



**SRI VASAVI INSTITUTE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)**

Accredited by NAAC & NBA (CSE, ECE & ME)

**Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada
Nandamuru-521369, Pedana Mandal, Krishna District, Andhra Pradesh, India**

Minutes of BOS Meeting

The Board of studies meeting was held on 10th July, 2024 in the Department of English to discuss the following points for R-23 regulations of II B.Tech II Semester.

Detailed discussion on the following has been done.

- The courses implemented under R-23 Regulations
- Discussion on syllabus for new regulations(R-23)
- Various steps to improve the skills & Knowledge of the students

The following items were also discussed and approved.

- Detailed syllabus of II B.Tech II Semester

The following courses were approved for II B.Tech II Semester:

II Semester:

- Softskills (for Electronics & Communications Engineering & Mechanical Engineering)

Signature of external members with names:

Name:

1) Dr.K.Sree Ramesh
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Signature

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Signature of Internal members with names:

Subject coordinator :

Dr. A.V.Raghuram
Professor

Dr. A.V.Raghuram
10/7/24

Members:

1. Dr.Ch.Seshasailaja
Asst.Prof
2. Mr.Sk.Hidayatullah
Asst.Prof

Chairman:

Dr.A.V.Raghuram

Dr. A.V.Raghuram
10/7/24



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SYLLABUS FOR II.B.TECH II SEMESTER

Mechanical Engineering & Electronics And Communication Engineering

II Year- II Semester

SOFT SKILLS

L	T	P	C
0	1	2	2

Course Objectives:

- To prepare to face global competition for employment and excellence in profession.
- To help the students understand and build interpersonal and interpersonal skills that will enable them to lead meaningful professional life.

UNIT – 1: INTRODUCTION

Introduction- Emergence of life skills, Definition & Meaning, Importance & need, reasons for skill gap, Analysis--Soft Skills vs Hard skills, Linkage between industry and soft skills, Challenges, Personality Developments. Soft Skills, Soft Skills vs English - Improving Techniques.

UNIT – II: Intra-Personal:

Definition-Meaning – Importance-SWOT analysis, Johari windows - Goal Setting- quotient skills - Emotional Intelligence- Attitudinal skills - Right thinking- Problem Solving-Time management, stress management.

UNIT – III: Inter-Personal:

Definition – Meaning – Importance-Communications skills- Team Work, managerial skills -Negotiation skills- Leadership skills, corporate etiquettes.

UNIT – IV: Verbal Skills:

Definition and Meaning-Listening skills, need- types, advantages, Importance-Improving Tips for Listening, Speaking, need- types, advantages, Importance- Improving Tips, Reading- Writing Skills, Report, Resume, statement of purpose, need- types, advantages, Importance-Improving Tips .

UNIT – V: Non Verbal Skills& Interview skills

Definition and Meaning – Importance- Facial Expressions- Eye Contact – Proxemics- Haptics -Posture, cross cultural body language, body language in interview room, appearance and dress code – Kinetics- Para Language - tone, pitch, pause, neutralization of accent, use of appropriate language, Interview skills, interview methods and questions.

Text Books:

- 1) Sherfield, M. Robert et al, Cornerstone Developing Soft Skills, 4/e, Pearson Publication, New Delhi, 2014.
- 2) Alka Wadkar, Life Skills for Success, 1/e, Sage Publications India Private Limited, 2016.

Reference Books:

1. Sambaiah.M. Technical English, Wiley publishers India. New Delhi. 2014.
2. Gangadhar Joshi, From Campus to Corporate, SAGE TEXT.
3. Alex.K, Soft Skills, 3rd ed. S. Chand Publication, New Delhi, 2014.
4. Meenakshi Raman and Sangita Sharma, Technical Communication: Principle and Practice, Oxford University Press, 2009.
5. Shalini Varma, Body Language for Your Success Mantra, 4/e, S. Chand Publication, New Delhi, 2014.
6. Stephen Covey, Seven Habits of Highly Effective People, JMD Book, 2013.

Online Learning Resources:

- https://onlinecourses.nptel.ac.in/noc20_hs60/preview
- <http://www.youtube.com/@softskillsdevelopment6210>
- https://youtube.com/playlist?list=PLLy_2iUCG87CQhELCYtvXh0E_y-bOO1_q&si=Fs05Xh8ZrOPsR8F4
- <https://www.coursera.org/learn/people-soft-skills-assessment?language=English>
- <https://www.edx.org/learn/soft-skills>

Course Outcomes:

COs	Statements	Blooms Level
CO1	Assimilate and understood the meaning and importance of soft skills and learn how to develop them.	L1
CO2	Understand the significance of soft skills in the working environment for professional excellence.	L2
CO3	Prepare to undergo the placement process with confidence and clarity.	L3
CO4	Ready to face any situation in life and equip themselves to handle them effectively.	L6
CO5	Understand and learn the importance of etiquette in both professional and personal life	L2


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