

**DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
CHHATRAPATI SAMBHAJINAGAR.**



Circular / Syll. Sec./ UG / NEP Curri./ Affiliated Colleges / 2025.

It is hereby inform to all concerned that, on the recommendation of Board of Dean's; **the Academic Council at it's meeting held on 09th May, 2025 has been accepted the "Curriculum of Soft Skills in English for Ability Enhancement Courses [AEC-3] common for all faculties at UG Level as per National Education Policy-2020"** run at all concerned affiliated colleges.

This is effective from the Academic Year 2025-26 and Onwards as per appended herewith.

All concerned are requested to note the contents of this circular and bring notice to the students, teachers and staff for their information and necessary action.

University campus,
Chhatrapati Sambhajinagar-431 004.
Ref. No. SU/ UG/ Affi.Colleges/
NEP Curri/ 2025/ 1023-25

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**Deputy Registrar,
Syllabus Section.**

Date: 17/ 06/ 2025.

Copy forwarded with necessary action to:-

- 1] **The Principal, all concerned affiliated colleges,**
- 2] **The Director, Board of Examinations & Evaluation,**
- 3] **The Director, University Network & Information Centre, UNIC,**
with a request to upload this Circular on University Website,

Dr. Babasaheb Ambedkar Marathwada University,
Chhatrapati Sambhajinagar.

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**DR. BABASAHEB AMBEDKAR
MARATHWADA UNIVERSITY,
Chhatrapati Sambhajnagar.**



Curriculum of
Soft Skills in English

(common for all faculties)

Semester-III

For

Ability Enhancement Course [AEC-3]

(common for all faculties)

**‘ As per National Education Policy [NEP]-2020
Implemented at Colleges
UG Level’**

[Effective from the Academic Year 2025-26 & Onwards]

Bachelor of Arts: Second Year

Semester III

Ability Enhancement Course (AEC) – 3

Course Title: Soft Skills in English

Theory: 02 Credits; Practical: NA;

Total Credits: 02

Course Objectives:

The course is designed with the objective to equip the students with the skills to effectively communicate in English. It also helps students for everyday communication in English. It trains the students in interview skills, group discussions and presentation skills. It also exposes students to other important skills such as computing and programming and motivates the students to develop confidence.

Course Outcomes: At the end of course, the students will learn

- Soft skills and communication skills
- Useful tips for personality development
- Manners and etiquettes at virtual communication
- Skills useful in corporate jobs
- To develop critical thinking

| Theory Course | | Credits: 02 | Marks: 50 |
|---------------|--|-------------|-----------|
| Units No. | Topic | Hours | |
| I | Introduction to Soft Skills, Aspects of Soft Skills, Effective Communication Skills, Personality Development | 10 | |
| II | Telephonic Communication Skills, Offering Emotional Support/Motivating People/Expressing Condolences/ Warning/ Expressing Disapprovals and Displeasure Making Announcement / public addressing | 10 | |
| III | Negotiation Skills, Leadership Skills, Group Discussion, Meeting Management, Adaptability & Work Ethics, Advanced Speaking Skills, Oral Presentation, Facing Job Interviews, Emotional | 10 | |

Theory Examination: 30

Internal Evaluation: 20 marks

Total Marks= 50 Marks

Suggested Readings:

1. Butterfield, Jeff. *Soft Skills for Everyone*. New Delhi: Cengage Learning. 2010.
2. Chauhan, G.S. and Sangeeta Sharma. *Soft Skills*. New Delhi: Wiley. 2016.
3. Goleman, Daniel. *Working with Emotional Intelligence*. London: Bantam Books. 1998.
4. Hall, Calvin S. et al. *Theories of Personality*. New Delhi: Wiley. rpt. 2011.
5. Holtz, Shel. *Corporate Conversations*. New Delhi: PHI. 2007.
6. Kumar, Sanajy and Pushp Lata. *Communication Skills*. New Delhi: OUP. 2011.
7. Lucas, Stephen E. *The Art of Public Speaking*. McGraw-Hill Book Co. International Edition, 11th Ed. 2014.
8. Penrose, John M., et al. *Business Communication for Managers*. New Delhi: Thomson South Western. 2007.
9. Sharma, R.C. and Krishna Mohan. *Business Correspondence and Report Writing*. New Delhi: TMH. 2016.
10. Sharma, Sangeeta and Binod Mishra. *Communication Skills for Engineers and Scientists*. New Delhi: PHI Learning. 2009, 6th Reprint 2015.
11. Thorpe, Edgar and Showick Thorpe. *Winning at Interviews*. Pearson Education. 2004.
12. Turk, Christopher. *Effective Speaking*. South Asia Division: Taylor & Francis. 1985.