

Foundation course for UG Students
Life Skills Syllabus for UG Courses
Soft Skills: Your Gateway to a Successful Life

Unit 1: Personal and Academic Skills

Chapter 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

Chapter 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

Chapter 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

Chapter 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

Chapter 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

Chapter 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

Chapter 2.7: Transition from Campus to the World

- 2.7.1 The Right Mindset
- 2.7.2 The Success Mix
- 2.7.3 Identifying Opportunities with the right career
- 2.7.4 Work-life balance

Chapter 2.8: Etiquette: Personal, social and business

- 2.8.1 Relevance of Etiquette
- 2.8.2 Fundamental Principles of Etiquette
- 2.8.3 The Magic Words

2.8.4 Telephone, Dining Table, Public Place

Chapter 2.9: Resume Writing, Interview, and Group Discussion Skills

- 2.9.1 Resume and Cover Letter
- 2.9.2 Before, During and After Interview
- 2.9.3 Character Traits tested in Group Discussion
- 2.9.4 Before and During Group Discussion

Chapter 2.10: Leadership Qualities: 21st Century Leader

- 2.10.1 Leadership Principles
- 2.10.2 General Leadership Cycles
- 2.10.3 Four Leadership Factors
- 2.10.4 The Laws of Leaderships

Unit 3: Managerial Skills

Chapter 3.11: Respecting Diversity: Cultural, Linguistic and Religious

- 3.11.1 Advantages of Diversity
- 3.11.2 Promoting Cultural Diversity
- 3.11.3 Promoting Linguistic Diversity
- 3.11.4 Promoting Religious Diversity

Chapter 3.12: Time Management

- 3.12.1 Time Management Matrix
- 3.12.2 Managing Time/Life
- 3.12.3 Tips for Time Management
- 3.12.4 Maintaining Time Consciousness

Chapter 3.13: Stress Management

- 3.13.1 The 90/10 Principle
- 3.13.2 Positive and Negative Stress
- 3.13.3 Sources of Stress and Symptoms of Stress
- 3.13.4 Applying Stress Busters

Chapter 3.14: Communication Skills

- 3.14.1 Cycles of Communication
- 3.14.2 Improving Listening Skills
- 3.14.3 Do's and Don'ts of Effective Communication
- 3.14.4 Improving Body Language

Chapter 3.15: Presentation Skills

- 3.15.1 The Four P's of Presentation
- 3.15.2 Five Tips for Effective Presentation
- 3.15.3 Tools for Presentation
- 3.15.4 Techniques for Dynamic Presentation

Unit 4: Social Skills

Chapter 4.16: Empowerment

- 4.16.1 Equipping Oneself for the Future
- 4.16.2 Knowledge of Rights and Duties as a Citizen
- 4.16.3 Gender Equality and Woman Empowerment

4.16.4 Promoting Dignity of Women

Chapter 4.17: Social Responsibility

4.17.1 Towards oneself

4.17.2 Towards Family

4.17.3 Towards Environment

4.17.4 Towards Nation

Chapter 4.18: Value of Life

4.18.1 Respecting Life

4.18.2 Handling Ups and Downs in Life

4.18.3 Engaging in Pro-life Activities

4.18.4 Cherishing and Sustaining life

LEARNING OUTCOME:

To mould positive mindset in the students

To respect and accept oneself and others

To be an achiever irrespective of various barriers

To mould responsible citizens

To value and cherish one's life