

**OFFICE OF CHIEF PROCTOR**

**TENTATIVE LIST OF STUDENT CLUBS, UD, RTU KOTA**

<b>S. No.</b>	<b>Technical Council</b>	<b>Cultural Council</b>	<b>Social Council</b>	<b>Sports Council</b>
1.	Aeromodeling Club	Dance Club	IN-DEED Club	Cricket Club
2.	Programming Club	Dramatics Club	Inspire Club	Badminton Club
3.	Robotics Club	Music Club	Vivekananda Study Circle	Volleyball Club
4.	Society of Automotive Engineers	Shutterbugs (Photography and Filming Club)	NCC	Athletics Club
5.	Words' Worth	Literature Club	NSS	Football Club
6.	Master Builders Club	Art Club		Table-tennis Club
7.	Marketing and Management Club			Chess Club
8.				Lawn Tennis Club

## SOFT SKILL DEVELOPMENT I (TPN102)

### COURSE OUTCOMES

By the end of the course, students shall be able to:

- Understand the significance and essence of a wide range of soft skills.
  - Apply soft skills in routine social and professional settings.
  - Employ soft skills to enhance employability for professional success.
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.
  4. Interpersonal Communication: Interpersonal relations; communication models, process and barriers; developing interpersonal relationships through effective communication; listening skills
  5. Public Speaking: Skills, Methods, Strategies and Essential tips for effective public speaking.
  6. Group Discussion: Importance, Planning, Elements, Skills assessed; effectively disagreeing, Initiating, Summarizing and Attaining the Objective.
  7. Non-Verbal Communication: Importance and Elements; Body Language.
  8. Teamwork: Concept of Teams; Building effective teams; Concept of Leadership and honing Leadership skills.
  9. Interview Skills: Interviewer and Interviewee – in-depth perspectives. Before, During and After the Interview. Tips for Success.
  10. Presentation Skills: Types, Content, Audience Analysis, Essential Tips – Before, During and After, Overcoming Nervousness.
  11. Etiquette and Manners – Social and Business.

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12. Time Management – Concept, Essentials, Tips.
13. Personality Development – Meaning, Nature, Features, Stages, Models; Learning Skills; Adaptability Skills.

**Each will be supplemented by practice exercises and classroom activities and projects.**

**Reference Books:**

Managing Soft Skills for Personality Development – edited by B.N. Ghosh, McGraw Hill India, 2012.

English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.

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## SOFT SKILL DEVELOPMENT II (TPN102)

### COURSE OUTCOMES

By the end of the course, students shall be able to:

- Employ soft skills in a wide range of social and professional settings.
- Maintain healthy personal and professional relationships.
- Demonstrate employability skills required for career success and professional growth.

1. Communicating Clearly: Understanding and Overcoming barriers; Cross gender/Cross Cultural communication, Strategic Communication.
2. Communicating ideas and report writing
3. Persuasive Speaking and Presentation Skills, Group Discussion and Interview
4. Conducting Meetings, Writing Minutes, Sending Memos and Notices
5. Netiquette: Effective E-mail Communication; Telephone Etiquette
6. Interpersonal Communication: Enhancing Empathy, Showing Sympathy and Dealing with Antipathy; Gaining Trust and Developing Emotional Bonding
7. Ethics and Etiquettes (Social and Official Settings); Respecting Privacy; Civic Sense and Care for the Environment
8. Negotiating, Decision-Making, Conflict-Resolution, Five Styles
9. Emotional Literacy; Assertiveness versus Aggressiveness; Learning to Say "No."; Learning to Appreciate and Give Praise; Presenting Bad News
10. Emotional Intelligence: Meaning, History, Features, Components, Intrapersonal and Management Excellence; Strategies to enhance Emotional Intelligence.

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11. Decision-Making and Problem-Solving Skills: Meaning, Types and Models, Group and Ethical Decision-Making, Problems and Dilemmas in application of these skills.
12. Conflict Management: Conflict - Definition, Nature, Types and Causes; Methods of Conflict Resolution.
13. Stress Management: Stress - Definition, Nature, Types, Symptoms and Causes; Stress Analysis Models and Impact of Stress; Measurement and Management of Stress

**Each topic will be supplemented by practice exercises and classroom activities and projects.**

**Reference Books:**

Managing Soft Skills for Personality Development – edited by B.N. Ghosh, McGraw Hill India, 2012.

English and Soft Skills – S.P.Dhanavel, Orient Blackswan India, 2010.

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