

Foundation Courses and Soft Skills

Semester-I

St Xavier's College (Autonomous),

Ahmedabad 380 009

2016 Odd semester

Course content

FC-1030: Writing Skills in Gujarati/ English

FC-1031: Indian Epic Tradition in Gujarati/ English

FC-1032: Human Society & Ethics in Gujarati/ English

SS-1651: Stress Management in Gujarati/ English

SS-1652: Indian Constitution in Gujarati/ English

SS-1653: Indian Cultural Heritage in Gujarati/ English

Foundation Paper: Writing Skills in English

Course Code: FC 1030

No. of Credits: 02

Learning Hours: 30 hrs

UNIT I

Story Writing

UNIT II

(Do as Directed)

- Antonyms, Synonyms
- Homophones, homonyms
- Collocation
- Changing the Class of Words

UNIT III

Report Writing

UNIT IV

Dialogue Writing

Foundation Paper: Writing Skills in Gujarati

Course Code: FC 1030

No. of Credits: 02

Learning Hours: 30 hrs

FOUNDATION COURSE YEAR – 2016 – 17

(Writing Skills in GUJARATI)

| UNIT NO. | TOPICS OF UNIT |
|----------|---|
| 1 | પત્રલેખન: પરિચય, પ્રકારો, ઉદાહરણો. |
| 2 | અરજી-લેખન: ક્રિયાદ વિષયક, નોકરી વિષયક. |
| 3 | અહેવાલ-લેખન: આશરે બસો શબ્દોમાં. |
| 4 | જોડણી: સામાન્ય નિયમો, અપવાદ. મહત્વના શબ્દો. |

સન્દર્ભ ગ્રંથ:-

પત્ર, અરજી અને અહેવાલ લેખન લેખક- રતિલાલ સાં. નાયક.

Foundation Paper: Indian Epic Tradition in Gujarati/ English

Course Code: FC 1031

No. of Credits: 02

Learning Hours: 30 hrs

F.Y.B.A. – FC- Indian Epic Tradition – ‘A’ division.

Units

1. Introduction to Ramayana & Mahabharata
2. Political, Educational, Social & Economical Condition depicted in Ramayana.
3. Political, Educational, Social & Economical Condition depicted in Mahabharata.
4. Relevance of the values presented in both the epics in Modern times.

Foundation Paper: Human Society and Ethics (Foundation Courses) in Gujarati

Course Code: FC 1032

No. of Credits: 02

Learning Hours: 30 hrs

F.Y.B.A – ‘A’

Human Society and Ethics (Foundation Courses)

Unit I: logic of ethics

Unit II: Ethics and goal of human life

Unit III: fundamental ethical unity. Concept of Plato and Aristotle

Unit IV: Ethics and Gandhi’s Views: Swaraj, Trusteeship, Sarvodaya

Major readings: Ethics: Man, Morality, Spirituality, Religion and Liberation by Kalicharan Rauta . Pub: Indian Institute of Advanced Studies, Shimla

Foundation Paper: Human Society and Ethics (Foundation Courses) in English

Course Code: FC 1032

No. of Credits: 02

Learning Hours: 30 hrs

Human Society and Ethics (Foundation Courses)

Unit I:

- a. What is Ethics?
- b. Ethics & individual responsibility; ethics & society.

Unit II: Ethics & Western Society: Socrates, Plato & Aristotle.

Unit III: Gandhian Ethics and Contemporary times: Swaraj, Trusteeship, Sarvodaya, Ahimsa.

Unit IV: Reflection on Contemporary Ethical Issues: International & National.

Major readings:

Ethics: Man, Morality, Spirituality, Religion and Liberation by Kalicharan Rauta . Pub: Indian Institute of Advanced Studies, Shimla.

Peace, Non-Violence and Conflict Resolution: Conflict Resolution and Gandhian Ethics by Thomas Weber. Pib: Gandhi Peace Foundation, New Delhi.

