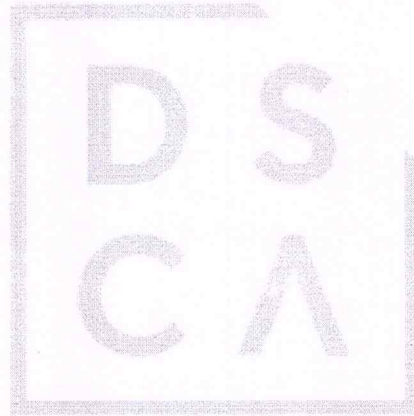


DAYANANDA SAGAR COLLEGE OF ARCHITECTURE

Dayananda Sagar Institutions, Bengaluru

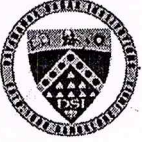
Shavige Malleshwara Hills, Kumaraswamy layout, Bangalore - 560 111



CENTRE FOR INNOVATION & LEARNING (CIL - 2021)

Ramesh

PRINCIPAL
DAYANANDA SAGAR COLLEGE OF ARCHITECTURE
DAYANANDA SAGAR INSTITUTIONS
Shavige Malleshwara Hills,
Kumaraswamy Layout, Bangalore - 560 111.



DAYANANDA SAGAR COLLEGE OF ARCHITECTURE

Dayananda Sagar Institutions, Shavige Malleshwara Hills,
Kumaraswamy layout, Bangalore - 560 078



POLICY DOCUMENT

Soft Skills development Program for Students

Skills & Soft Skills:

A skill is the ability to make use of one's knowledge readily and effectively. Skills can be learned and are essential in the everyday function of individuals as well as organizations

Soft or social skills are those personal values and interpersonal skills that determine a person's ability to fit in a particular structure such as a team or even an organization. By definition, soft skills are defined as personal qualities, attributes or the level of commitment of an individual that sets him apart from other individuals who may have similar skills and experience.

Soft skills in a Architecture is a sociological term relating to a person's "EQ" (Emotional Quotient), the cluster of personality traits, social graces, communication, language, personal habits, friendliness and optimism that characterize relationships of clinicians, researchers, academics with their clients, subjects & students respectively. Soft skills complement hard skills (part of a person's IQ), which are the occupational requirements of every Architects job and many other activities.

Need for a Soft Skills training Program:

Architectural education has been bereft of these teachings which taught such skills for overall growth of all practitioners, hence the need to highlight them for our own betterment. Soft skills are also personal attributes that enhance an individual's interactions, job performance and career prospects in the life of every office or own Practices, a Architects in this context. Unlike hard skills, which are about a person's skill set and ability to perform a certain type of task or activity, soft skills are interpersonal and broadly applicable.

An Architect's soft skill EQ is an important part of their individual contribution to the success of their practices. Particularly smart practitioners dealing with Clients face to-face are generally more successful, if they train their staff to use these skills. Screening or training for personal habits or traits such as dependability and conscientiousness can yield significant return on investment for their Office of own Practices For this reason, soft skills are increasingly sought out by Architects in addition to standard qualifications.

The Objectives of a Soft Skills development program:

Broadly, this can be categorized as under:

- i. To build and maintain interpersonal relationships.
- ii. To make meaningful/appropriate decisions

Ramab

PRINCIPAL
Dayananda Sagar College of
DAYANANDA SAGAR INSTITUTE
Shavige Malleshwara
Kumaraswamy Layout, BANGALORE - 560 078

- iii. Efficient Communication
- iv. To influence the professional development
- v. For effective, efficient and higher performance.

Model for Implementing soft skills development in Architectural Education:

The modules can be customized as required for different levels that a student might be in, during the course of BArch & MArch. Broadly, the initial 2 years (comprising of I & II BArch) and the latter 4 years (III, IV, Internship & Post-Graduate years) can be grouped together for purposes of ease of managing students and their needs at these critical junctures. The 3rd year of BArch signals the entry of a Architects student into office and own practices where he/she would be exposed to a clients for the first time ever and this requires additional support and training from the skills team as compared to the initial 2yrs wherein the student would need to be helped to settle down more into the course properly.

