**Kazi Nazrul University, Asansol**

**NCCF 4 year and 3 year Degree Course**

**English**

**Course Type: SEC**

**Course Code: BAENGSE401**

**Course Details: SEC 3**

**Course Name: Enhancing Soft Skills and Personality Development**

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| Course Type: SEC | Course Details: **SEC-3** | L-T-P:2-1-0 |
| Credit:3 | FullMarks: 50 | CAMarks | ESE Marks |
| Practical | Theoretical | Practical | Theoretical |
| 0 | **15** | 0 | **35** |

Full Marks : 50

Course Outcome:

The NEP 2020 has a vision to empower students with hands on experience while pursuing a course. As part of that vision the Skill Enhancement Course components in English are designed in such a way that the students pursuing either a 3-year degree course or a four-year degree course become better equipped to handle the challenges beyond academics. As part of this exercise and to fulfill the vision of the NEP 2020 the Department of English in the UG Semester IV introduces a Skill Enhancement Course on Soft Skills Development. The previous two SEC papers had an outlook to hone written skills of students at the very base level. This paper has a much more holistic vision and it is hoped that by availing of this course the students would be able to become aware of key components of life skills like Soft Skills, Personality Development, Anger Management, Punctuality etc.

Unit I: 15 marks

Terms: Soft Skill, Personality Development, Mindset, Personality, Procrastination, Anger Management, Ethics, Etiquette.

Candidates have to answer five short questions out of eight options 1x5=5

Candidates have to answer five questions out of eight options 2x5=10

Unit II: 20 marks

Ways of developing Soft skills; Types of Mindset; Use of Time and Time Efficiency; Overcoming Procrastination; Humour in Workplace; Health and Personality; Business Etiquette; Care for Environment.

Candidates have to answer two short notes out of three options 5x2=10

Candidates have to answer one long answer out of three options 10x1=10

Continuous Internal Evaluation 15 marks

It is advised that Internal Evaluation should be based on group discussions, interviews, viva voce, interactive on-on-one regarding personality development, filling up of questionnaire, situational problems etc. Conventional written test is not advisable for this component.

Recommended Reading List:

*Soft Skills and Professional Communication*: Petes S.J. Francis. New Delhi.Tata McGraw Hill Education 2011.