

**Academic Council Meeting No. and Date : 02 / April 30, 2021**

**Agenda Number : 4 Resolution Number : 4.11**



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



**Syllabus for**  
**Programme : Bachelor of Science**  
**Specific Programme : Science**  
**Soft skills and Personality Development**

[ F.Y.B.Sc. Optinal elective ID]

**Level 4.5**  
**CHOICE BASED GRADING SYSTEM**  
**Revised under Autonomy and NEP**  
**From academic year 2021 - 2022**

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## Preamble

Initially the course "Soft Skills and Personality Development" is offered to learners enrolled in the B.Sc. (Interdisciplinary Science) Programme. But under NEP, it is introduced to first year B.Sc students as an optional elective for credit 2 .

The course content is management, communication, and leadership skills, body language along with effective communication for the augmentation of interpersonal skills to shape up the self life.

**Module I** : focuses on soft skills and communication, while **Module II** covers interaction skills, leadership, and negotiation techniques.

Upon successful completion, students will be better prepared for entrepreneurial endeavours, with an added qualification on their resumes, enhancing their employability. Overall, learners will be equipped with the knowledge and skills necessary to navigate their future endeavours effectively.

**Course Outcome (Module 1):** Learners completing this module will gain awareness and understanding of soft skills and their practical applications in life. They will learn effective communication techniques and various modes of communication relevant in different operational contexts. This will enable them to present themselves professionally in business settings and overcome communication barriers. Topics such as time management, body language, and proper posture will also contribute to their development as responsible citizens.

**Course Outcome (Module 2):** Students from scientific backgrounds will acquire a comprehensive understanding of interactive skills, interpersonal skills, and leadership principles applicable across various sectors. They will develop problem-solving abilities, lateral thinking, and self-esteem. The leadership unit will foster responsible leadership qualities, with a focus on environmental consciousness and desirable traits. Additionally, students will enhance negotiation skills for personal and professional growth.

In summary, learners will be well-prepared and equipped with management techniques to thrive as entrepreneurs, managers, or employees in their future endeavors.

**BOS Chairperson:** Dr. Moses Kolet

**Eligibility:** Passed 12th standard (HSC) of Maharashtra State Board / CBSE / ICSE board.

**Duration:** 1 Year ( level 4.5)

**Mode of Conduct:** Offline

Offline lectures / online lectures

**Total Credits for the course in 4.5 level: 2**

**Eligibility For certificate if exit at level 4.5 (by completing credit framework of F.Y.B.Sc)**

**Name of the Degree course: FY.B.Sc**

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

**F.Y.B.Sc. (ID –Soft Skills and Personality Development)**

**Structure of Programme**

**Module 1**

<b>CourseCode</b>	<b>Course Title</b>	<b>No. of lectures</b>	<b>Credits</b>
<b>23BUID1T6</b>	<b>Soft Skills and Personality Development - I</b>	<b>30</b>	<b>2</b>
	<b>Total</b>	<b>30</b>	<b>2</b>

**Module 2**

<b>CourseCode</b>	<b>Course Title</b>	<b>No. of lectures</b>	<b>Credits</b>
<b>23BUID2T6</b>	<b>Soft Skills and Personality Development - II</b>	<b>30</b>	<b>2</b>
	<b>Total</b>	<b>30</b>	<b>2</b>

Course Code	Course Title	Credits	No. of lectures
23BUID1T6	Soft Skills and Personality Development - I	2	
Unit I :	<b>Introduction to soft skills and communication skills</b> I] Introduction to soft skills, <ul style="list-style-type: none"><li>• Process of Communication- 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>	10	
Unit II :	II] Business Communication <ul style="list-style-type: none"><li>• Business Cases and Presentations, Letters within the Organizations, Letters from Top Management, Circulars and Memos</li><li>• Presenting a Positive Image through Verbal and Non-verbal Cues, Preparing and Delivering the Presentations,</li><li>• Report Writing</li><li>• <b><u>Writing of CV/ Resume</u></b></li></ul>	10	
Unit III :	Barriers to Communication and Improving Communication Skills <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>	10	

Course Code	Course Title	Credits	No. of lectures
23BUID2T6	Soft Skills and Personality Development - II	2	
<b>Unit I :</b>	<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>• 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>• Human relations examples through role – play and cases, Group Discussion</li> </ul>	<b>10</b>	
<b>Unit II :</b>	<b>Leadership Skills</b> <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>	<b>10</b>	
<b>Unit III :</b>	<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>	<b>10</b>	

## 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
<b>05</b>	<b>05</b>	<b>05</b>	<b>05</b>	<b>20</b>

### 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
<b>05</b>	<b>05</b>	<b>05</b>	<b>05</b>	<b>20</b>

### Theory Examination : Suggested Format of Question paper

**Duration : 1.5 Hours**

**Total Marks : 30**

Duration : 20 Hours		Total Marks : 60	
Q. 1	Answer <b>any two</b> of the following		10
	a	Based on Unit I	
	b	Based on Unit I	
	c	Based on Unit I	
	d	Based on Unit I	
Q. 2	Answer <b>any two</b> of the following		10
	a	Based on Unit II	
	b	Based on Unit II	
	c	Based on Unit III	
	d	Based on Unit III	
Q. 3	Answer <b>any five</b> of the following		05
		Objective Type Questions	
		(a) MCQs (5 Marks)	
		OR	
		(b) Match the Following (5 Marks)	
Q. 4	Answer <b>any five</b> of the following		05
		Answer in one sentence(5 Marks)	

Minor changes are allowed in types of questions and distribution of marks in Q 3& Q.4

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