

OFFICE ORDER: 11/2019**Skill Enhancement Programme for Smart Empowered Professionals (SEP)
(Revised - Policy on Soft Skills Training)**

Reference: Office Order 22/2018 dated 23 Jul'18

1. It is hereby informed that *Policy* under reference has been revised to accommodate minor changes (**Refer - Annexure 1 for revised action plan**) to be implemented w.e.f. forthcoming semester i.e. **academic year 2019-20** spanning the entire stay of the student in the campus. The programme will be as per the following duration : B. Tech (100+ Hrs.), B. Pharm (100 Hrs.), MCA (80+ Hrs.), MBA (60 Hrs.) and M. Pharma (40 Hrs.) duly integrated in time table. *Semester wise distribution is tabulated below:-*

Name of Program	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Sem VII
B.Tech	10 hours	-	20 hours	20 hours	20 hours	20 hours	10 hours along with Aptitude Training
B.Pharm	-	10 hours	20 hours	20 hours	20 hours	20 hours	10 hours before start of recruitment
MBA	20 hours	20 hours	20 hours	-	-	-	-
MCA	20 hours	20 hours	20 hours	20 hours	10 hours before start of recruitment	-	-
M.Pharm	20 hours	20 hours	-	-	-	-	-

2. It can be seen that the training process (Skill Enhancement Programme for Smart Empowered Professionals - SEP) is ranging from **40 - 100+ hours** depending on the course (B. Tech / B. Pharm / MCA / MBA/ M. Pharm) and will consist of the following stages:-
- Training delivery, which consists of **"Two trainers in a classroom model for two consecutive lectures"** for all the streams in the second and third year of the four year courses running on campus and for a proportionate time for the other courses. It will also be attempted to freeze at least one trainer per year per section for effective monitoring of the students on a long term basis. In addition, the trainer's performance may also be ascertained.
 - Assessment - To be done on the basis of regular classroom activities, so as to account for the outcomes of the training provided; this is also linked to the number of students recruited every year as well as the percentage of training sessions attended by the student.

3. The **detailed guidelines** along with topics to be covered in each semester as per the above policy are attached herewith as appendices as per following details:-
- (a) Appendix A - B. Tech 1st sem. & B. Pharma 2nd semester
 - (b) Appendix B - B. Pharma & B. Tech 3rd semester; MCA & MBA 1st semester
 - (c) Appendix C - B. Pharma & B. Tech 4th semester; MCA & MBA 2nd semester
 - (d) Appendix D - B. Pharma & B. Tech 5th semester; MCA & MBA 3rd semester
 - (e) Appendix E - B. Pharma & B. Tech 6th semester; MCA 4th semester
 - (f) Appendix F - M. Pharmacy 1st and 2nd semester
4. The modalities for implementations will be as follows:-
- (a) The respective HODs to earmark Soft Skills Training classes - number of hours as per above table in consultation with HOD HS.
 - (b) Regular soft skills training sessions to be integrated in academic time table well in advance.
 - (c) Attendance of students in the Soft Skills Sessions to be considered as a part of the regular attendance, for the students to appear for the internal CT's.
 - (d) Assessment of soft skills year wise through class room activities & grading of students to be done on a scale of 1 – 5 marks for the same (where 1 stands for NEEDS IMPROVEMENT, 2 stands for BELOW AVERAGE, 3 stands for AVERAGE, 4 stands for GOOD and 5 stands for OUTSTANDING).
 - (e) Certification on the basis of **80% and above attendance** and active participation (**achieving a grade of 3, 4 or 5**) in the activities. Those students who have **60% and above attendance** in the Soft Skills sessions and are consistently performing (**achieving a grade of 4 or 5**) well in the class activities will also be awarded a certificate with the relevant grade.
5. The idea is to fine tune the students attitude, values, beliefs, futuristic thinking, life-long learning, team-work, employability, various skill sets of communication, manners, etiquettes etc. so as to ensure that, they are capable enough to deal with different situations diligently and responsibly/ are able to express themselves clearly, correctly and concisely, so as to contribute towards the betterment of society.
6. Please ensure that the policy is implemented in letter and spirit so that the students become **Smart Empowered Professionals** once they graduate from KIET Group of Institutions.
7. The previous **Office Order 22/2018 dated 23 Jul'18** stands superseded.

