

From: Goutam Sadhu <gsadhu@iihmr.edu.in>
Sent: 29 October 2023 13:26
To: MBAHM 28; MBAPM 15; MBADM 3; IIHMRU Academics; Hitendra Singh Rathore; Shivani Arora
Cc: P. R. Sodani; IIHMR Registrar; Kirti Agarwal; Kajal Sitlani; S.P.Chattopadhyay; COE IIHMR
Subject: Select one course from second basket on value added course : Management Skill Lab

Dear Students,

We appreciate your active participation, enthusiasms and interest shown in the 1st value added course of language lab. Hope you all have a good learning on your 1st value added course. The feedback of the respective language faculty member was also very positive. Majority of the students have done good in their respective language course of English, Germany, French and Spanish.

Each of the course is of 8 days *6 hours=48 hours. All the language course of 48 hours has been completed on 27th October and after the class on 3rd November 2023 (Friday) French course will also going to be complete 48 hours.

All the students who have maintained at least 75% attendance and got minimum 50% marks will get the certificate on language course.

As you know your second basket on value added course is on Management Skill Lab. In the basket there are 6 different courses as follow in which you have to select any one of your choices.

Basket 2: Management Skill Lab (Coordinator: Dr. Kajal Sitlani)		
Sn	Course	Faculty
1	Personal Growth and Team Building	Dr. Tripti Bisawa
2	Lean Management	Dr. Susmit Jain
3	Digital and Social Media Marketing	Dr. Seema Mehta
4	Negotiation & Conflict Management Skills	Dr. Deepti Sharma
5	Investment Management	Dr. Rajesh Kothari
6	Soft Skill and Personality Traits	Dr. Kajal Sitlani



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The second value added course will start from 8th December 2023. This course will be of 48 hours to be covered in 8 Friday.

Academic section and IT department will float the above course of Basket-2 in Coll poll on 30th October 2023 and you have to select any one course of your interest from Basket-2 till 1st November 5.30 pm.

It will not be possible to change your option once you select the course. Hence think twice and then select only one course of your interest.

Best Wishes to ALL.

Dr. Goutam Sadhu
Coordinator- Value Added Course

Dear Mr. Hitendra Singh Rathore, Head, IT, IIHMR University is requested to float the above basket of second value added course on 30th October 2023 in the coll-poll so that students could select the course of their choice from Basket-2 of Management Skill Lab.



Goutam Sadhu

Dr. Goutam Sadhu

Professor and Proctor, IIHMR University
and

Adjunct Faculty, Johns Hopkins University, USA

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MBA Hospital and Health Management
MBA Pharmaceutical Management
MBA Development Management

2023-24

Value Added Course

Management Skill Lab

Course Plan
Soft Skill and Personality Trait



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1. Course Information

Course Title:	Soft Skill and Personality Traits
Course Code	VAC-011
Course Credit	NC
Course Instructor	Dr. Kajal Sitlani

2. Program Outcome (PO)

- To provide exposure to the essential management skills that managers ought to possess to perform their duties efficiently.
- To assess current level of skill competence and knowledge and create corporate readiness of students
- To apply approaches, tools and techniques to improve the effectiveness at individual and organizational level.
- To enhance team building skills and leadership skills to analyze and take decisions.
- Develop a professional demeanor, contributing positively to workplace culture and leadership.
- Analyze and optimize processes to improve productivity, reduce costs, and enhance overall organizational performance.

3. Course Description

Soft skills, unlike hard skills that are technical, tangible, measureable, quantifiable and assessable, are practical, imperceptible and subtle qualitative traits that determine the efficacy of human communication at professional and personal levels.

4. Course Objective

‘Personality’ is the first thing that is noticed in any field. The course aims to cause awareness about the significance of soft skills and impactful personality in personal as well as professional life.

