

Course Code: GE401

Course Name: Soft Skill for Employability

Credit: 4

Prerequisite: None

Course Objective: The course aims to acquaint the students with some very relevant and necessary soft skills and also to help them to develop their personality as well as to be self-motivated. The different units are designed in such a manner so as to give the students input on meditation techniques, mental conditioning, social skills, etiquette, communication and negotiation skills, preparation of resumes, appearing for interviews and handling both after campus issues that people normally face while setting foot on the professional sphere


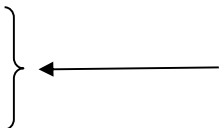
Course Outcome: On the completion of this course, the students will be able to appreciate the significance of soft skills and personality augmentation with reference to their personal as well as professional lives. The course module will enhance the employability quotient of the students as well. In a nutshell, the module is on the lines of the 'finishing schools'.

Pedagogy: Classroom lectures, Presentations, Seminar, Group Discussion etc.

Evaluation: *Internal assessment:* 40 marks; *End Semester Examination:* 60 marks

(*Internal assessment* will consist of Sessional Examination, Seminar, Group Activities and Field Report)

Unit-wise Syllabus	Classes Required (in Hours) L – T – P	Marks
Unit – I: Minding the Mind: This Unit will focus on meditation techniques and mental conditioning 1.1 Understanding YOU, which denotes 'Your Own Universe', wherein a person will be encouraged to self-introspect and critically analyse oneself. 1.2 Self-Analysis 1.3 Ice Breaker 1.4 Warming Up	3 – 0 – 2 3 – 0 – 2 2 – 0 – 1 2 – 0 – 2	15
Unit –II: The Charming Skills: This Unit will focus on training the students to develop and enhance their social skills, etiquette and basic personal grooming. 2.1 Introduction 2.2 Social Skills 2.3 Etiquette (This will be broad-based delving on various etiquettes necessary for varied areas such as general conversation, table party, official meets and social media)	3 – 0 – 0 3 – 0 – 0 4 – 2 – 0	15
Unit III: The Communication Mechanism & the Negotiator: This Unit will focus on developing skills in both verbal and non-verbal communications (body language, framing emails, and social media communications). Moreover, inputs on importance of graphology will be taught. Moreover, focus will also be laid on inculcating good negotiations and conflict management skills. 3.1 Introduction to Communication 3.2 Types of Communication 3.3 Public Speaking 3.4 Group Conversation 3.5 Letter writing and email	2 – 0 – 0 2 – 0 – 2 2 – 0 – 1 2 – 2 – 2 2 – 0 – 1	15

<p>3.6 Introduction to Negotiation</p> <ul style="list-style-type: none"> 3.6.1 The Negotiation Clock Face 3.6.2 Assertiveness Matters 3.6.3 Traits of Negotiations 3.6.4 Factors that Make a Difference 3.6.5 Tactics and Values 		4 – 0 – 3
<p>Unit – IV: Campus to Corporate: This Unit will focus on training about preparation of resumes, appearing for interviews and handling both after campus issues that people normally face while setting foot on the professional sphere.</p>		
<ul style="list-style-type: none"> 4.1 The Doorstep 4.2 Resume Preparation / Portfolio Management 4.3 Interviews: The Different Types and How to face the same 		10 – 0 – 4
<p>Total</p>		44 – 4 – 20
<p>Suggested Readings:</p> <p>Reference Books</p> <ul style="list-style-type: none"> • <i>Amen, K. K. and Ruiz, M. S., Hand Writing Analysis – The Complete Basic Book. New Page Books, New Jersey.</i> • <i>Gates, S., The Negotiation Book. T J International Limited, Cornwall.</i> • <i>Wainright. G. R., Understand Body Language. Hodder Education, London.</i> <p>Text Books</p> <ul style="list-style-type: none"> • <i>Bezborah, P., Soft Skills and Personality Development. Banalata, Dibrugarh.</i> • <i>Hartely C. B., The Gentlemen’s Book of Etiquette and Manual of Politeness. Julia Miller.</i> • <i>Rai, U., English Language Communication Skills, Himalaya Publishing House</i> <p>N.B: Soft copies of Study Materials will be provided to the students of relevant modules as well.</p>		