



V. M. V. V. Sangha's

**V.M.K.S.R. Vastrad Arts, Science &  
V.S. Bellihal Commerce College,  
Hungund - 587118**

Nationally Re-Accredited With Grade 'B+' by NAAC

*Department of Sociology*

**Certificate Course on "Social  
Skills & Career Development"**

**With effect from the  
academic year  
2022-23**

**Prof. (Smt). Shashikala Math**  
Principal

  
Principal

Vijaya Mahantesh Krupapohit  
S.R Vastrad Art, Science & V.S.Bellihal  
Commerce College, Hungund-587118

  
**Mr. Veerappa Rayar**  
Coordinator & HoD  
Department of Sociology

  
**Dr. Shrishail Golagond**  
Coordinator IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

**From,**

Mr. Veerappa Rayar  
Assistant Professor, HoD Sociology  
V. M. K. S. R. Vastrad Arts, Science &  
V. S. Bellihal Commerce College,  
Hungund



**To,**

The Principal  
V. M. K. S. R. Vastrad Arts, Science &  
V. S. Bellihal Commerce College,  
Hungund

Respected Madam,

**Sub:** Requesting to conduct certificate course for B.A/B.Sc/B.Com. students.

With reference to above, I request you to permit to conduct certificate course on 'Social Skills & Career Development' of 30 days duration for B.A/B.Sc/B.Com students.

Thanking you,

Yours' faithfully

Date: 25/07/2023 .

A handwritten signature in black ink, appearing to be "Vijaya Mahantesh Krupapohit".

Coordinator  
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

A handwritten signature in green ink, appearing to be "Vijaya Mahantesh Krupapohit".

Principal

Vijaya Mahantesh Krupapohit  
S.R Vastrad Art, Science & V.S. Bellihal  
Commerce College, Hungund-587118



ESTD: 1967

V. M. V. V. Sangha's

Post Box No.. 3

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts,  
Science and V. S. Bellihal Commerce College, Hungund**

Prof.(Smt) S. K. Math  
Principal Fax No:08354

Affiliated to Rani Channamma University Belagavi  
College Code: 6217

Ph.No: 260224(08351)

Email ID: vmsrv\_hnd@yahoo.com

Circular

All the students are hereby informed that college has conducting a certificate course on 'Social Skills & Career Development'' from 01/08/2023 to 30/08/23 for BA/B.Sc/B.Com Students. Interested students enrol your names at course coordinator Mr. Veerappa Rayar.

Date: 25/07/2023.

Coordinator  
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts,Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist:Bagalkote State:Karnataka

Principal

Vijaya Mahantesh Krupaposhit  
S.R Vastrad Art, Science & V.S.Bellihal  
Commerce College,Hungund-587118



V.M.V.V. Sangha's  
V.M.K.S.R.VASTRAD ARTS, SCIENCE AND V.S.BELLIHAL COMMERCE  
COLLEGE HUNGUND-587118

(Accredited at 'B+' Grade by NAAC with CGPA of 2.56 in 3<sup>rd</sup> Cycle)



## DEPARTMENT OF SOCIOLOGY

*Certificate course on*

**"SOCIAL SKILLS AND  
CAREER DEVELOPMENT"**

With effect from academic year **2022-23** onwards

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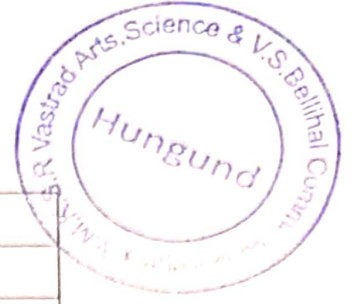
Coordinator  
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

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Principal

Vijaya Mahantesh Krupapohit  
S.R Vastrad Art, Science & V.S. Bellihal  
Commerce College, Hungund-587118



**Subject Experts:**

Sl.No.	Name of the Faculty	Subject to Deal
1.	Mr. Veerappa Rayar	Social Skills
2.	Mr. Anand Teli	Career Development

**SOCIAL SKILLS AND CAREER DEVELOPMENT**

**Course Objectives:**

- To enhance self-awareness and foster personal growth for optimal career readiness
- To equip students with essential social skills and competencies required for successful career
- To develop interpersonal skills for effective interface at workplace

**Course Outcomes (COs)**

- Develop interpersonal skills for career readiness
- To inculcate social etiquettes
- To up-skill and create career pathways

**Facilities Available:**

- 1) Experience teaching faculty.
- 2) ICT Class rooms available.