5. Course Outcome

After the course, students should be able to

CO 1	Improving self awareness among the students leading to better career visioning and planning.
CO 2	Leading teams effectively and working together in teams.
CO 3	Time bound goals and synchronised efforts leading to professionalism in students.
CO 4	Development of effective interpersonal skills, corporate readiness and corporate etiquettes of learners.
CO 5	Assessment of skills and competencies of students

6. Course Articulation Matrix (Interrelation between CO and PO):

Outcomes	CO 1	CO 2	CO 3	CO 4	CO 5	CO 6
PO1	3	2	3	2	3	1
PO2	3	3	2	3	3	2
PO3	2	3	3	3	1	2
PO4	3	2	3	2	2	3
PO5	2	3	3	3	3	2
PO6	1	2	2	2	2	3

Note: Enter 1, 2 or 3 in the cell if the respective CO is related to the respective PO. Here, 3 denotes **high** strength of correlation between CO and PO, 2 denotes **medium** strength of correlation between CO and PO and 1 denotes **weak** strength of correlation between CO and PO.

7. Course Pedagogy

The course will be covered by group exercises, role play, management games, presentation, group discussion and lectures.

8. Course Requirement

Effective learning requires the active participation of students in class, and it is therefore desired that every student report to the class well-prepared to present and defend his/her ideas. Preparation for the class calls for pre-reading the topics/cases to be discussed later. Further, for meaningful discussion of the cases, the students must come ready with their case analysis identification, genesis of, and recommendations to resolve the problem(s).

9. Course Syllabus

Unit	Content/ Topics	CO	Bloom's Learning (BL) Levels
Unit 1	Diagnosing and understanding self - Self Assessment, Self Awareness	1,	BL1, BL2, BL3, BL4
Unit 2	Extending Self to Others: Interpersonal Relationship at Work Difficult conversations	4	BL2, BL3
Unit 3	Managing Team Effectively in the Data driven age Giving effective feedback	2, 3	BL3, BL4, BL5
Unit 4	Goal Setting, Managing Time	3, 4	BL2, BL3
Unit 5	Corporate etiquettes	4, 5	BL2, BL3



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Unit 6	Managing Diversity	2, 3	BL1, BL2, BL3
Unit 7	Campus to Corporate	3,4	BL2, BL3, BL4

Note: Please enter appropriate BL levels against each unit in the above table. The Bloom's Taxonomy Levels are as follows:

- BL1: Remember
- BL2: Understand
- BL3: Apply
- BL4: Analyse
- BL5: Evaluate
- BL6: Create

10.Course Policies

This course abides by the University's policies, which can be found in the Student Handbook. Please note the following:

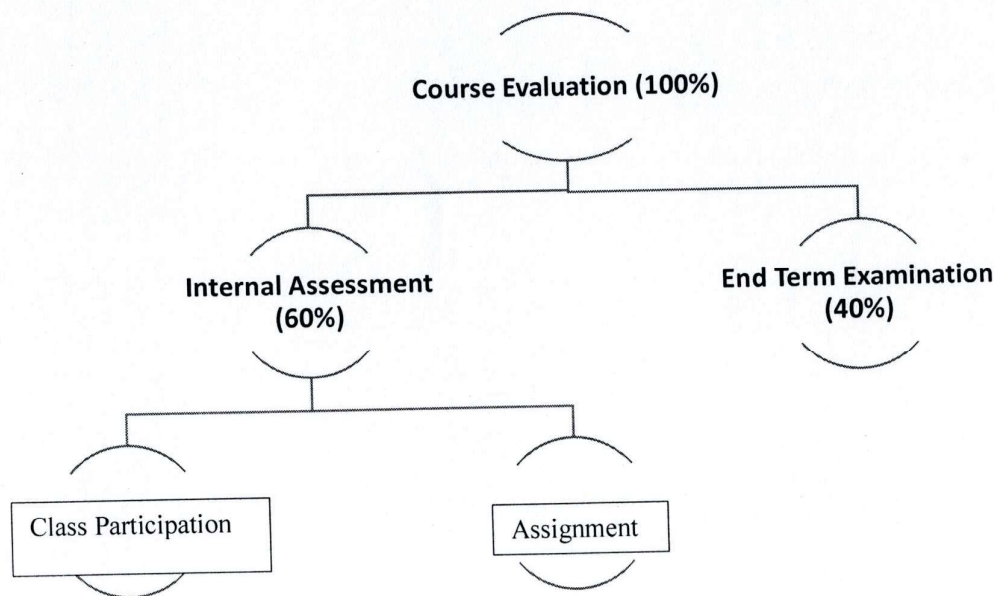
Attendance: Students must maintain a minimum attendance of 75% to be eligible to appear in the End-Term Examination of the course. Please refer to the student handbook for further details.