<https://legacy.scu.edu/ethics/ethical-decision>

Soft Skill Paper: Stress Management in Gujarati/ English

Course Code: FC 1651

No. of Credits: 02

Learning Hours: 30 hrs

Stress Management

(For Gujarati & English Medium)

Unit -1 Personality types and stress

- What is stress?
- Positive and Negative stress
- Personality type
 1. Social aloof

2. Antisocial
3. Inadequate
4. Obsessive
5. Passive personality

Unit -2 Types & Causes of stress

- Types: Frustration, Conflict, Pressure
- Causes of stress
 - General causes :- life events, daily events, beliefs & attitude, unrealistic expectation, negative self talk, meaning in life
 - Domestic stressors:- marriage, children, divorce
 - Occupational stressors:- physical environment, job structure, unemployment, working women
 - Economical, social. political

Unit-3 Effects of stress

- Physiological
- Mental
- Emotional
- Behavior

Unit -4 Coping Methods

- Breathing
- Self-Hypnosis
- Visualization
- Positive thinking
- Meditation & Yoga
- Music therapy

Soft Skill Paper: Indian Constitution in Gujarati/ English

Course Code: SS 1652

No. of Credits: 02

Learning Hours: 30 hrs

INDIAN CONSTITUTION

[Economics/ English/ Psychology – First Year Students. June, 2016]

UNIT.I

Session Plan Preliminary Understanding of Indian Constitution

2 hrs

Input: What does the word “Constitution” mean?

Case: Biological example:Plant/Animal/Human Species

Readings: General knowledge regarding the biology

Session Plan Literature Review 2 hrs

Input: Constitution in General
Case: Indian Constitution
Reading: 1. Chapter 2. Chapter (NCERT.IX Std)

Session Plan Indian Constitution: Preamble 2 hrs

Input: Key principles & values of the Constitution
Case: Feudal system before 1947
Readings: Internet Sources

Session Plan IC: Preamble 2 hrs

Input: Paradigm Shift “I” to “We”; who are “People”?
Case: Democratic Country & Autocratic country - Myanmar”, Iran
Readings: Internet Sources

UNIT.II

Session Plan Organs of Indian Constitution 2 hrs

Input: Introduction to various Pillar of Indian Democracy
Case: 2. Depriving Food Grains by PDS, Gujarat
Readings: Internet links on Greco-Roman political history

Session Pan Understanding the Function of State Authority 2 hrs

Input: Executive Function
Case: National, State level welfare schemes
Readings: Chapter 4

Session Plan Understanding the Function of Parliament 2 hrs

Input: Legislative Function
Case: Case of GST bill...how it turns into law
Readings: Chapter 5

Session Plan Understanding the function of Jucial Authority 2 hrs

Input: Judiciary Function
Case: Case of Violence against Individual, Community
Readings: Chapter 6

UNIT.III

Session Plan Introduction to Rights & Duties of Indian Constitution 2 hrs

Input: Rights & Duties – Indian Constitution
Case: Rights – individual & Communities
Readings:

Session Plan Undestanding Election Process 2 hrs

Input: Historical Perspective term Election

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|---------------------|---|--------------|
| Case: | 2. Depriving Food Grains by PDS, Gujarat | |
| Readings: | | |
| Session Plan | Understand Election Process | 2 |
| <i>hrs</i> | | |
| Input: | Voting System – Right to elect representation | |
| Case: | 2. Depriving Food Grains by PDS, Gujarat | |
| Readings: | | |
| Session Plan | Multiparty Parliamentary Democracy | 2 hrs |
| Input: | Introduction to Formation of Political Parties | |
| Case: | Regional/National Parties | |
| Readings: | | |
| UNIT.IV | | |
| Session Plan | Federalism & Constitution | 2 hrs |
| Input: | Understanding Governance structure | |
| Case: | Centre/State...local governance structures | |
| Readings: | Chapter 9 | |
| Session Plan | Constitution as a living Document | 2 hrs |
| Input: | As a Text/Context according to times | |
| Case: | Physical Structure of a Text(Vol. 1, 2) | |
| Readings: | Chapter 10 | |
| Session Plan | Evaluation/feedback of the Course | 2 hrs |
| Input: | Recap of the course | |
| Case: | Filling up feedback | |
| Readings: | Literature Review of all reading materials dealt with so far. | |

