

Course: Developing Soft Skills and Personality - Online

Course Code: noc19-hs32

Session: 2019-20

Duration: 8 Weeks

Assessment procedures: Weekly Assignment (25%) + proctored certification Exam (75%)

Curriculum of the Course:

Week 1: Lecture 1: Introduction: A New Approach To Learning

Lecture 2: Planning And Goal-Setting

Lecture 3: Human Perceptions: Understanding People

Lecture 4: Types Of Soft Skills: Self-Management Skills

Lecture 5: Aiming For Excellence: Developing Potential And Self-Actualisation

Lecture 6: Need Achievement And Spiritual Intelligence

Week 2: Lecture 7: Conflict Resolution Skills: Seeking Win-Win Solution

Lecture 8: Inter-Personal Conflicts: Two Examples

Lecture 9: Inter-Personal Conflicts: Two Solutions

Lecture 10: Types Of Conflicts: Becoming A Conflict Resolution Expert

Lecture 11: Types Of Stress: Self-Awareness About Stress

Lecture 12: Regulating Stress: Making The Best Out Of Stress

Week 3: Lecture 13: Habits: Guiding Principles

Lecture 14: Habits: Identifying Good And Bad Habits

Lecture 15: Habits: Habit Cycle

Lecture 16: Breaking Bad Habits

Lecture 17: Using The Zeigarnik Effect For Productivity And Personal Growth

Lecture 18: Forming Habits Of Success

Week 4: Lecture 19: Communication: Significance Of Listening

Lecture 20: Communication: Active Listening

Lecture 21: Communication: Barriers To Active Listening

Lecture 22: Telephone Communication: Basic Telephone Skills

Lecture 23: Telephone Communication: Advanced Telephone Skills

Lecture 24: Telephone Communication: Essential Telephone Skills

Week 5: Lecture 25: Technology And Communication: Technological Personality

Lecture 26: Technology And Communication: Mobile Personality?

Lecture 27: Topic: Technology And Communication: E-Mail Principles

Lecture 28: Technology And Communication: How Not To Send E-Mails!

Lecture 29: Technology And Communication: Netiquette

Lecture 30: Technology And Communication: E-Mail Etiquette

Week 6: Lecture 31: Communication Skills: Effective Communication

Lecture 32: Barriers To Communication: Arising Out Of Sender/Receiver's Personality

Lecture 33: Barriers To Communication: Interpersonal Transactions
 Lecture 34: Barriers To Communication: Miscommunication
 Lecture 35: Non-Verbal Communication: Pre-Thinking Assessment-1
 Lecture 36: Non-Verbal Communication: Pre-Thinking Assessment-2

Week 7: Lecture 37: Nonverbal Communication: Introduction And Importance
 Lecture 38: Non-Verbal Communication: Issues And Types
 Lecture 39: Non-Verbal Communication: Basics And Universals
 Lecture 40: Non-Verbal Communication: Interpreting Non-Verbal Cues
 Lecture 41: Body Language: For Interviews
 Lecture 42: Body Language: For Group Discussions

Week 8: Lecture 43: Presentation Skills: Overcoming Fear
 Lecture 44: Presentation Skills: Becoming A Professional
 Lecture 45: Presentation Skills: The Role Of Body Language
 Lecture 46: Presentation Skills: Using Visuals
 Lecture 47: Reading Skills: Effective Reading
 Lecture 48: Human Relations: Developing Trust And Integrity

