

**JAIPUR NATIONAL UNIVERSITY**  
**SEEDLING SCHOOL OF LAW AND GOVERNANCE**

**NOTICE**

Date:04.01.2021

This is to inform the students of B.A.LL.B/ B.B.A. LL.B. 3<sup>rd</sup> year and LL.B (3 yr) 2<sup>nd</sup> year that an online session on Skills for 21<sup>st</sup> Century Lawyers is going to be organized by Justice J. K. Ranka on 18<sup>th</sup> January, 2021 at 10:30a.m. The Brochure has been attached herewith for your kind reference. Those interested, are thereby requested to give their names to the respective coordinators.

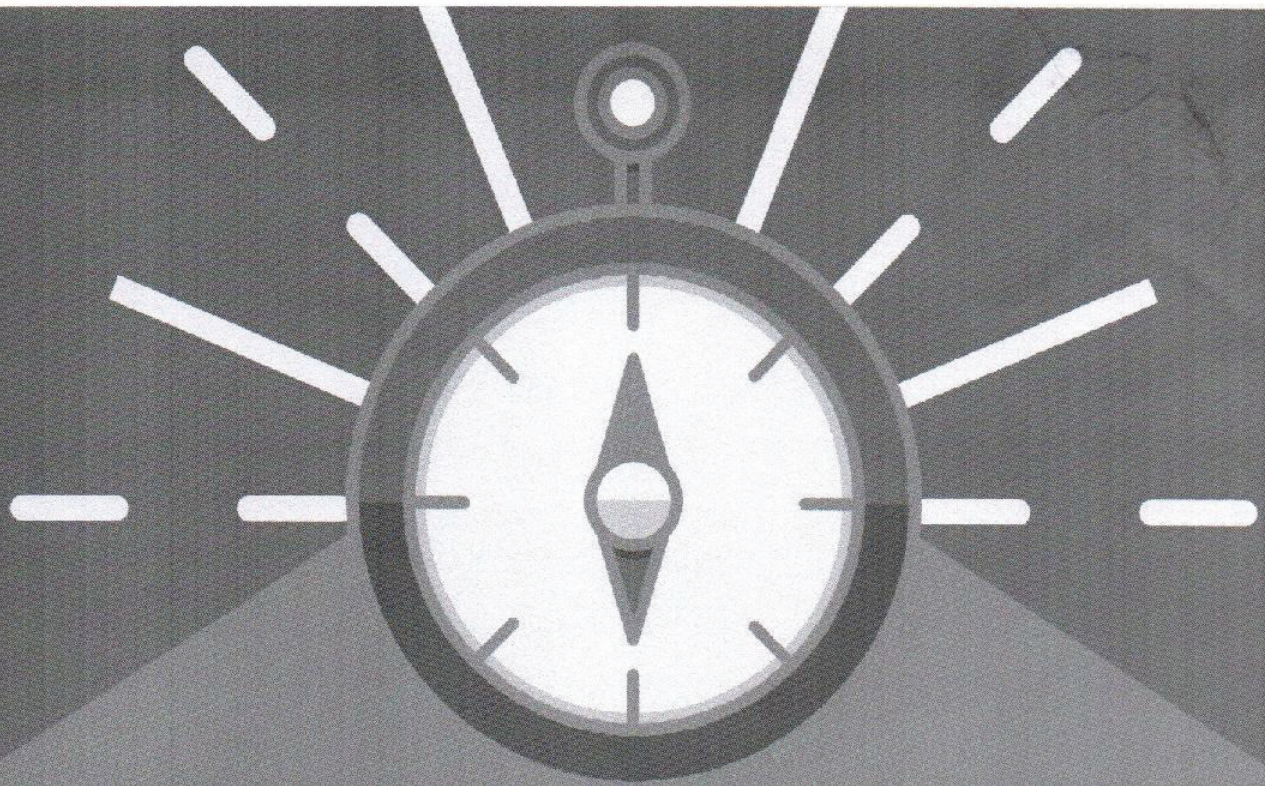


**(Authorized Signatory)**



**Assistant Registrar**  
Jaipur National University  
Jaipur





SEEDLING SCHOOL OF LAW  
AND GOVERNANCE

# *SOFT SKILL ENHANCEMENT SESSION*

January 18, 2021 | 10:30 AM

Meeting Link

<http://meet.google.com/tkr-lwzr-mzn>

Contact:

