



Department of Computer Applications

Under the Aegis of IQAC

Skill Enhancement Certificate Course on Soft Skills for Professionals

October – December 2024

3:30 P.M. – 5:00P.M.
(Monday-Wednesday)



[Click to Register](#)

Last date to register – 8th October, 2024

Maharaja Agrasen Institute of Management Studies

Affiliated to GGSIP University, NAAC 'A++' grade accredited,
Autonomous Status from UGC, Approved by BCI & AICTE.
Recognized U/s 2(f) of UGC Act, ISO9001:2015 Certified Institution

Campus: Maharaja Agrasen Chowk, Sector-22,
Rohini, Delhi-110086 India (Est.2003)

Office Phone: 8448186950
www.maims.ac.in

Courses offered: BCA, BBA, BCom(H), BA(H) Economics,
BAJMC, BALLB, BBALLB, LLM

Highlights

- 60 hours training on soft skills for professional success.
- Creative Thinking : Techniques and Tools for success.
- Learning emotional Intelligence: Cultivating Human Interactions



Maharaja Agrasen Technical Education Society(MATES), New Delhi

Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP



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About Maharaja Agrasen Technical Education Society

Maharaja Agrasen Technical Education Society (MATES) is a charitable trust comprising of a group of well-known Educationists, Industrialists, Businessmen, Professionals and Philanthropists with an aim to promote quality education in the field of Technology, Management, Law, Pharmacy and Health Services to shape the human society for a better future. Dr. Nand Kishore Garg (Founder & Chief Advisor – MATES, Chancellor – MAU, three times MLA–Delhi Vidhan Sabha has been a significant source of inspiration and motivation for achieving the aims and goals of the society.

About Maharaja Agrasen Institute of Management Studies

MAIMS is NAAC A++ accredited autonomous institute and was established in 2003 by Maharaja Agrasen Technical Education Society. The institute has attained a distinct position in running BBA, B. Com (H), BA (H) Eco., BA (JMC), BALLB (integrated) and BBALLB (integrated), LLM and BCA programmes affiliated with Guru Gobind Singh Indraprastha University, Delhi. The institute was granted ISO certification 9001:2015 after meeting the updated requirements of ISO certification. MAIMS has over the years grown into a premiere center of excellence and has made its niche in the areas of teaching, research, consultancy and corporate development.

Course Description

- **Course Name:** “Soft Skills for Professionals”
- **Course Objectives:** The Soft Skill Course is developed to encourage the all-round development of students by focusing on soft skills so that they can develop a realistic perspective of work and work expectations along with formulating problem solving skills. This course will help in guiding individuals making appropriate and responsible decisions which will ultimately result in productive thinking.
- **Commencement Date:** 14th October, 2024

Contents of the Course

Soft Skills, Communication skills, Interpersonal Relationships and Self Confidence, Personality Development and Anger Management, Basic Grammar, Teambuilding, Leadership, Time Management, Presentation Skills, Managing Stress, Thinking Skills, Problem Solving, Decision Making, Employment Communication, Workplace Etiquette, Positive Attitude and Pleasing Personality, Managing Workplace Anxiety.

Total No. of Assessment - 04

Total No. of Hours: 60

Participants

This Soft Skills for Professionals Certificate Course would be beneficial for students/any individual for enhancing soft skills and communication skills.

Registration & Certifications

- **Number of Seats:** Limited seats are available on first come first served basis.
- **Registration - Free**
- **Certificate of Merit** will be issued to top 5 Performers.
- **Certificate of Completion** will be issued to the participants who successfully complete the course.

Registration Form Link

<https://forms.gle/9HQ3SePDxuczcgDF7>

Requirements for Issue of Certificate

- Minimum 75% attendance.
- Submission of weekly feedback.
- Minimum 60% marks in all assessment.
- Active Participation in class.

Organizing Committee

Mentor

Prof. (Dr.) Rajni Malhotra Dhingra
Director
Maharaja Agrasen Institute of Management Studies

Chief Coordinator

Prof. Sarita Bansal Garg
IQAC Coordinator
HOD, Computer Applications

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