



Pravara Institute of Medical Sciences

(Deemed to be University)

Re-Accredited by NAAC 'A' Grade with CGPA 3.17 for Cycle 2

Loni-413 736, Tal Rahata, Dist. Ahmednagar, Maharashtra (MS), INDIA

Report on capability enhancement and life skill development scheme: Soft skills Development

Title of the programme: Soft Skills development

Programme objective: The Soft Skill development is designed to enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills.

Programme outcome: At the end of capability enhancement and life skill development scheme: Soft skills Development Programme, the candidates know the 'Soft Skills; which will helps them to incorporate in personal and professional nursing practice

Year: 2022-2023

Eligibility of criteria's: Students who are perusing diploma in nursing (GNM) / B.Sc Nursing/ P.B.B.Sc Nursing / M.Sc. Nursing are eligible for the course.

Students: First year Basic B.Sc. Nursing

Duration of Programme: 40 (Theory – 15 and Practical – 25)

Number of students: 30

Duration: 01.10.2022-11.02.2023

Time: 2 pm-4pm (Every Saturday)

Platform: Offline classroom method of teaching learning

Teaching learning Method: Traditional chalk and blackboard, PPT, role play and discussion

Name of teacher: Mrs. Sangita Shelar

Conducted by: Smt. SEVP College of nursing Loni Bk

Brief report: Smt. SEVP College of nursing situated in rural area of Ahmednagar district of Maharashtra, mainly works on concept service to rural population. Maximum students admitted to nursing courses from rural background. We are preparing nurses who work competently across the globe. Soft skills development it is important for students develop Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Personality Development, Positive Thinking, Telephonic Communication Skills, Communicating without Words, Paralanguage, communication, writing skills. Leadership Skills, Group Discussion, Meeting Management, Adaptability. Effective presentation, drafting an Effective Résumé, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar .

Soft skills development enable students of first year B.Sc. nursing students to face confidently in every situation.

Coordinator of respective programme was Ms. Sangita Shelar and 30 students from first year B.Sc. nursing. Capability enhancement and soft skill development scheme conducted from duration 01.10.2022 to 11.02.2023.

Students were taught about effective communication, telephonic communication skills, talk assertively, how to walk in interview, meeting management etc.

After successfully completion of programme students were appreciated with certificate. Certificate were distributed in the presence of Principal, Dr. Rajendra Lamkhade, SSEVP CON, programme coordinator and faculty in multipurpose hall of SSEVP CON PIMS DU Loni Bk.



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Certificate distribution of capability and skill development scheme: Soft skills





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Sample copy of certificate



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College of Nursing, Loni

Certificate

This is to certify that
Mr / Ms. Andhale Neha Anil
has successfully completed and fulfilled the requirements of Capability Enhancement Scheme on
Soft Skills (40 hours) at College of Nursing,
Pravara Institute of Medical Sciences (Deemed to be University), Loni (Bk) on 24/07/2023.
We thank him/her for the valuable contribution in making the course a success.



[Signature]
Course coordinator



[Signature]
Principal / Dean
PRINCIPAL
Smt. SEVATI CON PIMS (D)
Loni-413736



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Smt. Sindutai Eknathrao Vikhe Patil College of Nursing, Loni (Bk)

Capability enhancement and life skill development scheme

Soft Skills Development syllabus

1. Title of the Scheme : Soft Skills development

Programme objective: The Soft Skill development is designed to enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills.

Year: 2022 – 2023

Date: 01.10.2022-11.02.2023

2. Eligibility of criteria's: Students who are perusing diploma in nursing (GNM) / B.Sc Nursing/ P.B.B.Sc Nursing / M.Sc. Nursing are eligible for the course.