Soft Skill Paper: Indian Culture and Heritage in Gujarati/ English

Course Code: SS 1653

No. of Credits: 02

Learning Hours: 30 hrs

Indian Culture and Heritage

Unit I

Salient Features of Indian Culture – Spirituality, Universality, Unity in Diversity, Scientific Outlook, Theory of Karma, Love for Nature, Reverence for Women, Value Based Society

Unit II

Historical Perspective : Roots of Indian Culture in SindhuSaraswati Civilization and Vedic Culture: The Vedas – The Upanishads Ramayan and MahaIndia – The Bhagvat Gita, Puranas Buddhist and Jain Literature in Pali, Prakrit and Sanskrit

Unit III

Rise of the West and its Impact on India Social and Religious Reformers – Raja Ram Mohan Roy, Swami Dayanand, Jyotiba Govindrarao Phule, Narayan Guru, Pandita Rama Bai

Unit IV

Press and the growth of Modern Indian Languages and Literature – Since Independence, India Today

Major readings:

3. Indian Culture and Heritage: Bhartiya Vidya Bhavan Publication

Foundation Courses and Soft Skills

Semester-III

St Xavier's College (Autonomous),

Ahmedabad 380 009

2016 Odd semester

Course content

FC-3030: World Religions (English)

FC-3031: Understanding State Nation Religion (English)

FC-3032: Human Rights (Gujarati)

FC-3033: Cultural heritage of Gujarat (Gujarati)

SS-3651: Study Skills (English)

SS-3652: Problem Solving (English)

SS-3653: Communication Skills (English)

SS-3654: Social awareness and leadership (Gujarati)

SS-3655: Human Personality (Gujarati)

Foundation Paper: World Religions (English)

Course Code: FC 3030

No. of Credits: 02

Learning Hours: 30 hrs

- Unit 1:**
- a. Defining Religion.
 - b. Common Elements of World Religions.
 - c. Describing God Experience.

Unit 2: Buddhism & Christianity

- a. Buddhism - Life of Buddha - His Teachings.
- b. Christianity - Life of Jesus, His Teachings, Meaning of Salvation.

Unit 3: Hinduism.

- a. Goal of Life - Mukti (Salvation)
- b. Three paths of Mukti - Gnana, Bhakti and Karma.
- c. Sacred Scriptures - Upanishads, Gita
- d. Bhakti Movement (Mira, Tulsidas, Ram Krishna Paramhansa.

Unit 4: Islam - Teaching of Prophet Mohammed. Muslim Festivals

Foundation Paper: Understanding State Nation Religion (English)

Course Code: FC 3031

No. of Credits: 02

Learning Hours: 30 hrs

UNIT.I

Session Plan **Preliminary Understanding of Nation-State & Religion** **2**
hrs

Input: What does a word "Nation & State mean?"

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| Case: | Universal Context- Human Species | |
| Readings: | Internet links as sources | |
| Session Plan | Formation of Nation-State | 2 hrs |
| Input: | Perspective on formation stages: Nation-State | |
| Case: | Indian Constitution | |
| Reading: | Internet Sources | |
| Session Plan | Dimension of Nation-State | 2 |
| hrs | | |
| Input: | Understanding the key dimension Nation-State | |
| Case: | Universal Nation-state formations. | |
| Readings: | Internet Sources | |
| Session Plan | Understanding: Dimension Nation-State | 2 |
| hrs | | |
| Input: | Concepts: Territory, Ethnocentrism, Culture, Language, worship, Constitution | |
| Case: | <i>Greco-Roman: city- states/Indian civilization: Mohenjadarro-Harrappa</i> | |
| Readings: | Internet Sources | |

UNIT.II

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|---------------------|---|----------|
| Session Plan | Pseudo Understanding of Nation-State | 2 |
| hrs | | |

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| Input: | Concept of Terrorism, Separatism, Regionalism |
| Case: | Una, Kashmir, Vidharbha/Marathwada |
| Readings: | Internet links on Greco-Roman political history |

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| Session Pan | Pseudo Understanding of Nation-State | 2 |
| hrs | | |

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|--------|---|
| Input: | Concept of Racism, Ethnocentrism, Caste-ism |
| Case: | Racial violence in Germany: German vs. Jews/ America: White vs. Black |

