

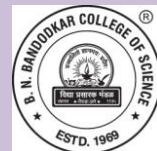
**Academic Council Meeting No. and Date : 2 / April 30, 2021**

**Agenda Number : 4**

**Resolution Number : 4.11 and 4.27**



**Vidya Prasarak Mandal's  
B. N. Bandodkar College of  
Science (Autonomous), Thane**



**Syllabus for**

**Programme : Bachelor of Science**

**Specific Programme : Interdisciplinary Science :**

**Soft skills and Personality Development**

**[ F.Y.B.Sc. (ID) ]**

**Revised under Autonomy**

**From academic year 2021 - 2022**

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## **Preamble**

This course on 'Soft Skills and Personality Development' is offered to learners taking up the B.Sc. (Inter Disciplinary Science) Programme. This is a specially designed course to add value of knowledge and awareness about much required life skills, to students graduating from Science Faculty. As a general observation, students from Science Faculty have almost no knowledge of the intricacies of management and various skills and techniques involved therein; at least the basics of which are required in life and it is with this aim, that this course is introduced. Students taking up this course would have a greater knowledge of Management and Leadership skills, adding value to their personality. This course being a part of B.Sc. Inter Disciplinary Science Programme made available to students of Science Faculty, the students will gain knowledge on basic skills in Management, Communication and Leadership, the importance of Body language in communication, leading to better awareness, alertness and focus in life. The learners would gain valuable insights into intricacies of interpersonal skills in improvement of relations. Module I of the course deals with 'Soft skills' and various aspects of 'Communications' and Module II caters to 'Interaction skills', 'Leadership' and 'Negotiation skills'. On successful completion of this course the students would be better equipped for their own start ups in entrepreneur roles. Having this essentially 'different from science subjects' curricular qualification on their resume would definitely be an additional qualification, and result in better employability potential. Overall, the learners would be better equipped with knowledge and skills to take on their future lives.

Course Outcome (Module 1): Learners taking up and successfully completing this module would have a better awareness and knowledge of soft skills and their usefulness in life. The learners would have a better understanding of the importance of communication and various techniques and skills involved in communication and the different modes of communications currently employed at various levels of operations in the world. Candidates would be able to present themselves better in any business initiative and would be aware of business communications, an important aspect of Management science. Further, their exposure to barriers in communication would help overcome such challenges in life. Added topics such as importance and management of time, Body language, proper posture and gestures would help in creation of a better aware and responsible citizen. On a holistic approach, the learners would be better aware, prepared and equipped with practically useful knowledge and skills in life and management, to manage life awaiting them.

Course Outcome (Module 2): Learners from Science faculty and scientific background will have a detailed working knowledge of the principles and significance of basic interactive skills, inter and intra personal skills and leadership all sectors in modern times. They are expected to acquire added skills of problem solving and lateral thinking and build self esteem and awareness. The unit on Leadership is expected to make better and more responsible leaders out of students taking up this module. Apart from introducing the spirit of adventure, the concept of role of adventure activities in development of leadership qualities, will also make the leaders more environmentally conscious. The concept of OLQs will make the students more 'officer like' and infuse desirable traits. The learners are expected to be better equipped with negotiation skills to work towards a better life. On a holistic approach, the learners would be better aware, prepared and equipped with knowledge and skills in management techniques, to take on life awaiting them, as entrepreneurs, managers as well as employees.

Eligibility :

Passed 12<sup>th</sup> standard (HSC) of Maharashtra State Board / CBSE / ICSE board or equivalent.

Mode of Conduct :

Laboratory practicals / Offline lectures / Online lectures

## **Structure of Programme**

### **Module 1**

<b>CourseCode</b>	<b>Course Title</b>	<b>No. of lectures</b>	<b>Credits</b>
<b>BNBIDSP1T1</b>	<b>Soft Skills and Personality Development - I</b>	<b>45</b>	<b>3</b>

### **Module 2**

<b>CourseCode</b>	<b>Course Title</b>	<b>No. of lectures</b>	<b>Credits</b>
<b>BNBIDSP2T1</b>	<b>Soft Skills and Personality Development - II</b>	<b>45</b>	<b>3</b>

Course Code BNBIDSP1T1	Course Title Soft Skills and Personality Development - I	Credits 3	No. of lectures
Unit I :	<p>Introduction to soft skills and communication skills</p> <ul style="list-style-type: none"> <li>• Introduction to soft skills, Need for Communication, Process of Communication</li> <li>• Written and Verbal Communication, Visual communication, Signs, Signals and Symbols, Silence as a Mode of Communication</li> <li>• Inter-cultural, Intra-cultural, Cross-cultural and International communication</li> <li>• Communications skills, Communication through Questionnaires, Business Letter Writing, Electronic Communication</li> </ul>	15	
Unit II :	<p>Business Communication</p> <ul style="list-style-type: none"> <li>• Business Cases and Presentations, Letters within the Organizations, Letters from Top Management, Circulars and Memos</li> <li>• Business Presentations to Customers and other stakeholders, Presenting a Positive Image through Verbal and Non-verbal Cues, Preparing and Delivering the Presentations, Use of Audio-visual Aids</li> <li>• Report Writing</li> <li>• <b><u>Writing of CV/ Resume</u></b></li> </ul>	15	
Unit III :	<p>Barriers to Communication and Improving Communication Skills</p> <ul style="list-style-type: none"> <li>• Preparation of Promotional Material</li> <li>• Non-verbal communication</li> <li>• Body language</li> <li>• Postures and gestures</li> <li>• Value of time; Time Management</li> <li>• Organizational body language</li> <li>• <b><u>Listening Skills</u></b>, Importance of Listening</li> <li>• Emotional Intelligence</li> </ul>	15	

