીવાર એવું બનતું હોય છે કે વિદ્યાર્થીઓ દ્વારા શરૂ કરાયેલું સ્ટાર્ટઅપ અપેક્ષા મુજબ કાર્યદેખાવ કરી શકતું નથી અને આથી જ ઘણાં વિદ્યાર્થીઓ નોકરીની તકથી વંચિત રહી જતાં હોય છે. જ્યારે સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટી વિદ્યાર્થીઓના સ્ટાર્ટઅપને પોષવા, આઈડિયાથી માંડીને વ્યાપ વધારવા સુધીના દરેક તબક્કે તેમનું માર્ગદર્શન કરવા માટે સંપૂર્ણપણે કટિબદ્ધ છે. આ ઉપરાંત માર્કેટમાં ઝડપથી

આવી રહેલા પરિવર્તનોને સમજવા પણ એટલા જ જરૂરી છે અને એ પણ સમજવું જરૂરી છે કે બધાં જ સ્ટાર્ટઅપ પોતાનું અસ્તિત્વ ટકાવી શકતા નથી. જોકે, આ યુનિવર્સિટીનું લક્ષ્ય સ્ટાર્ટઅપ્સને અને રોજગારી પેદા કરનારાઓને પ્રોત્સાહન આપવાનું તો છે જ પરંતુ તેની સાથે-સાથે એ વાતની પણ ખાતરી કરવાનું છે કે, અહીંના વિદ્યાર્થીઓને સારા સંગઠનોમાં નોકરી મળી જાય અને તેમની કારકિર્દીનો શુભારંભ થાય. આથી જ, સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટીએ ડીફ્ડ પ્લેસમેન્ટની આ પહેલને શરૂ કરવાનો નિર્ણય લીધો છે. તેનાથી આ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થયેલા વિદ્યાર્થીઓ ત્રણ વર્ષ માટે કેમ્પસ પ્લેસમેન્ટમાં હાજર રહી શકશે. સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટી એ એક નોલેજ હબ છે. અત્યાર સુધીમાં આ યુનિવર્સિટીએ કૃષિ, હેલ્થકેર, ગ્રીન એનર્જી, આઈટી સેવાઓ, ડિઝાઇન અને ડેટા મેનેજમેન્ટ જેવા ક્ષેત્રોમાં 120 જેટલા સ્ટાર્ટઅપને સમર્થન પૂરું પાડ્યું છે.

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સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટી ગ્રેજ્યુએશન પછી ૩ વર્ષ સુધી ડીફર્ડ પ્લેસમેન્ટ પૂરું પાડશે

અમદાવાદ, સ્ટાર્ટઅપ્સને પ્રોત્સાહન આપવા માટે કટિબદ્ધ ભારતની આ પ્રકારની સૌપ્રથમ યુનિવર્સિટી સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટીએ ગુરુવારના રોજ જાહેર કર્યું હતું કે, તેઓ વિદ્યાર્થીઓને ટૂંક સમયમાં જ ત્રણ વર્ષ સુધીની ડીફર્ડ પ્લેસમેન્ટ પૂરી પાડશે. તેનો અર્થ એ થયો કે જે વિદ્યાર્થીઓ આ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થશે તેઓ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થયાં પછી ત્રણ વર્ષ સુધીના સમયગાળા માટે કેમ્પસ પ્લેસમેન્ટનો લાભ ઉઠાવી શકશે. યુનિવર્સિટીના સત્તાધિકારીઓના જણાવ્યાં મુજબ, આ પહેલ વર્તમાન શૈક્ષણિક વર્ષ એટલે કે વર્ષ ૨૦૨૩-૨૦૨૪થી જ લાગુ થઈ જશે.

સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટી એ ભારતની પ્રથમ યુનિવર્સિટી છે, જે સ્ટાર્ટઅપ્સને પોષવા અને પ્રોત્સાહન આપવા માટે સમર્પિત છે. હાલમાં આ યુનિવર્સિટી ખાતે ૨૩

સ્ટાર્ટઅપ્સને ઈક્સ્યુબેટ કરવામાં આવી રહ્યાં છે.

હાલમાં, સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટીમાં લગભગ ૩,૫૦૦ વિદ્યાર્થીઓ ભણી રહ્યાં છે. આ યુનિવર્સિટીમાં ભણી ચૂકેલા વિદ્યાર્થીઓ તરફથી પ્રાપ્ત થયેલી પ્રતિક્રિયાના આધારે આ અંગેનો નિર્ણય લેવામાં આવ્યો છે.

