

T. Y. B. A.: (CBCS 2018 Course) Semester - V

A501: English Compulsory – I

A. Course Outcomes:

At the end of this course, a student shall be able to:

- understand the philosophies and dedications of lives of some of the great personalities
- understand the importance of correct writing in academic life
- write simple sentences with grammatical transformation
- develop academic and practical skills in terms of communication and presentation
- appreciate and analyze the creative language of advertisement

Total Credits: 04

Total Lectures: 60

B. Course Content:

a) Prescribed textbook: *Portraits in Prose*, by S. Jagdish published by Orient Black Swan

- | | | | |
|----|---------------------|---|-------------------------|
| 1. | Socrates | : | Sir Richard Livingstone |
| 2. | Sir Isaac Newton | : | Nathaniel Hawthorne |
| 3. | Leo Tolstoy | : | Ronald Seth |
| 4. | Rabindranath Tagore | : | E.H. Carter |
| 5. | Mahatma Gandhi | : | V.S. Srinivasa Sastri |
| 6. | Albert Schweitzer | : | G.F. Lamb |

c) English Grammar:

- | | |
|---------------------------|-----------------------------|
| 1. Active & Passive Voice | 2. Direct & Indirect Speech |
|---------------------------|-----------------------------|

C. The books recommended:

1. Chettur G. K.: *English Grammar, Composition and Essay*
2. M.L. Tickoo: *A Remedial Grammar, Usage and Grammar* (Orient Longman, 1976)
3. Thomson A.J. & Martinet A.V.: *Practical English Grammar* (OUP, 1986).
4. Tickoo C. & Shashikumar J.: *Writing With Purpose* (Oxford University Press, 1979).

T. Y. B. A.: (CBCS 2018 Course) SEMESTER - V
A511: English (S3) – I (Understanding Drama – I)

Course Outcomes:

At the end of this course, a student shall be able to:

- have closer acquaintance with the English Drama as a literary form
- understand the representative dramatists through the prescribed plays
- trace the development of drama, its characteristics, phases and types of plays
- develop literary sensitivity and to acquaint with the elements of drama
- understand the ethos, limitations and scope of the drama as a form of literature
- demonstrate the ability for creative thinking and critical analysis of literature

Total Credits: 04

Total Lectures: 60

B. Course Content:

1. Drama as a Form:

- i. Drama and Other Literary Forms
- ii. Elements of drama: Themes, Characters, Plot, Dialogue, Stage Properties, The Three Unities, Conflict, elements of Structure
- iii. Types: Tragedy, Comedy, Tragi-Comedy, Problem Play, Absurd Drama, Closet Play

2. Hamlet : William Shakespeare

C. The books recommended:

1. Abrams, M. H. *A Glossary of Literary Terms* (Latest Edition), (Macmillan)
2. Barnett, Susan *Students Guide to Writing about Literature* (Pearson Education)
3. Boulton, Margorie *Anatomy of Drama* (Routledge)
4. Brooks, Cleanth and Heilman *Understanding Drama*
5. Eslin, Martin *Anatomy of Drama*
6. Ford, Boris, *A Pelican Guide to English Literature*, Vol. 1-8.
7. Hudson, W. H. *Introduction to the Study of English Literature*
8. Iyengar, K. R. Srinivas and Nandakumar, *Prema Introduction to the Study of English Literature* (Sterling, 1984)
9. Kennedy *Literature : An Introduction to Fiction, Poetry and Drama* (Longman)
10. Lerner *English Literature : An Interpretation for Students Abroad* (OUP)
11. Martin, Gray *A Dictionary of Literary Terms* (Pearson Education)
12. Scholes, et.al. ed. *Elements of Literature*, Fourth Edition. OUP.
13. Styan, *Elements of Drama*.

T. Y. B. A.: (CBCS 2018 Course) SEMESTER - V

A512: English (S4) – I (Understanding Fiction – I)

Course Outcomes:

At the end of this course, a student shall be able to:

- have closer acquaintance with the English fiction as a literary form
- understand the representative novelists through the prescribed fictional texts
- trace the development of fiction, its characteristics, phases and types of novels
- develop literary sensitivity and to acquaint with the elements of fiction
- understand the ethos, limitations and scope of the fiction as a form of literature
- demonstrate the ability for creative thinking and critical analysis of literature

Total Credits: 04

Total Lectures: 60

B. Course Content:

1. Fiction as a Form:

- | | |
|---|---|
| i. Fiction, Fact and Truth | ii. Fiction: Experience and analysis |
| iii. Plot, Character, Setting and Meaning | iv. Point of View: Perspective and Language |
| v. Types: Autobiographical, Picaresque, Psychological, Regional & Science Fiction | |

2. The Mayor of Casterbridge : Thomas Hardy

C. The books recommended:

1. Abrams, M. H. *A Glossary of Literary Terms* (Latest Edition), (Macmillan)
2. Barnett, Susan *Students Guide to Writing about Literature* (Pearson Education)
3. Bloom, Harold (2007) *Lord of the Flies*, Viva Modern Critical Interpretations
4. Boulton, Marjorie *Anatomy of Fiction* (Rout ledge)
5. Forster, E. M. *Aspects of Novel*
6. Hawthorn, Jeremy (2005), *Studying the Novel* (Hodder Arnold)
7. Hudson, W. H. *Introduction to the Study of English Literature*
8. Iyengar, K. R. Srinivas and Nandakumar, Prema *Introduction to the Study of English Literature* (Sterling, 1984)
9. Lerner *English Literature : An Interpretation for Students Abroad* (OUP)
10. Martin, Gray *A Dictionary of Literary Terms* (Pearson Education)
11. Murphy, M. J. *Understanding Unseen*
12. Mayhead, Robin *Understanding Literature* (Blackie and Sons)
13. Scholes, Roberts; Nancy R. Comey; Carl H. Klaus and Michael Silverman, ed. *Elements of Literature*, (IV Edition), Delhi: OUP, 2003.

T. Y. B. A.: (CBCS 2018 Course) SEMESTER - V

A513: English (S5) – I (Speaking and Writing Skills in English – I)

Course Outcomes:

At the end of this course, a student shall be able to:

- develop a comprehensive understanding of the theoretical and practical aspects of spoken communication
- develop speaking skills and demonstrate through their speech, appropriate communication
- communicate at different levels of social and receptive domains
- perform appropriate roles of social, official and personal life in different locations
- convey their ideas in English using simple and acceptable spoken English

Total Credits: 04

Total Lectures: 60

B. Course Content:

1. Communication:
 - i. Concept of Communication
 - ii. Verbal and Non-verbal Communication
 - iii. Written and Spoken Communication, Formal and Informal Communication
 - iv. Features of Effective Communication

2. Basics of Speaking:
 - i. Pronunciation
 - ii. Fluency
 - iii. Body Language
 - iv. Organization of Speech
 - v. Modes of Delivery
3. Speeches for Special Occasions

C. The books recommended:

1. Alexander, L.G., *Developing Skills*, Orient Longman.
2. Anderson, Keith, John Maclean, Tony Lynch (2007), *Study Speaking* [CUP]
3. Crystal D & Darey D., *Advanced Conversational English*
4. Dutt, P. Kiranmal, Geetha Rajeevan, CLN Prakash (2008), *A Course in Communication Skills*
5. Jeremy, C, Rogerson P. et al , *Speaking Effectively*
6. Mohan, Krishna, *Speaking English Effectively*, Delhi: Macmillan, 1995.
7. