B.Tech. 5th Semester

	National Institute of Technology Meghalaya An Institute of National Importance	CURRICULUM

Programme	**Bachelor of Technology**		Year of Implementation	**2024-25**
Department	**Humanities and Social Sciences**		Semester	**V**

Course Code	Course Name	Prerequisite	Credit Structure				Marks Distribution			
			L	T	P	C	INT	MID	END	Total
			2	**0**	**0**	**2**	**50**	**50**	**100**	**200**
HS371	**Soft Skills and Self Management**	**Nil**	**COs**		**Statement**				**Bloom's Taxonomy**	

Course Objectives	To familiarize the students with the various communication skills	Course Outcomes	HS371.1	Demonstrate good overall communication skills	Apply
	To introduce the use of technology for effective communication		HS371.2	Use effectively technology for communication	Apply
	To familiarize the students with the importance of building good relationships		HS371.3	Develop good relationships and resolve conflicts	Create
	To familiarize the students with the various survival skills		HS371.4	Identify and use survival skills and habits	Apply

COs	Mapping with Program Outcomes (POs)												Mapping with PSOs		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
HS371.1	-	-	-	-	2	-	-	2	3	3	3	3			
HS371.2	-	-	-	-	2	-	-	2	3	3	3	3			
HS371.3	-	-	-	-	2	-	-	2	3	3	3	3			
HS371.4	-	-	-	-	2	-	-	2	3	3	3	3			
HS371	-	-	-	-	2.0	-	-	2.0	3.0	3.0	3.0	3.0			

SYLLABUS			
No.	Content	Hours	COs
I	Visual, nonverbal and aural communication; Understanding the communicative environment; What to listen for and why; When to speak and how; Communication styles; Speaking in groups; Visual culture; Visual perception; Self image; Body language for interviews and group discussions; The face, its expressions and what it says	08	HS371.1
II	Technology and communication; Technological personality; Mobile personality; E-mailing principles; How not to send e-mails; E-mail etiquette; Netiquette; Multimedia presentation and interaction; What to present and how; Overcoming fear; Becoming a professional	06	HS371.2
III	Individuals, groups and cultures; Building relationships; Human perceptions; Understanding people; Understanding group dynamics; Ethics in relationship; Inter-personal conflicts; Conflict resolution skills; The art of persuasion; From persuasion to negotiation; Social network and media; Social skills; Leadership qualities	07	HS371.3
IV	Survival strategies; Motivating oneself; Self-management skills; Managing time; Types of stress; Regulating stress; Resilience; Work-life balance; Applying soft-skills in workplace; Habits and guiding principles; Identifying good and bad habits; Habit cycle; Breaking bad habits; Forming habits of success	07	HS371.4
Total Hours		28	

Essential Readings

1. Gulati, Sarvesh, *Corporate Grooming and Etiquette*, Rupa & Co, 2010.

2. Petes S. J., Francis, *Soft Skills and Professional Communication,* Tata McGraw-Hill Education, 2011.

Supplementary Readings

1. Dorch, Patricia, *What Are Soft Skills?* Execu Dress Publisher, 2013.

2. Tuhovsky, Ian, *Communication Skills Training*, Rupa Publication India, 2nd edition, 2019.