**Assistant Registrar**  
1. Mr. Veer Vikram Singh  
2. Mr. Paras Aneja  
Jalpur National University  
Jalpur



**Jaipur National University  
Seedling School of Law and Governance**

**19<sup>th</sup> January, 2021**

**Justice J K Ranka spoke on "Skills for the 21<sup>st</sup> Century Lawyer"**

With the beginning of the Induction Programme for the Newly Admitted Law Students, the Seedling School of Law and Governance invited Justice J. K. Ranka to speak on "Skills for the 21<sup>st</sup> Century Lawyer" on 18<sup>th</sup> January.

Justice Ranka began his talk by alluding to the fact that the legal education system of India produced law graduates without teaching them to inculcate the skills for practicing. He believes that a good quality of a lawyer is to be a good human being as the lawyer owes it to the Constitution and the Society. He considers Righteous Thinking and Righteous Speech important aspects of a lawyer.

Justice Ranka then explained certain immutable skills necessary for a law graduate to master the art of advocacy. He emphasized that a good sense of communication is one of such skills. He asserted that one should be able to handle the clients and build a rapport with them as well. He said that it is only by listening patiently to the client that an advocate can respect and understand her position.

Justice Ranka further opined that an advocate needs to develop mastery over the facts in the context of the law so as to understand the legal perspective of the case. He advised the students that to gain command over any case it is necessary to learn how to cull out legal elements from the pell-mell of the facts and clarity of facts. In order to sift the facts from law, he maintained that there was a need to bring in ethical advocacy.

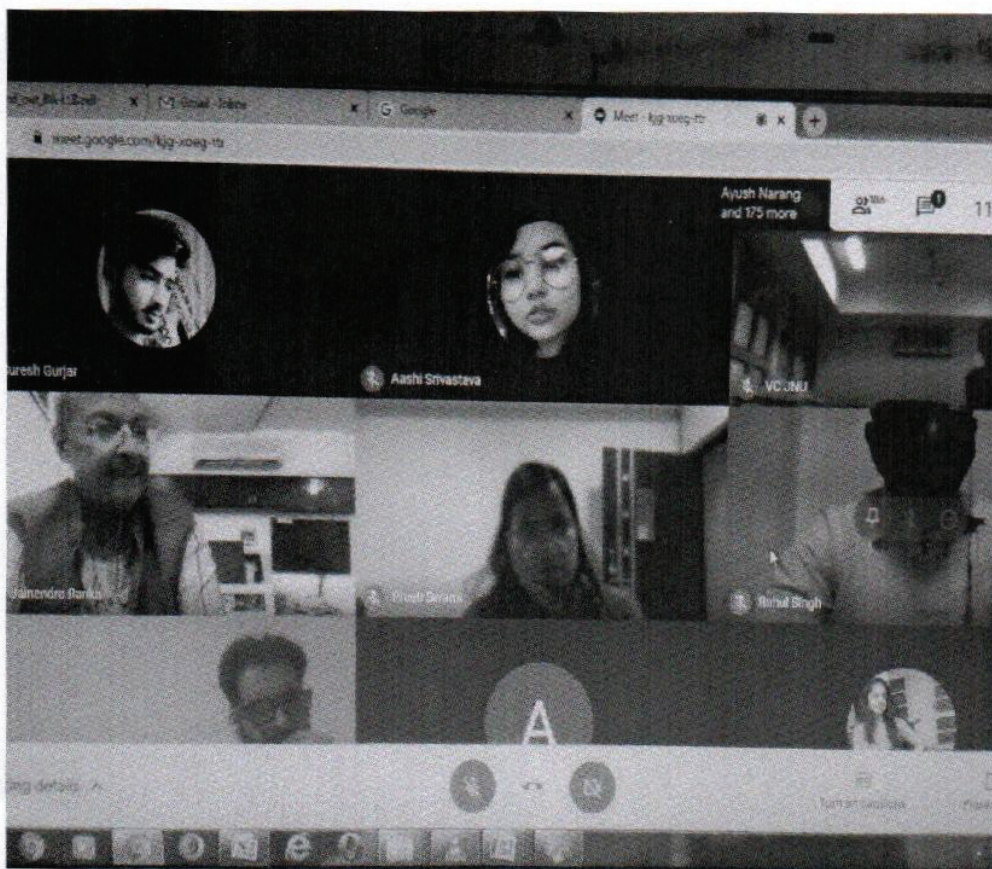
The session was quite an interactive one, as teachers, and students from different years were widely encouraged to ask questions.

