



MAHARISHI AUROBINDO SUBHARTI COLLEGE & HOSPITAL OF NATUROPATHY & YOGIC SCIENCES

Degree recognized by Department of AYUSH & Approved by UGC

Website: naturopathy.subharti.org, E-mail: naturopathy@subharti.org, Ph.: 0121-2439043/52 (Extn: 3553), Telefax: 0121-3058030, Cell: +91-9639010631

A constituent college of

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)



Office of the Principal

Dated: 17th November 2017

NOTICE

All the Students are informed that the Value Added Course on Soft Skill Training is being conducted from December 2017. The classes are likely to start from 1st week of December. The Interested candidates must give the names for registration to Dr. Tazmani Sultana.



PRINCIPAL
MASC/NYS
Swami Vivekanand Subharti University
MEERUT

Registrar
Swami Vivekanand
Subharti University
MEERUT



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Swami Vivekanand Subharti University

Maharishi Aurobindo College and Hospital of
Naturopathy and Yogic Sciences

A Value Added Course on Soft Skill Training

Time : 2:00 PM to 3:00 PM

Every Saturday 1st year classroom

Duration - December 2017 - February 2018

Soft Skills Training-Computer Essentials & Safety Basics

Total Contact Hours - 30

PURPOSE

To enhance holistic development of students and to improve their employability skill.

INSTRUCTIONAL OBJECTIVES

1. To develop inter personal skills and be an effective goal oriented team player.
2. To develop professionals with idealistic, practical and moral values.
3. To develop communication and problem solving skills.
4. To re-engineer attitude and understand its influence on behaviour.

UNIT I - SELF ANALYSIS (4 hours)

SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem.

UNIT II - CREATIVITY (8 hours)

Out of box Thinking, Lateral Thinking.

UNIT III - ATTITUDE (6 hours)

Factors influencing Attitude, Challenges and lessons from Attitude, Etiquette.

UNIT IV - MOTIVATION (4 hours)

Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators.

UNIT V - GOAL SETTING (8 hours)

Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals.

Time Management

Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work.

Extempore

TEXT BOOK:

SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications .

REFERENCE

1. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
3. Thomas A Harris, I am ok, You are ok , New York-Harper and Row

UNIT I - INTERPERSONAL SKILLS (10 hours)

Gratitude



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Understanding the relationship between Leadership Networking & Team work. Assessing Interpersonal Skills Situation description of Interpersonal Skill.

Team Work: Necessity of Team Work Personally, Socially and Educationally

UNIT II - LEADERSHIP (4 hours)

Skills for a good Leader, Assessment of Leadership Skills

UNIT III - STRESS MANAGEMENT (8 hours)

Causes of Stress and its impact, how to manage & distress, Circle of control, Stress Busters.

Emotional Intelligence

What is Emotional Intelligence, emotional quotient why Emotional Intelligence matters, Emotion Scales. Managing Emotions.

UNIT IV - CONFLICT RESOLUTION (4 hours)

Conflicts in Human Relations – Reasons Case Studies, Approaches to conflict resolution.

UNIT V - DECISION MAKING (4 hours)

Importance and necessity of Decision Making, Process and practical way of Decision Making, Weighing Positives & Negatives.

Technical Topic Presentation

TEXT BOOK:

SOFT SKILLS, 2015, Career Development Centre, Green Pearl Publications.

REFERENCE

1. Covey Sean, Seven Habit of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
3. Thomas A Harris, I am ok, You are ok , New York-Harper and Row, 1972
4. Daniel Coleman, Emotional Intelligence, Bantam Book, 2006


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Dated : 14th December 2017

REPORT

MASCHNYS conducted Value Added Course on "Soft skill training- Computer essentials and safety basics." from December 2017 for the students. The classes were conducted in the 1st week of December. All the candidates were given certificates following the completion of the course.



PRINCIPAL
MASCHNYS
Swami Vivekanand Subharti University
MEERUT

Dr. Abhay M. Shankaregowda

Principal

Registrar
Swami Vivekanand
Subharti University
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**MAHARISHI AUROBINDO SUBHARTI COLLEGE & HOSPITAL OF
NATUROPATHY & YOGIC SCIENCES**

CERTIFICATE OF COMPLETION

This is awarded to

MUKESH KUMAR SHARMA

for successfully completing course Soft Skills Training -
Computer Essentials & Safety Basicson .
VAC-BNYS-02

2017-2018

Dr. Abhay M. Shankaregowda
PRINCIPAL & DEAN FACULTY OF AYUSH



SWAMI VIVEKANAND
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**MAHARISHI AUROBINDO SUBHARTI COLLEGE & HOSPITAL OF
NATUROPATHY & YOGIC SCIENCES**

CERTIFICATE OF COMPLETION

This is awarded to

ABHIJEET SINGH

for successfully completing course Soft Skills Training -
Computer Essentials & Safety Basicson .
VAC-BNYS-02

2017-2018

Dr. Abhay M. Shankaregowda
PRINCIPAL & DEAN FACULTY OF AYUSH