

**GOVERNMENT DEGREE COLLEGE**

**AVANIGADDA – 521121**

**ADD ON COURSE 2020-2021**

**FOR**

**II BA & II BSc (MPC)**



**DEPARTMENT OF ENGLISH**

**SOFT SKILLS**

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## **Introduction:**

The crucial role of language skills in personal and professional life is universally proven. Language skills and soft skills go hand in hand; one is theory, the other is application. In the contemporary era of globalization, it has become imperative to be proficient in both soft skills or life skills or people skills. Therefore, with the objective of equipping students with the vital communication and soft skills to succeed in the highly competitive international arena, the Department of English proposes to offer a specially designed Add on Course in Soft Skills.

This uniquely designed course aims at thorough understanding of the fundamental soft skills and of their practical social and workplace usage. It helps participants to communicate effectively and to carry themselves confidently and in harmony with the surroundings. They also learn how to identify and overcome the barriers in interpersonal relationships, and to employ oral and written communication, teamwork, leadership, problem-solving and decision-making skills, to gain best results.

Students would find this course immensely useful for landing in a great job, building a career and also finding employment as soft skills trainers.

## **Overview of the Course:**

### **Duration and Class Schedule**

- This course is offered for 30Hrs in an academic year.
- Duration: 15days. Each session of two hours from 3 pm - 5 pm
- The classes are conducted at \_\_\_\_\_
- Class Schedule: Classes shall be conducted on three week days from 3 pm - 5 pm (6 hours per week).
- Total number of hours is 30 hours.

### **Salient features:**

- An integrated course with modules catering to both beginners as well as advanced learners.
- 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.
- Aims at enriching the individual's personality and ensuring personal, social and professional productivity and satisfaction.
- The certificate is not only a valuable addition to the career profile but also qualifies one to impart vital soft skills training in different spheres.

### **Eligibility**

- The Students pursuing Semester IV of any discipline are eligible for admission into the course.

### **Teaching Faculty**

- Faculty of the Department of English will mentor the students during the course.

### **Teaching Procedure:**

The sessions were conducted as per the Course calendar. Students attended the sessions in the College on designated days. In addition to the sessions, students were assigned activities. Faculty used the following methods for teaching.

- Classroom Presentations
- Videos
- Storytelling

- Games and activity based training

### **Evaluation Procedure**

- The course shall have two components of evaluation:
  - a) Evaluation of 20 marks, comprising of quizzes/assignments, etc., covering all the modules;
  - b) Final Examination of 80 marks, comprising of – Written Examination (preferably MCQ – Multiple Choice questions from all the modules)
- Final Score for 100 Marks shall be calculated for the continuous evaluation and final examination; and grade shall be as per the grading system below.

### **Grading System**

- Based on the student's performance a final letter grade will be awarded at the end of the certificate course. The letter grades and the corresponding grade points are as given in Table.

<b>S.No.</b>	<b>Grade</b>	<b>Grade Points</b>	<b>Absolute Marks</b>
<b>1</b>	<b>O (Outstanding)</b>	<b>10</b>	<b>90 and above</b>
<b>2</b>	<b>A+ (Excellent)</b>	<b>9</b>	<b>80 to 89</b>
<b>3</b>	<b>A (Very Good)</b>	<b>8</b>	<b>70 to 79</b>
<b>4</b>	<b>B+ (Good)</b>	<b>7</b>	<b>60 to 69</b>
<b>5</b>	<b>B (Above Average)</b>	<b>6</b>	<b>50 to 59</b>
<b>6</b>	<b>C (Average)</b>	<b>5</b>	<b>45 to 49</b>
<b>7</b>	<b>P (Pass)</b>	<b>4</b>	<b>40 to 44</b>

## **Soft Skills Topics/Syllabus**

- 1. Introduction to Soft Skills**
- 2. Self Management : Self Awareness, understanding perceptions**
- 3. Critical Thinking & Problem Solving : Mindset, Motivation**
- 4. Presentation Skills : Body Language, Etiquettes**
- 5. Academic Debates: Group Discussions, Interviews, CV**
- 6. Group work/Team work**
- 7. Peer to Peer interaction**
- 8. Conclusion**