3. Duration of Programme: 40 (Theory – 15 and Practical – 25)

4.Content / Syllabus of the programme

Unit 1:Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development (**3 hours**)

Unit 2:Positive Thinking, Telephonic Communication Skills, Telephonic Communication Skills, Communicating Without Words, Paralanguage(**4 hours**)

Unit 3:Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills, Types of Listening (**2 hours**)

Unit 4:Negotiation Skills, Culture as Communication, Communicating across Cultures, Organizational Communication(**4 hours**)

Unit 5:Communication Breakdown, Advanced Writing Skills, Principles of Writing, Types of Writing, writing Letters: Format and Style, Types (**5 hours**)

Unit 6:Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data, report styles, structure of Report, Group Communication Skills(**5 hours**)

Unit 7:Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics(**4 hours**)

Unit 8:Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation (**6 hours**)

Unit 9:Making Effective Presentations, Speeches for Various Occasions, Interviews, Planning & Preparing, Effective Résumé, Planning & Preparing, Effective Résumé (**4 hours**)

Unit 10:Drafting an Effective Résumé, Facing Job Interviews, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar(**3 hours**)



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5. Curriculum delivery / Transaction:

Unit	Hours	Content	Teaching learning methods	A. V. Aids	Evaluation
I	T – 01 P – 02	Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Classification of Communication, Personality Development	<ul style="list-style-type: none"> Lecture cum discussion Simulated practice 	<ul style="list-style-type: none"> Black board LCD 	Question and answer
II	T – 02 P – 02	Positive Thinking, Telephonic Communication Skills, Telephonic Communication Skills, Communicating Without Words, Paralanguage	<ul style="list-style-type: none"> Lecture cum discussion Demonstration 	<ul style="list-style-type: none"> Black board LCD 	Question and answer
III	T – 01 P – 01	Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills, Types of Listening	<ul style="list-style-type: none"> Lecture cum discussion Demonstration 	<ul style="list-style-type: none"> Black board LCD 	Question and answer
IV	T – 02 P – 02	Negotiation Skills, Culture as Communication, Communicating across Cultures, Organizational Communication	<ul style="list-style-type: none"> Lecture cum discussion Simulated practice 	<ul style="list-style-type: none"> Black board LCD 	Question and answer
V	T – 02 P – 03	Communication Breakdown, Advanced Writing Skills, Principles of Writing, Types of Writing, writing Letters: Format and Style, Types	<ul style="list-style-type: none"> Lecture cum discussion Demonstration 	<ul style="list-style-type: none"> Black board Assignment 	Question and answer
VI	T – 02 P – 03	Writing Reports, Types of Report, Strategies for Report Writing, Evaluation and Organization of Data, report styles, structure of Report, Group Communication Skills	<ul style="list-style-type: none"> Lecture cum discussion Demonstration 	<ul style="list-style-type: none"> Black board Assignment 	Question and answer
VII	T – 01 P – 03	Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics	<ul style="list-style-type: none"> Lecture cum discussion 	<ul style="list-style-type: none"> Black board Role play 	Question and answer
VIII	T – 02 P – 04	Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation, Oral Presentation: Planning & Preparation	<ul style="list-style-type: none"> Lecture cum discussion Demonstration 	<ul style="list-style-type: none"> Black board Role play 	Question and answer
IX	T – 01 P – 03	Making Effective Presentations, Speeches for Various Occasions, Interviews,	<ul style="list-style-type: none"> Lecture cum discussion Demonstration 	<ul style="list-style-type: none"> Black board Role play 	Question and answer



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		Planning & Preparing, Effective Résumé, Planning & Preparing, Effective Résumé			
X	T – 01 P – 02	Drafting an Effective Résumé, Facing Job Interviews, Facing Job Interviews, Emotional Intelligence & Critical Thinking, Applied Grammar	<ul style="list-style-type: none">Lecture cum discussionDemonstration	<ul style="list-style-type: none">Black boardAssignment	Question and answer

6. Programme outcome: At the end of capability enhancement and life skill development scheme: Soft skills Development Programme, the candidates know the 'Soft Skills; which will helps them to incorporate in personal and professional nursing practice