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| Readings: | Internet Sources | |
| Session Plan | Pseudo Understanding of Nation-State | 2 hrs |

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|-----------|---|
| Input: | Mainstream culture and subaltern culture |
| Case: | Classical vs. folk/non-classical/English vs. Vernacular |
| Readings: | Chapter 5 |

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| Session Plan | Pseudo Understanding of Nation-State | 2 hrs |
|---------------------|---|--------------|

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| Input: | Mainstream language & dialects |
| Case: | Indian context: Goa, Belgaum – Konkani vs. Marathi/English vs. Vernacular |
| Readings: | Chapter 6 |

UNIT. III

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|---------------------|---|----------|
| Session Plan | Understanding Conflict: Majority Vs Minority | 2 |
| hrs | | |

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|-----------|---|
| Input: | Concept of Majority & Minority (Ruling-Bourgeoisie vs. Proletariat) |
| Case: | Capitalists and labor force |
| Readings: | Internet Sources |

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| Session Plan | Context of the Conflict | 2 |
| hrs | | |

Input: Historical Perspective Majority & Minority

Case: Efforts of Communal harmony

Readings: Internet Sources

Session Plan Understanding the Religion 2 hrs

Input: Sociological Understanding of Religion

Case: Animistic Religion of the tribals

Readings: Internet Sources: Totemic understanding

Session Plan Understanding Theism & Atheism 2 hrs

Input: Perspective of emergence of theism

Case: Judaism/Christianity/Islam/Hinduism & governance of a nation

Readings: Internet Sources

UNIT.IV

Session Plan Understanding Atheism 2 hrs

Input: Perspective of emergence of Atheism & Science

Case: Jainism/Buddhism & Zen tradition, Nirvana, Kaivalyya

Readings: Internet Sources

Session Plan World as a Nation 2 hrs

Input: Global/Local understanding of Nation

Case: Human planet as a nation

Readings: Internet Souces

Session Plan Evaluation/feedback of the Course 2 hrs

Input: Recap of the course

Case: Filling up feedback

Readings: All the reading materials referred so far.

Foundation Paper: Human Rights (Gujarati)

Course Code: FC 3030

No. of Credits: 02

Learning Hours: 30 hrs

Foundation Paper: Cultural Heritage of Gujarat (Gujarati)

Course Code: FC 3030

No. of Credits: 02

Learning Hours: 30 hrs

Unit-1 Fairs of Gujrat

- Bhavnatha Fair
- Dang darbar

- Chitra-vichitra Fair
- Vaudha Fair
- Shamalagi Fair
- Tarnetar Fair
- Thrang Fair

Unit-2 Festivals of Gujarat

- Kite Festival
- Dance Festival of Modhera
- Kachha Festival

Unit-3 Musicians of Gujarat

- Tanariri
- Narshinh Mehta
- Baiju Bavara

Unit -4 Historical places of Gujarat

- Satpuda
- Dholavira
- Adalaj
- Palitana
- Girnar
- Chorvad – Tithal

Soft Skills Paper: Study Skills (English)

Course Code: SS 3651

No. of Credits: 02

Learning Hours: 30 hrs

Unit 1 - Learning to Learn

Studying

Active Participation

Studying in Groups

Reading

Thinking, Memorizing, Test Preparation, Test Taking

Unit 2 - Managing Time and Tasks & Project Management

Avoiding Procrastination

Scheduling

Organizing
Developing Self Discipline
Completing Class Assignments/Projects
Organizing Challenging Projects

Unit 3 - Problem Solving / Decision Making

Analogies for problem solving
Defining and Gathering
Adaptive Decision Making
Alternatives
Managing by exception
Creative problem solving solutions

Unit 4 - Self-Awareness and Self Motivation

Self analysis
Elements of motivation
Seven rules of motivation
Techniques and strategies for self motivation
Motivation checklist and Goal setting
Self motivation and life
Importance of self-esteem and enhancement of self-esteem.

Soft Skills Paper: Problem Solving (English)

Course Code: SS 3652

No. of Credits: 02

Learning Hours: 30 hrs

Objective

The main objective of this module is to inculcate the ability to question, reason and to critically evaluate problems as well as to develop basic interpersonal skills of effective comprehension and communication.

