



**राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**  
(An Institute of National Importance)

**DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**

1.	Department proposing the course	Humanities and Social Sciences
2.	Course Title	Effective Communication and Soft Skills (includes a Minor Project)
3.	L-T-P Structure	3-0-0
4.	Credits / # of period	3/30
5.	Course number(Code)	
6.	Status (Core/Elective)	Elective Course
7.	Pre-requisites (course no./title)	Effective Communication and Soft Skills (includes a Minor Project)
8.	Frequency of offer	7 <sup>th</sup> Semester—one semester a year
9.	<b>Course Objectives(CO) :</b>  To enable the students to <ul style="list-style-type: none"><li>▪ Acquire effective use of soft skills</li><li>▪ Understand effective managerial patterns</li><li>▪ Learn basic effective technical communication skills</li><li>▪ Make use of various forms of technical writing communication</li></ul>	
10.	<b>Course Syllabus:</b>  <b>UNIT – 1: Interpersonal skills; Time management; Leadership</b>  <b>UNIT – 2: Interview Skills:</b> Interviews: Purpose, Planning, Preparation, Language and style, Sample interview questions and answers.  <b>UNIT – 3: Group Discussions-</b> Types of GDs, Features of good GDs, Preparing for a group discussion; characteristics of ideal Self-Image; Breaking the Ice.  <b>UNIT – 4: Presentation Skills-</b> The essential features of a good presentation; Structure and format; Sample presentation practices.  Select any one of the following for minor project prescribed:  1. Report writing –Survey / annual 2. Technical report	
11.	<b>Text Books:-</b>  1. Practical English Usage, Michael Swan,OUP,1995 2. Communication Skills, Sanjay Kumar and Pushpa Lata, Oxford University Pres,2011	

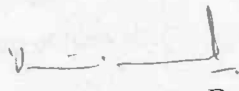


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	<ol style="list-style-type: none"><li>3. Oxford Guide to Effective Writing and Speaking, John Seely, Oxford University Press, 2013</li><li>4. Remedial English Grammar, F.T. Wood, McMillian 2007</li><li>5. Rajendra Pal and J.S. Korlahalli, <i>Essentials of Business Communication</i>-sultan Chand and Sons.1997</li></ol>
12.	<p>Reference Books: -</p> <ol style="list-style-type: none"><li>1. Mc Cormack on Communicating –Mark, H. Mc.Cornck Arrow Book Limited London 1997.</li><li>2. Effective Technical Communication-M Ashraf Rizvi, Tata Mc Graw-Hill publishing company Ltd. New Delhi 2008</li><li>3. Sanjay Kumar and Pushp Lata, <i>Communication Skills</i>, OUP, 2011.</li></ol>

Course designer


  
Dr. Yeddu Vijaya Babu

**Departmental Academic Committee  
External Expert**

  
Dr. G. Neelakantan

  
Dr. Jyotirmaya Tripathy

**Internal Members**

  
Dr. S.D. Palle

  
Dr. Jaya Dwivedi

  
Dr. Anoop Kumar Tiwari

  
Dr. S. K. Tarai