



**Gyanmanjari**  
Innovative University

Course Syllabus  
Gyanmanjari Institute of Management Studies  
Semester-1 (MBA)

**Subject:** Soft Skills for Managers – MBAXX11303

**Type of course:** Skill Enhancement Courses (SEC)

**Prerequisite:**

The prerequisite for the course in Soft Skills for Managers is a basic understanding of management principles and concepts. It is expected that students have completed introductory courses in management or have prior knowledge of management practices in organizations. Additionally, a strong foundation in communication skills, including verbal and written communication, listening skills, and interpersonal skills, is essential. Basic knowledge of leadership principles, teamwork, and collaboration will also be beneficial for students to grasp the concepts covered in this course. Overall, a solid understanding of management fundamentals and a willingness to enhance personal and professional skills in areas such as communication, leadership, teamwork, and interpersonal effectiveness are essential prerequisites for this course.

**Rationale:**

The Course is designed to equip the students with competencies to manage themselves in organizations with a scientific outlook towards communication. To develop career orientation through an understanding of Mock interviews and GDs. To develop inter personal and intra personal skills of the students and Presentation skills. To facilitate an insight into the functioning of individuals and groups.

**Teaching and Examination Scheme:**

| Teaching Scheme |    |    | Credits | Examination Marks |              |    |                 |     | Total Marks |
|-----------------|----|----|---------|-------------------|--------------|----|-----------------|-----|-------------|
| CI              | T  | P  |         | C                 | Theory Marks |    | Practical Marks |     |             |
|                 |    |    | ESE     |                   | MSE          | V  | P               | ALA |             |
| 02              | 00 | 00 | 02      | 60                | 30           | 10 | 00              | 50  | 150         |

*Legends: CI-Class Room Instructions; T – Tutorial; P - Practical; C – Credit; ESE - End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.*



**Continuous Assessment:**

(For each activity maximum-minimum range is 10 to 5 marks)

| Sr. No | Active Learning Activities  | Marks |
|--------|---|-------|
| 1      | <b>Resume Writing</b><br>The students will prepare PDF of their resume and submit it in Moodle.   | 10    |
| 2      | <b>Case Study</b><br>Faculty will provide a topic and Idea related to case study. Students will prepare the solutions on the given case / situation in a group of three and upload it to Moodle | 10    |
| 3      | <b>Slogan Writing</b><br>Faculty will provide a product and students are required to prepare a slogan for the same and upload it on Moodle.   | 10    |
| 4      | <b>Letter Writing</b><br>Faculty will provide a topic and students are required to write a Letter and upload it on Moodle.  | 10    |
| 5      | <b>Quiz</b><br>MCQ Test will be conducted on Moodle.  | 10    |
| Total  |   | 50    |

**Course Content:**

| Sr. No | Course content  | Hrs. | % Weightage |
|--------|---|------|-------------|
| 1      | <b>Goal Setting Skills:</b><br>Introduction; relevance of SWOT on goal setting; setting career goal; action plan and measures to achieve career goal; corporate role models; three to five years career roadmap; Time Management Skills: Planning, Scheduling, Prioritizing; multitasking.                      | 8    | 25          |
| 2      | <b>CV, GD and PI:</b><br>Introduction – SOP: career objective; educational qualification; projects and assignments; skill set; achievements and interests;<br>Introduction to GD:<br>Foundation skills in GD: Mock GD;<br>Introduction to PI: foundation skills in PI; Mock PI.                                 | 7    | 25          |
| 3      | <b>Interpersonal skills:</b><br>Definition; understanding, analysis and response to the needs, requirements and capabilities of people at different levels.<br><b>Corporate Etiquette:</b><br>Customer interaction etiquette; office etiquette; meeting etiquette; telephone etiquette; presentation etiquette. | 8    | 25          |
| 4      | Business Cases and Life skills, practical hands-on activities   | 7    | 25          |



**Suggested Specification table with Marks (Theory): 60**

| Distribution of Theory Marks<br>(Revised Bloom's Taxonomy) |                    |                      |                    |                |                 |               |
|--|--------------------|----------------------|--------------------|----------------|-----------------|---------------|
| Level  | Remembrance<br>(R) | Understanding<br>(U) | Application<br>(A) | Analyze<br>(N) | Evaluate<br>(E) | Create<br>(C) |
| Weightage  | 35%                | 35%                  | 30%                | -              | -               | -             |

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

**Course Outcome:**

|   |  |
|---|--|
| After learning the course the students should be able to: |  |
| CO1   | Participate in the campus selection process with special focus on aptitude and GD. |
| CO2   | Prepare himself / herself for the campus Interviews.                               |
| CO3   | Develop professional behaviour for entry into the professional world.              |
| CO4   | Think logically and solve problems in professional life.                           |

**Instructional Method:**

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.

**Reference Books:**

1. "Mindset: The New Psychology of Success" by Carol S. Dweck
2. "Getting Things Done: The Art of Stress-Free Productivity" by David Allen
3. "The Perfect Resume: Resumes That Work in the New Economy" by Dan Quillen
4. "Emotional Intelligence: Why It Can Matter More Than IQ" by Daniel Goleman
5. "The Etiquette Advantage in Business: Personal Skills for Professional Success" by Peter Post

