

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA



Accredited by NAAC with B++ Grade (Cycle I)
Affiliated to Mangalore University
(A Unit of Coondapur Education Society (R.), Kundapura)

Certificate Course

on

Soft Skills Development

This is to certify that Mr./Miss PRIYANKA

has successfully completed Soft Skills Development Certificate Course

with A grade during the year 2023-24

Chief Co-ordinator

Dr. B.B. Hegde First Grade College
Kundapura -576201

Prof. K. Umesh Shetty
Principal

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Certificate Course

on

Soft Skills Development

This is to certify that Mr./Miss ASHMITA

has successfully completed Soft Skills Development Certificate Course

with A+ grade during the year 2023-24

Chief Co-ordinator

Principal
Dr. B.B. Hegde First Grade College
Kundapura -576201

Prof. K. Umesh Shetty
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Certificate Course

on

Soft Skills Development

This is to certify that Mr./Miss ANUSHA SHETTY

has successfully completed Soft Skills Development Certificate Course

with A+ grade during the year 2023-24

Chief Co-ordinator

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Principal

Dr. B.B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA

CERTIFICATE COURSES : 2023-24

Result Sheet

Course Name: Softskills Development (SSD) Total Marks: 50

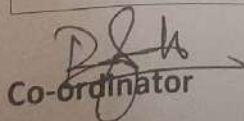
Co-ordinator: Mr. Rajath Bangera

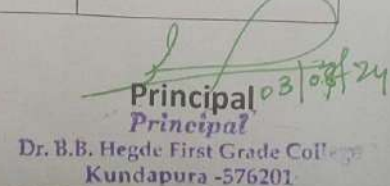
Sl. No.	Roll No.	Name	Class & Section	Marks Obtained	Grade Point	Alpha Sign Grade
1.	BCM23010	Anusha shetty	I Bcom 'A'	35	7	A+
2.	BCM23011	Ashita	" "	46	9	O
3.	BCM23012	Ashmita	" "	39	7	A+
4.	BCM23026	Kavya	" "	43	8	A++
5.	BCM23044	Jriyanka	" "	32.5	6	A
6.	BCM23049	Rashmita	" "	40	8	A++
7.	BCM23056	Sapthami	" "	23	3	C
8.	BCM23069	Sushmita	" "	20	3	C
9.	BCM23074	Thanush	" "	22.5	3	C
10.	BCM23067	Supraj Mendon	I Bcom 'A'	20	3	C
11.	BCM23154	Vaishnavi	I Bcom 'B'	36	7	A+
12.	BCM23159	Vivek.V	I Bcom 'B'	22	3	C
13.	BCM23223	S. Sandeep	I Bcom 'C'	36.5	7	A+
14.	BCM23175	Dayananda	" "	23.5	3	C
15.	BCM23197	Pratham.Pai	" "	20	3	C
16.	BCM23214	Shreenidhi.G.Poojar	" "	35	7	A+
17.	BCM23225	Sudeepa	" "	46	9	O
18.	BCM23210	Sheshath.S.Suvarna	I Bcom 'C'	20.5	3	C
19.	BCM23012	Karthik	I BBA	23	3	C
20.	BCM23020	Manjunath	I BBA	35	7	A+
21.	BCM23029	Prajwal	I BBA	20	3	C
22.	BCA23072	Annapurna	I BCA 'B'	48	9	O

23.	BCA23074	Arathi	IBCA "B"	48	9	O
24.	BCA23075	Ashish kamai shetty	"	25	4	B
25.	BCA23079	Deekshitha S	"	45	9	O
26.	BCA23086	K. godhavari shet	"	30	6	A
27.	BCA23088	Kiran	"	43.5	8	A++
28.	BCA23091	Mahesh Naik	"	50	10	O
29.	BCA23098	Nishmitha S. shetty	"	48	9	O
30.	BCA23107	Samarth Mendan	"	25	4	B
31.	BCA23118	Sriraksha	"	38.5	7	A+
32.	BCA23122	Sushmitha S	"	38.5	7	A+
33.	BCA23110	Shasath	"	27.5	5	B+
34.	BCA23090	Mahesh	"	25	4	B
35.	BCA23089	Kiran shetty	"	35	7	A+
36.	BCA23095	Nagesh	"	20	3	C
37.	BCA23128	Vaishnavi	IBCA "B"	46	9	O
38.						

Percentage of Marks for declaration of grades:

Aggregate percentage	Grade point	Alpha sign grade	class
90% and above	9	O	First Class with Distinction
80% and above but below 90%	8	A++	
70% and above but below 80%	7	A+	
60% and above but below 70%	6	A	First Class
55% and above but below 60%	5	B+	High Second class
50% and above but below 55%	4	B	Second Class
35% and above but below 50%	3	C	Pass Class
Below 35%	2	D	Fail


Co-ordinator


Principal
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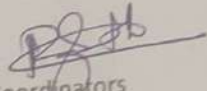
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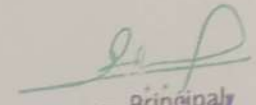
Department of Business Administration

Soft Skills Development

Budget for the year 2023-24

Receipts	₹	Payments	₹
Fees Collection from students (37 X 400)	14,800.00	Certificate	1,000.00
		Photocopy and materials	1,000.00
		Remuneration to the staff	8,000.00
		Refreshments	2,000.00
		Miscellaneous	2,800.00
	14,800.00		14,800.00


Coordinators


Principal
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**Certificate Course
Soft Skill Development (BBHCSSD)**

Syllabus

Learning Objectives:

1. To empower the students with skill sets required for their overall personality development.
2. To enhance their personal effectiveness and thereby enable the students to become effective leaders.