Using his personal experiences and quirky anecdotes, Justice Ranka taught the students how to develop an all-round personality that will help them thrive in the world of litigation.



**Assistant Registrar  
Jaipur National University  
Jaipur**





  
**Assistant Registrar**  
Jaipur National University  
Jaipur





**JAIPUR NATIONAL UNIVERSITY, JAIPUR**

**SCHOOL OF BUSINESS AND MANAGEMENT**

**CIRCULAR**

18 September, 2020

All the students are hereby informed that **Soft Skills and Personality Development Program** course for BBA & B.Com will commence from 12 October 2020 for making the students' aware about the recent trends in Soft skills and Personality Development.

Interested candidates may apply by 30 September, 2020.

Course Co-ordinator: Mr. Prateek Jain and Mr. Mohit Totuka

Class Time: 3:30pm-4:30pm

Course Duration: 15 hrs.

Location-Room no.: G3/Ground Floor.

A handwritten signature in black ink, appearing to be 'P. Jain'.

(Authorized Signatory)

Assistant Registrar  
Jaipur National University  
Jaipur





# JAIPUR NATIONAL UNIVERSITY

(Established by the Government of Rajasthan under the Jaipur National University, Jaipur Act No. 5 and Approved by the UGC under Section 2 (f) of the UGC Act 1956)

**School of Business and Management (SIILAS)**

**SEEDLING GROUP OF INSTITUTIONS**

**SIILAS-CAMPUS**

**Session Year: 2020-21**

**Course Title: Soft Skills and Personality Development**

**Course Outcome:**

1. The student would be able to understand the basic of, Personality Development its concepts and principles.
2. The student would be able to think Out of box thinking
3. The student would be able to develop the correct attitude
4. The student would be able to prepare Goal Settings
5. The student would be able to understand the Decision Making & Time Management

**Module:**

Unit I	<b>Self Analysis</b> SWOT Analysis, Who am I, Attributes, Importance of Self Confidence, Self Esteem
Unit II	<b>Creativity &amp; Emotional Intelligence</b> Out of box thinking, Lateral Thinking, Emotional Intelligence, emotional quotient why Emotional Intelligence matters, Emotion Scales. Managing Emotions
Unit III	<b>Attitude</b> Factors influencing Attitude, Challenges and lessons from Attitude, Etiquette.
Unit IV	<b>Motivation &amp; Goal Setting</b> Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators. Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals.
Unit V	<b>Decision Making &amp; Time Management</b> Importance and necessity of Decision Making, Process and practical way of Decision Making, Weighing Positives & Negatives, Time Management, Value of time, Diagnosing Time Management, Weekly Planner To do list, Prioritizing work

**Course Duration: 15 Hours**

**Course coordinator: Mr. Prateek Jain, Mr. Mohit Totuka**

**Commencement of Course: 12 October 2020**

**E-Learning: Swayam (<https://swayam.gov.in>), E-library, E-books, online PDF material etc**

**Suggested Readings:**

  
**Assistant Registrar**  
Jaipur National University



1. Covey Sean, Seven Habits of Highly Effective Teens, New York, Fireside Publishers, 1998.
2. Carnegie Dale, How to win Friends and Influence People, New York: Simon & Schuster, 1998.
3. Thomas A Harris, I am ok, You are ok, New York, Harper and Row, 1972
4. Daniel Coleman, Emotional Intelligence, Bantam Book

**Qualifying Criteria:**

1. 70% Attendance shall be the prime component for qualifying the course and
2. G.D/VIVA/Role Play (any of These)



