

S.G.B.S.P. Sanstha's

Shri Guru Buddhiswami Mahavidyalaya,  
Purna (Jn.) Dist. Parbhani 431 511



Certificate Course in Soft Skills

Department of English



  
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Shri Guru Buddhiswami Mahavidyalaya,  
Purna (Jn.) Dist. Parbhani

## **Introduction:**

Nowadays, success in the labour world is strongly linked with the social and emotional abilities (soft skills) of every single person. Nevertheless, very few attention is paid to develop them during secondary education. This situation is extended to university degrees and masters, where the focus is mainly set on the development of theoretical and technical contents (hard skills). In this communication we propose a syllabus for a course based on a recent literature on soft skills.

Skills sets have been divided broadly into two categories ;**Hard Skills and Soft Skills.**

Hard Skills comprise one's Technical and Academic Skills. What all one learns at Schools and Colleges fall under this category. Almost every youngster, today, is fairly well equipped with some Hard Skills or the other.

On the other hand, Soft Skills cover the entire gamut of the various positive qualities that make up one's personality. If these positive qualities are not fairly well developed, then the candidate is severely handicapped even in showcasing his other valuable Hard Skills.

Some of the most important Soft Skills are Effective Communication Skills, Excellent Interpersonal Skills, Quick Learning Ability, Analytical Skills, and Positive Thinking, just to name a few. The purpose of developing these Soft Skills is mainly to effectively complement the already existing Hard Skills so that the combination becomes a winning blend that could project the candidate's true worth in proper perspective.

The inevitable result is that those with well developed Soft Skills steal the day, leaving behind those who lack these skills highly disappointed and frustrated.

The silver lining, however, is that most of these Soft Skills can be systematically developed in most of the individuals, given their awareness about, and interest in, them.

Undoubtedly, students of today are the future employers and employees of profitable global businesses. For students to stand out as promising assets to multinational organizations, they need to invest in the sharpening of what are labelled as soft skills. These abilities which are linked to personality traits are a host of interpersonal capabilities that will help the present day students to transform into outstanding corporate resources. So, if students are looking to establish a successful professional career, here are the numerous ways in which soft skills are important for them to enjoy an edge over others who are not abreast with these life-changing "people skills".



  
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Training in soft skills provides strong practical orientation to the students and help them in building and improving their skills in communication, the effective use of English, business correspondence, presentations, team-building, leadership, time management, group discussions, interviews and interpersonal skills.

The duration of courses ranges from 40 days.

In our institute, *The Department of English is running this course.*

### **Aims& Objective:**

#### **Objectives**

The objectives of the Soft Skills are as follow:

- **Develop effective communication skills (spoken and written).**
- **Develop effective presentation skills.**
- **Become self-confident individuals by mastering inter-personal skills, team management skills, and leadership skills.**
- **Develop all-round personalities with a mature outlook to function effectively in different circumstances.**
- **to give each student a realistic perspective of work and work expectations.**
- **to help formulate problem solving skills.**
- **to guide students in making appropriate and responsible decisions.**
- **to create a desire to fulfill individual goals.**
- **to educate students about unproductive thinking, self-defeating, emotional impulses, and self- defeating behaviors.**
- **To motivate the students to develop confidence**
- **To inculcate skills in students which are required for their career**
- **To enhance the students' interpersonal skills**
- **To improve the students' writing skills**
- **To inculcate positive attitude in students**
- **To enrich the vocabulary of the students by employing various teaching techniques**
- **To enhance employability skills in students**

The detail of the course is as follows:



  
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- **Focus:** To inculcate positive attitude in students and to develop all-round personalities with a mature outlook to function effectively in different circumstances.