Course Code	Course Title	Credits	No. of lectures
BNBIDSP2T1	Soft Skills and Personality Development - II	3	
Unit I :	<b>Individual Interaction and skills</b> <ul style="list-style-type: none"><li>• Basic Interaction Skills –Within family, Society Personal and interpersonal intrapersonal skills</li><li>• ‘The value of ‘Empathy’</li><li>• Types of skills; conceptual, supervisory, technical, managerial and decision making skills.</li><li>• Problem Solving, Lateral Thinking</li><li>• Self Awareness and Self Esteem</li><li>• Group Influence on Interaction Skills</li><li>• <b><u>Group Discussions as an activity</u></b></li><li>• Human relations examples through role – play and cases, Group Discussion</li></ul>	15	
Unit II :	<b>Leadership Skills</b> <ul style="list-style-type: none"><li>• Working individually and in a team</li><li>• Leadership skills, <b>Principles of Leadership, Leadership Traits</b></li><li>• Leadership Lesson through Literature</li><li>• Team work and Team building</li><li>• Interpersonal skills – Conversation, Feedback, Feed forward, Delegation, Humor, Trust, Expectations, Values, Status</li><li>• Compatibility and their role in building team – work</li><li>• Conflict Management–Types of conflicts, how to cope with them</li><li>• <b>Concept of OLQs</b></li><li>• <b>Role of Adventure activities in development of leadership qualities</b></li><li>• <b>Adventure Activities/ Field activity</b></li><li>• Case Studies, Small cases including role – plays will be used as teaching methodology</li></ul>	15	
Unit III :	<b>Negotiation Skills (To be Taught through Role Plays and Cases)</b> <ul style="list-style-type: none"><li>• Types of Negotiation</li><li>• Strategies of Negotiation</li><li>• Selling skills – Selling to customers Selling to Superiors</li><li>• Selling to peer groups, team mates &amp; subordinates Conceptual selling, Strategic selling, Selling skills – Body language</li><li>• Role-Plays and case studies will be used as teaching methodology</li></ul>	15	

## References

Sr. No.	Particulars
1.	Bhatia, P.S.R. 2005. Professional Communication Skills. S. Chand , New Delhi
2.	Rizvi, M.A. 2000 Effective Technical Communication. Tata Mcgraw Hill, New Delhi
3.	Chauhan, Gajendra Singh 2016 Soft Skills. Wiley New Delhi
4.	Rao, M.S 2010 Soft Skills: Enhancing Employability. J.K, New Delhi
5.	Murphy, H.A. 2008. Effective Business Communication. Tata Mcgraw Hill, New Delhi
6.	Krishna, Mohan 1990 Developing Communication Skills, Macmillan, New Delhi
7.	Rangnekar, Sharu. 2014. Soft Skills In Management, SPD, Mumbai
8.	Alex, K. 2009. Soft Skills: Know Yourself & Know The World. S. Chand, New Delhi
9.	Hurlock, E.B. 1991. Personality Development. TMH, New Delhi
10.	Wadhwani, M.R. 2007. Social Awareness and Personality Development. Chetana, Mumbai
11.	Heller, R. 1998. Motivating People. DK, London
12.	Genard, Gary. 2007. How To Give A Speech, Embassy Books, Mumbai
13.	Dehaven, Brad. 2006. Confident Conversations, Embassy Books, Mumbai
14.	Parikh, J. 1991. Managing Yourself. India Book Distributors, Mumbai

## Evaluation Scheme

### Internals : Module I

Preparation of Questionnaire: primary data collection by Survey Method/ Questionnaire/ Test (Topic/s to be allotted by Teacher)	Communication skills- Business Letter Writing/ Report Writing/ CV Writing/ Preparing resume/Test (Topic/s to be allotted by Teacher)	Power point Presentation/ Test (Topic/s to be allotted by Teacher)	Attendance & Leadership qualities	Total
10	10	10	10	40

### Internals : Module II

Group Discussion /Test/ Talk on Empathy Topic/s to be allotted by Teacher	Oration/ Presentation- Case Study: Analysis of Leadership Qualities/ skills Student to select their adventure activity/role model for case study/ Test	Role Play/ Skit Topic/s to be allotted by Teacher/ Test	Attendance & Leadership qualities	Total
10	10	10	10	40

### Theory Examination : Suggested Format of Question paper

Duration : 2 Hours

Total Marks : 60

- All questions are compulsory

<b>Q. 1</b>	Answer <b>any two</b> of the following	<b>16</b>
	a Based on Unit I	
	b Based on Unit I	
	c Based on Unit I	
	d Based on Unit I	
<b>Q. 2</b>	Answer <b>any two</b> of the following	<b>16</b>
	a Based on Unit II	
	b Based on Unit II	
	c Based on Unit II	
	d Based on Unit II	
<b>Q. 3</b>	Answer <b>any two</b> of the following	<b>16</b>
	a Based on Unit III	
	b Based on Unit III	
	c Based on Unit III	
	d Based on Unit III	
<b>Q. 4</b>	Answer <b>any two</b> of the following	<b>12</b>
	Short Notes OR Objective Type Questions (a) MCQs (7/ 8 Marks) (b) Match the Following OR True/False OR Answer in one sentence(4/5 Marks)	

Minor changes are allowed in types of questions and distribution of marks in Q.4

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