Assistant Registrar  
Jaipur National University  
Jaipur





**Jaipur National University, Jaipur**  
**School of Business Management**

**SIILAS Campus**

**Session: 2020-21**

**Report on Soft Skills and Personality Development Course**

Soft skills training is provided to the students to understand the role of listening skills in effective communication, expose students to neutral accent, acquire decision making, problem solving and assertive skills. A Personality Development Course was organized for the students to enhance their presentation skills, inter-personal skills, team building, emotional intelligence and decision making. A Personality Development Program under Capacity Development and Skill Enhancement Initiative was conducted in School of Business Management for BBA/B.Com students for one hour daily for 15 days. The course runs from 12/10/2020 to 28/10/2020. The entire 15 days program was handled by Mr. Prateek Jain and Mr. Mohit Totuka on the need of Life Skills which are required to meet the challenges of workplace and personal life also. The session began with an **ice breaker activity** that enabled participants to understand the real objective of an elaborated session on Life Skill building. Each participant was asked to introduce themselves using an adjective starting from the first alphabet of their name. This way, everyone got an opportunity to get in the flow of the sessions planned ahead.

Proceeding further in the session, students were asked to do SWOT Analysis (Strength, Weakness, Opportunity and Threats) of themselves so that they can get an idea of the concept of 'Who I am'. This really helps them to identify and introspect themselves, and develop skills accordingly for choosing their respective career paths.

  
**Assistant Registrar**  
Jaipur National University  
Jaipur



Beginning with the **perspective building session on Life Skills**, need-analysis questionnaire was shared among all, to help them analyse and choose one ability which they think best suited the set of situations given. This activity was aimed at bringing out the knowledge of basic skills required to face day to day challenges. Further, each one was handed with another questionnaire to answer questions in details (like what one understands by the term Life Skills, different kinds of Life Skills, why are they important, etc.) to test their knowledge about the subject being discussed. By the means of this distinctive set of activities, individual understanding of the concept, its techniques and ways of implementing the same were well established among each participant.

Advancing to session 2, the need of enhancing life skills among students was discussed in detail. Thinking skills, social skills, and emotional skills and their types were taken up in detail one after the other. Followed by the discussion, use of various techniques (like discussion, debate, role play, storytelling, etc.) to highlight the value/importance of life skills in students were explained and deliberated. Various groups were made and each group was given a role play theme to enact and bring out various life skills that the characters of the play represented. Here, they get an opportunity to think out of box for bringing creative solutions to the problem.

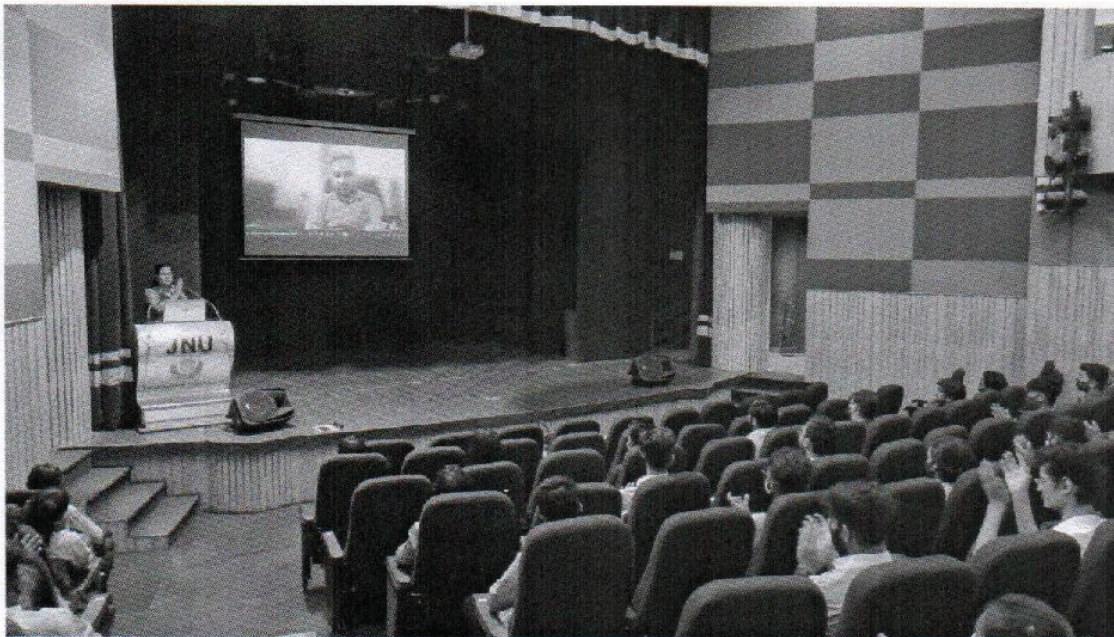
The various tools to access life skills were also taken up in next session. The objective of conducting this session, was to make teachers well equipped with knowledge that can help them manage and deal with innumerable (small or big) instances happening inside/outside the classrooms. The session not only made our teachers more sensitive and understanding towards students, but also helped in imbibing life skills in their teaching style so that children of today get education that adds value to their personality as a whole. The students were able to develop positive attitude towards life and workplace that helps them to solve the real life

