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Shaheed Mnagal Pandey Government Girls PG College, Meerut
Proposed Skill Development Course

Title of course-	Communication skills and Personality Development
Nodal Department of HEI to run course	SMP Government Girls PG College, Meerut
Broad Area/Sector-	English
Sub Sector-	Communication skill & Personality development
Nature of course - Independent / Progressive	Independent
Name of suggestive Sector Skill Council	-
Aliened NSQF level	-
Expected fees of the course -Free/Paid	1000/-
Stipend to student expected from industry	-
Number of Seats-.....	-
Course Code-.....	As per university norms/ NEP 2020
Max Marks...100..... Minimum Marks.....40...	Credits- 03 (1 Theory, 2 Practical)
Name of proposed skill Partner (Please specify, Name of industry, company etc for Practical /training/ internship/OJT	100/40 Amatya, Career Launcher NIIT, VLCC
Job prospects-Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)	This course will be helpful for students to face job interviews in effective way

Syllabus

Unit	Topics	General/ Skill component	Theory/ Practical/ OJT/ Internship/ Training	No of theory hours (Total-15 Hours=1 credit)	No of skill Hours (Total-60 Hours=2 credits)
I	Introduction <ul style="list-style-type: none"> • Definition of communication • Process of communication • Importance of communication • Essentials of good communication 	General	Theory	2	0
II	Different forms of communication <ul style="list-style-type: none"> • Verbal communication • Non-verbal communication • Intrapersonal communication • Interpersonal communication • Mass communication • Media communication 	General &Skill	Theory & Practical	2	5
III	Developing English language skills <ul style="list-style-type: none"> • Listening skill • Speaking skill • Reading skill • Writing skill 	Skill	Theory & Practical	3	8
IV	Personality Development <ul style="list-style-type: none"> • The concept of personality • Dimensions of personality • Determinants of personality 	General & Skill	Theory & Online Training	4	10
V	Attitude and Motivation <ul style="list-style-type: none"> • Concept of Attitude • Positive Attitude 	Skill	Theory and Practical	2	9

	<ul style="list-style-type: none"> • Negative Attitude • Ways to develop a positive attitude • Concept of Motivation • Importance of self- motivation 				
VI	Essential soft skills <ul style="list-style-type: none"> • Group discussion • Presentation skills • Problem-solving • Decision- making • Team work • Innovation • Creative thinking • Time- management 	Skill	Theory and Internship	2	28

Suggested Readings: (1) Mohan, Krishna and MeeraBanerji, Developing Communication Skills, New Delhi: Macmillan India Ltd, 1990.

(2) Lata, Pushp and Sanjay Kumar, Communicate to Conquer : A Handbook of Group Discussions and Interviews, New Delhi: PHI Learning, 2010.

(3) Haney, W. V. Communication and Interpersonal Relation. New York: Richard Irwin, 1979.

(4) Cloninger S. C., Theories of Personality: Understanding Person, Pearson, New York, 2008.

(5) Rizvi, M. Ashraf, Effective Technical Communication, New Delhi: Tata McGraw- Hill, 2005.

Suggested Digital platforms/ web links for reading-
https://thefluentlife.com/online/gsearch/?source=Fluent%20Life%20Online%20GS&gclid=EA1aIQobChMIupfc3K7i8glV_5pmAh0HHQXhEAAYASAAEgKNoPD_BwE

Suggested OJT/ Internship/ Training/ Skill partner : Amatya, Career Launcher NIIT, VLCC

Suggested Continuous Evaluation Methods: Question Papers are designed for theory assessment, Presentation and practical.

Course Pre-requisites:

- No pre-requisite required, Passed XII
- To study this course, a student must have the subject English. in class/12th/ certificate/diploma
- If progressive, to study this course a student must have passed previous courses of this series.

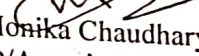
Suggested equivalent online courses:

Any remarks/ suggestions:

Notes:

- Number of units in Theory/Practical may vary as per need
- Total credits/semester-3 (it can be more credits, but students will get only 3credit/ semester or 6credits/ year
- Credits for Theory =01 (Teaching Hours = 15)
- Credits for Internship/OJT/Training/Practical = 02 (Training Hours = 60)

Course developed by


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