**Enrolled Students:**

**27 Students from fourth semester of BSc and BA have enrolled in the course the following is the list of students enrolled.**

<b>Sl.No.</b>	<b>Register Number</b>	<b>Name of the Student</b>	<b>Class</b>
1	Y191125028	G.Srujani	II BA
2	Y191125029	J.Pavan Kalyan	II BA
3	Y191125030	J.Lakshmi Teja	II BA
4	Y191125031	K.Apurupa	II BA
5	Y191125032	K.B.Nagamalleswara Rao	II BA
6	Y191125033	K.Sailaja	II BA
7	Y191125034	K.Bhadri	II BA
8	Y191125035	K.Kavya	II BA
9	Y191125036	K.Puspa	II BA
10	Y191125037	K.Gopi Raju	II BA
11	Y191125038	K.Ramya	II BA
12	Y191125039	K.Meenakshi	II BA
13	Y191125040	K.Snehalatha	II BA
14	Y191125041	K.Vamsi	II BA
15	Y191125042	K.Sai Kumar	II BA
16	Y193125012	B.V.P Uma Bala	II BSc (MPC)
17	Y193125013	Ch.Prasanna	II BSc (MPC)
18	Y193125014	Ch.S.Harshita	II BSc (MPC)
19	Y193125015	K.Maha Lakshmi	II BSc (MPC)
20	Y193125016	K.Venkateswara Rao	II BSc (MPC)
21	Y193125017	N.Urmila	II BSc (MPC)

<b>22</b>	<b>Y193125019</b>	<b>R.Naga Prasad</b>	<b>II BSc (MPC)</b>
<b>23</b>	<b>Y193125020</b>	<b>T.Vamsi</b>	<b>II BSc (MPC)</b>
<b>24</b>	<b>Y193125021</b>	<b>U.Prasanna Kumar</b>	<b>II BSc (MPC)</b>
<b>25</b>	<b>Y193125022</b>	<b>V.Vani</b>	<b>II BSc (MPC)</b>
<b>26</b>	<b>Y193125023</b>	<b>K.Vijaya Lakshmi</b>	<b>II BSc (MPC)</b>
<b>27</b>	<b>Y193125024</b>	<b>V.Mounica</b>	<b>II BSc (MPC)</b>
<b>28</b>	<b>Y193125025</b>	<b>Y.Deepthi</b>	<b>II BSc (MPC)</b>

### Addon Course Plan

<b>Duration 2hrs/Week</b>	<b>Module 1</b>	<b>Module 2</b>	<b>Module 3</b>	<b>Module 4</b>	<b>Module 5</b>	<b>Module 6</b>
<b>1</b>	<b>Self Awareness</b>	<b>Identifying Strengths &amp; Limitations</b>	<b>Success Habits</b>	<b>Will Power &amp; Drives</b>	<b>Self esteem Self Confidence</b>	<b>Self Discipline Self Mastery</b>
	<b>Understanding perspectives</b>	<b>Developing Positive Attitude</b>	<b>Personality Types</b>	<b>Knowing Your Type</b>	<b>Identifying other types</b>	<b>Transacting with different personalities</b>
<b>2</b>	<b>Mind Power</b>	<b>Mindset</b>	<b>Fixed Mind Set</b>	<b>Growth MindSet</b>	<b>Values</b>	<b>Beliefs</b>
	<b>Motivation</b>	<b>Achieving Excellence</b>	<b>Self Actualization</b>	<b>Goal Setting</b>	<b>Life &amp; Career Planning</b>	<b>Constructive Thinking</b>
<b>3</b>	<b>Netiquette, Effective emails</b>	<b>Telephone etiquette</b>	<b>Conducting Meetings</b>	<b>Writing Minutes of meeting</b>	<b>Writing effective Reports</b>	<b>Writing Letters, Memos, Notices</b>
	<b>Body Language</b>	<b>Body Language in Group Discussion</b>	<b>Body Language in Interview</b>	<b>Body Language in Professional Context</b>	<b>Body Language in Personal Context</b>	<b>Developing Influential Body Language</b>