Scope

With the current scenario of Educational Systems in Gujarat, students learn a wide array of subjects and their knowledge base grows vividly. However, when they are asked to independently generate ideas or are made to talk and write about their interests in a succinct manner, they struggle. Along with a certain degree of language barrier, we observe that students' learning and hence the thought process is increasingly unidirectional. We believe

that along with expanding the academic knowledge, it is essential for students to learn and hone an independent thought construction process, and develop informed-individualistic perspectives. Social and emotional skills form the bedrock for successful development during the early years and beyond—into adolescence and then transition to work where it is absolutely essential to have both: the appropriate qualifications as well as the right personal attributes to actively contribute to the success of an organization. This course is specifically aimed at starting such a process from the undergraduate level. We see clear potential among the students who, using a platform like this, can lead to a divergent, independent and intellectual generation next.

Teaching Methodology

Maximum student capacity: 50-55

Total teaching hours: 24

This module will include a mix of lectures, discussion based sessions, activity-based sessions and small group work. The theory of the various thinking skills will allow for the students to form a framework around their thinking processes and consciously work towards improving their soft skills through lecture activities and through the rest of the semester, outside the class. The in-lecture activities will ultimately help the students to improve their critical skills and apply them to common dilemmas and arguments that they encounter in day to day life and economic problems, preparing them to use the skills in a practical context.

Course Content

Unit 1- Observation and comprehension

- Introduction
- Nuances of observation
- Can we trust our senses?
- Descriptive imagination (a process involving detailed imagination) – music, videos and pictures

Unit 2- Thinking skills

- Thinking skills and techniques
- Paradox of choice and counterfactual reasoning
- Complex theories
- Double standards and hypocrisy- fallacies and biases.
- Failure & Being Wrong- Why They Work

Unit 3- Communication

- Verbal Communication
- Written communication
- Alternative modes of communication
- Practical exercises

Unit 4- Introduction to problem solving and decision making

- Basics of crisis, problem solving and decision making
- Great world leaders
- Global issues and crises
- Decision making activities

Lecture Division

| No | Lecture content |
|----|--|
| 1 | Introduction to the module |
| 2 | Observation – exercises |
| 3 | Trusting our senses – Nuances of observation |
| 4 | Descriptive imagination music and videos |
| 5 | Traffic cross-roads observation |
| 6 | Thought exercise- Population crisis |
| 7 | Thinking skills and techniques- counterfactual reasoning |
| 8 | Complex Theories |
| 9 | Complex Theories |
| 10 | Complex Theories |
| 11 | Double standards and hypocrisy/ Failure and being wrong |
| 12 | Failure & Being Wrong- Why They Work |
| 13 | Town-planning |
| 14 | Introduction to different modes of Communication |
| 15 | Alternative modes of communication- dance based presentation |
| 16 | Make your own music |
| 17 | Free writes |
| 18 | Feminism debate- he for she |
| 19 | Action plan to resolve a local problem |
| 20 | A few interesting problems- paradox of choice, Hiroshima |
| 21 | A few interesting problems- demonetization, Stats, false news, self driving cars |
| 22 | Great world leaders |
| 23 | Global issues and crisis |

References:

The Art of deduction, Taz Rai.

Volume 13: Issue 4: Great Leaders are Great Decision-Makers, Graziadio business review, Pepperdine.

[The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively](#), Helio Fred Garcia

[Crucial Conversations Tools for Talking When Stakes Are High](#), Kerry Patterson, Joseph Grenny, Ron McMillan and Al Switzler.

Making Difficult Decisions: How to be decisive and get the business done, Peter J. A. Shaw.

Soft Skills Paper: Communication Skills (English)

Course Code: SS 3653

No. of Credits: 02

Learning Hours: 30 hrs

Unit 1

Professionalism

Unit 2

The process of communication barriers to communication and how to overcome them.