**Eligibility:**

Any B.A, B.Com and B.Sc students are eligible apply for this certificate course.

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IQAC

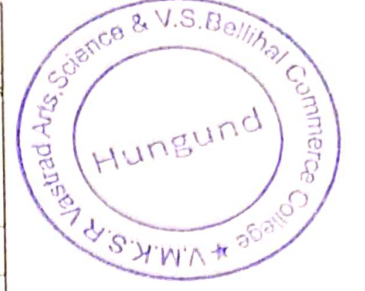
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

Principal

Vijaya Mahantesh Krupapohit  
S.R Vastrad Art, Science & V.S. Bellihal  
Commerce College, Hungund-587118

**Structure:**

S.NO.	PARTICULAR	INFORMATION FURNISHED
1.	<b>SOCIAL SKILLS AND CAREER DEVELOPMENT</b>	Develop interpersonal skills for career readiness To inculcate social etiquettes To up-skill and create career pathways
2.	Duration of the Course	30 Days
3.	Teaching Hours	30 hours(Theory)
4.	No. of Teaching Hrs /week	08
5.	Intake for the Course	30
6.	Eligibility for the Enrollment	B.A,B.Com and B.Sc
7.	Medium of Instruction	English and Kannada



**Assessment procedure :**

- Exam Hours - 3 Hours
- Marks - 100 Marks

The Examination criteria mode is evaluated as per grade system. 'A' — Grade : 60- 100

Marks

'B'—Grade: 40-59Marks 'C'—Grade: 35-40Marks

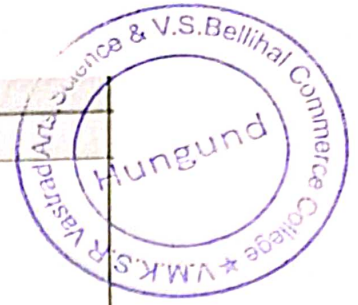
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S.R Vastrad Art, Science & V.S.Bellihal  
Commerce College,Hungund-587118

<b>SOCIAL SKILLS AND CAREER DEVELOPMENT</b>	
<b>UNIT - I</b>	<b>FOUNDATION OF SOCIAL SKILLS</b>
<p><b>Chapter 1:</b>            Social Skills: Concept, Features, Importance, Types;            Emotional Intelligence and Critical Thinking;            Goal Setting and Personal analysis</p> <p><b>Chapter 2:</b>            Behavioural and Interpersonal Skills; Common Etiquettes;            Listening, Reading and Writing Skills</p> <p><b>Chapter 3:</b>            Self-Introduction; Interview Skill; Presentation Skills;            Group Discussion; Public Speaking;            Letter and Resume Writing</p>	
<b>UNIT - II</b>	<b>DEVELOPMENT OF CAREER SKILLS</b>
<p><b>Chapter 4:</b>            Human Values and Work Ethics as Integral Soft Skills;            Exploring the Role of Soft Skills In Career Success</p> <p><b>Chapter 5:</b>            Professional Skills; De-stressing Skills;            Time Management; Leadership Skills</p> <p><b>Chapter 6:</b>            Essential Digital Skills;            Effective use of Social Media (Internet Social Skills)</p>	



*[Handwritten Signature]*

Coordinator  
I Q A C

Vijaya Mahantesh Krupapohit S.R. Vastrad  
 Arts, Science & Vijay Shankarappa Bellihal  
 Commerce College, Hungund-587118  
 Dist: Bagalkote State: Karnataka

*[Handwritten Signature]*

Principal  
 Vijaya Mahantesh Krupapohit  
 S.R. Vastrad Art, Science & V.S. Bellihal  
 Commerce College, Hungund-587118



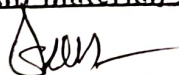



#### REFERENCES:

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- Panja, Sharmistha et al. (2006). Business English. Pearson.
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- Tuhovsky, Ian (2019). Communication Skills Training (2nd edition) Rupa Publication India.
- University Grants Commission. (2019). Curriculum for life skills (Jeevan Kaushal). Secretary, UGC, New Delhi. <https://www.ugc.gov.in/e-book/SKILL%20ENG.pdf>