7. Examination and evaluation method: Summative evaluation

- Number of paper:** One theory paper with 25 Marks and One practical with 25 marks
- Paper title:** Soft skills development
- Content of paper: (Theory) Total Marks: 25**
- Section A:** Multiple Choice Question 10 Marks (10X01)
- Section B:** Short Notes (Any Three) 15 Marks (03X05)
- Content of paper: (Practical) Total Marks: 25**
- Case scenario 20 Marks
- Viva Voce 05 Marks
- Total Marks: 50**
- Passing Marks: 25**
- Duration of examination:** Theory 1 hour and Practical: 1 hour
- Evaluation authority:** Course coordinator

8. Certification authority and design of certificate: Principal / Dean of Faculty of Nursing

Smt. SEVP College of Nursing, Loni (Bk)

Certificate

This is to certify that Mr. / Ms. Mahse omkar has successfully completed and fulfilled the requirements of *Soft Skills development* (40 hours) at Smt. SEVP College of Nursing of Pravara Institute of Medical Sciences (Deemed University), Loni (Bk) on



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We thank him/her for the valuable contribution in making the course a success.

9. Place and Venue of the academic work of the Programme: College of nursing, Loni (Bk)

10. Department and institute offering the Programme and overall coordination

Institute: Smt. SEVP College of nursing

Academic Calendar: 01.10.2022-11.02.2023

Time table: Every Saturday of week 2 PM – 4 PM

Maintenance of attendance: Attendance register will be maintained by the course coordinator

Arrangements and conduction of Programme: Course Coordinator is responsible for the same

Evaluation: Summative evaluation with help of theory and practical examinations with 25 Marks each

Documentation: Course Coordinator and the student section of college of nursing

Feedback: Teaching learning, Faculty, Infrastructure and Learning resources feedback will be obtained (online)

Appointment of director/coordinator: Mrs. Sangita Shelar, Asst Professor

Resource person/ Teachers: Mrs. Sangita Shelar

11. Approximate expenditure involved to run the batch per a Programme: NA

12. Nominal fees proposed to be charged to be per course per participant with the approval of authorities: Rs50 / student

13. Financial and administrative expectations from the PIMS – DU /PMT to run the Programme : NA

14. Infrastructure requirement: Lecture hall

15. Yearly AAA Audit of the Programme and financial audit process and format: NA

16. Annual Meta evaluation and up gradation of the content and delivery of the Programme: NA

17. Central documentation: Student section of college of nursing

18. Grievance redressal and appeals mechanism: as per institute and university policy / mechanism
Pamphlet



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College of Nursing, Loni

Soft Skills



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Soft Skills

Course Aspirants:

Students pursuing diploma in nursing (GNM)/ B.Sc Nursing/ P.B.B.Sc Nursing / M.Sc. Nursing

Programme objective:

- Enable the student to acquire the knowledge on soft skills, and enhance holistic development and improve their employability skills

Duration of Course: 40 Hours (Theory – 15 and Practical – 25)

Course Content:

- Introduction and Aspects of Soft Skills, Effective Communication Skills, Personality Development
- Positive Thinking, Paralanguage
- Proxemics, Haptics: The Language of Touch, Meta communication, Listening Skills,
- Negotiation Skills, Communicating across Cultures, Organizational Communication
- Communication Breakdown, Advanced Writing Skills,
- Writing Reports, Evaluation and Organization of Data,
- Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics
- Advanced Speaking Skills, Oral Presentation, Speeches & Debates, Combating Nervousness, Patterns & Methods of Presentation,
- Making Effective Presentations, Effective Resume
- Drafting an Effective Resume, Facing Job Interviews

Mode of Instructions: Audio – visual and Simulation

Examination and evaluation method: Summative evaluation (theory and practical examinations)

Course outcome: Candidates will receive value added course certification on '*Certificate Course on Soft Skills*'; which will help them to incorporate in personal and professional nursing practice.



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Course content

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- Making Effective Presentations, Effective Resume
- Drafting an Effective Resume, Facing Job Interviews

Mode of Instructions: Audio – visual and Simulation

Student Capacity: 40 students per batch

Examination and evaluation method: Summative evaluation (theory and practical examinations)

Course outcome: Candidates will receive knowledge about Soft Skills; which will help them to incorporate in personal and professional nursing practice.



Registrar
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Dist. Ahmednagar (M.S. India)