Accordingly some of the topics that might be included in the first couple of years may be as under:

1. Goal Setting

- Establishing SMART Goals
- Importance of Mission Statement
- Formulation of Goals
- Procrastination
- Visualization of Goals

2. Time Management

- Prioritization
- Dealing with Difficult Tasks
- Getting Organized
- How to get away from Distractions
- Work-Life Balance

3. Building Confidence

- Overcoming Nervousness
- Deal with Conflicts Effectively
- Developing Positive Attitude
- Increase Public Speaking Skills
- Reach your Personal and Professional Goals
- Strengthening your Self-Esteem
- Developing Social Skills

4. Communication Skills

- Verbal & Non-Verbal
- Manage tone of language

Pawab

PRINCIPAL
Dayananda Sagar College of
DAYANANDA SAGAR INST
Seaside Malleshwara
Kumaraswamy Layout, BANGALORE - 560075

- Listening Skills & Writing Skills
- Group Discussion

5. Business Etiquette

- Making the First Impression
- Corporate environment Etiquette
- Grooming and Personal Hygiene
- Body Language

6. Building Aptitude for Exams

7. Interpersonal and Team Skills

- Initiating Small Talks
- Establishing Trust
- Managing Relationships
- Acclimatize to Others
- Understanding the Cultural Diversity Team-building Process and Techniques
- Coordination in Teams
- Assertive Communication while Dealing with Team
- Balancing Team Needs and Individual Needs
- Importance of Feedback in Team Building

8. Emotional Quotient

9. Presentation Skills

- Fundamentals of an Effective Presentation
- 5 P's of an Effective Presentation
- Importance of Visual Aids
- Understanding and Overcoming Fear
- Public Speaking
- Importance of Managing Voice and Language
- Managing Question and Answer Session

The modules that may be more relevant for the student once he/she enters AD discussions in 3 sem BArch and starts interacting with AD professors regarding projects and requirement for the student which can be managed with the below listed methods:

10. Stress Management Skills

- Types of Stress
- Sources of Stress

Pawab
 PRINCIPAL
 Dayananda Sagar College Of
 DAYANANDA SAGAR INST
 Shriya Malleshwara
 Kumaraswamy Layout, BANGALORE

- Symptoms of Stress
- Stress in the Workplace
- Four Skills for Managing Stress

11. Conflict Management

- Creating a Win-Win situation
- Negotiation and Persuasion
- Dealing with Aggressive Behaviour
- Different Styles of Handling Conflicts
- Dealing with Emotions
- Conflict Resolution Strategies
- Tools and Techniques for Conflict Management

12. Leadership Skills

- Defined Vision
- Clear Planning
- Excellent communication skills
- Excellent interpersonal skills
- Power
- Understanding Risk and Mitigating promptly
- Innovation and Creation
- Adaptability
- Negotiation skills
- Decision making
- Managing the Self and the Team

13. Critical thinking

- Understand the working functions of thought process inside human brain
- Learn about developing critical, analytical and creative thinking
- Learn techniques to invoke result oriented thought process
- Become more critical, analytical, creative thinker and apply them to find best fit solutions for situation at hand
- Examine the obstacles towards making your organization a great organization
- Understand psychology behind employee hesitation
- Learn to empower,
- Learn to shape right attitude ,
- Learn to become a factory of Ideas ,
- Learn to develop right work environment and culture

14. Entrepreneurial skills

Learning-Training methods:

Pawab

The various methods that can be incorporated in the training program can be listed as under:

- | | |
|-------------------------|---|
| i. Lectures | ix. Problem based learnings |
| ii. Roleplays | x. Lecture |
| iii. Practice | xi. Small Group Discussion |
| iv. Case Study | xii. Role Play |
| v. Simulation | xiii. Use of Video/Slideshows/Films/Animati |
| vi. Demonstrations | xiv. Field Visits |
| vii. Innovative methods | xv. Pictures/Posters |
| viii. Team games | |

Role of the Trainer (CIL Trainers):

A Soft Skills Trainer provides targeted training to individuals to help them strengthen their Interpersonal skills. While many people are brilliant at their jobs, some fall short in the area of soft Trainers provide support for people who struggle with or lack interpersonal communication skills. They achieve this by teaching helpful strategies as well as providing various role-playing activities that allow the participants to realize their shortcomings and take action to correct them.