List of students enrolled

S. No	Name of Student		
1	Kavya Kulshrestha	24	Aditya Saini
2	Ishan Menghani	25	Aditya Singhal
3	Akshita Singhvi	26	Ronak Agarwal
4	Aashish Kaushik	27	Kashish Agarwal
5	Kunal Mamodiya	28	Hansika Agarwal
6	Kashish Sharma	29	Himanshu Agarwal
7	Anurag Sharma	30	Payoj Agrawal
8	Shekhar Sharma	31	Pulkit Agrawal
9	Aadesh Gurjar	32	Sneha Agrawal
10	Aaditya Somani	33	Surbhi Agarwal
11	Aashish Jain	34	Anand Joshi
12	Astha Sharma	35	Ajay Meena
13	Abhay Singh Gurjer	36	Ajay Kumar Buri
14	Abhay Singh Dhaka	37	Ajit Singh Shekhawat
15	Abhay Kumar Meena	38	Abhishek Patidar
16	Abhay Kumar Meena	39	Aditya Kumar
17	Abhinav Goyal	40	Ankit Yadav
18	Abhishek Singh	41	Akhil Sharma
19	Abhishek Moond	42	Akshat Joshi
20	Abhishek Kumar Sarang	43	Akshat Jain
21	Adish Jain	44	Akshita Sharma
22	Aditi Goyal	45	Akshita Suthar
23	Aditya Choudhary	46	Akshit Kumar Sain
		47	Aman Khan

48	Ajay Meena
49	Aman Aditya
50	Aman Agarwal
51	Aman Baheti
52	Aman Deep Singh Sandhu
53	Aman Goyal
54	Aman Sharma
55	Aman
56	Amit Kumar
57	Amit Pareek
58	Anand Kumar
59	Mukul Anand
60	Anchal Gupta
61	Anirudh Jangid
62	Anjali Sharma
63	Anjali Jain
64	Anjali Parik
65	Saini Saini
66	Ankita
67	Ankit Kumar
68	Ankit Mina
69	Ankit Tyagi
70	Ankush Choudhary
71	Anoop Gupta
72	Anshika Khandelwal
73	Anshita Yadav
74	Anshul Maurya
75	Anshuman
76	Anuj Upadhyay
77	Anuj Saini
78	Anuj Sharma
79	Kshitiz Anurag
80	Anurag Meena
81	Harshvardhan Gautam
82	Anurag Joshi
83	Anshika Mittal
84	Anushka Porwal
85	Anush Upadhyay
86	Aditi Praveen Gupta
87	Apoorva
88	Apoorva Khandelwal
89	Abhay Raj

90	Archit Jain
91	Arjun Chhipa
92	Piyush Arora
93	Arpita Dubey
94	Arpit Tyagi
95	Lahar
96	Aryan Sharma
97	Aryan Jaiswal
98	Aryan Khatri
99	Aryan Sharma
100	Asheesh Verma
101	Ashish Meena
102	Ashish Singh Jadaun
103	Ashok Bairwa
104	Ashutosh Sharma
105	Ashutosh Soni
106	Ashveen Dasaya
107	Ashvin Singh
108	Asit Jain
109	Astha Gupta
110	Atiba Qureshi
111	Atishay Jain
112	Avadhesh Chasta
113	Aviral Goyal
114	Ayush Choudhary
115	Ayush Garg
116	Ayushi Bansal
117	Ayush Khandelwal
118	Ayush Pawar
119	Ayush Sen
120	Ayush Singh Rathore
121	Tushar Batra
122	Bhanu Krishna Chasta
123	Abhishek Kumar Kushwaha
124	Bharat Kumar
125	Anchal Bhardwaj
126	Ekta Bhardwaj
127	Ekta Bhardwaj
128	Vidit Bhatnagar
129	Pravar Bhatt
130	Bhavesk Kumawat
131	Bhavesk Saxena

132	Bhavika Samdani
133	Bhavyanshu Shrimali
134	Bhavya Deep Sharma
135	Bharat Sharma
136	Bhuvan Sharma
137	Bhanu Pratap Singh Chouhan
138	Bhavesht Mamtani
139	Brijeshnennwani
140	Yuvraj Gakkhar
141	Chandan Singh Chauhan
142	Satish Satish
143	Gaurav Singh Chouhan
144	Akshay
145	Chestha Gautam
146	Chetan Gurjar
147	Chhavi Jangid
148	Chitransh Gupta
149	Chitwan Agarwal
150	Deeksha Choudhary
151	Christy Dipu
152	Gaurav Malani
153	Darshan Ranka
154	Darshan Jain
155	Utkarsh
156	Jenisha Devnani
157	Debopam
158	Deepak Sharma
159	Deepak Yadav
160	Deependra Singh Sisodiya
161	Deependra Dhankhar
162	Devaksh Narwara
163	Devank Jain
164	Devanshu Soni
165	Devasheesh Sharma
166	Devashish Mundra
167	Devendra Sharma
168	Mansi Kanwar
169	Devkinandan Sharma
170	Deepanshu Gupta
171	Dhruv Nirwan
172	Pradeep Dhupar
173	Deekshant Tak

