



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INSTITUTE VISION AND MISSION

VISION:

To emerge as a Center of Excellence for Learning and Research in the domains of engineering, computing and management.

MISSION:

IM1: Provide congenial academic ambience with state-of-art resources for learning and research.

IM2: Ignite the students to acquire self-reliance in the latest technologies.

IM3: Unleash and encourage the innate potential and creativity of students.

IM4: Inculcate confidence to face and experience new challenges.

IM5: Foster enterprising spirit among students.

IM6: Work collaboratively with Technical Institutes / Universities / Industries of National, International repute.

DEPARTMENT VISION AND MISSION

VISION

- To contribute for the society through excellence in Computer Science and Engineering with a deep passion for wisdom, culture and values.

MISSION

- Provide congenial academic ambience with necessary infrastructure and learning resources.
- Inculcate confidence to face and experience new challenges from industry and society.
- Ignite the students to acquire self-reliance in the latest technologies.
- Foster Enterprising spirit among students.



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

PROGRAMME OUTCOMES (PO's)

Computer Science Engineering Graduates will be able to:

- PO1 - Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.
- PO2 - Problem analysis:** Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
- PO3 - Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.
- PO4 - Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
- PO5 - Modern tool usage:** Ability to design and develop hardware and software in emerging technology environments like cloud computing embedded products, real-time systems, Internet of Things, Big Data etc.
- PO6- Engineering and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
- PO7- Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
- PO8- Ethics:**Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
- PO9 - Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- PO10 - Communication:** Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
- PO11 - Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
- PO12 - Life-long learning:** Basic knowledge in hardware/software methods and tools for solving real-life and R&D problems with an orientation to lifelong learning.



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

CHITTOOR - 517 127

SOFT SKILLS LAB

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

JUST A MINUTE

WORKSHEET

List of topics:

1. Global Warming
2. Favourite colour
3. Impact of social Network
4. Team work
5. Corruption in India
6. Customer service
7. Importance of communication skills
8. Self confidence
9. Education system in India
10. Traffic
11. Child labour
12. My role model
13. Women empowerment
14. Green revolution
15. Mobile
16. The most happiest moment
17. Family
18. Trees
19. Hobby
20. Politics
21. Exam Stress
22. Global Positioning System
23. Education for poor
24. Television
25. Recent news



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

CHITTOOR - 517 127

SOFT SKILLS LAB

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

MEMORY ACTIVITY

WORKSHEET

Words List :

1. Dog
2. Strawberry
3. Cow
4. Onion
5. Orange
6. Juice
7. Rat
8. Plum
9. Horse
10. Camel
11. Plate
12. Chicken
13. Corn
14. Grapefruit
15. Cashew nut



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CREATIVITY

WORKSHEET

INSTRUCTION

SCAMPER is a mnemonic that stands for:

Substitute.

Combine.

Adapt.

Modify.

Put to another use.

Eliminate.

Reverse.

LIST OF PRODUCTS

Television

Mobile Phone

Mobile Application

Drones

Social Media Applications



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

CHITTOOR - 517 127

SOFT SKILLS LAB

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

SEMINAR WITH PPT

WORKSHEET

1. Verbal Communication
2. Body language
3. Visual Communication
4. Public Speaking
5. Team Building
6. Conflict Management
7. Feedback
8. Decision Making
9. Talent Management
10. Crisis Management
11. Negotiating
12. Persuasion
13. Personal Branding
14. Interpersonal Relationship
15. Emotional Intelligence
16. Self-Awareness
17. Stress Management
18. Change Management
19. Self Confidence
20. Assertiveness
21. Leadership
22. Work Life Balance
23. Empathy
24. Critical Thinking
25. Innovation
26. Creativity
27. Time Management
28. Business Etiquette
29. Knowledge Management
30. Entrepreneurship
31. Motivation
32. Counselling
33. Johari Window
34. 9*9 Leadership style-Managerial Grid
35. Hard skills and Soft skills



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

CHITTOOR - 517 127

SOFT SKILLS LAB

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

36. Interview Preparation
37. Group Discussion
38. Just A Minute
39. Memory Management
40. Career Competence Skills
41. Positive Attitude
42. Work Ethics
43. Initiative
44. Flexibility
45. Self-Motivation
46. Customer Relationship Management
47. Handling Criticism
48. Listening Skills



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

ROLE PLAY

WORKSHEET

Role play Scenarios

Manage an angry customer over phone

You employee accidentally deleted a file. Handle this situation

A customer is trying to use an extra coupon. As a sales representative, what will you do?