ભૂતકાળમાં આ યુનિવર્સિટીમાંથી ગ્રેજ્યુએટ થયેલાં વિદ્યાર્થીઓ પાસેથી પ્રાપ્ત થયેલી પ્રતિક્રિયાના આધારે આ પહેલની શરૂઆત કરવામાં આવી છે. ઘણીવાર એવું બનતું હોય છે કે વિદ્યાર્થી દ્વારા શરૂ કરવામાં આવેલું સ્ટાર્ટઅપ અપેક્ષા મુજબ કાર્યદેખાવ કરી શકતું નથી અને આથી જ ઘણાં વિદ્યાર્થીઓ નોકરીની તકથી વંચિત રહી જતાં હોય છે. જ્યારે સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઇનોવેશન યુનિવર્સિટી વિદ્યાર્થીઓના સ્ટાર્ટઅપને પોષવા, આઈડીયાથી માંડીને વ્યાપ વધારવા સુધીના દરેક તબક્કે તેમનું માર્ગદર્શન કરવા માટે સંપૂર્ણપણે કટિબદ્ધ છે.

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ડડાપમાં ડિગ્રી બાદ ૩ વર્ષ સુધી પ્લેસમેન્ટમાં જોડાઈ શકાશે

અમદાવાદ : સ્ટાર્ટઅપ્સને પ્રોત્સાહન આપવાના હેતુ સાથે સ્વર્ણિમ સ્ટાર્ટઅપ એન્ડ ઈનોવેશન યુનિવર્સિટી દ્વારા ત્રણ વર્ષ સુધીની ડીફેડ પ્લેસમેન્ટ પૂરું પાડશે. જેમાં સ્ટુડન્ટ્સને યુનિવર્સિટીમાં ગ્રેજ્યુએશન કર્યા બાદ પણ ત્રણ વર્ષ સુધી કેમ્પસ પ્લેસમેન્ટનો લાભ ઉઠાવી શકશે. સ્ટાર્ટઅપ યુનિવર્સિટીના સત્તાધીશોના જણાવ્યા અનુસાર, આ નિયમ હાલના શૈક્ષણિક વર્ષ 2023-24થી લાગુ થશે. આ નિર્ણય યુનિવર્સિટીમાં ભણી ચૂકેલા સ્ટુડન્ટ્સ તરફથી મળેલા અભિપ્રાયના આધારે લેવામાં આવ્યો છે. યુનિવર્સિટીનું લક્ષ્ય સ્ટાર્ટઅપ્સને અને રોજગારી પેદા

કરનારને પ્રોત્સાહન આપવાનું છે તેથી જ સ્ટુડન્ટ્સ પોતાના ભણતર સમયે તેના સ્ટાર્ટઅપ પર ધ્યાન આપી શકે અને પછી જો સ્ટાર્ટઅપમાં સફળતા ના મળે તો તે સ્ટુડન્ટ ડિગ્રી મેળવ્યાના ૩ વર્ષ બાદ પ્લેસમેન્ટમાં જોડાઈને જોબ મેળવી શકે છે. માર્કેટમાં આવી રહેલા ઝડપી પરિવર્તનને આધારે હાલ ઘણાં યુવાનો સ્ટાર્ટઅપ્સ તરફ વળી રહ્યાં છે ત્યારે એવું પણ બને કે સ્ટાર્ટઅપનો આઈડિયા સફળ ના થાય અને તેના લીધે તે કોલેજ પ્લેસમેન્ટમાં પણ યોગ્ય ધ્યાન ના આપી શકે, તેવી પરિસ્થિતિમાંથી સ્ટુડન્ટને બચાવીને તેના માટે એમ્પ્લોયમેન્ટ જનરેટ કરવાના હેતુ સાથે આ નિર્ણય લેવાયો છે.

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Swarnim Startup & Innovation University offers deferred placements upto 3 years since graduation

Ahmedabad, July 25, 2023: Swarnim Startup and Innovation University, the first of its kind university in India committed to promoting startups, on Thursday announced that it will soon offer deferred placements for upto three years to its students. This means students who graduate from the varsity can avail the advantage of campus placements for upto three years after they graduate from the varsity. The initiative will be applicable with effect from the current academic year i.e. 2023-24, according to senior university officials. Swarnim Startup and Innovation University is the first university in India which is dedicated to nurturing and promoting startups. Currently, some 23 startups are incubated at the varsity. So far, some 3,500 students are studying at the Swarnim Startup & Innovation university. The decision was taken in the wake of feedback from the varsity's students.

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