174	Dipak Kumar
175	Dipesh Singh
176	Disha Nagori
177	Disha Goyal
178	Divam Pareek
179	Divanshu Agarwal
180	Divesh Joshi
181	Divya Arora
182	Divyam Mittal
183	Divyansh Sharma
184	Divyansh Chaturvedi
185	Divyansh Sharma
186	Divyanshu Parmar
187	Deepak Jairamani
188	Dev Gupta
189	Drishti Jain
190	Divyansh Raj Sharma
191	Karan Kumar Dua
192	Agrawal Agrawal
193	Rakesh Choudhary
194	Faizan Khan
195	Gajendra Singh
196	Anil Sharma
197	Gari13
198	Garvit Jaiswal
199	Gaurav Kumar
200	Gayrav Vijayvergiya
201	Gaurav Kumar
202	Gaurav Bhandari
203	Gaurav Dubey
204	Gaurav Jangid
205	Gaurav Gupta
206	Gautam Khatri
207	Gaurav Mishra
208	Himanshu Goyal
209	Gaurav Khandal
210	Gulshan Tiwari
211	Guru Sharan Kumawat
212	Prabhat Gupta
213	Kapil Gupta
214	Bhagchand Gurjar
215	Hari Om

216	Harshil Nandwana
217	Harshit Rajan
218	Siddharth Harshit
219	Harshita Gupta
220	Harshita Sharma
221	Harshita Sharma
222	Harshit Rathore
223	Harsh Jain
224	Harsh Khandelwal
225	Harsh Maheshwari
226	Harsh Kumar
227	Harsh Vardhan Goel
228	Krity Jain
229	Hemant Dadhich
230	Hemlata Prajapat
231	Himani Devi
232	Himanshu Choudhary
233	Himanshu Choudhary
234	Himanshu Vijayvargia
235	Hitesh Khatana
236	Hitesh Kumar Meena
237	Hitesh Thadani
238	Harsh Singhal
239	Hrithik Khangarot
240	Hritik Gaur
241	Harsh Sharma
242	Divyanshu
243	Sandeep Sharma
244	Ipsit Samariya
245	Ishan Gupta
246	Ishan Shrimali
247	Ishant Jogani
248	Ishika Agrawal
249	Jahanvi Rathi
250	Vaibhav Jain
251	Aayush Jain
252	Kajol Jain
253	Shobhit Jain
254	Jatin Vedwal
255	Aarambh Jangir
256	Jatin Pratap Meena
257	Jain Meena

258	Atul Jain
259	Jayant Gupta
260	Jayant Kumar
261	Jayesh Soni
262	Jayesh Soni
263	Jay Kumar Bansiwal
264	Jay Shrivastava
265	Bhaskar
266	Archana Jha
267	Ankit Agrawal
268	Jitendra Kumar Prajapt
269	Jitendra Agrawal
270	Kusum Sharma
271	Jasmine Bhatti
272	Aviral Jain
273	Devanshu Sharma
274	Pooja Jain
275	Jayant Yadav
276	Khushi Jain
277	Deepak Kumar Yadav
278	Kahkashan Khanam
279	Kalpana Meena
280	Kamal Singh
281	Karan Sabnani
282	Karan Soni
283	Karishma Tomar
284	Kartik Sharma
285	Kartik
286	Devendra Kaur
287	Kaushik Jain
288	Sneha Khandelwal
289	Yash Khandelwal
290	Ritish-Khurana
291	Khushal Sharma
292	Khushboo Meena
293	Khushi Khandelwal
294	Rashi Kinra
295	Rishi Sharma
296	Kavya Jain
297	Kritika Surana
298	Kuldeep Meena
299	Chinmay