Unit 3

Interpersonal communication, two way communication

Unit 4

Body language, effective communication (oral and written), etiquette

Soft Skills Paper: Social awareness and leadership (Gujarati)

Course Code: SS 3654

No. of Credits: 02

Learning Hours: 30 hrs

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Soft Skills Paper: Human Personality (Gujarati)

Course Code: SS 3655

No. of Credits: 02

Learning Hours: 30 hrs

(only for Gujarati Medium)

Unit-1 Personality: Introduction

- What is personality
- Positive symptoms of personality
- Negative symptoms of personality

Unit-2 Theories of Personality

- Jung's theory of personality
- Adler's theory of personality
- Maslow's theory of personality

Unit-3 Personality Disorders

- Antisocial Personality
- Suicide
- Addiction dependency: Alcohol, Drug

Unit-4 Non - verbal communication and Personality

- What is non- verbal communication
- What is body language
- Interpretation of non- verbal communication

Foundation Courses and Soft Skills

Semester-V

St Xavier's College (Autonomous),

Ahmedabad 380 009

2016 Odd semester

Course content

FC-5030: Indian Philosophy Darshanas (English/Gujarati)

FC-5031: Cultural Heritage of Ahmedabad (English/Gujarati)

FC-5032: Elements of Finance for Economics (English)

SS-5651: Career Skills (English)

SS-5652: Volunteerism (English)

SS-5653: Time Management (English)

SS-5654: Yoga (Gujarati/English)

SS-5655: Proof Reading (Gujarati)

Foundation Paper: Indian Philosophy Darshanas (English/Gujarati)

Course Code: FC 5030

No. of Credits: 02

Learning Hours: 30 hrs

FC- Indian Philosophy 'A' & 'B'

Units

1. Definition of the term 'Darshana' , Rise & Growth of Indian systems of thought.- Samkhya & Yoga Systems and their principles.
2. Nyaya – Vaisheshika Systems- Their principles
- 3.Purva mimamsa- Uttara Mimamsa systems – Their tenets
4. Buddhism- Jainism- Carvaka systems of thought, a survey.

Foundation Paper: Cultural Heritage of Ahmedabad (English/Gujarati)

Course Code: FC 5031

No. of Credits: 02

Learning Hours: 30 hrs

FOUNDATION COURSE YEAR – 2016 – 17

(Cultural Heritage of Ahmedabad)

| UNIT NO. | TOPICS OF UNIT |
|----------|--|
| 1 | અમદાવાદની ઐતિહાસિક પૂર્વ ભૂમિકા: સ્થાપના- સંસ્કૃતિ મોગલકાલીન શિલ્પ-સ્થાપત્યો. |
| 2 | બ્રિટિશકાલીન સંસ્કૃતિ: કલા, સાહિત્ય તથા વિકાસ. |
| 3 | સ્વતંત્રતા પછીનું અમદાવાદ: કલા, સાહિત્ય, પરિવર્તનો. |
| 4 | અમદાવાદના આધુનિક સમયના સાંસ્કૃતિક પ્રવાહો: કલા, સાહિત્ય, અનેક ક્ષેત્રના પરિવર્તનો. |

સન્દર્ભ ગ્રંથ:-

અમદાવાદનો ઇતિહાસ લેખક- મગનલાલ

Foundation Paper: Elements of Finance for Economics (English)

Course Code: FC 5031

No. of Credits: 02

Learning Hours: 30 hrs

Unit 1

What is finance?, features of finance, areas of finance, source of finance

Unit 2

Time value of money, compound interest, Annuity

Unit 3

Types of risk, risk and expected return, risk return trade off, rate of return, risk return relationship

Unit 4

Ratio analysis, basic concepts of different ratios used in financial planning, risk and return: Types, risk and expected return, rate of return, risk return trade off, risk return relationship, calculative risk

Soft Skills Paper: Career Skills (English)

Course Code: SS 5651

No. of Credits: 02

Learning Hours: 30 hrs

Introduction: An employee's career success depends a lot on their work ethic, knowing how to get along with people, their attitude, their communication skills and a lot of other personal attributes termed as Soft Skills. It's just not enough to be highly trained in technical know-how, without developing the soft skills that help build relationships, communicate and collaborate effectively. These people skills are very critical today as organizations are struggling to find meaningful ways to remain competitive and be productive.