Duties and responsibilities of the Soft Skill Training Team:

some common duties & responsibilities include:

- Selecting or creating appropriate learning materials for instructional purposes
- Monitoring the effectiveness of training materials
- Assessing the weaknesses and strengths of individuals and adjusting training as needed
- Performing administrative tasks such as scheduling, coordinating and billing

Soft Skills Trainer Skills

The ability to teach others, exercise leadership, negotiate and work with people from diverse backgrounds are some of the most important skills a Soft Skills Trainer will need to be able to do. In addition, an understanding of conflict resolution and the ability to teach strategies related to it are key. Social perceptiveness is also helpful because it will allow the trainer to

Ramab
PRINCIPAL
Dayananda Saraswati College of Education
DAYANANDA SARASWATI COLLEGE OF EDUCATION
Kumaraswamy Layout, Bangalore - 560 111

understand the motivation or lack of motivation of specific individuals and use the information to encourage the development of interpersonal skills.

Other key Soft Skills Trainer skill areas include:

- ❖ Analytical skill
- ❖ Decision-making skills
- ❖ Interpersonal skills
- ❖ Public speaking skills
- ❖

Assessment pattern to be followed:

An independent assessment will be conducted after each program. The results of each of these assessments will help the committee formulate a dynamic, policy driven program with the ultimate goal of being useful to the student community at large.

Expected Learning outcomes:

In addition to the academic and office and own practices skills every student acquires during their stint as Architects students; they will also develop social & work life skills, as well as their personal & emotional well-being, including resilience, teamwork, communication, leadership, communication, emotional maturity & health, confidence, enthusiasm for learning, responsibility & employability skills.

In general, acquiring relevant chairside interpersonal skills is necessary so that Architects students can organize, plan, and manage their vast learning experiences and deal with different situations during office managements, site visits, and client interactions encounters. The ability to respond to the Client's needs and meeting their expectations satisfactorily will strengthen students from within, and this makes a good predictor of academic success within the undergraduate Architectural curriculum and beyond.

Term of the Soft Skills committee members:


The term of the committee members would be for 3 years.

Meetings of Committee:

Two meetings will be held each year. All meetings will involve participation of all the committee members. The meetings will be done in a conducive environment and with adequate privacy and will be a planned & organized one.

Soft Skills Program outline:

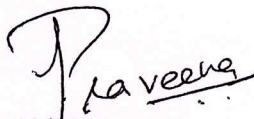
1. Regular and continuous Soft Skills development programs will be held
2. The programs will be conducted in a planned & and organized manner.


PRINCIPAL
Dayananda Sagar College of Architecture
DAYANANDA SAGAR COLLEGE OF ARCHITECTURE
Shayige Hall, 1st Stage, 1st Cross,
Kumaraswamy Layout, BANGALORE - 560 111

3. Discussion points will be documented and a summary report will be prepared. In case of confusion and/or need for clarifications one will bring the issues to the notice of the Coordinator.

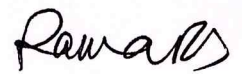
4. The summary report of every meeting & program will be documented & submitted to the Coordinator within a week.

5. Once in two months committee meetings will be held. These reports of these meetings will be submitted to the Chairperson.


Dr. Praveena

Head Training & Operations - CIL

Centre for Innovation & Leadership
Dayananda Sagar Institutions
4th Floor, Dr. C. D. Sagar Centre for Life Sciences
Shavige Malleshwara Hills, Kumaraswamy Layout,
Bengaluru - 560 078.


Principal 27/2/19

PRINCIPAL
DAYANANDA SAGAR COLLEGE OF ARCHITECTURE
DAYANANDA SAGAR INSTITUTIONS
Shavige Malleshwara Hills,
Kumaraswamy Layout, Bangalore - 560 111.



PRINCIPAL
Dayananda Sagar College of Architecture
DAYANANDA SAGAR INSTITUTIONS
Shavige Malleshwara Hills,
Kumaraswamy Layout, Bangalore - 560 111