Assistant Registrar  
Jaipur National University  
Jaipur



problems. In the next session, the factors of Intrinsic & Extrinsic Motivators were taught to them. The importance of Self talk, Wish List, setting SMART Goals were discussed with them for making blue print for success in achieving short term and long term Life Goals.

The last session comprises of understanding the importance and necessity of Decision Making, Process and practical way of Decision Making, Weighing Positives & Negatives, analysis of the importance of Time Management, Diagnosing Time Management, Weekly Planner To do list, and prioritizing work for accomplishing targets at time. Students felt that this Personality Development course was very much useful, inspiring and motivating for them. It is planned to extend this course in the next upcoming years also.



A handwritten signature in dark ink, appearing to be a stylized 'G' or similar character.

Assistant Registrar  
Jaipur National University  
Jaipur



# SEEDLING SCHOOL OF NURSING JAIPUR NATIONAL UNIVERSITY

Date- 03 Dec. 2020

## Circular

This is to inform all B.Sc. Nursing students that seedling school of nursing going to organize value-added course on **“Developing Soft Skills and Personality”** from 07 Dec. 2020 at School of Nursing, SIILAS Campus. Confirm your presence to class coordinator.

For more detail Contact  
Mr. Aditya Pareek  
Associate Professor



(Authorized Signatory)

Assistant Registrar  
Jaipur National University



# JAIPUR NATIONAL UNIVERSITY

## SEEDLING SCHOOL OF NURSING

**Course Title: Developing Soft Skills and Personality**

**Session Year: 2020-21**

**Course Outcome:** The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfillment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

### Course Content


<b>Unit I</b>	Introduction: A New Approach To Learning Types Of Soft Skills: Self-Management Skills Aiming For Excellence: Developing Potential And Self-Actualisation Need Achievement And Spiritual Intelligence
<b>Unit II</b>	<b>Motivation &amp; Goal Setting</b> Factors of motivation, Self talk, Intrinsic & Extrinsic Motivators. Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals.
<b>Unit III</b>	Inter-Personal Conflicts: Two Examples Types Of Conflicts: Becoming A Conflict Resolution Expert Types Of Stress: Self-Awareness About Stress Regulating Stress: Making The Best Out Of Stress
<b>Unit IV</b>	Communication Skills: Effective Communication Barriers To Communication: Miscommunication Non-Verbal Communication: Issues And Types Body Language: For Interviews
<b>Unit V</b>	Presentation Skills: Overcoming Fear Presentation Skills: The Role Of Body Language Reading Skills: Effective Reading Human Relations: Developing Trust And Integrity

**Course Duration:** 10 Hours

**Course coordinator:** Dr Virendra Singh Choudhary

**Commencement of Course:** 07 December 2020

**E-Learning:** Swayam (<https://swayam.gov.in>), E-library, E-books, online PDF material etc

  
Assistant Head  
Jaipur National University  
Jaipur



## BOOKS AND REFERENCES

- Dorch, Patricia. *What Are Soft Skills?* New York: Execu Dress Publisher, 2013.
- Kamin, Maxine. *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders.* Washington, DC: Pfeiffer & Company, 2013.
- Klaus, Peggy, Jane Rohman & Molly Hamaker. *The Hard Truth about Soft Skills.* London: HarperCollins E-books, 2007.
- Petes S. J., Francis. *Soft Skills and Professional Communication.* New Delhi: Tata McGraw-Hill Education, 2011.
- Stein, Steven J. & Howard E. Book. *The EQ Edge: Emotional Intelligence and Your Success.* Canada: Wiley & Sons, 2006.

