

**Rajarshi Shahu Mahavidyalaya Autonomous, Latur**

**Syllabus**

**(2020-21)**

**English**

**Soft-Skills and Personality Development-I & II**

**w.e.f.2020-21**

**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)**

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**Course Title: Soft-Skills and Personality Development-I**  
**Course Code- U-SPD-417**

**Max. Marks: 100**  
**Total Lectures: 60**

**Credits: 04**

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**Objectives:**

To enhance learners' soft skills by giving adequate exposure in the related sub-skills.

To acquaint the learners with moral values and its necessity.

iii) To help learners to recognize and make use of soft skills in professional life.

**Course Outcomes:**

Students will be aware of soft skills and the related sub-skills. They will focus a lot on Problem-solving and decision making to achieve the goals.

Students will understand the inevitability of moral values.

Students will get exposure to develop their attitude.

**Unit I Introduction to Soft Skills**

- i) Definition of Soft skills
- ii) Need of soft skills
- iii) Nature and scope of soft skills
- iv) Acquiring and Advantages of soft skills

**Unit II Soft Skills**

- i) Critical, Creative and Positive thinking
- ii) Self-Management
- iii) Problem-solving Skills
- i) Effective teamwork Skills

**Unit III Ethical Values**

- i) Meaning
- ii) Importance of values
- iii) Kinds of values
- iv) Concept of morality, character, duty and virtue

**Unit IV Attitude**

- i) Positive Attitude
- ii) Negative Attitude
- iii) Neutral Attitude

**References:**

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: 9789332587403
3. Soft Skills by Ajay R. Tengse, Orient Black Swan Pvt.Ltd Hyderabad, India.2015, ISBN-978- 81-250-5879-3.
4. Effective Communication Skills by Dr. Kul Bhushan Kumar and R.S. Salaria, Khanna Book Publishing co.(p)LTD, New Delhi,2018. ISBN-978-93-82609-94-

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

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

**Max. Marks: 100**  
**Total Lectures: 60**

**Credits: 04**

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**Objectives:**

- i) This course helps students to select their professional career as per their inborn qualities
- ii) The course develops many soft skills among students which are essential in all types of careers.
- iii) To help the learner to develop proper attitude and personality.

**Course Outcomes:**

- i) By giving adequate exposure in Soft skills and the related sub-skills the students enhanced the entrepreneur skills.
- ii) The learners will develop their attitude and personality.
- iii) The learners understand and use leadership qualities in their life.

**Unit I Career selection**

- i) Skill of selection career
  - ii) Finding out inborn qualities and interest.
  - iii) Interest- attraction or love
- A) Entrepreneurship:** definition, definition of entrepreneur, qualities of entrepreneur, scope and limitations of entrepreneurship
- B) Business:** - definition of business, definition of businessman, qualities of businessman, 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**

- i) Formation of Attitude
- ii) Emotional, Behavioral and Cognitive.
- iii) Functions of Attitude.

**Unit III     Leadership and Team Management**

- i) Definition of leader ii) Qualities of leader iii) Duties of leader
- iv) Definition of team v) Importance of team
- vi) Formation of team
- vii) Management of team.

**Unit IV     Personality Development**

- i) Definition of personality
- ii) External factors affecting personality
- iv) Internal factors affecting personality iv) Meditation

**References:**

1. Soft Skills by Ajay R. Tengse, Orient Black Swan Pvt.Ltd  
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