**Name of the course:** *Certificate Course in Soft Skills*

- **Level:** Certificate
- **Stream:** Any stream

**Eligibility Criteria:** 10+2

**Duration:** 40 days

**Language:** English

**Intake:** 30 seats

**Fees:** Free Of charge

**Selection /Admission Criteria:** First come first serve Attendance: 90%

**Academic calendar for the course:** Two days in a week (04 days theory periods & 01 day practice)

**Available infrastructure:** Well equipped Language digital lab.

**Teaching Staff:** Qualified, Experienced Guest Lecturers & eminent professors will be invited. **Non teaching staff:**

**Examination structure & schedule:**

At the end of course the examination will be conducted. Its notice & time table will be displayed for communication to the students at least before 15 days of the date of examination.

1. Course SK -01 Theory paper (objective/short answer type) = 50marks, Two hours duration.
2. Course SK -02 Oral Test =50 marks, two hours' duration

**Award of Certificate carrying grades:** After successful completion of course colourful certificate indicating grade will be awarded to the candidate.

**Reservation:** NA

**Course Content:** Syllabus/Program:

**SCHEME:** *'Certificate Course in SOFT SKILLS* as one of the Certificate Course at undergraduate level

Credits to be earned: 02

Theory paper: 01credits

Practical course/paper: 01 credit.

**Title of the Course:** *Certificate Course in Soft Skills*

**Salient features**

An integrated course with modules catering to both beginners as well as advanced learners.



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- : A comprehensive course that covers all the major aspects of soft skills training.
- Carefully designed sections on each soft skill that offer detailed information as well as practical exercises.
  - Teaching methodology is learner-oriented, communicative and task-based.
  - Updated with latest inputs from expert and experienced soft skills trainers in the corporate arena.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity profile but also qualifies one to impart vital soft skills training in different spheres.

The certificate is not only a valuable addition to the career and satisfaction.

## SYLLABUS

### UNIT – I

#### Getting Started

##### 1. Soft Skills:

An Introduction – Definition and Significance of Soft Skills; Process, Importance and Measurement of Soft Skill Development.

##### 2. Self-Discovery:

Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue.

##### 3. Positivity and Motivation:

Developing Positive Thinking and Attitude; Driving out Negativity; Meaning and Theories of Motivation; Enhancing Motivation Levels.

### UNIT -2

#### 1. Interpersonal Communication:

Interpersonal relations; communication models, process and barriers; teamcommunication;

developing interpersonal relationships through effective communication; listening skills; essential formal writing skills; corporate communication styles – assertion, persuasion, negotiation.

#### 2. Public Speaking:

Skills, Methods, Strategies and Essential tips for effective public speaking.

#### 3. Group Discussion:

Importance, Planning, Elements, Skills assessed; Effectively disagreeing, Initiating, Summarizing and Attaining the Objective.

#### 4. Non-Verbal Communication:

Importance and Elements; Body Language.

#### 5. Teamwork and Leadership Skills:

Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.

### UNIT -3



  
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**1. Interview Skills:**

Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.

**2. Presentation Skills:**

Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.

**3. Etiquette and Manners – Social and Business.**

**4. Time Management – Concept, Essentials, Tips.**

**5. Personality Development –**

Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills.

**UNIT – 4**

**1. Decision-Making and Problem-Solving Skills:**

Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas

in application of these skills.

**2. Conflict Management:**

Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution.

**3. Stress Management:**

**Stress** - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress

**4. Leadership and Assertiveness Skills :**

A Good Leader; Leaders and Managers; Leadership Theories; Types of Leaders; Leadership

Behaviour; Assertiveness Skills.

**4. Emotional Intelligence:**

Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.