Email: Each student has an email id and a password provided by the University. Students will receive course-related information in this email. Students are advised to check this email for updates on the course regularly.

11.Course Assessment

Students' performance in the course will be evaluated by following two components, with 50% weightage to each component:

1. Internal Assessment (60%)
2. End-Term Examination (40%)



Continuous Internal Assessment (CIA): The Continuous Internal Assessment will be of 60 % weightage (30 marks). The faculty will conduct the Continuous Internal Assessment of the students by using at least two methods of Assessment from the methods given below:

1. Home Assignments (Individual / Group)
2. Viva-Voce
3. Case Study
4. Review Paper
5. Group Work
6. Presentations
7. Model Development Role-Play
8. Rapid Fire Questions
9. Quiz
10. Class Assignments (Individual / Group)
11. Posters
12. Class Participation

End-Term Examination (ETE): It carries 40 % weightage, covering the full syllabus of the course. The end-term examination will be of a maximum of 20 marks. The end-term examination will be conducted on the scheduled date published by the Controller of Examination.

12.CO and Assessment Alignment Matrix:

S. No.	Activity	CO1	CO2	CO3	CO4	CO5	CO6
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1.	Home Assignments (Individual / Group)	√	√	√	√	√	√
2.	Viva-Voce						
3.	Case Study						
4.	Review Paper						
5.	Group Work		√	√	√		
6.	Presentations			√			√
7.	Model Development Role-Play					√	
8.	Rapid Fire Questions						
9.	Quiz						
10.	Class Assignments (Individual / Group)	√	√	√	√	√	√
11.	Posters						
12.	Class Participation	√	√	√	√	√	√
13.	Internal Assessment	√	√	√	√	√	√
14.	End Term Examination	√	√	√	√	√	√

Note: Please tick the relevant cell to show the respective alignment

13.Session Plan

Normally, the teaching for each course is scheduled from Monday to Thursday (10:00 am - 5:00 pm). Each day, teaching is divided into four sessions: two before and two after the lunch break. The faculty (instructor) decides how to utilize these sessions.

Day/Date	Session	Topic/Contents	Pedagogy	Readings
Day1	08.12.2023	Diagnosing and understanding self - Self Assessment, Self Awareness	Discussion and personality test	Alex K. (2012) Soft Skills-Know Yourself & Know the World, S. Chand & Company LTD.
Day 2	15.12.2023	- Extending Self to Others: Interpersonal Relationship at Work - Difficult conversations	Discussion	Barun K. Mitra, Personality Development and Soft skills , Oxford University Press
Day 3	22.12.2023	- Managing Team Effectively in the Data driven age - Giving effective feedback	Role plays	Barun K. Mitra, Personality Development and Soft skills , Oxford University Press

Day 4	29.12.2023	• Goal Setting, Managing Time	Management games, Lecture	Alex K. (2012) Soft Skills-Know Yourself & Know the World, S. Chand & Company LTD
Day 5	05.01.2024	• Corporate etiquettes	Presentation. Discussion	Fredrick H. Wentz ,Soft Skills Training – A workbook to develop skills for employment
Day 6	12.01.2024	• Managing Diversity	Discussion	If Disney Ran Your Hospital: 9,1/2 things you would do differently. By Fred Lee
Day 7	19.01.2024	• Campus to Corporate	Presentation	Fredrick H. Wentz ,Soft Skills Training – A workbook to develop skills for employment
Day 8	26.01.2024	• Team building • Assessment	Home Assisgnment	Four Secrets to Liking your work, Edward G Muzio, Deborah J. Fisher & Erv Thomas., FT Press