### Qualifying Criteria:

1. 70% Attendance shall be the prime component for qualifying the course and
2. G.D/VIVA/Role Play (any of These)



Assistant Registrar  
Jaipur National University  
Jaipur



# JAIPUR NATIONAL UNIVERSITY

## SEEDLING SCHOOL OF NURSING

### Report on Developing Soft Skills and Personality

11 Dec. 2020

Five day counseling session was organized by Seedling School of Nursing, Jaipur National University, Jaipur, Rajasthan on 07 Dec 2020 on the topic "Developing Soft Skills and Personality for B.Sc. Nursing Students". A total number of 39 students participated in the sessions.

The programme was conducted from 11 am to 1 pm 5 days session (07/12/2020 to 11/12/2020).

#### The main object of the workshop was :-

- to familiarize participants with the emerging ideas and trends on how to develop personality.
- to teach participants to work with various professionals, people and groups.
- to understand the meaning of life and work in the present context;
- to enhance their communication skills and interpersonal skills in order to function in professional and social settings effectively;
- to enrich the academic language skills (writing and presentation skills) for academic writing and presentations;
- to understand effective planning, time management and implementation for setting goals and achieving both personal and professional goals;
- to learn to evaluate oneself (self appraisal and introspection) for further growth, personally and professionally.

#### **Day 1 (07/12/2020)**

The workshop started with an inaugural session and was inaugurated by the Director of Sillas Campus D.S. Bhatiya Sir, Faculty members of Seedling school of Nursing Ms. Ruby Singh, Asst. Professor, Seedling School of Nursing, delivered the welcome address of the inaugural session. It was followed by lighting of the lamp; felicitation of the guests.

The first technical session started with Introduction: A New Approach To Learning, Types Of Soft Skills: Self-Management Skills, Aiming For Excellence: Developing Potential And Self-Actualisation, Need Achievement And Spiritual Intelligence by Dr. Virendra Choudhary Principal, Seedling School of Nursing.

#### **Day 2 (08/12/2020)**

On the second day of the workshop Mr. Aditya Pareek, Assistant Professor, Seedling School of Nursing, Delivered on " Motivation & Goal Setting" In this topic She explain about

Assistant Registrar  
Jaipur National University  
Jaipur



factors of motivation, Self talk, Intrinsic & Extrinsic Motivators. Wish List, SMART Goals, Blue print for success, Short Term, Long Term, Life Time Goals.

### **Day 3 (09/12/2020)**

Ms. Ms. Ruby Singh, Asistant Professor, Seedling School of Nursing discussed on "Inter-Personal Conflicts" On this topic speaker speak about types Of Conflicts: Becoming, A Conflict Resolution Expert, Types Of Stress: Self-Awareness About Stress, Regulating Stress: Making The Best Out Of Stress

After that the participants were asked to discuss on the following ideas in groups. The ideas were

- i) What ails Indian Universities,
- ii) Freedom is not free,
- iii) English language is a skill today,
- iv) Why is quality education elusive?
- v) Is social life deteriorating?

### **Day 4 (10/12/2020)**

On the fourth day of the workshop Mr. Aditya pareek, Assistant Professor, Seedling School of Nursing, Delivered on "Communication Skills" In the next talk two topics were discussed. One was How moderate are you? And another one is Communication skills. She He delivered a talk on "Barriers of communication skills". He explained what the common barriers in communication and how to overcome from that.

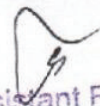
### **Day 5 (11/12/2020)**

In the last day of the programme sessions were taken by Dr. Virendra Choudhary Principal, Seedling School of Nursing, Last session was Presentation Skills: Overcoming Fear, Presentation Skills: The Role of Body Language, Reading Skills: Effective Reading, Human Relations: Developing Trust And Integrity

**The session was followed by participant's feedback and distribution of certificates by distinguished guests.**

The brief report of the workshop was presented by Prof. D.S. Bhatiya , Director, Seedling school of Nursing. The programme was ended with vote of thanks by Ms. Ms. Ruby Singh, Assis. Professor.

**Course Outcome:** The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Hard or technical skills help securing a basic position in one's life and career. But only soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence, and derive fulfillment and supreme joy. Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

  
Assistant Registrar  
Jaipur National University  
Jaipur