

Annexure A: Draft Soft Skills Curriculum for DSEU

Proposed Soft Skills Curriculum for DSEU: 5 key categories

Basic tangible life skills

Basics of communication

- Written communication
- Oral communication
- Active listening
- Non-verbal communication

Basic digital literacy

- In-depth knowledge of MS office - word, Ppt, excel
- Navigating the internet; Downloading and using apps
- Workplace tools (Zoom, slack)

Financial literacy

- Banking/managing finances
- Mobile banking
- Salaries, taxes, PF

Health management

Softer life skills (Non-tangible)

Personality development

- Personal grooming
- Professional presence/behaviors
- Attitude and behavioral skills

Knowing & living with one-self

- Understanding and managing emotions; Self-awareness
- Self-esteem
- Displaying grit and perseverance
- Stress management

Knowing & living with others

- Interpersonal relationships
- Care, Respect and Empathy
- Peer resistance

Professional/ workplace readiness skills

Career planning and growth

- Job scouting & placement process
- Resume building
- Mock interviews
- Group discussions

Professional communication

- Presentation skills
- Communication through visuals
- Advanced written comm. (letters, emails, blogs, etc.)

Essential workplace elements

- Success oriented behavior
- Teamwork and collaboration
- Managing workplace conflict
- Workplace networking & learning from others

Advanced professional workplace skills

Problem solving & logical thinking

- Problem solving (structuring, defining & executing problems)
- Logical thinking
- Critical & innovative thinking
- Analytical reasoning

Advanced digital literacy¹

Leadership skills

- Building and managing Teams
- Work allocation & planning
- Motivating self and teams
- Different leadership styles
- Team & project management

Universal Human skills/ self management

Universal Human values (Truth, love, peace, non-violence, righteous conduct)

Self-directed learning, multi cultural competence, moral and ethical reasoning

1. Sub-topics within advanced digital literacy will be dependent on the specific course opted

2. Other elements to integrate Semester 3 would include Vocation specific soft skills courses, entrepreneurship courses and customer centric communication basis the applicability

Potential Soft-skills curriculum for DSEU to follow in Semester-1



Softer life skills (4 credits)

1 Personality development
(attitude, behavioral skills)

2 Personal grooming (Maintaining
yourself)

3 Knowing and living with oneself
(stress, emotion, health
management)

4 Knowing and living with others
(interpersonal relationships)



Basics of communication
(4 credits)

1 Oral comm.

2 Written comm.

3 Non-verbal comm. (Body
gestures, facial expressions)

4 Active listening skills



Financial & digital
literacy (4 credits)

1 Financial literacy

2 Intro. to computers and basics
of internet

3 Basic of MS office

4 Introduction to workplace
tools (Zoom, slack, etc.)

Proposed Soft-skills curriculum for DSEU to follow in Semester-2¹



Professional Communication (4 credits)

1

Presentation skills

2

Professional written communication (E-mail, blogs, fax, etc.)

3

Communication through visuals (graphs, tables, etc.)

4

Telephonic communication (pursuing & negotiation with customers)



Workplace readiness & professional skills (4 credits)

1

Ownership of work and goal orientation

2

Success oriented behavior

3

Team-work and collaboration

4

Managing workplace conflict

5

Establishing trust and expanding networks

6

Learning from others

1. Need to include courses on career planning and growth for courses with target jobs in Year-1. Can reduce the weightage of professional communication and workplace readiness in such cases

Advanced courses and vocation specific courses to be integrated semester-3 onwards basis specific course needs



Career planning and growth

- 1 Job scouting & placement process
- 2 Résumé building

- 3 Mock interviews
- 4 Group discussions



Problem solving and logical thinking

- 1 Problem solving (structuring, defining & executing problems)
- 2 Logical reasoning

- 3 Analytical reasoning
- 4 Critical & innovative thinking



Leadership and management skills



Entrepreneurial skills



Vocation specific soft-skills

Select elements from above to be integrated across specific curriculum basis individual course needs and will have varying credits across curriculums

However, some customizations would be required to suit individual course needs for Year-1 too (Prelim Example)

Name of the course	Category (Yes/ Maybe)	Similarity to common curriculum (Sem-1) ¹	Similarity to common curriculum (Sem-2) ²	Courses with partial application
BA in Hospitality, tourism & Aviation	Yes	Fully	Fully	None
BA in Beauty Care	Maybe	Fully	Partially	Professional communication, workplace readiness
BA in Food safety	Maybe	Fully	Partially	Professional communication, workplace readiness
BCom. In BFSI	Yes	Fully	Fully	None
BSc in D.A. + D.S.	Maybe	Partially	Fully	Essential life skills (Digital literacy) due to previous knowledge
BSc in S.D + W.D	Maybe	Partially	Fully	Essential life skills (Digital literacy) due to previous knowledge
B.Com in BPO	Yes	Fully	Fully	None
B.Sc. In Medical Laboratory Technology	Yes	Fully	Fully	None
CoE - Allied healthcare sciences	Yes	Fully	Fully	None
BA in sanitation & hygiene	Yes	Fully	Partially	Professional communication, workplace readiness
E-commerce	Yes	Fully	Fully	None
Language course (Spanish)	Maybe	Partially	Fully	Basic communication, essential life skills (digital literacy) due to previous knowledge
B.Sc. in repair and service	Maybe	Fully	Partially	Professional communication, workplace readiness
B.A. in mental health	Yes	Fully	Fully	None

1. Semester 1 includes softer life skills, Basic communication & essential life skills
2. Semester 2 includes Professional communication, workplace readiness