



GUJARAT TECHNOLOGICAL UNIVERSITY
Integrated Master of Science (Biotechnology)
Semester: 3
Subject Name: Communication & Soft Skills
Subject Code: 1320406

Teaching and Examination Scheme:

Teaching Scheme			Credits C	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
				ESE (E)	PA (M)	ESE (V)	PA (I)	
0	0	4	2	0	0	0	50	50

Prerequisite:

Students have basic knowledge of languages and communication. They know about the fundamentals of personality developments.

Rationale:

This course will refine the communication skill of students and improve the presentation skill. Learning effective communication skills will help to gain an edge when facing challenges.

Unit No.	Content	No. of Hours	Weightage (%)
1	Personality Development, Decision Making and Communication Personality Development – Concept; Skills and Value orientation of personality development; stages of personality development; factors affecting personality development; personality traits; Concepts – Creativity: Attitudes and Ettiquettes. Communication – meaning, importance, communication skills, verbal & non-verbal communication. Decision making – meaning, importance, determinant factors and techniques.	15	50
2	Managing Self – Mind and Motivation, Leadership and Conflict Resolution Managing Self – Mind, Body and Soul; Motivation – meaning, theories and types. Leadership – meaning, types, functions and various theories. Conflict – meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions	15	50
Total Hours:		30	

Textbook:

1. Leadership and Management by A. Chandramohan , Himalaya publishing group, latest edition

Reference Books:

1. Team Building & Leadership by Bhargava & Bhargava, Himalaya publishing group, latest edition



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Course Outcomes:

No.	Course Outcomes	RBT Level*
1	Building confidence and conversation skills	AP
2	Inculcating leadership qualities	AP
3	To develop team player role by inculcating collaboration, active listening, and problem solving skills	AP

*RM: Remember, UN: Understand, AP: Apply, AN: Analyze, EL: Evaluate, CR: Create

Suggested Course Practical List:

Not Applicable

List of Laboratory/Learning Resources Required

1. https://onlinecourses.nptel.ac.in/noc21_hs76/preview
2. https://onlinecourses.nptel.ac.in/noc20_hs16/preview

