

Syllabus Soft Skill Courses B. Com. Sem I

Personality Development

No.	THEORY: Title
Unit I	Introduction to Personality a) Basic of Personality b) Human growth and Behavior c) Theories in Personality d) Motivation
Unit II	Communication skills and Personality Development a) Intra personal communication and Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking
Unit III	Techniques in Personality development I a) Self confidence b) Mnemonics c) Goal setting d) Time Management and effective planning
Unit IV	Techniques in Personality Development II a) Stress Management b) Meditation and concentration techniques c) Self hypnotism d) Self acceptance and self growth

Major readings:

Personality Development by Rajiv K. Mishra. Rupa & Co.

Indian Constitution

Unit I	CONSTITUTION: WHY AND HOW? 1 <ul style="list-style-type: none">• ELECTION AND REPRESENTATION
Unit II	<ul style="list-style-type: none">• EXECUTIVE• LEGISLATURE
Unit III	<ul style="list-style-type: none">• JUDICIARY• FEDERALISM
Unit IV	<ul style="list-style-type: none">• RIGHTS and Duties IN THE INDIAN CONSTITUTION

Major readings:

1. NCERT Book For Class XI : Indian Constitution at Work
2. <http://www.upscportal.com/civilservices/ncert-books/class-xi-indian-constitution-at-work-political-science>

Stress Management

No.	THEORY: Title
I	Concept, Nature and Dimensions of Stress
II	Stress : Its Effects, Causes and Ways of Coping
III	Stress Management Tips Relaxation Techniques Stress and Faith Healing
IV	Common Meditation Techniques: 1. Positive Forces of Nature 2. Relaxation BY Music 3. Exercise , yoga and meditation

Reference books:

- **Title:** Stress Management **Publisher:** Himalaya **Author:** Dr Satish Pai, Dr S Ravishankar, Dr H L Kaila, Shri S V Kamat **Edition:** Students Edition
- http://www.easternbookcorporation.com/moreinfo.php?txt_searchstring=14036

National Ethics

Unit I	Ethics & Morality
Unit II	Morality and Character
Unit III	Nation and Ethics
Unit IV	Money, politicians, power and Ethics

Major readings:

Morality And Ethics In Public Life By Ravindra Kumar. Mittal Publications

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 Sindhu-Saraswati 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 Govindraro 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