14. Readings

- Four Secrets to Liking your work, Edward G Muzio, Deborah J. Fisher & Erv Thomas., FT Press
- If Disney Ran Your Hospital: 9,1/2 things you would do differently. By Fred Lee
- Communication Skills Training for Health Professionals. D.A Divkson, O. Hargie and N.C Morrow.
- Communication Skills for Health Care Professionals. Laurie Kelly Mc Corry; Jeff Mason



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Serial No.	Admission ID	Student Name	Program	Course	Batch	Total Sessions	Total Present	Total Absent
1	IIHMR-U/01/2023-25/1724	Kajal Chowdhury	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	0	32
2	IIHMR-U/01/2023-25/1728	Kassamkuthiyal Rohan George	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	0	32
3	IIHMR-U/01/2023-25/1738	Mahak Yadav	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	1	31
4	IIHMR-U/01/2023-25/1739	Mahima Dash	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	9	23
5	IIHMR-U/01/2023-25/1740	Mahima Pahwa	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	23	9
6	IIHMR-U/01/2023-25/1754	Mrinalini Kumari	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	12	20
7	IIHMR-U/01/2023-25/1779	Pranali Mukund Thakre	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	24	8
8	IIHMR-U/01/2023-25/1812	Sameera Khan	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	2	30
9	IIHMR-U/01/2023-25/1846	Sneha Maji	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	24	8
10	IIHMR-U/01/2023-25/1859	Sunaina Batra	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	23	9
11	IIHMR-U/01/2023-25/1867	Tanmay Mahurey	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	25	7
12	IIHMR-U/01/2023-25/1877	Tushar Yadav	MBA Hospital and Health Management	Soft Skill and Personality Traits	28 Batch (2023-25)	32	0	32
13	IIHMR-U/02/2023-25/0474	Akshat Geete	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	18	14
14	IIHMR-U/02/2023-25/0499	Dukare Ganesh Govardhan	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	7	25
15	IIHMR-U/02/2023-25/0511	Himanshu Agarwal	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	20	12
16	IIHMR-U/02/2023-25/0516	Jaya Jagdish Sinha	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	23	9
17	IIHMR-U/02/2023-25/0519	Kartikey Kumar	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	19	13
18	IIHMR-U/02/2023-25/0556	Rohit Kumar Biswal	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	3	29
19	IIHMR-U/02/2023-25/0570	Saurabh Anant Bangale	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	7	25
20	IIHMR-U/02/2023-25/0594	Yash Soni	MBA Pharmaceutical Management	Soft Skill and Personality Traits	15 Batch (2023-25)	32	24	8


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Certification of Completion

This certifies that

Kajal Chowdhury

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Soft Skill and Personality Traits

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade P**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Date of issue: May 31, 2024

Dr. P.R. Sodani
President

Registrar
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Certification of Completion

This certifies that

Kassamkuthiyal Rohan George

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Soft Skill and Personality Traits

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade P**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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Certification of Completion

This certifies that

Mahak Yadav

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Soft Skill and Personality Traits

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade P**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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Certification of Completion

This certifies that

Mahima Dash

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Soft Skill and Personality Traits

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade A**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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Certification of Completion

This certifies that

Mahima Pahwa

Master of Business Administration (Hospital and Health Management)

2023-25

has successfully completed Value Added Course (VAC) on

Soft Skill and Personality Traits

Conducted during **December 2023-January 2024**, accumulating a total of 48 hours
with **Grade A**

Dr. Goutam Sadhu
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: May 31, 2024

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