Unit I Self Management and Grooming:

Learning Objectives:

- Self Management
- Definitions of Career Skills - People Skills, Task Skills and Personal Skills
- Awareness of Grooming
- Importance of Grooming – First Impressions

- Personal grooming habits
- Business Attire for Men and Women, Casual Attire for Men and Women
- -Formal Dressing, Casual Dressing, Accessories for Men & Women Footwear
- The Do's and Don'ts
- Selecting Ties
- Things to avoid

Unit II Business and Social Etiquette:

Learning Objectives:

- Etiquette
- Difference between Social and Business Etiquette
- Importance of Business Etiquette
- Protocol on Introductions
- Handshake and its importance
- Networking
- General Etiquette
- Business card Etiquette
- Cubicle Etiquette
- Kitchen Courtesy
- Office Etiquette
- Telephone Etiquette
- Email Etiquette
- Managing Angry Callers
- Conference Call Etiquette
- Voice Mail Etiquette
- Meeting Etiquette
- Rules for the Host
- Rules for the Guest
- Dining Etiquette
- Table Manners
- Cutlery placement and their meanings
- Business Meals

Unit III Effective Communication and Inter personal Relationships

Learning Objectives:

- What is Communication
- Components of Communication
- Types of Communication
- Process of Communication
- Miscommunication
- Positive and Negative Communication
- What does Effective Communication Involve
- How can distortion be avoided
- Effective Communication and Interpersonal Skills

- Develop interpersonal skills
- Being Tactful
- Importance of Verbal Communication
- Improving Verbal and Written Communication skills
- What is Non Verbal Communication, its importance in communication
- Importance of Eye Contact
- Non Verbal Behaviour and its Interpretation
- Importance of Listening in Effective Communication
- Factors that interfere with effective communication and distort the message
- Attitude and Interpersonal Relations
- Motivation
- Diplomacy
- Being Proactive

Unit IV Team Building, Bonding and Team Spirit:

Learning objectives

- What is a Team
- Importance of Team work
- Enhanced effectiveness of Teams through team bonding
- Team playing and its importance
- Identify personal characteristics that can impede or facilitate a working relationship
- Stages of Team Development
- Roles of a Leader
- Problem Solving
- Giving and Receiving Feedback
- Qualities of Effective Teams

Soft Skills Paper: Volunteerism (English)

Course Code: SS 5652

No. of Credits: 02

Learning Hours: 30 hrs

[Economics/ English/ Psychology – Third Year Students. June, 2016]

UNIT.I

| | | |
|---------------------|---|--------------|
| Session Plan | Preliminary Understanding of Volunteerism | 2 |
| hrs | | |
| Input: | What does a word “Volunteerism” mean? | |
| Case: | Universal Religion Context- Human Species | |
| Readings: | Internet links as sources | |
| Session Plan | Concept of Volunteerism & Social Service | 2 hrs |

| | | |
|---------------------|--|--------------|
| Input: | Psycho-Social understanding of Volunteerism | |
| Case: | works of mercy, desire, free will, philantrophy | |
| Reading: | Internet Sources | |
| Session Plan | Dimenstion of Social Service | 2 |
| hrs | | |
| Input: | Perspectives of Charitable Service | |
| Case: | Historical back ground World War – 1, 2. | |
| Readings: | Internet Sources | |
| Session Plan | Dimenstion of Social Service | 2 |
| hrs | | |
| Input: | Perspectives of Welfare service | |
| Case: | Civilizations – Jew, Christian, Muslim, Hindu, Greco-Roman | |
| Readings: | Internet Sources | |
| UNIT.II | | |
| Session Plan | Dimenstion of Social Service | 2 |
| hrs | | |
| Input: | Perspective of Profit Oriented Service (PO) | |
| Case: | Small/Big Scale Industry (CSR) | |
| Readings: | Internet Sources | |
| Session Pan | Understanding Organized Services | 2 hrs |
| Input: | Understanding Trust & Society | |
| Case: | Physical Copy of Trust deed. | |
| Readings: | Internet Sources | |
| Session Plan | Understanding Organized Services | 2 hrs |
| Input: | Understanding Institution & Company | |
| Case: | Physical copy of Trust deed of Institution | |
| Readings: | Government Documents | |
| Session Plan | Formation of Organization | 2 |
| hrs | | |
| Input: | Process of formation of Trust/Society | |
| Case: | Government documents | |
| Readings: | Various Sources/internet sources | |
| UNIT.III | | |
| Session Plan | Understanding Government Commissions | 2 hrs |
| Input: | Charity Commission & Income Tax Commission | |
| Case: | Different Samples of Forms/booklet | |
| Readings: | Various Sources/internet sources | |
| Session Plan | Understanding Structure of Ministry of Home Affairs | 2 |
| hrs | | |
| Input: | Understanding FCRA department procedures | |
| Case: | Various FC related Forms | |
| Readings: | Internet Sources(MHA website) | |