Dr. Col (A) Garg
Director

12 Jun 19

Distribution:

- Joint Director/ Deans/ Principal-KSOP/ HODs (CS/IT/EC/EN/EI/CE/ME/AS/MCA/MBA/HS) GM-TBI & Dean IEC, Head-CRPC, Head-CAM, Head-AEC, Head-IRCDC, Head – IC, Addl. Head IIPC, Chairperson-ICC, Manager-ITSS, Manager-IA, Manager-HR, Registrar, Admin Officer, Accts Officer, Librarian, Purchase Officer, Central Lab

In order to achieve the above, it has been decided to adopt a seamless approach spanning the entire stay of the student in the campus irrespective of his/her field of study.

The following is the **action plan** according to the respective courses:

(A.Y 2019-20)



B.TECH.

- I SEM - 10 Hours - 1 Lecture per week per section integrated in regular timetable.
- III SEM - 20 hours integrated in regular timetable.
- IV SEM - 20 hours integrated in regular timetable.
- V SEM - 20 hours integrated in regular timetable.
- VI SEM - 20 hours integrated in regular timetable.
- VII SEM - 10 hours of SEP along with Aptitude Training.

TOTAL HOURS: 100+

B.PHARMA.

- II SEM - 10 Hours - 1 Lecture per week per section integrated in regular timetable.
- III SEM - 20 hours integrated in regular timetable.
- IV SEM - 20 hours integrated in regular timetable.
- V SEM - 20 hours integrated in regular timetable.
- VI SEM - 20 hours integrated in regular timetable.
- VII SEM - 10 hours capsule training before recruitment starts.

TOTAL HOURS: 100

MCA

- I SEM - 20 hours integrated in regular timetable.
- II SEM - 20 hours integrated in regular timetable.
- III SEM - 20 hours integrated in regular timetable.
- IV SEM - 20 hours integrated in regular timetable.
- V SEM - 10 hours capsule training before recruitment starts.

TOTAL HOURS: 80+

MBA

- I SEM - 20 hours integrated in regular timetable.
- II SEM - 20 hours integrated in regular timetable.
- III SEM - 20 hours integrated in regular timetable.

TOTAL HOURS: 60

M.PHARMA

- I SEM - 20 hours integrated in regular timetable.
- II SEM - 20 hours integrated in regular timetable.

TOTAL HOURS: 40

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12 Jun 19

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Topics for B.Tech 1st Sem & B. Pharma 2nd Sem		
Appendix - A: Soft Skills Module - Employability Skills		
S.NO	NO. OF HOURS	TOPICS TO BE COVERED
1	1	Emergence of Soft Skills
2	1	Attitude
3	1	Emotional Quotient
4	1	Gratitude
5	1	Motivation
6	1	Personality Tree
7	1	Self-Introduction in various context (Social, Professional)
8	1	Communication Skills (LSRW)
9	1	Creativity
10	1	Personal Leadership
Total No. of Hours: 10		
INTERSPERSED ACTIVITIES		Vocabulary building+ JAM, + PARAGRAPH & GRAMMAR WORKSHEETS


 12 Jun 19

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Topics for B.Tech III Sem, B.Pharm III Sem, MCA I Sem & MBA I Sem				
Appendix - B: Soft Skills Module - Employability Skills				
S.NO	NO. OF HOURS	TOPICS TO BE COVERED		
1	2	Street Smart V/S Book Smart		
2	2	Know Yourself		
3	2	Life Long Learning		
4	2	Peer Pressure		
5	2	Time Management		
6	2	Gender Equality		
7	2	Study Skills		
8	2	Creative Thinking		
9	2	Picture Perception		
		E-mail Writing		
10	2	Grammar Cheat Sheet, Grammar Tips		
12	2	Formal Letter Writing		
13		Verbal Ability Test		
Total No. of Hours		26		


 12 Jun 19

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Topics for B.Tech & B.Pharm IV Sem, MCA & MBA II Sem

