

GANPAT UNIVERSITY																	
FACULTY OF MANAGEMENT STUDIES																	
Program		Bachelor of Business Administration					Branch/Spec.		Marketing Management								
Semester		IV					Version		1.0.0.0								
Effective from Academic Year				2025-26			Effective for the batch Admitted in					July 2024					
Subject Code		BSEC206		Subject Name			Soft Skills										
Teaching scheme							Examination scheme (Marks)										
(Per week)		Lecture (DT)		Practical (Lab.)		Total			CE		SEE		Total				
		L	TU	P	TW												
Credit		02	00	00	00		02	Theory		25		25		50			
Hours		02	00	00	00		02	Practical		00		00		00			
Pre-requisite:																	
Better acquaintance of soft skill for the personality development.																	
Objective:																	
To help learners develop their soft skills and develop their personality together with their academic skills. Developing professional and social skills to harness hidden strengths, capabilities and knowledge equip them to excel in real work environments and corporate life																	
Learning Outcomes/Course Outcomes:																	
On successful completion of the course, the students will be able to:																	
CO1- Distinguish between soft and hard skills, recognizing their significance in personal and professional success.																	
CO2- Implement effective time and stress management strategies to enhance productivity and well-being.																	
CO3- Develop teamwork and leadership abilities to collaborate and lead effectively in various settings.																	
CO4- Cultivate a positive attitude to support continuous personal and professional growth.																	
Mapping of PO-CO and PSO-CO:																	
		Course Outcome (CO) No.	PO-CO Mapping								PSO-CO Mapping						
			PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	
			CO1	3	2	2	2	2	2	1	1	2	1	2	1	2	2
			CO2	2	2	2	3	2	2	1	1	2	1	2	1	2	2
			CO3	2	2	3	2	2	2	1	1	2	1	2	1	2	2
CO4	2	2	2	2	2	2	1	1	2	1	2	1	2	2			
Theory syllabus																	
Unit	Content														Hrs		
1	Elements of Soft Skills - Time and Stress Management														15		
	Difference between soft skills and hard Skills, Introduction to soft skills, Importance of soft skills, improving soft skills and practicing soft skills, attributes regarded as soft skills. Time Management - Time Management matrix, Steps of successful time management, Difference between time savers and time wasters. Stress Management - Sources of stress, effects of stress and stress management tips.																
2	Team and Attitude Building														15		
	Team Building - Team building and teamwork skills, characteristics of an effective team, role of team leader and team members. Attitude Building - Factors which form attitude, ways of changing attitude in person, obstacles in developing a positive attitude, developing positive attitude, workplace attitude and power of positive attitude.																
Exam: Theory 100%,																	
Text Books																	
	Alex K. Soft Skills Know Yourself and Know the World, Sultan Chand & Sons New Delhi																
Reference Books:																	
	B. N. Ghosh, Managing Soft Skills for Personality Development Tata McGraw Hill education Barun K. Mitra, Personality Development and Soft Skills, Oxford Press Gajendra S. Chauhan, Sangeeta Sharma, Soft Skills: An Integrated Approach to Maximize Personality, Wiley India M. S. Rao, Soft Skills - Enhancing Employability I. K. International Sherfield , Cornerstone: Developing Soft Skills, , Pearson India																
Online Resources:																	

	https://onlinecourses.nptel.ac.in/noc20_hs16/preview (Soft Skill Development-By Prof. Priyadarshi Patnaik, Prof. V.N. Giri, Prof. D. Suar)
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