

Academic Council

Item No: _____

Devrukh Shikshan Prasarak Mandal's

**NYA. TATYASAHEB ATHALYE ARTS, VED. S.R.
SAPRE**

**COMMERCE & VID. DADASAHEB PITRE SCIENCE
COLLEGE, DEVRUKH [AUTONOMOUS]**



Syllabus for Value Added Course

Program: B. A.

Course: SYBA

Title of Course: Developing Soft Skills–I

Credit Based Grading System w.e.f.

Academic Year 2022-23

Syllabus for S.Y.B.A. in English

Program: B.A.

Course: Developing Soft Skills–I

(Value Added Course for Semester III)

1. Syllabus as per Credit Based Grading System

i) Name of the Programme : B.A.

ii) Course Code :

iii) Course Title : Developing Soft Skills–I (Sem. III)

iv) Semester-wise Course Contents : Enclosed the Copy of the Syllabus
Semester III

v) References and additional references : Enclosed in the Syllabus

vi) Credit structure : No. of Credits per Semester – 03

vii) No. of lectures per unit : Mentioned in the Syllabus

2 Scheme of Examination : Theory (30 %) + Practical (20 %) + Field Work (50 %)

Syllabus:

1. Introduction to Soft Skills	03 Hours
2. Interpersonal Skills	08 Hours
3. Telephone and Social Media Etiquettes	07 Hours
4. Goal Setting (SWOT Analysis & Motivation)	06 Hours
5. Time Management	06 Hours
6. Health Management	05 Hours
7. Stress Management	05 Hours
8. Financial Management	05 Hours

Evaluation System:

1. Theory:	30 Marks
2. Assignments / Tasks:	50 Marks
3. Viva:	20 Marks

[For assignments, students can submit reports related to time, health, financial and stress management (Students need to keep records related to these skills.)]

Note: (Students can download the apps like Healthify Me, Google Fit, Expense Manager, Microsoft To DO or Planner etc. to maintain records.)

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Syllabus for Value Added Course

Program: B. A.

Course: TYBA

Title of Course: Developing Soft Skills–II

Credit Based Grading System w.e.f.

Academic Year 2022-23

Syllabus for T.Y.B.A. in English
Program: B.A.
Course: Developing Soft Skills–II
(Value Added Course for Semester V)

1. Syllabus as per Credit Based Grading System

- i) Name of the Programme** : B.A.
- ii) Course Code** :
- iii) Course Title** : Developing Soft Skills–II (Sem. V)
- iv) Semester-wise Course Contents** : Enclosed the Copy of the Syllabus
Semester V
- v) References and additional references** : Enclosed in the Syllabus
- vi) Credit structure** : No. of Credits per Semester – 03
- vii) No. of lectures per unit** : Mentioned in the Syllabus
- 2 Scheme of Examination** : Theory (30 %) + Practical (20 %) + Field Work (50 %)

Syllabus:

1. Present Scenario of Job Market	03 Hours
2. Writing CV, Resume, Profile and Bio-data	04 Hours
3. Facing Interviews	05 Hours
4. Introducing Oneself and Others	04 Hours
5. Giving Presentations (Wallpapers/Posters/PPTs)	06 Hours
6. Group Discussion and Panel Discussion	08 Hours
7. Working in a Team	05 Hours
8. Leadership	05 Hours
9. Constructive Feedback	05 Hours

Evaluation System:

1. Theory: 30 Marks
2. Assignments: 50 Marks
3. Viva: 20 Marks

[For assignments, students can submit the drafts of resume and CV, interviews taken, paper/poster/ ppt presentations, group discussions etc.]
