

Techno India NJR Institute of Technology



Soft Skills Lab (7CE4-23)

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For Techno India NJR Institute of Technology
पंकज पौरवाल
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(Principal)



RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Syllabus

IV Year- VIII Semester: B. Tech. (Civil Engineering)

7CE4-23: Soft Skills Lab

Credit 1
OL+OT+2P

Max. Marks: 50(IA:30, ETE:20)

SOFT SKILLS- Introduction to Soft Skills, Aspects of Soft Skills, Identifying your Soft Skills, Negotiation skills, Importance of Soft Skills, Concept of effective communication. **SELF-DISCOVERY-** Self-Assessment, Process, Identifying strengths and limitations, SWOT Analysis Grid.

PREPARING CV/RESUME – Introduction, meaning, difference among bio-data, CV and resume, CV writing tips. Do's and don'ts of resume preparation, Vocabulary for resume, common resume mistakes, cover letters, tips for writing cover letters.

INTERVIEW SKILLS - Introduction. Types of interview, Types of question asked, Reasons for rejections, Post-interview etiquette, Telephonic interview, Dress code at interview, Mistakes during interview, Tips to crack an interview, Contextual questions in interview skills, Emotional crack an interview, Emotional intelligence and critical thinking during interview process.

DEVELOPING POSITIVE ATTITUDE – Introduction, Formation of attitude, Attitude in workplace, Power of positive attitude, Examples of positive attitudes, Negative attitudes, overcoming negative attitude and its consequences,

IMPROVING PERCEPTION- Introduction, Understanding perception, perception and its application in organizations.

CAREER PLANNING – Introduction, Tips for successful career planning, Goal setting immediate, short term and long term, Strategies to achieve goals, Myths about choosing career.

TEAM BUILDING AND TEAM WORK - Introduction, Meaning, Characteristics of an effective team, Role of a Team Leader, Role of Team Members, inter group Collaboration Advantages, Difficulties faced, Group Exercises-Team Tasks and Role-Play, Importance of Group Dynamics.

TIME MANAGEMENT: The Time management matrix, apply the Pareto Principle (80/20 Rule) to time management issues, to prioritize using decision matrices, to beat the most common time wasters, how to plan ahead, how to handle interruptions, to maximize your personal effectiveness, how to say "no" to time wasters, develop your own individualized plan of action.

STRESS MANAGEMENT – Introduction, meaning, positive and negative stress, Sources of stress, Case studies, signs of stress, Stress management tips, Teenage stress.

Group discussion practice on current topics, Quantitative aptitude and reasoning preparation.

Office of Dean Academic Affairs
Rajasthan Technical University, Kota

Course Overview:

A soft skills course would typically cover a wide range of interpersonal and professional skills that are essential for success in the workplace. These skills include:

1. Communication: Understanding how to effectively convey ideas and information, both verbally and in writing.
2. Teamwork: Learning how to collaborate and work effectively with others in a team environment.
3. Leadership: Developing the skills needed to lead and manage others, including decision making, problem solving and conflict resolution.
4. Time management: Learning how to prioritize tasks and manage one's time effectively.
5. Interpersonal skills: Understanding how to build and maintain positive relationships with colleagues, customers and clients.
6. Problem solving: Developing the ability to identify and solve problems in a logical and efficient manner.
7. Adaptability: Being able to adjust to new or changing situations and environments.\
8. Emotional Intelligence: Being able to understand and manage one's own emotions and the emotions of others.
9. Professionalism: Understanding the importance of ethics, integrity and professionalism in the workplace.
10. Presentation skills: Developing the ability to present information in a clear and organized manner.

The course may also include interactive activities, group discussions and role-playing exercises to help students practice and apply the skills they are learning.

Course Outcomes:

CO.NO.	Cognitive Level	Course Outcome
1	Analysis	To encourage the all-round development of students by focusing on soft skills.
2	Evaluation	To make the engineering students aware of the importance, the role and the content of soft skills through instruction, knowledge acquisition, demonstration and practice
3	Synthesis	To test the practices about Time management
4	Synthesis	To develop and nurture the soft skills of the students through

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		individual and group activities.
5	Application	To expose students to right attitudinal and behavioral aspects and to build the same through activities

Prerequisites:

1. Knowledge of basic ethics and English grammar.

Course Outcome Mapping with Program Outcome:

Course Outcome	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
	3	3	3	3	2	2	2	1	1	1	2	3	2	1	1
	3	2	2	3	2	1	2	1	1	1	1	1	2	1	1
	2	2	2	1	2	2	2	2	1	1	2	1	1	1	1
	3	2	2	3	2	1	2	1	1	1	1	1	2	1	1
	2	2	2	1	2	2	2	2	1	1	2	1	1	1	1
CO475 (AVG)	2.6	2.2	2.2	2.2	2	1.6	2	1.4	1	1	1.6	1.4	1.6	1	1

Course Coverage Module Wise:

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 interview,

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		Emotional intelligence and critical thinking during interview process
9	9	DEVELOPING POSITIVE ATTITUDE – Introduction, Formation of attitude, Attitude in workplace, Power of positive attitude, Examples of positive attitudes, Negative attitudes
10	10	Overcoming negative attitude and its consequences,
11	11	IMPROVING PERCEPTION- Introduction, Understanding perception, perception and its application in organizations
12	12	CAREER PLANNING – Introduction, Tips for successful career planning, Goal setting immediate, short term and long term, Strategies to achieve goals, Myths about choosing career
13	13	TEAM BUILDING AND TEAM WORK - Introduction, Meaning, Characteristics of an effective team, Role of a Team Leader
14	14	Role of Team Members, inter group Collaboration Advantages, Difficulties faced, Group Exercises-Team Tasks and Role-Play, Importance of Group Dynamics
15	15	TIME MANAGEMENT: The Time management matrix, apply the Pareto Principle (80/20 Rule) to time management issues, to prioritize using decision matrices, to beat the most common time wasters, how to plan ahead, how to handle interruptions , to maximize your personal effectiveness, how to say “no” to time wasters, develop your own individualized plan of action
16	16	STRESS MANAGEMENT – Introduction, meaning, positive and negative stress, Sources of stress, Case studies, signs of stress, Stress management tips, Teenage stress.
17	17	Group discussion practice on current topics, Quantitative aptitude and reasoning preparation

Faculty Lab Manual Link

https://drive.google.com/file/d/1CoPUT2MAcwf5TbHPV46rZ6Wo6vXQqix8/view?usp=share_link

Assessment Methodology:

1. Practical exam Of Environmental lab Experiment
2. Internal exams and Viva Conduct.
3. Final Exam (practical paper) at the end of the semester.

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