*(Signature)*  
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*Thanks .....*





**SHRI GURU BUDDHISWAMI SHIKSHAN PRASARAK SANSTHA'S  
SHRI GURU BUDDHISWAMI MAHAVIDYALAYA, PURNA (Jn.)**

**Pin-431 511, Dist. Parbhani (M.S.) India.**

*(Permanently affiliated to Swami Ramanand Teeth Marathwada University, Nanded)*

Re-accredited by NAAC at 'B' Grade with '2.42' CGPA; ISO 9001:2015 Certified Institute

Phone: (02452) 254213, 255205

Email- iqacsgbmp@gmail.com

www.sgbmpurna.in

Ref: SGBMP/ IQAC/ 2020-21/15

Date 23.11.2020

To,

- i) **Dr. J. S. Masure,**  
Associate Professor & Head, Dept. of English,  
NSB Mahavidyalaya, Nanded.
- ii) **Dr. Prakash Bhangre**  
Assistant Professor, Dept. of English,  
S.G.B. Mahavidyalaya, Purna (Jn.)

**(External Expert)**

**(Internal Expert)**

Dear Sir/s,

It gives us immense pleasure to inform you that the College Management has decided to introduce a **Certificate Course in Soft Skills** for UG students across the streams. You are hereby informed to draft the syllabus within a week and submit the same to the IQAC.



**Dr. K. Rajkumar**

Principal

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**DEPARTMENT OF ENGLISH**

**Value Added Certificate Course**

**Soft Skills**

**Admission 2022-23**

<b>Sr. No.</b>	<b>Name of the students</b>	<b>Class</b>
1	Riya Gopalsingh Bayas	B.A. Second Year
2	Ingole Ganesh Tukaram	B. Com. Third Year
3	Desai Gajanan Laxmanrao	B. Com. Third Year
4	Bhosale Gajanan Bhgwan	B.A.Third Year
5	Dhone Manika Kundalik	B.A.Third Year
6	Madhav Kailash Raut	B. A. First Year
7	Saniya Shaikh Iliyas	B. Sc. First Year
8	Kamble Manjusha Motiram	B. Sc. First Year
9	Sonule Akanksha Rajkumar	B.A.Third Year
10	Kamble Manisha Motiram	B.A.Third Year
11	Sawale Poonam Suresh	B.A.Third Year
12	Najeeya Shaikkh Jameer	B.A.Third Year
13	Lokhande Pratiksha Ramchandra	B.A.Third Year
14	Sakshi Suresh Pandit	B.A.Third Year
15	Rajbhoj Surekha Pandu	B.A.Third Year
16	Satpute Vaibhav Madhav	B. Sc. Second Year
17	Shikhare Uma Maroti	B. Sc. First Year
18	Adeeba Tahreem Abdul Moid	B. Sc. First Year
19	Chaunade Pallavi Lingoji	B. Sc. First Year
20	Dhone Sandhya Sambhaji	B. Sc. Second Year
21	Gudal Arati Jagdish	B. Sc. Second Year
22	Padole Ashvini Shivaji	B. Sc. Second Year
23	Kadam Nikita Ramrao	B.A. Second Year
24	Kadam Dnyaneshwar Madhavrao	B. A. First Year
25	Sadawarte Vinod Bhagvat	B.A.Third Year



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26	Pranav Madhavrao Bhusare	B. Sc. Second Year
27	Ankit Raosaheb Waghmare	B. Sc. Second Year
28	Raut Rarvati Datta	B. A. First Year
29	Kadam Durga Maroti	B. A. First Year
30	Khandare Sagar Prakash	B. A. First Year
31	Bobade Nikita Umrao	B. A. First Year
32	Malhare Shivani Bhimrao	B. A. First Year



Principal

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DEPARTMENT OF ENGLISH

**Value Added Certificate Course**

**Soft Skills**

**Admission 2021-22**

Sr. No.	Name of the students	Class	Mobile No.	Signature
1	WAGHMARE KRUSHNA TULSHIRAM	B. A Third Year	9021969283	
2	THORAT AJAY ARUN	B. A Third Year	8010447734	
3	DUDHMAL SWATI CHANDRAKANT	B. A Third Year		
4	SANIYA ANJUM NASEER AHMED	B. A Third Year	9860230439	
5	KHANDARE TUKARAM LAXMAN	B. A Third Year	8484846043	
6	SHAIKH TOKHIR SHAIKH MUJEEB SHAH	B. Com Third Year	9960549050	
7	ASEF KHAN AMJAD KHAN PATHAN	B. Com. Third Year	97670990965	
8	SHAIKH ADANAN SK.AKHIL	B. Com. Third Year	7798025921	
9	WEDE ADITYA KISHAN	B. A First Year	8668218626	
10	SHINDE RAMESHWAR KAMAJI	B. A First Year		
11	GAIKWAD ANIKET RAHUL	B. A First Year	7028339590	
12	Kautkar Neha Harishchandra	B. A First Year	9096747099	




