

# **MAR AUGUSTHINOSE COLLEGE RAMAPURAM**



## **DEPARTMENT OF MANAGEMENT STUDIES**

Scheme and Syllabus of  
Value Added Course  
2020

**MAVAC009**  
**Inter personal Communication and Soft Skill**  
**Training for Placement**

## **BOARD OF STUDIES (BoS)**

**Chairman- Ms.Meera Elizabeth Augustine**

(Asst. prof. Department of Management Studies)

**Members Fr. Joseph Alancheril, Vice-Principal,** (Asst. prof. Department of Management Studies)

**Prof. John Zacharias** (Department of Management Studies)

**Ms. Dhanya S. Namboodiri** (Asst. prof. Department of Management Studies)

### **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**

This programme is designed to improve the attitude and soft skills of students preparing for campus placement. It equips the participants to present themselves effectively before the audience by way of building their presentation skills, oratory skills and analytical skills.

#### **Course outcomes (Cos)**

- It helps to increase the students' self confidence
- It helps to identify and develop their potential
- It helps them to become good orators and good presenters

- It helps students to prepare well for campus recruitment and various other selection process

### Evaluation

1. The value-added courses shall be evaluated through an examination at the end of the course.
2. The duration of examination is two hours.
3. The total marks of the examination shall be 100

Components of Evaluation	Marks
Attendance	10
Assignment / Seminar	10
Project & Viva	30 (20+10)
External Examination	50
Total	100

### 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

4. 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.
5. The list of students along with the marks and the grades earned may be forwarded to the Principal/Chief Superintendent of Examinations.
6. The Dept. course coordinator is responsible for maintaining and processing the record with regard to the course, assessment marks and results.
7. 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	<b>S</b> Outstanding
85 to below 95	<b>A<sup>+</sup></b> Excellent
75 to below 85	<b>A</b> Very Good
65 to below 75	<b>B<sup>+</sup></b> Good

55 to below 65	<b>B</b> Above Average
45 to below 55	<b>C</b> Satisfactory
35 to below 45	<b>D</b> Pass
below 35	<b>F</b> Failure
Absent	<b>Ab</b>

## SYLLABUS

**Course Code MAVAC009**

**Inter personal Communication and Soft Skill Training for Placement**

**Total hours of instruction: 30 Hours**

### **MODULE 1 Hrs: 08**

**Interpersonal communication:** Self discovery-Positive thinking and Attitude-Ego states- Personality Types-Assessment of personality Traits-interpersonal communication styles-Team management **Mode of Delivery:** Lecturing/Practical Sessions/Games

### **MODULE 2 Hrs: 10**

**Presentation Skills:** Oratory Skill-History Of oratory-7 basic elements in public speaking- Audience Analysis-Qualities of an effective speaker-writing a speech-delivering a speech- Practicing declamations PPT presentation sakills-Preparing a PPT-Group presentation skills. **Mode of Delivery:** Lecturing/Practical Sessions/Games

### **MODULE 3 Hrs: 12**

**Placement training** Dress Code; (male/Female) Professional etiquette and manners. Resume Preparation: Biodata/CV/Resume-How to design an attractive resume-Group Discussion (GD) Objective of GD-How to succeed in GD –Mock GD Interview Skills; Preparation Dos and donts-Mock Interview. **Mode of Delivery:** Lecturing/Practical Sessions/Games