



Syllabus

Communicative English & Soft Skills

Duration: 30 hours

Module I:

Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development , Positive Thinking

Module II:

Negotiation Skills, Culture as Communication, Telephonic Communication Skills, Communicating Without Words, Para language.

Module III:

Resume, Curriculum Vitae, Scannable Resume, Developing an Impressive Resume, Formats of Resume, Job Application or Cover Letter

Module IV:

Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar.

Module V:

Creativity at Workplace: Introduction, Current Workplaces, Creativity, Motivation, Nurturing Hobbies at Work, the Six Thinking Hat Method.

Text book:

1. Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India

Additional References:

1. Personality Development and Soft Skills, Barun K. Mitra, Oxford Press
2. Business Communication, Shalini Kalia, Shailja Agrawal, Wiley India
3. Soft Skills - Enhancing Employability, M. S. Rao, I. K. International
4. Cornerstone: Developing Soft Skills, Sherfield, Pearson India



Schedule of Section B

Duration: 30 hours			
Session	Content	Time	Date
1.	Discussion about the Subject Syllabus and Learning outcomes	03:00-04:30	28-Mar-22
2.	Introduction to Soft Skills	03:00-04:30	29-Mar-22
3.	Aspects of Soft Skills	03:00-04:30	04-Apr-22
4.	Soft Skills Vs Hard Skills	03:00-04:30	05-Apr-22
5.	Effective Communication Skills	03:00-04:30	11-Apr-22
6.	Classification of Communication	03:00-04:30	12-Apr-22
7.	Personality Development	03:00-04:30	18-Apr-22
8.	Positive Thinking	03:00-04:30	19-Apr-22
9.	Revision of Module 1	03:00-04:30	25-Apr-22
10.	Negotiation Skills	03:00-04:30	26-Apr-22
11.	Culture as Communication	03:00-04:30	02-May-22
12.	Telephonic Communication Skills, Communicating Without Words	03:00-04:30	09-May-22
13.	Paralanguage, Resume, Curriculum Vitae	03:00-04:30	10-May-22
14.	Scannable Resume, Developing an Impressive Resume	03:00-04:30	17-May-22
15.	Types& Formats of Resume, Job Application or Cover Letter	03:00-04:30	23-May-22
16.	Facing Job Interviews, Emotional Intelligence	03:00-04:30	24-May-22
17.	Critical Thinking, Applied Grammar	03:00-04:30	30-May-22
18.	Creativity at Workplace: Introduction, Current Workplaces, Motivation	03:00-04:30	31-May-22
19.	Nurturing Hobbies at Work	03:00-04:30	06-Jun-22
20.	The Six Thinking Hat Method	03:00-04:30	13-June-22



	Report
Name of Activity	Communicative English & Soft Skills
Date	28 th March 2022 to 13 th June 2022
Venue	BCA Classroom
Organized by	Computer Application Department
Resource Person	Ms. Poonam Singh ,Assistant Professor, MIET
Beneficiaries	BCA 2nd Semester Sec-B (36 students)
Coordinator	Mr. Himanshu Rastogi , Assistant Professor, MIMT
Objective	<p>The course is designed to Develop professional skills like:</p> <ul style="list-style-type: none">• Communication & Soft skills refer to both character traits and interpersonal skills that will influence how well a person can work or interact with others.• Become self-confident individuals by mastering interpersonal skills, team management skills, and leadership skills.
Content	<p>With the initiative of IQAC, Mangalmai Institute of Management and Technology organized a add on certification course on “Communication and Soft Skill”. The course enabled the students to acquire knowledge of becoming more productive at work</p> <p>Day1: The session started with the discussion about the subject syllabus and learning outcome.</p> <p>Day 2: The session started with the introduction of soft skill.</p> <p>Day 3: In this interactive session, the resource person the role of motivation in entrepreneurship.</p> <p>Day 4: The aspects of Soft Skills taught.</p> <p>Day 5: In this session,The differentiation between Soft Skill and Hard Skill was introduced.</p> <p>Day 6: The Effective communication skills was learnt by the students.</p> <p>Day 7: This session was focused on Classification of Communication.</p> <p>Day 8: In this session, the resource persons discussed the benefits of positive thinking.</p> <p>Day 9: Revision of module 1 takes place.</p> <p>Day 10: Inherent qualities that help two or more parties agree to a</p>



