

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**Scheme/Specialization: B.Tech. (Civil Engineering)**

**DETAILS OF THE COURSE**

Course Code	Course Title	Credits	Lecture	Tutorial	Practical	Studio
<b>_22HST301_</b>	<b>Soft Skills for Engineers</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PREREQUISITE**

None

**COURSE TYPE**

PL–EAS Course

**COURSE OBJECTIVE**

The course aims to foster soft skills in professional and interpersonal communications and facilitate an all-round development of personality. Soft skills play a vital role in career advancement. They comprise of pleasant and appealing personality traits such as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness, interpersonal skills and effective communication skills.

**COURSE OUTCOMES**

CO1	Develop self-awareness and emotional intelligence to effectively manage personal and professional relationships.
CO2	Apply time management techniques to prioritize and complete tasks efficiently and effectively.
CO3	Demonstrate leadership and teamwork skills by effectively communicating, collaborating, and resolving conflicts in group settings.
CO4	Be a better communicator in written and spoken form of communication.

**COURSE ASSESSMENT**

Course Assessment (culminating to the final grade), will be made up of the following:

S. No.	Component	Weightage
a)	Continuous Assessment (Participation, involvement in activities)	20%
b)	Mid-term Examination	30%
c)	End Semester Examination	50%

**COURSE CONTENTS**

**Module I:**

**(No. of Lectures – 4)**

Introduction to Soft Skills; Self-awareness and emotional intelligence; Developing Self-Esteem and Building Self-Confidence; Assertiveness

**Module II:** (No. of Lectures – 4)  
Personal grooming, Ethics and etiquette; Time Management; Managing distractions and procrastination; Goal-setting and planning

**Module III:** (No. of Lectures – 4)  
Leadership and Teamwork; Definition and qualities of a good leader; Team dynamics and communication; Conflict resolution and negotiation skills

**Module IV:** (No. of Lectures – 6)  
Career planning and development; Resume and cover letter writing; Effective E-mail Communication; Interviewing skills and technique; Group Discussions

**Module V:** (No. of Lectures – 6)  
Communication Skills, Verbal and Non-Verbal Communication, Intercultural Communication, Presentation Skills

**TEXT BOOKS/ REFERENCE BOOKS (Authors, Title, Publisher)**

1. Stephen R. Covey, *The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change*
2. Carol S. Dweck “Mindset: The New Psychology of Success”
3. Travis Bradberry and Jean Greaves, *Emotional Intelligence 2.0*
4. Norman Vincent Peale, *The Power of Positive Thinking*
5. Olivia Fox Cabane, *The Charisma Myth: How Anyone Can Master the Art and Science of Personal Magnetism*
6. Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler, *Crucial Conversations: Tools for Talking When Stakes Are High*
7. Cal Newport, *Deep work*
8. Dorch, Patricia. *What Are Soft Skills?* New York: Executive Dress Publisher, 2013.
9. Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders.* Washington, DC: Pfeiffer & Company, 2013.
10. Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills.* London: HarperCollins E-books, 2008.
11. Petes S. J., Francis. *Soft Skills and Professional Communication.* New Delhi: Tata McGraw-Hill Education, 2011.
12. Stein, Steven J. & Howard E. Book. *The EQ Edge: Emotional Intelligence and Your Success.* Canada: Wiley & Sons, 2006.
13. Gopaldaswamy, Ramesh. *The Ace of Soft Skills: Attitude, Communication and Etiquette for Success.* India: Pearson Publication ,2010.
14. Wentz, Frederick H. *Soft Skills Training: A Workbook to Develop Skills for Employment.* United States: Create Space Independent Publisher ,2012.

15. Mitra, Barun. *Personality Development and Soft Skills*. India: Oxford University Press ,2016.
16. Cuddy, Amy. *Presence: Bringing Your Boldest Self to Your Biggest Challenges*. United States: Back Bay Books ,2018.
17. Willett, Alan. *Leading the Unleadable: How to Manage Mavericks, Cynics, Divas, and Other Difficult People*. United States: Amacom Publisher ,2016.
18. Higgins, Jessica. *10 Skills for Effective Business Communication: Practical Strategies from the World's Greatest Leaders*. United States: Tycho Press,2018.
19. Tulgan, Bruce. *Bridging the Soft Skills Gap: How to Teach the Missing Basics to Today's Young Talent*, United States: Jossey Bass, 2018.