#### INTERNET SOURCES:

- Professional Development Training for the Modern Workplace. <https://virtualspeech.com>
- Employability Skill. <https://www.studocu.com/in/document/anna-university/be/2-bcom-e-skill-material/9690042>

  
Coordinator  
I Q A C  
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

  
Principal  
Vijaya Mahantesh Krupapohit  
S.R Vastrad Art, Science & V.S. Bellihal  
Commerce College, Hungund-587118



Estd: 1967



V.M.V.V.Sangha's  
Vijaya Mahantesha Krupaposhit  
R. Vastrad Arts, Science and V. S. Bellihal Commerce College,  
Dist: Bagalkot Hungund- 587118 State:

Post Box No: 3



Phone: 260224-08351  
260224

Affiliated Rani Channamma University, Belagavi  
College Code: 6217

Fax No: 08351-

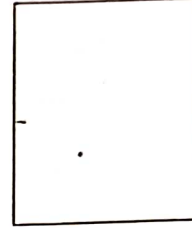
Email ID: [vmsrv\\_hnd@yahoo.com](mailto:vmsrv_hnd@yahoo.com)  
[www.vmsrvcollege.com](http://www.vmsrvcollege.com)

website:

Nationally Re-Accredited with Grade 'B' by NAAC

### APPLICATION ENROLLEMENT

1. Name of the Course : Research Methodology
2. Year of the Course : 2022 2023
3. Semester : B.A. V<sup>th</sup>



### General Information of the Candidate

Name of the Student : \_\_\_\_\_

Sex : Male: \_\_\_\_\_ Female: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Cast : \_\_\_\_\_

Annual Income : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
\_\_\_\_\_

Contact No. : 

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### Declaration

I herby certify that above information furnished by me is true to the best of my knowledge and belief. I shall regularly attend all theory classes in the college, in case shortage of attendance I may not be permitted to appear for the examination. Further I declare that I shall abide by the rules and regulation of the college and adhere to the discipline.

Signature of the Student

Coordinator  
IQAC

Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

Principal

Vijaya Mahantesh Krupaposhit  
S.R Vastrad Art, Science & V.S. Bellihal  
Commerce College, Hungund-587118

Estd: 1967



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Hungund- 587118  
State:

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260224

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Fax No: 08351-

Email ID: [ymsrv\\_hnd@yahoo.com](mailto:ymsrv_hnd@yahoo.com)  
[www.ymsrvcollege.com](http://www.ymsrvcollege.com)

website: -

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# DEPARTMENT OF SOCIOLOGY

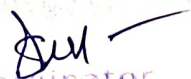
## CAREER ORIENTED RESEARCH CERTIFICATE COURSE

Social Skills and Career Development.

(Only for V<sup>th</sup> Semester)

### TIME TABLE – 2022-2023

DAYS	Time	Name of the Faculty
Monday	4pm to 5pm	Mr. Veerappa Rayar
Tuesday	4pm to 5pm	Dr. S.R.Nagannavar
Wednesday	4pm to 5pm	Mr. Anand Teli

  
Coordinator  
IQAC  
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

  
Principal  
Vijaya Mahantesh Krupapohit  
S.R.Vastrad Art, Science & V.S.Bellihal  
Commerce College, Hungund-587118



ESTD: 1967

V. M. V. V. Sangha's

**Vijaya Mahantesh Krupaposhit S. R. Vastrad Arts,  
Science and V. S. Bellihal Commerce College, Hungund**

Prof.(Smt) S. K. Math  
Principal Fax No:0835

Affiliated to Rani Channamma University Belagavi  
College Code: 6217

Ph.No: 260224(08351)

Email ID: vmsrv\_hnd@yahoo.com



Post Box No.. 3

VMSRV/ 2022-23

Date: 25/07/2023

To,

Dr. Suman Muchakhandi  
Associate Professor  
GFG College Navanagar  
Bagalkot

**Sub: Appointment Letter.**

Respected Sir,

With reference to the subject cited above, you have been appointed as BOS Member for the Certificate Course – 'Social Skills and Career Developments' for 2022-23. And we request you to act as resource person for this certificate course.

