Techno India NJR Institute of Technology
Academic Administration of Techno NJR Institute
Syllabus Deployment

Name of Faculty: **Mr. Rakesh Yadav**	Subject Code: 7CE4-23
Department: Department of Civil Engineering	SEM: VII
Total No. of Lab Planned: 10	Sub: Soft Skills Lab

COURSE OUTCOMES HERE (3 OUTCOMES)

At the end of this course students will be able to:

CO1: To develop interview skills

CO2: To develop positive attitude

CO3: To learn about Time management

Lab No.	Exp. No.	Topic
1	1	SOFT SKILLS- Introduction to Soft Skills, Aspects of Soft Skills, Identifying your Soft Skills
2	2	Negotiation skills, Importance of Soft Skills, Concept of effective communication
3	3	SELF-DISCOVERY- Self-Assessment, Process, Identifying strengths and limitations, SWOT analysis grid
4	4	PREPARING CV/RESUME – Introduction, meaning, difference among bio-data, CV and resume, CV writing tips
5	5	Do's and don'ts of resume preparation, Vocabulary for resume, common resume mistakes, cover letters, tips for writing cover letters
6	6	INTERVIEW SKILLS - Introduction. Types of interview, Types of question asked, Reasons for rejections, Post-interview etiquette
7	7	Telephonic interview, Dress code at interview, Mistakes during interview, Tips to crack on interview
8	8	Contextual questions in interview skills, Emotional crack an

For Techno India NJR Institute of Technology

पंकज पोरवाल

Dr. Pankaj Kumar Porwal

(Principal)