300	Gaurav Kumar Khandelwal
301	Ravindra Kumar Kumawat
302	Arvind Kumawat
303	Kumkum Maurya
304	Kunal Maheshwari
305	Kunal Mittal
306	Kunal Pareta
307	Kunal Shringi
308	Kunal Colin Williams
309	Lalit Sharma
310	Abhishek Pandey
311	Lokendra Kumar
312	Lokesh Choubisa
313	Lovenesh
314	Mahendra Jangid
315	Khushi Malasiya
316	Malika Khandelwal
317	Pragati Agrawal
318	Manan
319	Maninder Singh
320	Manisha Balani
321	Manish Choudhary
322	Manish Choudhary
323	Manish Kumar Gangey
324	Kunal Maniwal
325	Manoj Kumar Sahu
326	Manu Pareek
327	Manvi Asija
328	Mohd Mateen Joad
329	Amit Mathur
330	Bhavya Mathur
331	Manu Choudhary
332	Manas Dodiya
333	Chirag Jain
334	Aditya Kumar
335	Arpit Meena
336	Ashok Meena
337	Arpit Mukesh Meena
338	Mehak Jain
339	Abhinav Mishra
340	Mishu Jain
341	Chirag Goyal

342	Manish Kumawat
343	Muskan Khandelwal
344	Mansha Modi
345	Mohammed Arshad
346	Mohit Babani
347	Mohit Vijay
348	Mohit Jain
349	Mohit Kumawat
350	Mohit Ola
351	Mohit Singhal
352	Mohit Kajla
353	Drishti Gupta
354	Mukesh Sharma
355	Mukul Jangid
356	Mukul Palol
357	Mukund Chaturvedi
358	Mulkit Sain
359	Muskan Jain
360	Muskan Tailor
361	Mansi Mutreja
362	Naisha Gupta
363	Naman Kumar Jain
364	Naval Tripathi
365	Neha Kumawat
366	Nikhil Khandelwal
367	Nikhil Pandey
368	Nikhil Singh
369	Nishant Kumar
370	Nishi Chouhan
371	Nitesh
372	Nitin Jain
373	Nisha Jain
374	Nupur Mathur
375	Oswin Patrick Rozario
376	Palak Gupta
377	Kushagra Banda
378	Sarvesh
379	Parineeta Bagra
380	Parmanand Saraswat
381	Alok Paul
382	Piyush Jangid
383	Prince Manay Bora

384	Ayush Podar
385	Poonam Vijay
386	Prachi Behl
387	Prachi Munot
388	Pradeep Bairwa
389	Pradeep Kumar Prajapati
390	Pragya Gaggar
391	Pranay Prabhat
392	Pranjal Jain
393	Prateek Agrawal
394	Prateek Tholiya
395	Pratyush Solanki
396	Pritish Mathur
397	Pritish Mathur
398	Pritul Nehra
399	Priyam Nema
400	Priyanshu Lohar
401	Priyanshu Pareta
402	Priyanshu Tali
403	Prakhar Natani
404	Pulkit Soni
405	Puneet Tanwar
406	Puneet Sankhala
407	Puspendra Jatav
408	Radhika Choudhary

433	Ritu Meena
434	Rivanshu Bansal
435	Robins Kumar
436	Aman Jain
437	Rohit Kumar Chourasiya
438	Rohit-Verma
439	Ronak Vijayvergia
440	Rounak Mathur
441	Ritesh Sharma
442	Sagar Alwani
443	Sagar Banerjee
444	Sahil Khandelwal
445	Sahil Singh
446	Saijal Gulyani
447	Gaurav Sain
448	Sumit Saini
449	Rituraj Sain
450	Saksham Goyal
451	Sakshi Khandelwal
452	Samardeep Singh Chopra

409	Radhika Ojha
410	Raghav Gupta
411	Raghav Bhandari
412	Raghvendra Singh Rathor
413	Rahul Meena
414	Rahul Singh Shekhawat
415	Nagendra Singh
416	Dhruv Raj Naruka
417	Rajat Malik
418	Rajesh Daya
419	Rahul
420	Ramgopal Meena
421	Ravi Ram Meena
422	Harshvardhan Rawat
423	Parikshit Rawat
424	Praveen Singh Rawat
425	Rangnath Ram
426	Rohitkumarchourasiya
427	Rishabh Sharma
428	Rishabh Mangal
429	Rishabh Shrivastava
430	Rishabh
431	Ritika Jain
432	Ritik Mathur