Scenarios:

Restaurant Scenario

Shopping Scenario

Conducting an Interview

Strike among the employee

Customer complaint handling

Seeking Permission

Counseling a depressed friend



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

DEBATE

WORKSHEET

Advertisement is necessary or not necessary?

Men or women, Who are better achievers?

Technology kills youth/Builds youth?

Attendance should be compulsory/Voluntary?

News channels are a boon/ban to the society

Social media curbs/develops intelligence



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

GROUP DISCUSSION

WORKSHEET

Evaluation criteria:

- A) Content:
- B) Analytical skills:
- C) Reasoning skills:
- D) Organisation skills:
- E) Communication skills:
- F) Creativity:
- G) Group behaviour
- H) Listening skill:
- I) Leadership quality:
- J) Body language:

Topics for group discussion:

- **Business & Economy**
- Is FDI Good for Indian Economy?
- Universal Basic Income: Is this a good idea for India?
- Poverty in India: Facts, Causes, Effects, Solution
- Indian Economy in 2018-19: Performance & Policies of Modi Regime
- Agriculture Role in India and Subsidies: Problems & Challenges

Social Issues: Group Discussion Topics

- Plastic Ban: Economy Vs Environment
- Women Empowerment & Gender Justice
- Swachh Bharat Mission: Success is still at Large
- GD topic: Retirement Homes
- Social Media: A boon or a bane for society and individuals



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

CHITTOOR - 517 127

SOFT SKILLS LAB

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Do's and Don'ts of a GD:

- Maintain an accurate posture. Sit straight and confidently.
- Be natural. Be yourself.
- Gather your thoughts, evaluate the pros and cons of the given subject/ topic and then speak.
- The candidate who initiates the conversation, mostly, leaves a good impression on the examiner.
- Learn to choose the words, wisely
- Eye contact is a must.
- Also, when the other participants speak, keep nodding your head, it shows receptivity.
- Let others speak too. Remember, it is a group. Listen to what others have to say, let them contribute to the discussion as well.
- In order to express a thought, use real life examples, experiences, quotes, facts etc.
- Be an active participant. Do not keep quiet, learn to make a move. Do not forget that the evaluator wants to hear you speak. But, at the same time, do not speak more than the required. Nobody wants to hear lengthy answers.
- If you are opposing something that the other person has spoken, be very sure and confident of your answer. You must have a solid reason to counter-attack.



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CAREER COMPETENCY SKILLS

WORKSHEET

The eight Core Competencies are:

- Communication
- Teamwork
- Planning & organizing
- Accountability
- Client orientation
- Creativity
- Technological awareness
- Commitment to continuous learning

Methods to develop competencies

- Volunteering
- Job shadowing
- Part time assignments
- Further education
- Training programmes
- Self-reading



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

MOCK INTERVIEW **WORKSHEET**

Instructions and Evaluation Criteria:

Preparation:

- Prepare for the session by researching your company/industry of interest
- Investigate and identify the most common industry traits sought (analytical skills, communication skills, business knowledge and problem solving) and the skill/abilities asked for in the job description
- Outline answers to demonstrate the skills
- Be prepared to answer behavioral questions, such as "Tell me about a time when" and "Can you give me an example of a time..."

The Session

- Appropriate dress/attire will be discussed but is optional for the mock interview
 - Greet the interviewer with an enthusiastic handshake and smile
 - Listen to the question--make sure you know what the interviewer wants to know and ask for clarification if the question is not clear
 - Keep your answers concise and to the point--two to three minutes long □ Make sure you are selling the product: You!
 - Have questions prepared to ask at the end of the mock interview, questions you would ask the employer/school
- Evaluation:

The participant will be evaluated on the following:

Appearance: Dress appropriately for the interview Greeting/Introduction:

Body Language: Good eye contact with the interviewer, smile, and being professional . During the interview be aware of eye contact, subtle use of hands while speaking, good posture, etc. Attitude: The attitude toward work and working with others is crucial in the hiring process. Be sure to convey an attitude that is enthusiastic, sincere, and genuine.

