



Since 1965

தந்தை பெரியார் அரசு கலை மற்றும் அறிவியல் கல்லூரி (த)
THANTHAI PERIYAR GOVERNMENT ARTS AND SCIENCE COLLEGE(A)
(Nationally Re-Accredited with 'A' Grade by NAAC at 3rd Cycle)
(Affiliated to Bharathidasan University, Tiruchirappalli - 24)

No.36/2, RACE COURSE ROAD, KHAJAMALAI, TIRUCHIRAPPALLI - 620 023
TAMILNADU, INDIA.

Tel.No. : 0431 - 2420079 Website: www.thanthaiperiyargasc.ac.in E-mail : periyarevrcollege@yahoo.com

7.2.1 SOFT SKILL

1. Soft Skill – Syllabus

BHARTHIDASAN UNIVERSITY TIRUCHIRAPPALAI-24
UNDER GRADUATE DEGREE PROGRAMMES
SOFT SKILLS DEVELOPMENT
Semester – V

Learning Objective
Today's world is all about relationship, communication and presenting oneself, one's ideas and the company in the most positive and impactful way. This course intends to enable students to achieve excellence in both personal and professional life.

UNIT: I
Know Thyself/ Understanding self
Introduction to soft skills- self-discovery- Developing positive attitude- improving Perceptions- Forming values.

UNIT-II
Interpersonal Skills/Understanding Others
Developing interpersonal relationship – Team building – group dynamics-Networking –improved work relationship


UNIT-III
Communication skills / communication with others
Art of listening – Art of reading – Art of speaking – Art of writing – Art of writing e-mails-e mail etiquette

UNIT-IV
Corporate skills/ working with others
Personality Development - practicing etiquette and mannerism – Time management- stress management

UNIT-V
Selling self/ Job Haunting
Writing Resume /CV- Interview skills- Group discussion- Mock Interview-Mock GD- Goal setting –Career planning

Unit-VI
Critical Thinking and Problem Solving
Adaptability Skills

IT, the play with the shortest title with Critical Reviews- A.M.Safiullah Edited by
Dr. T. Jayakumar- Scene-6



TEXT BOOK:

Meena.l and V.Ayothi (2013) A Book on Development of Soft Skills (Soft Skills: A Road Map to success), P.R. Publishers & Distributors, No, B-20&21 , V.M.M Complex, chatiram Bus Stand, Tiruchirappalli -620 002.

(Phone No: 0431-2702824); Mobile No: 94433 70597, 98430 74472)

Alex K. (2012) Soft Skills – Know yourself & know the world, s. Chand & company LTD, Ram Nagar, New Delhi-110 055.

Mobile No: 94425 14814 (Dr. K. Alex)

REFERENCE BOOKS:

1. Developing the leader within you John c Maxwell
1. Good to Great by *Jim Collins*
2. The seven habits of highly effective people Stephen covey
3. Emotional intelligence Daniel Goleman
4. You can win ShiveKhera
5. Principle centered leadership Stephen covey



Handwritten signature in green ink.

2. TNSCHE – Allotment for Soft Skill Development

JOB, The Nagaraj, Roy.
the Principal, Periyar

**TAMILNADU STATE COUNCIL
FOR HIGHER EDUCATION**

27 MAY 2022

Dr. S. Krishnasamy,
Member - Secretary

Lady Willingdon College Campus,
Kamarajar Salai, Chennai - 600 005.
Phone Off:(044) 2844 6486
2844 5570

Rc.No.2027/2022/B

Date: 24-05-2022

To
The Principal,
Periyar EVR College,
Tiruchirappalli - 620 023.

Sir/Madam,

Sub: TANSCHÉ - Recurring expenditure for Creation of Soft Skill Centres in 62 Government Colleges for the year 2021-22 - Sending of Demand Draft - Reg.

Ref: 1. G.O. (MS) No.5, Higher Education (H2) Dept. Dt.19-1-2013.
2. G.O.(Ms)No.111, Higher Education (H2) Dept. Dt.09-05-2016.
3. G.O.(D)No.187, Higher Education (H2) Dept. Dt.06-08-2021.
4. G.O.(D)No.290, Higher Education (H2) Dept. Dt.06-12-2021.

In the G.O. first and second cited above, the Government have accorded sanction to create Soft Skill Centres in 62 Government Colleges. The Government also sanctioned Rs.2 lakhs as seed money (non-recurring) and Rs.2.5 lakhs (recurring). Accordingly, 30 and 32 Soft Skill Centres were created in Government Colleges during the academic year 2013-14 and 2016-17.

In the G.O. 3rd and 4th cited above, the Government have sanctioned for Rs.1,55,00,000/- recurring expenditure for creation of soft skill centres in 62 Government Colleges for the year 2021-22. Now the Tamil Nadu State Council for Higher Education is releasing of Rs.2,50,000/- for each college for the year 2021-22.

I request you to follow the guidelines strictly to spend the amount. The receipt of the DD bearing No.130853763 dated: 07-04-2022 for Rs.2,50,000/- may be acknowledged with stamped receipt.

svk
svk
MEMBER SECRETARY

Encl.: 1. Demand Draft 2. Guidelines.

Rs. One lakh only
Received - 29/9/22

29/9/22

Website : <https://tnsche.tn.gov.in>
e-mail : tnsche_edu@yahoo.co.in