18	Ch.S.Harshita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
19	K.Maha Lakshmi	P	P	P	P	P	P	P	P	A	P	P	P	P	P	P
20	K.Venkateswara Rao	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P
21	N.Urmila	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
22	R.Naga Prasad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
23	T.Vamsi	P	P	P	P	P	P	P	A	P	P	A	P	P	P	P
24	U.Prasanna Kumar	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
25	V.Vani	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
26	K.Vijaya Lakshmi	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P
27	V.Mounica	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P
28	Y.Deepthi	P	P	P	P	P	P	A	P	P	P	P	P	P	P	P

**Government Degree College, Avanigadda**

**Department of English**

**Add on Course on Soft Skills**

**8<sup>th</sup> Feb 2021 to 25<sup>th</sup> Feb 2021**

**Performance Assessment**

<b>Sl.No.</b>	<b>Register Number</b>	<b>Name of the Student</b>	<b>Marks Obtained</b>	<b>Grade</b>
1	Y191125028	G.Srujani	77	A
2	Y191125029	J.Pavan Kalyan	62	B+
3	Y191125030	J.Lakshmi Teja	71	A
4	Y191125031	K.Apurupa	70	A
5	Y191125032	K.B.Nagamalleswara Rao	55	B
6	Y191125033	K.Sailaja	65	B+
7	Y191125034	K.Bhadri	70	A
8	Y191125035	K.Kavya	71	A
9	Y191125036	K.Puspa	74	A
10	Y191125037	K.Gopi Raju	61	B+
11	Y191125038	K.Ramya	65	B+
12	Y191125039	K.Meenakshi	72	A
13	Y191125040	K.Snehalatha	63	B
14	Y191125041	K.Vamsi	52	B
15	Y191125042	K.Sai Kumar	60	B+
16	Y193125012	B.V.P Uma Bala	77	A
17	Y193125013	Ch.Prasanna	65	B+

<b>18</b>	<b>Y193125014</b>	<b>Ch.S.Harshita</b>	<b>66</b>	<b>B+</b>
<b>19</b>	<b>Y193125015</b>	<b>K.Maha Lakshmi</b>	<b>74</b>	<b>A</b>
<b>20</b>	<b>Y193125016</b>	<b>K.Venkateswara Rao</b>	<b>76</b>	<b>A</b>
<b>21</b>	<b>Y193125017</b>	<b>N.Urmila</b>	<b>63</b>	<b>B+</b>
<b>22</b>	<b>Y193125019</b>	<b>R.Naga Prasad</b>	<b>47</b>	<b>C</b>
<b>23</b>	<b>Y193125020</b>	<b>T.Vamsi</b>	<b>66</b>	<b>B+</b>
<b>24</b>	<b>Y193125021</b>	<b>U.Prasanna Kumar</b>	<b>59</b>	<b>B</b>
<b>25</b>	<b>Y193125022</b>	<b>V.Vani</b>	<b>80</b>	<b>A+</b>
<b>26</b>	<b>Y193125023</b>	<b>K.Vijaya Lakshmi</b>	<b>75</b>	<b>A</b>
<b>27</b>	<b>Y193125024</b>	<b>V.Mounica</b>	<b>81</b>	<b>A+</b>
<b>28</b>	<b>Y193125025</b>	<b>Y.Deepthi</b>	<b>73</b>	<b>A</b>

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**8<sup>th</sup> Feb 2021 to 25<sup>th</sup> Feb 2021**

**Students' Feedback**

At the end of the program, students were requested to provide their feedback about the Training Program. The form has 4 main sections: usefulness of the topics, top-3 achievements of the student, top-3 suggestions from the student, feedback about the trainers.

**Most Liked Topics:**

Interview Skills, Teamwork, Self motivation, Time Management, Positive Attitude, Critical Thinking.

**Students' Achievement:**

Confidence, Time Management, Self Motivation, Interview skills

**Students' Suggestions:**

Attendance Compulsion, Add more games, English Speaking, Maximize mock interviews.

**Feedback about the Trainers:**

Knowledge: Very Good

Presentation Skills: Excellent

Speed: Good



### **Conclusion**

**The Soft Skills Course was completed by the Department of English as per the expectations of the College. At the end of the Course students have informed that they have achieved their top expectations from the program - “Confidence & Time Management” and “English communication”. Hence it can be concluded that the Course was successful in delivering the desired results.**



**Principal**