Responses to the Interview Questions: Know the goals and be able to express them to the interviewer Oral Communication:

Speak clearly and concisely: Try to think out your response before answering a question

Preparation: Prepare questions for your interviewer



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Course Outcomes		POs related to COs
CO1	Demonstrate and apply the knowledge of soft skills in solving professional issues and fulfilling consequent responsibility	PO6
CO2	Apply critical thinking in problem analysis and problem solving.	PO7
CO3	Use creativity in designing the solutions for professional, career and society related issues.	PO3
CO4	Judge the situation and take necessary decisions as a leader	PO11
CO5	Apply ethical principles in individual and team responsibilities.	PO8
CO6	Analyze the needs of an organization for team building	PO9
CO7	Apply various elements of effective communication skill	P10
CO8	Develop social and work-life skills as well as personal and emotional well-being	PO12



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

RUBRICS FOR SOFT SKILLS LAB

	Excellent(3)	Good(2)	Fair(1)
KNOWLEDGE (CO1)	Student successfully apply soft skills in the activities.	Student somewhat successfully apply soft skills in the activities	Student not very effectively able to apply soft skills in the activities.
ANALYSIS (CO2)	Thorough analysis of the problem and providing solutions	Reasonable analysis of problem and providing solution	Reasonable analysis of problem but unable to give solutions
DESIGN THROUGH CREATIVITY (CO3)	Student able to use high level of creativity in the given activities.	Student able to use normal level of creativity in the given activities	Student possess creativity but could not use it very effectively
ANALYSIS AND CONCLUSION (CO4)	Aptly judge the situation and take decisions in the assigned activity	Reasonably judge the situation and take decision in the assigned activity	Reasonably judge the situation but unable to take right decisions.
ETHICS (CO5)	Highly ethical in performing the activities	Reasonably ethical in performing the activities.	Low ethics in individual or group responsibilities.
INDIVIDUAL/TEAMWORK (CO6)	Able to work in teams and rightly understands the importance of teamwork in the profession	Able to work in teams and Somewhat understands the importance of teamwork in the profession	Able to work in teams but does not understand the importance of teamwork
COMMUNICATION ABILITY (CO7)	Student will demonstrate effective communication skills	Student will demonstrate good Communication skills	Students demonstrate lower level communication skills
LIFE LONG LEARNING (CO8)	Understand the importance for developing social and work life skills and highly enthusiastic in developing the skills	Understand the importance for developing social and work life skills and initiates development of few skills	Understand the importance of developing social and work life skills but does not initiate development of skills



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

TABLE OF CONTENTS

S. No.	ACTIVITIES
1.	Just-a-Minute
2.	Memory activities
3.	Team building
4.	Creativity
5.	Seminars with PPTs
6.	Role Play
7.	Debates
8.	Resume Preparation
9.	Group Discussion
10.	Career Competence Skills
11.	Mock Interview



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)
CHITTOOR - 517 127

SOFT SKILLS LAB
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

NAME:

REG NO:

INTERNAL EXAM EVALUATION OF LAB ACTIVITY:

S. No.	Experiment Name	Knowledge Gained	Analysis and Use in real time application	Ability to do experiment and following of ethical principles	VIVA, (Communication, life Long learning)	Results & Conclusion	Total
1	Just-a-Minute						
2	Memory activities						
3	Team building						
4	Creativity						
5	Seminars with PPTs						
6	Role Play						
7	Debates						
8	Resume Preparation						
9	Group Discussion						
10	Career Competence skills						
11	Mock Interviews						

COURSE COORDINATOR



SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES

(Autonomous)

CHITTOOR - 517 127

SOFT SKILLS LAB

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Day-to-Day Evaluation Student Wise CO Attainment

NAME OF THE COURSE WITH CODE: SOFT SKILLS LAB (20HSM231)

CLASS & SEMESTER / ACADEMIC YEAR:

NAME OF THE STUDENT:

REG NO:

S. No.	Experiment Name	CO1	CO2	CO3	CO4	CO5	CO6	CO7	CO8
		Knowledge	Analysis	Design (creativity)	Analysis & Conclusion	Ethics	Individual / Team work	Communication ability	Life Long Learning
1	Just-a-Minute								
2	Memory activities								
3	Team building								
4	Creativity								
5	Seminars with PPTs								
6	Role Play								
7	Debates								
8	Resume Preparation								
9	Group Discussion								
10	Career Competence skills								
11	Mock Interviews								
Total Attainment (B1)									

COURSE COORDINATOR