

Rashtriya Shikshan Prasarak Mandal Beed's

Lokmanya Tilak Mahavidhayala ,Wadwani , Dist Beed (MS)

Arts, Commerce & Science

NAAC Accredited B Grade

Department of English

Course Title: SOFT SKILLS AND PERSONALITY DEVELOPMENT

Course Type: Add On Certificate Course

Intake: 20

Duration: 30 Periods (3 Months/12 Weeks)

Eligibility for Admission :HSC Passed

Registration Fees: Rs 100/

Teaching Scheme: 2 Theory periods &1 Practical period per week

Scheme of Assessment: Written: 50 + Oral:50 = 100 Marks

Date of Commencement:

Course Coordinator: Dr. Sanjay. B.Salunke

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The **Department of English** has started a certificate course in:

Soft Skills and Personality Development

Goal

The certificate course is aimed at to provide employability opportunity to the students of Arts Commerce and Science faculty of undergraduate level.

Course objectives

- To develop students behavioral skills and overall personality
- To improve communication and presentation skills of the student
- To make the students fit in the job market by developing employability skills.
- To prepare the students to face confidently various viva-voce and interviews.
- To build up learners confidence in oral and interpersonal communication

Course Outcomes

On completion of the course the learners will be able to

- Apply the conceptual understanding of communication in everyday life.
- Understand the importance of team work and oral communication.
- Face various interviews confidently.
- Improve communication, interaction and presentation skills.
- Know the importance of soft skills in interpersonal communication.

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Syllabus

Unit-I Communication Skills

- Process of communication, Verbal and Non-Verbal communication
- Body Language-Gesture, Posture, Facial Expression
- Listening Skill- Active listening ,Barriers to active listening
- Speaking Skill-Stress patterns in English
- Reading Skill –Skimming, Scanning, Intensive reading

Unit-II Personality Development

- Types of Personality
- Physical aspects of personality
- Attitude and Motivation- Positive ,Negative
- SWOT analysis
- Goal Setting (SMART Goals)

Unit –III Soft Skills

- Planning and Organizing
- Leadership
- Presentation
- Problem Solving
- Time Management

Unit-IV: Employment Communication

- Job application and Bio-data
- Resume Writing/Writing C.V(curriculum vitae)
- Interview Skills
- Telephonic Etiquette
- Consumer Etiquette

Books Recommended

- Joshi,Manmohan. Soft Skills & bookbon com Bangalore,2017
- Pets S. J .Francis. Soft Skills and Professional Communication ,New Delhi: Tata McGraw Hill Education,2011.
- Barun,K Mitra. Personality Development and Soft skills :OUP,2016
- Sharma Prashant, Soft Skills, Personality Development for Life Success: BPB Publications
- Dorch Patrica. What are Soft Skills? New York: Execu Dress Publisher,2013.

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NOTIFICATION OF BOARD OF STUDIES

The Department of English has decided to introduce Add on Certificate Course entitled **Soft Skills and Personality Development** for three months duration from the academic year 2017-18 .The following members are nominated on Board of Studies(BOS) for a tenure of **04 years** and it is expected from them to frame the syllabus and suggest the scheme of marking and assessment methodology and enrich the teaching learning and evaluation process of the certificate course.

Sr. No	Name	Designation	Institute
1	Dr.Manisha Sasane	Chairperson	LTM Wadwani
2	Dr.Rahul Dhaware	Member	RGM Mudkhed
3	Dr.M. L.Somwanshi	Member	SJPM Lohara
4	Suraj Shaikh	Member	Unity Academy Latur
5	Dr.Sanjay Salunke	Coordinator	LTM Wadwani

