

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

Syllabus

(2021-22)

English

Soft-Skills and Personality Development-I& II

w.e.f. 2018-19

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur

B. voc. Second Year

English

(MCQ+ Theory Pattern)

Semester-III

Course Code	Course Title	Lect. per Week	Lect. per Sem.	Marks			Credit
				Internal	External	Total	
U-SPD-417	Soft-Skills and Personality Development-I	04	60	40	60	100	04

Semester – IV

Course Code	Course Title	Lect. per Week	Lect. per Sem.	Marks			Credit
				Internal	External	Total	
U-SPD-522	Soft-Skills and Personality Development-II	04	60	40	60	100	04

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
English
B.voc. Second Year
(Semester-III)

Course Title: Soft-Skills and Personality Development-I

CourseCode-U-SPD-417

Max.Marks:100

Credits:04

TotalLectures:60

Learning Objectives:

- 1) To enhance learners' soft skills by giving adequate exposure in the related sub-skills.
- 2) To acquaint the learners with moral values and its necessity.
- 3) To help learners to recognize and make use of soft skills in professional life.
- 4) To understand the types of soft Skills.
- 5) To learn and understand about Ethical Values.
- 6) To learn kinds of Ethical Values.
- 7) To learn how to develop attitude.

Course Outcomes:

- 1) Students aware of soft skills and the related sub-skills.
- 2) They will focus a lot on Problem-solving and decision making to achieve the goals.
- 3) Students understood the inevitability of moral values.
- 4) Students gave importance to develop their attitude.
- 5) Students are using different ethical Values in their daily lives.
- 6) Students have developed Positive, Creative and Critical Thinking.
- 7) Students solve problem with the help of problem solving skills.

Unit I Introduction to Soft Skills

- 1) Definition of Soft skills
- 2) Need of soft skills
- 3) Nature and scope of soft skills
- 4) Acquiring and Advantages of soft skills

Unit II Soft Skills

- 1) Critical, Creative and Positive thinking
- 2) Self-Management
- 3) Problem-solving Skills
- 4) Effective team work Skills

Unit III Ethical Values

- 1) Meaning
- 2) Importance of values
- 3) Kinds of values
- 4) Concept of morality, character, duty and virtue

Unit IV Attitude

- 1) Positive Attitude
- 2) Negative Attitude
- 3) Neutral Attitude

Practical

1. Students should make a recording of the lessons learnt in a CD and submit it to the department as per the instructions given by the teacher.
2. Once in a week student attend the lab class as per the lab timetable.

Teaching Methodology

- 1) Lecture Method
- 2) ICT Enable Teaching method
- 3) Quiz Competition
- 4) Mock Teaching
- 5) Group Discussion

Evaluation Pattern

- 1) Assignment + Seminars + MCQ + Theory

Recommended Reading

1. Seven habits of highly effective peoples by Stephen Covey, Simon & Schuster; India Only edition (21 November 2013), ISBN-10:1471131823
2. Marketing Management by Philip Kotler, Pearson Education; Fifteenth edition (10 August 2017), ISBN-10: 97893325874033. Soft Skills by Ajay R. Tengse, Orient Black Swan Pvt.LtdHyderabad,India.2015,ISBN-978-81-250-5879-3.
4. Effective Communication Skills by Dr. KulBhushan Kumarand R.S. Salaria, Khanna Book Publishing co.(p)LTD, NewDelhi,2018.ISBN-978-93-82609-94-

Rajarshi Shahu Mahavidyalaya (Autonomous), Latur
English
B.voc. Second Year
(Semester-IV)

Course Title: Soft-Skills and Personality Development-II
CourseCode-U-SPD-522

Max.Marks:100

Credits:04

TotalLectures:60

Learning Objectives:

- 1) This course helps students to select their professional career as per their inborn qualities .
- 2) The course develops many soft skills among students which are essential in all types of careers.
- 3) To help the learner to develop proper attitude and personality.
- 4) To understand the role of service sectors in India.
- 5) To aware students about Leadership qualities.
- 6) To aware students about their personality development.

Course Outcomes:

- 1) By giving adequate exposure in Soft skills and the related sub- skills, the students enhanced the Entrepreneurship skills.
- 2) The learners will develop their attitude and personality.
- 3) The learners understand and use leadership qualities in their life.
- 4) Students are taking more information about service sectors in India.
- 5) Students understand the importance of leadership in professional life.
- 6) Students practicing Meditation and focusing to develop personality.

Unit I Career selection

- 1) Skill of selection career
 - 2) Finding out in born qualities and interest.
 - 3) Interest-attraction or love
- a) **Entrepreneurship:** definition, definition of entrepreneur, qualities of Entrepreneurship, scope and limitations of entrepreneurship
 - b) **Business:** - definition of business, definition of businessman, qualities of business man, scope and limitations of businessman.
 - c) **Service:** definition of service, service sectors in India and Abroad,scope and limitation of service

Unit II Components of Attitude

- 1) Formation of Attitude
- 2) Emotional, Behavioral and Cognitive.
- 3) Functions of Attitude.

Unit III Leadership and Team Management

- 1) Definition of leader
- 2) Qualities of leader
- 3) Duties of leader
- 4) Definition of team
- 5) Importance of team
- 6) Formation of team
- 7) Management of team.

Unit IV Personality Development

- 1) Definition of personality
- 2) External factors affecting personality
- 3) Internal factors affecting personality
- 4) Meditation

Practical

1. Students should make a recording of the lessons learnt in a CD and submit it to the department as per the instructions given by the teacher.
2. Once in a week student attend the lab class as per the lab timetable.

Teaching Methodology

- 1) Lecture Method
- 2) ICT Enable Teaching method
- 3) Quiz Competition
- 4) Mock Teaching
- 5) Group Discussion

Evaluation Pattern

- 1) Assignment + Seminars + MCQ + Theory

Recommended Reading

- 1) SoftSkillsbyAjayR.Tengse,OrientBlackSwanPvt.LtdHyderabad,India.2015, ISBN-978-81-250-5879-3.
- 2) Marketing Management by Philip Kotler, Pearson Education; Fifteenth edition (10 August 2017), ISBN-10: 97893325874033.Effective Communication Skills by Dr. KulBhushan Kumarand R.S. Salaria, Khanna Book Publishing co.(p)LTD, NewDelhi,2018.ISBN-978-93-82609-94-