Principal

Place: Hungund

Date: 25/07/2023

Coordinator  
IQAC

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Arts, Science & Vijay Shankarappa Bellihal  
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Principal

Vijaya Mahantesh Krupaposhit  
S.R.Vastrad Art, Science & V.S.Bellihal  
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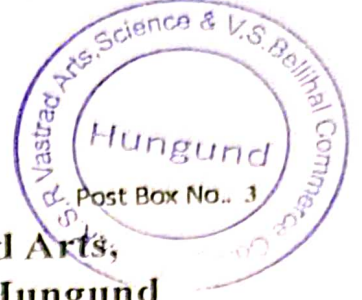




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Prof.(Smt) S. K. Math  
Principal Fax No:0835

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College Code: 6217

60224(08351)

Email ID: vmsrv\_hnd@yahoo.com

VMSRV/ 2021-22

Date: 30/08/2023

To,

Dr. Suman Muchakhandi  
Associate Professor  
GFG College Navanagar  
Bagalkot

**Sub: Appreciation Letter.**

Respected Sir,

You have been accepted our request as BOS member and resource person for certificate course – 'Social Skills & Career Development'. We really appreciate the syllabus you have framed for the course and the knowledge you shared with our students as resource person.

Your dedication towards the student fraternity is highly appreciable.

Principal

Place: Hungund

Date: 30 / 08 / 2023

Coordinator  
IQAC

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Arts, Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist: Bagalkote State: Karnataka

Principal

Vijaya Mahantesh Krupaposhit  
S.R Vastrad Art, Science & V.S. Bellihal  
Commerce College, Hungund-587118





# QUESTION PAPER

VMKSR VASTRAD ARTS SCIENCE AND V S BELLIHAL COMMERCE  
COLLEGE HUNGUND-587118 DISTRICT : BAGALKOT , KARNATAKA



## SOCIAL SKILLS AND CAREER DEVELOPMENT

Time : 03 Hours

Maximum Marks : 100

Answer any five of the following.

1. What are the main features of social skills?
2. Explain the importance of social skills.
3. Explain about self introduction.
4. Discuss about letter and resume writing.
5. Explain the importance of human values and work ethics as integral soft skills.
6. Explain about time management.
7. Explain the importance of essential digital skills.
8. Explain about effective use of social media.

  
Coordinator  
IQAC

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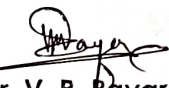
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College, Hungund – 587118**

Tq. Hungund

Dist. Bagalkot

## Certificate

This is to Certify that Mr/Miss..... **Azati. Talawar.**.....  
Of..... **V.M. K.S.R.V. College. Hungund**.....has participated in CERTIFICATE  
COURSE ON “**Social Skills and Career Development**” organized by the the Department of  
Sociology form 01-08-2023 to 30-08-2023 in our institution.

  
**Mr. V. P. Rayar**  
Coordinator

**Dr.S.R.Galagond**  
  
Coordinator IQAC  
Coordinator  
IQAC  
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts,Science & Vijay Shankarappa Bellihal  
Commerce College, Hungund-587118  
Dist:Bagalkote State:karnataka

**Prof.(Smt) S.K.Math**  
  
Principal  
Principal  
Vijaya Mahantesh Krupapohit  
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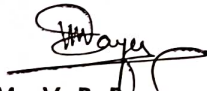
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College, Hungund – 587118**

Tq. Hungund


Dist. Bagalkot

## Certificate

This is to Certify that Mr/Miss..... **Lalita. Daddi**.....  
Of..... **V.M.K.S.R.V. College, Hungund**.....has participated in CERTIFICATE  
COURSE ON “**Social Skills and Career Development**” organized by the the Department of  
Sociology form 01-08-2023 to 30-08-2023 in our institution.

  
**Mr. V. P. Rayar**  
Coordinator

**Dr.S.R.Golagond**  
  
Coordinator IQAC  
IQAC  
Vijaya Mahantesh Krupapohit S.R.Vastrad  
Arts,Science & Vijay Shankarappa Bellihal  
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**Prof.(Smt) S.K.Math**  
  
Principal  
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