

## ANNEXURE ‘A’

**IFTM UNIVERSITY**  
**School of Business Management**  
*Module for Soft Skills*



The development of human capital is important and necessary since it drives a nation to crystallize its vision and mission. Without quality human capital, a nation will be weak and fragile. Quality human capital comes from a quality education process. A carefully designed and well planned education system is critical to developing such human capital. Thus, IFTM University being a higher learning institution plays an important role in producing human capital that is highly knowledgeable and skilful and can meet the demands and expectations of the employers and the society, at large. The teaching and learning processes in IFTM University is capable in providing such knowledge and skills to future graduates which are now more highly prized by recruiters than mathematics. These skills are highly sought after by employers recruiting fresh graduates.

**Module Objectives:** This module intends to:

- ✓ Develop more than subject knowledge in students to get on in life as the modern world requires them to develop strong social skills as workplaces are transformed by technology;
- ✓ Inculcate appropriate soft skills as they play an important role in a successful career as well as during social interactions in the society;
- ✓ Infuse the students with these “soft skills” – such as the ability to deliver ideas clearly, effectively and with confidence, either orally or in writing; ability to present clearly and confidently to the audience – to improve students’ overall performance.

Focusing on the above mentioned objectives, a teacher’s ability to improve soft skills can promote a positive development in students, by focusing on their competence, their tolerance to mistakes and their ability to set goals. So, the module has been designed by breaking down big tasks into easy steps and emphasizing the importance of mistakes in achieving success which can help students to avoid being overwhelmed by work or fearing failure.

***Dr. Arkja Singh***

**[Module Facilitator]**

## Module Structure

### *Program Schedule: Module for Soft Skills*

S.NO.	OBJECTIVES	COURSE CONTENT	HOURS
1	Gain a functional understanding of basic English grammar	1.1 Modal Verbs: 1.2 What are modal verbs 1.3 Common Modal Verbs	3
2	Practice language skills to eliminate errors in pronunciation and sentence construction	2.1 Basics of Language skills	4
3	To introduce the fundamentals of communication.	3.1 Basics of Business communication	1
4	To introduce role of body language in communication.	4.1 Importance of body language in effective communication	4
5	Understand what constitutes proper grooming and etiquette in a professional environment	5.1 The corporate Fit: Dressing and Grooming	2
6	Practice the skills necessary to demonstrate a comfort level in executing himself / herself in a given professional setting	6.1 Do's and Don'ts for Men and Women 6.2 Dealing with people	5
7	Understand the skills tested and participate effectively in Group Discussions.	7.1 Group Discussion, Types of GD	3
8	Attend any type of interview with confidence borne out of knowledge gained and practice sessions.	8.1 Resume Preparation 8.2 Interview Process 8.3 Interview Preparation Checklist, Interview Handling Skills 8.4 Common Interview Mistakes	7
9	Review & Feedback		1