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13	Lokhande Nikhil Vaijenath	B. A First Year	8010848416	
14	Patale Sunil Rangnath	B. A First Year	9172404531	
15	Rodge Santosh Rustum	B. A First Year	8379801662	
16	Sable Manish Suresh	B. A First Year	7620058178	
17	Aher Aditya Vitthalrao	B. Com First Year	7020617295	
18	Bhalerao Balaji Sudamrao	B. Com First Year	9370576563	
19	Bokare Dattarao Ashok	B. Com First Year	9763081029	
20	Chavan Lavesh Maroti	B. Com First Year	9325808456	
21	Desai Vishal Vitthalrao	B. Com First Year	7030818984	
22	Dhone Shyamrao Hanvanta	B. Com First Year	9307003769	
23	Eklare Samarth Suresh	B. Com First Year	8265006484	
24	Gadhawe Ram Dagadu	B. Com First Year	7517098633	
25	Hivare Kiran Sudam	B. Com First Year	7972965242	
26	Kadam Mangesh Prahalad	B. Com First Year	9561417648	
27	Suradkar Nagesh Padmakar	B. A First Year	8308237211	



  
Principal

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DEPARTMENT OF ENGLISH

**Value Added Certificate Course**

**Soft Skills**

**Admission 2020-21**

Sr. No.	Name of the students	Class	Mobile No.	Signature
1	WAGHMARE KRUSHNA TULSHIRAM	B. A Second Year	9021969283	
2	THORAT AJAY ARUN	B. A Second Year	8010447734	
3	DUDHMAL SWATI CHANDRAKANT	B. A Second Year		
4	SANIYA ANJUM NASEER AHMED	B. A Second Year	9860230439	
5	KHANDARE TUKARAM LAXMAN	B. A Second Year	8484846043	
6	SHAIKH TOKHIR SHAIKH MUJEEB SHAH	B. Com Second Year	9960549050	
7	ASEF KHAN AMJAD KHAN PATHAN	B. Com. Second Year	9767099096 5	
8	SHAIKH ADANAN SK.AKHIL	B. Com. Second Year	7798025921	
9	AFTAB AJIM SHAIKH	B. Com First Year	9657596332	
10	SURYAKANT AJAY KEVADE	B. Com First Year	7387217804	
11	AMOL BANDAPPA CHOUKALE	B. Com First Year	9356556463	
12	ARJUN ASHOK TAKALE	B. Com First Year	9766826422	



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13	ARJUN UDDHAV KADAM	B. Com First Year	7058623196	
14	BHAURAO BALASAHEB BOKARE	B. Com First Year	7499478080	
15	CHANGDEV DEVRAO NAJAN	B. Com First Year	7498287674	
16	GAJANAN LAXMANRAO DESAI	B. Com First Year	4864702271	
17	AKASH RAJESH GOFANWAD	B. Sc First Year	7020617295	
18	AVINASH OMPAL BOHOT	B. Sc First Year	9096800501	
19	IMRAN RAFIKODDIN SHAIKH	B. Sc First Year	8412002494	
20	KESHAV RAMKISHAN BOBADE	B. Sc First Year	8262968350	
21	ABHAY VILAS THAKUR	B. A First Year	9096672110	
22	AKASH NARAYAN BHAGAT	B. A First Year	9356209819	
23	AMIT KONDIBA NARWADE	B. A First Year	9373950937	

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