



## **VAC Headings**

1. **Duration of Course:** 30 hours
  2. **Target Participants:** All graduates
  3. **Course Contents:** Enclosed
  4. **Course Fee:** 500/- per participant
  5. **Method of Conducting the Course:**
    - Didactic lectures – 10 hours
    - Hands on training and assessment – 20 hours
  6. **Scheme of Examination:**
    - Completion of 2 assignments
    - Multiple choice questions to evaluate the knowledge at the end of the course.
- Note:** The certificate will be provided only to those candidates who have secured more than 60% marks.
7. **Feedback:** Online Google Form
  8. **Criteria for Completion:** The student must have attended at least 80% of the lectures and have secured more than 60% marks in the assignments and MCQ exams.



## Soft Skills

Resource Person: Mr. Arun Rai

### Course Objectives:

Soft skills include good work ethics, sound and positive attitude, eagerness/curiosity to learn, cultural sensitivity, fine business manners and values including effective communication skills. After completing the course students will be able to present themselves in effective and attractive manner.

### Course Outcome:

- Deal with nerves and think more positively about public speaking
- Consider ways of grabbing the listener's attention, holding their interest, and concluding strongly
- Use body language and tone of voice to enhance their presentations
- Use slides and visual aids effectively

### MODULE I:

#### Introduction to Soft Skills

- Oral/spoken communication skill & testing - voice and accent , voice clarity, voice modulation & intonation, word stress, etc.
- 5Ws & 1H & 7Cs for effective Communication
- Development Etiquette and manners
- Oral/spoken communication skill & testing - voice and accent , voice clarity, voice modulation & intonation, word stress, etc.
- Components of Effective Communication - Conviction, confidence & enthusiasm, Listening
- Communication Process & Handling them
- Listening-It's Importance, Good & Bad Listening
- Body Language
- Attitude (Positive and Negative Attitude )
- Good Personality

### MODULE II:

#### Self Management

- Self Evaluation
- Self Discipline
- Self Criticism
- Recognition of one's own limits and deficiencies
- Independency
- Thoughtful & Responsible
- Identifying one's strengths and weakness
- Planning & Goal setting
- Managing self – emotions, ego, pride



**MODULE III:**

**Time Management Concept and Technique**

- Success Mindset
- 7th Habits of highly effective people
- Interpersonal skills.

**MODULE IV:**

**Interpersonal Skill Development**

- Positive Relationship
- Positive Attitudes
- Empathise: Comprehend other opinions points of views, and face them with understanding
- Mutuality
- Trust
- Emotional Bonding,
- SWOT Analysis

**MODULE V:**

- Presentation Skill
- Interview Skill Problem Solving
- Critical and Creative Thinking
- Discussion Corporate Etiquette

**Reference:**

1. Effective Presentation Skills – Robert Dilts, Meta Publication
2. Presentation Skills 2011

***Duration of VAC:*** The duration of value added course should not be less than 30 lectures.

***Passing Requirement and Grading:***

- The passing requirement for value added courses will be 60% of the marks prescribed for the course.
- A candidate who has not secured a minimum of 60% of marks in a course shall reappear for the course in the next semester/year.
- The grades obtained in VACs will be included for calculating the CGPA.

***Course Completion:***

- Learners will get a certificate after they have registered for, MCQ exam (having 30 multiple choice questions) and successfully passed.
- The students who have successfully completed the Value Added Course shall be issued with a Certificate duly signed by the Authorized signatories.