Unit 1 – Introduction and Self-Management

(4 hours)

Definition of Soft Skill and its Significance. Self-Management-Self Evaluation, Self-Discipline, Self-Criticism, Self-Awareness.

Practical Component (Identifying one's strengths and weakness-Class room activity)

Unit 2 - Time, Stress and Conflict Management

(6 hours)

Time Management-Benefits, Tools and How to manage time wisely. Stress Management-Factors causing stress, Stress removal techniques. Conflict Management-Causes and Methods of Conflict Resolution.

Practical Component (Practice by Gameplay and Video lectures)

Unit 3 – Leadership Skills, Goal Setting, Team Management

(6 hours)

Leadership Skills-Qualities of good leader, Ways to develop leadership skills.

Goal Setting-Setting career goal, Measures to achieve career goal. Team

Management-Concept of team, Building effective team

Practical Component (Role play on great leaders)

Unit 4 – Listening and Presentation Skills

(6 hours)

Listening Skills-Barriers to listening, Overcoming listening barriers. Presentation

Skills- Stages involved in an effective presentation.

Practical Component (Mock Presentation)

Dr. B. B. HEGDE FIRST GRADE COLLEGE, KUNDAPURA
CERTIFICATE COURSE EXAMINATION, JUNE 2024
CERTIFICATE COURSE IN SOFT SKILLS DEVELOPMENT- BBHCSSD

Duration: 1.30 hours

Max. marks: 50

SECTION – A

10*1=10

Answer all the questions

Do as directed

Choose the correct answer

1. When writing out your goals, what are the top 4 things you should keep in mind?
 - a) Money,time,vacation and resources
 - b) Benefits,challenges,strategies and rewards
 - c) Mind,body,spirit and other people
 - d) None of the above
2. What do you mean by team work?
 - a) Setting out alone
 - b) Taking control of the team to do your work
 - c) Working with the team to get what everyone wants
 - d) None of the above
3. Which of the following is the best strategy for effectively planning out your time?
 - a) Prioritize all your tasks
 - b) Ignore all the unexpected work
 - c) Delay any unnecessary work
 - d) All of the above
4. Managers and leaders are somewhat similar in their characteristics. A leader is considered a role model for his followers. Choose the best suited qualities of a leader.
 - a) Vision, Commitment, Devotion, Clear purpose, Ability to inspire
 - b) Honesty, Dedication, Ambiguous, Authoritative
 - c) Lacking humility, Lack of empathy, Defiance
 - d) Authoritative, Clear purpose, Bossy

5. When one participant in a dispute primarily concerned with his or her own demands and interests and disregards the needs and opinions of other, the conflict is referred to as
- a) forcing
 - b) accommodating
 - c) collaborating
 - d) compromising
6. Conflict is dysfunctional when it:
- a) Provides a medium to release tension
 - b) Reduces group cohesiveness
 - c) Provides a means for releasing tensions
 - d) Fosters an environment of self-evaluation and change
7. Which of these qualities are important in a group discussion
- a) Emotional stability
 - b) Hostility
 - c) Ignorance
 - d) Aggressiveness
8. Which of these factors do not enhance listening skills?
- a) Attention
 - b) Clear perception
 - c) Fakeness
 - d) Frankness
9. In which of these interviews, insults are common?
- a) Screening interview
 - b) Stress interview
 - c) Behavioural interview
 - d) Group interview
10. Which of the following is an autocratic style of leadership?
- a) Directing style
 - b) Consultative style
 - c) Participative style
 - d) Delegating style

SECTION – B

Answer any TEN questions

10*2=20

Write in about two-three sentences.

11. What is time management?
12. Define Soft Skill?
13. What do you mean by Self-Criticism?
14. Expand SMART.
15. Mention any 4 stress removal techniques.
16. State the any 4 methods of conflict resolution
17. Explain any 4 qualities of great leader.
18. Mention the various types of etiquette found in the company.
19. Mention any 4 barriers to listening.
20. What are presentation skills?
21. What do you mean by conflict management?
22. What do you mean by interviewing skills?

SECTION – C

Answer any FOUR questions

4*5=20

Write the answer in about a page each.

23. Explain the various ways to building a team.
24. What are the major importance of group discussion?
25. What are the various measures to achieve career goal?
26. Explain any 5 benefits of time management.
27. Briefly explain any 5 preparation tips to before giving the interview.
28. Write a short note on identifying SWOT analysis to your personality.

A24