Session Plan Sustainability of the Trust/Society 2

hrs

Input: Fund Raising Techniques & Procedures

Case: Various proposals & Techniques

Readings: Various sources/Internet Sources

Session Plan Social Auditing 2 hrs

Input: Understanding Income Tax department Procedures & Norms

Case: Audit Reports (Financial & Narrative) of SXSSS

Readings: Various /internet Sources

UNIT.IV

Session Plan Annual Auditing 2 hrs

Input: Annual Auditing of the Finances of the Trust

Case: Some reports

Readings: Various sources

Session Plan Annual Auditing 2 hrs

Input: Income Tax Return Filing

Case: Income Tax return form

Readings: Various sources/ Internet Sources

Session Plan Evaluation/feedback of the Course 2 hrs

Input: Recap of the course

Case: Filling up feedback

Readings: All the reading materials referred so far.

Soft Skills Paper: Time Management (English)

Course Code: SS 5653

No. of Credits: 02

Learning Hours: 30 hrs

Unit 1: Concept of Time Management

- a. Planning to be more effective and efficient.
- b. Wasting time... Where do I tend to waste time?
- c. Setting priorities and goals.

Unit 2: ABC Analysis

- a) Tasks urgent and important.
- b) Tasks important but not urgent.
- c) Tasks not important.

Pareto Analysis [Ideally 80% of the task can be performed in 20% time if well organized].

Unit 3: Implementing Goals

- a. Preparing Inventory of Tasks to be done and meticulously putting into practise.
- b. Avoiding Distractions. (Movies, Phone calls, Social Media)
Be focussed on the task to be accomplished.

Unit 4: Tackle Procrastination.

- a. Discipline, Motivation, Breaking down Projects and Time Diary.
- b. Generating time.

Making best use of the slots when free. Cutting time on activities and making use of that time more creatively.

- c. Combining work and relaxation for better productivity.

Soft Skills Paper: Yoga (English/Gujarati)

Course Code: SS 5654

No. of Credits: 02

Learning Hours: 30 hrs

UNIT 1

Yoga for health happiness and harmony.
Yogic anatomy and physiology, Asana.

UNIT 2

Pranayam, Mudras, Bandh Mudra,
Yoga therapy, meditaion

UNIT 3

Is Yoga science a challenge to modern medical science?
Every day Yogic routine, Nutrition.

UNIT 4

Every day yogic stretching and flexible exercise.
How does it give sound healthy body and mind?

Soft Skills Paper: Proof Reading (Gujarati)

Course Code: SS 5655

No. of Credits: 02

Learning Hours: 30 hrs

SOFT SKILLS: PROOF READING

- એકમ - ૧ - પ્રુફરીડિંગની સાહીય સમજ
- મુદસકળા અને કાલની ટેકનોલોજીકલ મુદસ કળા
- મુદસ-કોષ
- ભાષાશુદ્ધિ

એકમ - ૨ જોડણી

એકમ - ૩ પ્રુફરીડિંગની નિયાનીઓ

એકમ - ૪ ભૂલોવાળા અથવાંકોનું પ્રુફરીડિંગ

- સંદર્ભગ્રંથ: (૧) પ્રુફ-વાચન, લે.રતિલાલ સાં.નાયક, અનન્ડા બુક ડીપો.
(૨) જોડણી પ્રવેશ, લે.રતિલાલ સાં. નાયક