	<p>common logical solution was learnt that is called negotiation skills.</p> <p>Day 11: In this session, resource person discussed about the culture as a Communication.</p> <p>Day 12: The student learnt the telephonic communication skills. Non verbal communication was introduced.</p> <p>Day 13: In this session, resource person discussed the Paralanguage ,the type of the non verbal communication. The art of representing in a piece of paper,i.e. the creation of Resume and Curriculum Vitae was discussed by the resource person.</p> <p>Day 14: In this session, Students learnt how to built a scannable Resume, and how to develop an impressive Resume.</p> <p>Day 15: the resource person discuss types and formats of resume. Writing a job application or Cover letter was discussed. The session is about facing the job interviews.</p> <p>Day16: The resource person discussed the importance of emotional intelligence. Applied Grammar was taught.</p> <p>Day 17: The resource person taught about creativity at workplaces</p> <p>Day 18: How to develop yourself with the hobby, importance of hobby is introduced.</p> <p>Day 19: The session was about the Nurturing Hobbies at work.</p> <p>Day 20: The Six Thinking Hat method was discussed.</p>
Outcome of Activity	<p>Understanding various skills:</p> <ul style="list-style-type: none">• Develop effective presentation skills.• Conduct effective business correspondence and prepare business reports which produce results.



List of Beneficiary
BCA II semester Section B

Sr. No.	Roll No.	Student Name
1	R210992106001	Aashish Kumar
2	R210992106004	Abhinav Dhoopar
3	R210992106011	Ajeet Chandela
4	R210992106013	Ajeet Tiwari
5	R210992106022	Ankit Singh
6	R210992106024	Anurag
7	R210992106026	Arjun Kumar Gupta
8	R210992106028	Arvind
9	R210992106030	Ashutosh Pandey
10	R210992106038	Chandrekesch Upadhaya
11	R210992106040	Deepansh Joshi
12	R210992106041	Deepanshu
13	R210992106046	Divyashu Srivastava
14	R210992106047	Gaurav Sharma
15	R210992106049	Harshit Jain



16	R210992106051	Ishu Saini
17	R210992106054	Jaihind Kumar Bind
18	R210992106056	Jony
19	R210992106059	Kartikey
20	R210992106061	Kunwar Pal
21	R210992106072	Mohini Verma
22	R210992106075	Nabanita Paul
23	R210992106082	Pradeep
24	R210992106084	Prashansa Kumari
25	R210992106091	Rajeev
26	R210992106093	Rishabh Kumar
27	R210992106105	Shailendra Pandey
28	R2109921060108	Sharvan Chauhan
29	R2109921060115	Shivani
30	R2109921060116	Shubham
31	R2109921060118	Subham Kumar
32	R2109921060120	Sudeep
33	R2109921060124	Tanvi Singh
34	R2109921060125	Tushar Tyagi
35	R2109921060127	Utkarsh Singhal
36	R2109921060129	Vaishnavi Jha

Resource Person Profile

Name : Ms. Poonam Singh, Assistant Professor

Organization: MIET

Core Skills: English Language, Soft Skill Trainer, Communicative Language

Qualification: MA (English), NET

Experience: 7 years

Research Area: Soft Skills & Communication, Diaspora Literature



Certificate Template

	MANGALMAI INSTITUTE OF MANAGEMENT TECHNOLOGY Gr. NOIDA								
Certificate No: <u>BCA/21-22/SP202/015</u>		Date: <u>23rd JUNE, 22</u>							
CERTIFICATE OF COURSE COMPELITION									
This is to certify that <u>RISHABH KUMAR</u>									
Student of BCA, Batch (2021-22) has successfully completed 30 Hours Specialization Course on <u>COMMUNICATION ENGLISH AND SOFT SKILLS</u> from <u>MAR, 22</u> to <u>JUNE, 22</u> with Grade <u>A</u>									
<table border="0"><tr><td>Grading System</td><td>A+ 13-15</td><td>A 10-12</td><td>B+ 7-9</td><td>B 4-6</td><td>Fall 0-3</td></tr></table>				Grading System	A+ 13-15	A 10-12	B+ 7-9	B 4-6	Fall 0-3
Grading System	A+ 13-15	A 10-12	B+ 7-9	B 4-6	Fall 0-3				
 Course Coordinator	 Head of the Department	 Chairman/Vice Chairman							



MANGALMAY
INSTITUTE OF MANAGEMENT TECHNOLOGY
Gr. NOIDA



Certificate No: BCA/21-22/SP202/001

Date:- 23 JUNE 2022

CERTIFICATE OF COURSE COMPELITION

This is to certify that

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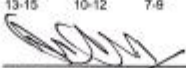
Student of BCA, Batch (2021-22) has successfully completed 30 Hours

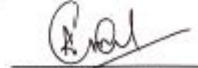
Specialization Course on COMMUNICATION ENGLISH AND SOFT SKILLS

from MARCH 22 to JUNE with Grade A+

Grading System	A+	A	B+	B	Fail
	13-15	10-12	7-9	4-6	0-3


Course Coordinator


Head of the Department


Chairman/Vice Chairman