ST.PHILOMENA'S COLLEGE (AUTONOMOUS), MYSURU

(AFFILIATED TO UNIVERSITY OF MYSORE)

REACCREDITED BY NAAC WITH A GRADE

Three-year six semesters Choice Based Credit System (CBCS) with Learning
Outcome Based Curriculum framework (LOCF)
and Continuous Assessment & Grading Pattern (CAGP) Undergraduate
Programme under Autonomous Structure

FOUNDATION COURSE

REVISED SYLLABUS

Academic year 2018-19 onwards

DEPARTMENT OF LIFE SKILLS

VISION AND MISSION OF THE COLLEGE

VISION:
The college is guided by the visionary zeal of providing value- based education to everyone irrespective of religion, caste, creed or sex by which the character is formed, intellect is explained and one can stand on his/her feet.

MISSION:
To transform young men and women who come to learn not from books, but also from life and to share the experience of working and playing together, this inculcates life skills to become good citizens with integrity and discipline.

Programme Educational Objective (PEO)

PEO-1	Graduates will be able to master and display competency and leadership to become successful professionals, employees and entrepreneurs or pursue higher education and research.
PEO-2.	Graduates will be able to demonstrate the commitment towards professional ethics, gender sensitivity, preservation of environment and sustainable development.
PEO-3	Graduates will continue to learn and advance their careers through activities such as participation in professional organizations, attainment of professional certification and seeking higher education.

SYLLABUS
Academic year 2018-19 onwards

LIFE SKILLS - SUBJECT
SYLLABUS FOR B.A/B.Sc/B.Com/ BBM/BSW/BCA/B.Voc /BTHM COURSES
CLASS DURATION – 03 HOURS PER WEEK. 16 WEEKS. 48 HOURS

Marks-Theory - 70 + Internal Assessment -30= 100.   Credits- 03

Objectives:

1) To promote holistic education in the campus

2) To equip the students with soft skills which are necessary for their personal life, professional life and social life.

3) To motivate the students to have a vision for themselves and for their society they live in.

4) To create a mindset where the young people have respect for gender equity and right attitude.

Outcome:

1) Enhanced communication skills and skills for team work which are essential for professional life.

2) The students are more confident, competent and responsible with sensitivity.

3) Motivated in the right direction to achieve without compromising human values.

4) Students are equipped with the capacity to analyse the events and situations that happen in the society without prejudice and respond in a most befitting manner.

5) Students are capable of taking right decisions at the right time.

Unit 1: Personal and Academic Skills		
1.1	**Personal Development**	
1.1.1	Integrity, Commitment, Discipline	
1.1.2	Impact of thinking and Paradigm Shift	
1.1.3	Four D's of Achievement and Eight Important activities of the day	
1.1.4	The Best Investment and Having a Mentor	

1.2	**Interpersonal Skills**	
1.2.1	Five Competencies of Interpersonal Skills	
1.2.2	Friendship – Peer Group Influence	
1.2.3	Developing and sustaining Interpersonal Skills	
1.2.4	Responsibility in relationship	
1.3	**Intrapersonal Skills**	
1.3.1	Mental conditioning and analyzing perception	
1.3.2	Self concept and Self discovery	
1.3.3	Techniques of Intrapersonal Skills	
1.3.4	Handling depression	
1.4	**Emotional Intelligence Skills**	
1.4.1	Definition of Emotional Intelligence	
1.4.2	Relevance of Emotions and Emotional Intelligence	
1.4.3	Emotional Quotient and Developing Emotional Quotient	
1.4.4	Understanding the Positive Side of Negative Feeling	
1.5	**Physical, Mental and Spiritual Fitness**	
1.5.1	Importance of regular exercise program	
1.5.2	Mental Agility	
1.5.3	Memory Power	
1.5.4	Spirituality a Guiding Light	
1.6	**Setting and Achieving Goals**	
1.6.1	Setting Goals	
1.6.2	Determining the Major Definite Purpose	
1.6.3	Guidelines to Set Goals	
1.6.4	Five Keys to Achieving Goals	
Unit 2: Employability Skills		
2.1	**Transition from Campus to the World**	
2.1.1	The Right Mindset	
2.1.2	he Success Mix	
2.1.3	Identifying Opportunities with the right career	
2.1.4	Work-life balance	
2.2	**Etiquette: Personal, social and business**	
2.2.1	Relevance of Etiquette	
2.2.2	Fundamental Principles of Etiquette	
2.2.3	The Magic Words	
2.2.4	Telephone, Dining Table, Public Place	
2.3	**Resume Writing, Interview, and Group Discussion Skills**	
2.3.1	Resume and Cover Letter	
2.3.2	Before, During and After Interview	
2.3.3	Character Traits tested in Group Discussion	
2.3.4	Before and During Group Discussion	
2.4	**Leadership Qualities: 21st Century Leader**	
2.4.1	Leadership Principles	
2.4.2	General Leadership Cycles	
2.4.3	Four Leadership Factors	
2.4.4	The Laws of Leaderships	
Unit 3: Managerial Skills		
3.1	**Respecting Diversity: Cultural, Linguistic and Religious**	
3.1.1	Advantages of Diversity	
3.1.2	Promoting Cultural Diversity	

3.1.3	Promoting Linguistic Diversity	
3.1.4	Promoting Religious Diversity	
3.2	**Time Management**	
3.2.1	Time Management Matrix	
3.2.2	Managing Time/Life	
3.2.3	Tips for Time Management	
3.2.4	Maintaining Time Consciousness	
3.3	**Stress Management**	
3.3.1	The 90/10 Principle	
3.3.2	Positive and Negative Stress	
3.3.3	Sources of Stress and Symptoms of Stress	
3.3.4	Applying Stress Busters	
3.4	**Communication Skills**	
3.4.1	Cycles of Communication	
3.4.2	Improving Listening Skills	
3.4.3	Do's and Don'ts of Effective Communication	
3.4.4	Improving Body Language	
3.5	**Presentation Skills**	
3.5.1	The Four P's of Presentation	
3.5.2	Five Tips for Effective Presentation	
3.5.3	Tools for Presentation	
3.5.4	Techniques for Dynamic Presentation	
Unit 4 : Social Skills		
4.1	**Empowerment**	
4.1.1	Equipping Oneself for the Future	
4.1.2	Knowledge of Rights and Duties as a Citizen	
4.1.3	Gender Equality and Woman Empowerment	
4.1.4	Promoting Dignity of Women	
4.2	**Social Responsibility**	
4.2.1	Towards oneself	
4.2.2	Towards Family	
4.2.3	Towards Environment	
4.2.4	Towards Nation	
4.3	**Value of Life**	
4.3.1	Respecting Life	
4.3.2	Handling Ups and Downs in Life	
4.3.3	Engaging in Prolife Activities	
4.3.4	Cherishing and Sustaining life	

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