

MAR AUGUSTHINOSE COLLEGE RAMAPURAM



DEPARTMENT OF COMMERCE

Scheme and Syllabus of
Value Added Course
2021

MAVAC016 SOFT SKILL DEVELOPMENT

BOARD OF STUDIES (BoS)

Chairman- Rev. Fr. Joseph Allencheril (Vice Principal)

Members:

1. Mr. Abhilash V (HOD, Electronics Department)
2. Mrs. Jasmine Antony (Electronics Department)
3. Mrs. Archana Gopinath (CS Department)
4. Mr. Rekha Claris (CS Department)
5. Mrs. Meera Elizabeth (Management Department)
6. Mrs. Rinse (Management Department)
7. Mr. Siju (Social Work Department)
8. Mrs. Asha (Social Department)
9. Mrs. Bijo Wilson (Social Work Department)
10. Mrs. Carolin (Commerce Department)
11. Mr. Wilson P.Victor (English Department)
12. 1Mr. Georgekutty (Commerce Department)
13. Mrs. Sandra (Commerce Department)
14. Dr.Swapnesh Subramanian (External Resource Person, RIT Kottayam)

INTRODUCTION

The Value-Added Courses aims to provide additional learner centric graded skill oriented technical training, with the primary objective of improving the employability skills of students

AIM OF THE PROGRAMME

Understanding various aspects of the subject and acquiring methodological knowledge of them.

Application of this knowledge in a suitable manner in required fields.

ELIGIBILITY FOR ADMISSIONS

All UG and PG students from various departments of the college. The number of intakes to the course is limited. The course can be offered only if there are at least 5 students opting for it.

MEDIUM OF INSTRUCTION: English.

DURATION OF THE COURSE

The duration of value-added course is 30 hours (including the hours of final examination) of which 15hrs theory and 15hrs for laboratory/demonstration/experimental activities and the course can have a maximum of three hours a day.

The value-added courses will be offered beyond the usual class hours and days of the college.

The value-added course will be a blend of theory classes / experimental learning / project-based learning / assignments / activity-based learning.

COURSE OBJECTIVES

Enable students to adjust to the frustrations and challenges they will encounter in their adult life, as well as the demands of work. Mastering soft skills help students learn, live and work better.

COURSE OUTCOMES (Cos)

On successful completion of the course students will be able to:

- To make the student more adaptable to the environment and circumstances in which he lives
- To make the student more efficient in deciding what information should be kept and what should be discarded by practicing information management skill set.
- To enable the students work in collaboration since it helps them to be a part of a group and contribute well as a team member by practicing time management and sense of responsibility.
- To enable the students to acquire better communication skills including relationships building practices, empathy etc that will enable them to speak to people clearly and politely whilst at the same listen empathetically to what colleagues have to say there by getting more productivity
- To make the students more emotionally intelligent by increasing their ability to understand and control their own emotions, whilst at the same time recognising and empathising with the emotions of those around them
- To increase the critical thinking ability of students and thereby enabling them to take information or problems and process that in the most logical way to extract value and find solutions.
- To increase the leadership quality of the students
- To increase the self-esteem and flexibility of the students

EVALUATION

The evaluation scheme shall contain two part; (a) External evaluation (written test at the end of the course) and (b) internal evaluation (continuous evaluation). 50% of mark for each. The total marks of the evaluation shall be 100. (50+50).

| Components of internal Evaluation | Marks |
|--|--------------|
| Attendance | 10 |
| Assignment / Seminar | 10 |
| Project & Viva | 30 (20+10) |
| Total | 50 |

Pattern of questions Paper

| Sl. No. | Pattern | Marks | Choice of questions | Total marks |
|---------|---------------------------|-------|---------------------|-------------|
| 1 | Short Answer/problem type | 2 | 5/7 | 10 |
| 2 | Short essay/problem | 5 | 4/6 | 20 |
| 3 | Essay/problem | 10 | 2/4 | 20 |
| Total | | | | 50 |

1. A committee consisting of the Head of the Department, the course coordinator and a senior faculty member nominated by the Head of the department shall monitor the evaluation process.

2. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
3. The Dept. course coordinator is responsible for maintaining and processing the record with regard to the course, assessment marks and results.
4. Certificates will be issued to those students with 75% attendance, timely submission of assignment and project and a minimum of 40% marks in the qualifying examination.

Grading Pattern

Grades are given **on a 7-point scale** based on the total percentage of marks, (*ISA+ESA*) as given below: -

| Percentage of Marks | Grade |
|----------------------------|--------------------------------|
| 95 and above | S Outstanding |
| 85 to below 95 | A⁺ Excellent |
| 75 to below 85 | A Very Good |
| 65 to below 75 | B⁺ Good |
| 55 to below 65 | B Above Average |
| 45 to below 55 | C Satisfactory |
| 35 to below 45 | D Pass |
| below 35 | F Failure |
| Absent | Ab |

SYLLABUS

Course Code MAVAC016

SOFT SKILL DEVELOPMENT

Total hours of instruction: 30 Hours

MODULE I

Soft Skills: Introduction, what are soft skills, Need for soft skills. Personality Development: What is personality, Types of personality, Personality development, Elements of personality development, SWOT analysis, Goal setting, Creativity, Human values. Communication skills: Introduction, Meaning, Purpose of communication, Process of communication, Key elements of communication, Characteristics of effective communication, Tools of communication, verbal communication, listening skills, speaking skills, Non-verbal communication, dealing with conflict, Barriers to communication, Overcoming barriers.

MODULE II

Interpersonal Relationships: Introduction, Importance of Interpersonal Relationship skills, Types of interpersonal relationships, uses of interpersonal relationship skills, Factors affecting interpersonal relationships, how to accommodate different styles, Consequences of interpersonal relationships. Team Building and Leadership: Introduction, Importance of human relations, what is a team, understanding behaviours, Comfort zones, stepping stones to assertiveness, Getting to win/win, Assertiveness building blocks, Characteristics of high-performance teams, Self-questionnaire. Meaning of leadership, Importance of leadership, Leadership relationship, Approaches to leadership, Task, team and individual functions, Functions and responsibilities of leadership, Styles of leadership.

MODULE III

Managing stress: Introduction, what is stress, recognizing stress, acknowledging stress, Common signs of stress, Tackling the problem. Presentation skills: Introduction, Process, Examples of presentation language. Thinking skills: Introduction, Core thinking skills, Categories of thinking.

MODULE IV

Problem solving: Introduction, need for problem solving, Skills for problem solving, Process of problem solving, Stages of problem solving, Methods of problem solving. Motivation: Introduction, Meaning and definition, Types of motivation, Importance of motivation. Decision Making: Introduction, Features, Scope, Purpose, Types, Process.

REFERENCE:

1. Soft Skills (e-book) by Dr. Manmohan Joshi
2. Organizational behaviour by Shashi K Gupta & Rosy Joshi
3. Barun K Mitra (Oxford) - Personality Development and Soft Skills
4. Gopalaswamy Ramesh & Mahadevan Ramesh (Pearson) - The ACE of Soft Skills Attitude, Communication and Etiquette for Success