453	Samarth Narain Sharma
454	Samyak Jain
455	Sanjana Jawaria
456	Choudhary Sanjay Rataram
457	Sanjay Meena
458	Sanjay Singh
459	Sanket Sawarn
460	Sanskar Dutt Sharma
461	Sanskar Gupta
462	Sanskar Sonkhiya
463	Mohit Saran
464	Vaibhav Saraswat
465	Sarjana Borana
466	Saurabh Pareek
467	Saurabh Chouhan
468	Saurabh Gupta
469	Saurabh Singh Jat
470	Seenu Mangal
471	Shailendra Kumar
472	Vidhi Sukhnani

473	Harshita Sharma
474	Aman Sharma
475	Himanshu Sharma
476	Hitesh Sharma
477	Jagrati Sharma
478	Jatin Sharma
479	Kajal Sharma
480	Mohit Sharma
481	Sangeeta Sharma
482	Sumedha Sharma
483	Vishal Sharma
484	Shayan Qureshi
485	Shivam Todwal
486	Shivam Agarwal
487	Shivangi KOUL NAQIB
488	Shivang Yadav
489	Shivani Jethliya
490	Shiv Maheshwari
491	Shobhit Jain
492	Shobhit Khandelwal
493	Shobhit Maheshwari
494	Shradha Jain
495	Shreyansh Jain
496	Shruti Gupta
497	Shruti Harlalka
498	Shruti Mehta
499	Shubham Kumar
500	Shubham Agarwal Jain
501	Shubham Pareek
502	Shubham Gupta
503	Shubham Menroy
504	Shubhresh Sharma
505	Shyam Varshney
506	Nitin Bairwa
507	Ajay Pal Singh
508	Dhananjay Nathawat
509	Karan Singh Nirvana
510	Aarsh Raghav
511	Amit Yadav
512	Shivani Meena
513	Manasvini Sharma
514	Jayesh Soni
515	Komal Soni
516	Deepak Meena
517	Soumya Agarwal
518	Sourabh Kabra
519	Sourabh Kumar Mishra
520	Sourav Shandilya
521	Srishti Gupta
522	Swarali Sharma

523	Vinit Kumar
524	Suhani Wadhwa
525	Sumit Dangda
526	Sunidhi Sharma
527	Sunny Roy
528	Suraj Meena
529	Suraj Kumar
530	Suryansh Gahlot
531	Swatanshu Shekhar Singh
532	Swati Gupta
533	Swati Pancholi
534	Sweha Rajora
535	Garvit Tamra
536	Tanisha Jain
537	Rythm Thakral
538	Sudhanshu Bhatnagar
539	Uday Sankhala
540	Ujala Jhanwar
541	Umang Panchal
542	Uttam Singh
543	Utkarsh Verma
544	Vaibhav Talreja
545	Vanshika Kar
546	Pranaya Vashistha
547	Vedika Chandaliya
548	Vikas Singh Jadoun
549	Vinisha Gurjar
550	Vinit Kumar Shah
551	Vishal
552	Vishal Bothra
553	Vishnu Sharma
554	Vishakha Agarwal
555	Vishwanath Hosmane
556	Vivek Choudhary
557	Vishal Prajapat
558	Yaman Kumar Malik
559	Yash Chaudhary
560	Yash Janyani
561	Yashika Jain
562	Yashovardhan Sharma
563	Yatendra K
564	Jatin Kumar Yadav
565	Yogesh Sharma
566	Mohammed Younus
567	Yogesh Chandel
568	Youvan Jain
569	Swechha Pachar
570	Shivani Priyadarshani
571	Arnav Rajoria
572	Bhushan Ameta

573	Devang Agrawal
574	Divyansha Jain

575	Virendra Singh Rathore
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