

**Academic Council Meeting No. and Date : 02 / April 30, 2021**  
**Agenda Number :4      Resolution Number : 3 , 4 / 4.11, 4.27**



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



**Syllabus for  
Programme Code : BUID**

**Programme : Bachelor of Science**

**Specific Programme : Interdisciplinary Science**

**Soft skills and Personality Development  
(Optional Elective – OE)**

**Level 4.5**

**CHOICE BASED GRADING SYSTEM**

**Revised under NEP**

**From academic year 2023-2024**

## 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.

## PROGRAMME OUTCOMES (POs) OF BACHELOR OF SCIENCE (B.Sc.)

*The Undergraduate Programmes of Science are intended to cater quality education and attain holistic development of learners through the following programme outcomes:*

### **PO1 - Disciplinary Knowledge**

Lay a strong foundation of conceptual learning in science. Instil ability to apply science in professional, social and personal life.

### **PO2 - Inculcation of Research Aptitude**

Ignite spirit of inquiry, critical thinking, analytical skills and problem-solving approach which will help learners to grasp concepts related to research methodology and execute budding research ideas.

### **PO3 - Digital Literacy**

Enhance ability to access, select and use a variety of relevant information e-resources for curricular, co-curricular and extracurricular learning processes.

### **PO4 - Sensitization towards Environment**

Build a cohesive bond with nature by respecting natural resources, encouraging eco-friendly practices and creating awareness about sustainable development.

### **PO5 - Individuality and Teamwork**

Encourage learners to work independently or in collaboration for achieving effective results through practical experiments, project work and research activities.

### **PO6 - Social and Ethical Awareness**

Foster ethical principles which will help in developing rational thinking and becoming socially aware citizens. Build an attitude of unbiased, truthful actions and avoid unethical behaviour in all aspects of life.

**Eligibility:** 12th Science Pass

**Duration:** 3 years (Syllabus for Second Year semester I & II)

**Mode of Conduct:** Offline lectures/ Online lectures

**Discipline/Subject:** Botany

**Specific Programme:** B.Sc. BOTANY

**Qualification Title:** UG certificate

Discipline/Subject: BOTANY

### **Program Specific outcomes**

1.		L1
2.		L2
3.		L3
4.		L4
5.		L5
6.		L6

<b>Specific Programme: F.Y.B.Sc.</b>
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Assessment: Weightage for assessments (in percentage) For Major and Minor		
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Type of Course	Formative Assessment / IA	Summative Assessment
Theory	40%	60%

**Curriculum Structure for the Undergraduate degree  
Programme F.Y.B.Sc Interdisciplinary Science Soft skills and Personality  
Development**

**Semester – I**

CourseCode	Course Title	No. of lectures	Credits
<b>23BUID1T01</b>	<b>Soft Skills and Personality Development - I</b>	<b>30</b>	<b>2</b>

**Semester - II**

CourseCode	Course Title	No. of lectures	Credits
<b>23BUID2T01</b>	<b>Soft Skills and Personality Development - II</b>	<b>30</b>	<b>2</b>

# Semester – I

COURSE CODE: 23BUID1T01				(02 Credits)		No of lecture in Hrs. 30	
Soft Skills and Personality Development - I							
COURSE OUTCOME							
Students will be wanted to learn OR on completion of this course, students will be able to learn:							
CO1	Define soft skills and communication processes, including verbal, written, and visual communication methods.					L1	
CO2	Relate different types of communication, such as inter-cultural, cross-cultural, and international communication.					L1	
CO3	Summarize barriers to communication and techniques for improving communication skills, including effective listening and non-verbal communication.					L2	
CO4	Understand the importance of emotional intelligence, body language, and time management in enhancing communication within organizations.					L2	
Grading will be as 3: High(>60%), 2: Moderate(40%-60%), 1: Low(<40%), 0: No mapping							
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	
CO 1	2	0	0	1	0	0	
CO 2	0	0	0	1	0	0	
CO 3	2	0	0	1	0	0	
CO4	0	0	0	1	0	0	
Unit	Description					No. of Hours	
I	Introduction to soft skills and communication skills I] Introduction to soft skills, • Process of Communication- Written and Verbal Communication, Visual communication, Signs, Signals and Symbols, Silence as a Mode of Communication • Inter-cultural, Intra-cultural, Cross-cultural and International communication • Communications skills, Communication through Questionnaires, Business Letter Writing, Electronic Communication					15	
II	II] Business Communication • Business Cases and Presentations, Letters within the Organizations, Letters from Top Management, Circulars and Memos • Presenting a Positive Image through Verbal and Non-verbal Cues, Preparing and Delivering the Presentations, • Report Writing Barriers to Communication and Improving Communication Skills • Preparation of Promotional Material • Non-verbal communication • Body language					15	

	<ul style="list-style-type: none"> <li>• Postures and gestures</li> <li>• Value of time; Time Management</li> <li>• Organizational body language Importance of Listening</li> <li>• Emotional Intelligence</li> </ul>	
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# Semester II



COURSE CODE: 23BUID2T01				(02 Credits)		No of lecture in Hrs. 30	
Soft Skills and Personality Development - II							
COURSE OUTCOME							
Students will be wanted to learn OR on completion of this course, students will be able to learn:							
CO1	Recall basic interpersonal and intrapersonal skills and explain their impact on self-awareness and self-esteem.						L1
CO2	Identify leadership and group dynamics concepts and explain their role in effective team building and communication.						L3
CO3	Demonstrate different types of negotiation strategies and their application in various selling contexts.						L2
CO4	Explain problem-solving techniques and lateral thinking can be beneficial to resolve real-world issues.						L2
Grading will be as 3: High(>60%), 2: Moderate(40%-60%), 1: Low(<40%), 0: No mapping							
	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	
CO 1	2	0	0	1	0	0	
CO 2	0	0	0	1	0	0	
CO 3	2	0	0	1	0	0	
CO4	0	0	0	1	0	0	
Unit	Description						No. of Hours
I	Individual Interaction and skills <ul style="list-style-type: none"><li>• Basic Interaction Skills –Within family, Society Personal and interpersonal intrapersonal skills</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 • Human relations examples through role – play and cases, Group Discussion</li></ul>						15
II	Leadership Skills <ul style="list-style-type: none"><li>• Working individually and in a team</li><li>• Leadership skills,</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>• Case Studies, Small cases including role – plays will be used as teaching methodology</li></ul> Negotiation Skills <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</li></ul> Conceptual selling, Strategic selling, Selling skills – Body language						15

# VPM's B.N. Bandodkar College of Science (Autonomous), Thane

Curriculum Structure for the Undergraduate Degree Programme F.Y.B.Sc

	SEMESTER – I	Course imparts Employability (EM), Entrepreneurship (EN), Skill Development (SD)			Course integrates with Professional Ethics (PE), Gender Equity (GE), Human Value (HV), Environmental Sustainability (ES)			
Course Code	Course Title	EM	EN	SD	PE	GE	HV	ES
23BUID1T01	Soft Skills and Personality Development - I	√	√	√	√	--	--	--
	<i>Total</i>	01	01	01	01	00	00	00

	SEMESTER – II	Course imparts Employability (EM), Entrepreneurship (EN), Skill Development (SD)			Course integrates with Professional Ethics (PE), Gender Equity (GE), Human Value (HV), Environmental Sustainability (ES)			
Course Code	Course Title	EM	EN	SD	PE	GE	HV	ES
23BUID2T01	Soft Skills and Personality Development - II	√	√	√	√	--	--	--
	<i>Total</i>	01	01	01	01	00	00	00