Appendix - C: Soft Skills Module - Employability Skills

S.No	Topics	No. of Hours	Session
1	Recap of previous semester learning- Making Connectivity	2	Session 1 and Session 2
2	Emotional Intelligence- in reference to anger	2	Session 3 and Session 4
3	Crisis Management- Change itself becomes a crisis if not faced gracefully	2	Session 5 and Session 6
4	Interpersonal Skills – We are always better together	2	Session 7 and Session 8
5	Body Language and Professional Grooming- Let your words be silent and your actions speak	2	Session 9 and Session 10
6	Business Communication- Power Point Presentation with practice sessions	2	Session 11 and Session 12
7	Business Communication- E-mail Writing, Audio Comprehensions	2	Session 13 and Session 14
8	Self Motivation- Ensuring personal success	2	Session 15 and Session 16
9	GD Practice Session	2	Session 17 and Session 18
10	Grammar Practice/Paragraph Writing	2	Session 19 and Session 20
11	Grammar Practice/ Extempore	2	Session 21 and Session 22
12	Mid Sem Assessment (Ensuring concurrent Control)- Using know thyself approach	2	Session 23 and Session 24
Total No. of hours		24	
Interspersed Activities - Vocabulary (Word Games), Role Plays, Videos, General Awareness Quizzes, Questionnaires (including psychometric tests).			

12 Jun 19

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Topics for B.Tech V Sem, B.Pharm V Sem, MCA III Sem & MBA III Sem				
Appendix - D: Soft Skills Module - Employability Skills				
S.No	Topics	Sub-Topics	No. of Hours	
1	Skills 4.0: Growing Role of Soft Skills	Soft Skills Vs Hard Skills	2	
		Human vs Machine		
2	Career Planning and Goal Setting (RIASEC TEST)	Placement Synopsis	2	
		Picture Perception	2	
		E-mail Writing Tips		
		Paragraph Writing	2	
		Story Time		
3	Becoming Skillfull	People Management	2	
		Time Management	2	
		Agility Learning	2	
		Creative Thinking	2	
		Becoming An Online Guru	2	
4	Training and Internship		2	
	Total No. of Hours		20	


 12 Jun 19

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Topics for B.Tech VI Sem, B.Pharm VI Sem & MCA IV Sem				
Appendix - E: Soft Skills Module - Employability Skills				
S.No	Topics	No of Hours	Session	
1	Recap of previous semester learning - Making connectivity	2	Session 1 and Session 2	
2	Elevator pitch , Self analysis and professional Introduction	2	Session 3 and Session 4	
3	How to prepare for Industry 4.0 and Industry 5.0 / Industry expectation	2	Session 5 and Session 6	
4	Job Seeking skills			
4.1	Virtual Image and Networking	2	Session 7 and Session 8	
4.2	Netiquette	2	Session 9 and Session 10	
4.3	Cover letter, resume , SOP	2	Session 11 and Session 12	
5	Recruitment and selection			
5.1	Multi cultural fluency, Interview process, types , styles, tips	2	Session 13 and Session 14	
5.2	Cracking PI through Transactional Analysis	2	Session 15 and Session 16	
5.3	Mock GD	6	Session 17 to Session 22	
6	Post Assessment (Mock Video exercises)	2	Session 23 and Session 24	
Total No. of hours		24		


 12 Jun 19

Appendix F

M.PHARMA I & II Sem (Soft Skills Module)		
No. of hours	Topics	Sub-Topics
2	Skills in Highest Demand in India//Major Recruiters /Understanding Recruitment Process	Generic Skills, Personality Traits, Domain Specific skills, Recruitment Procedures
3	Self-Analysis and Professional Introduction	SWOT Analysis, Self Esteem, Self-Branding, VAKOG
3	Effective Communication	PPT-and Activities
3	Types of CV-Resume Writing	Assessment/Feedback and Practice Exercise/
3	Critical Thinking, Problem Solving/Decision making	Case Analysis + CNA
12	Interview Skills (FAQs -HR)+CNA	Tips and Practice through Mock Interviews(Assessment)
10	Group Discussions + CNA	Tips and Practice through Mock GDs
4	Written Activities	Paragraph writing, E-mail writing, Picture perception, Formal letter
40	Total No of Hours	


 12 Jun 19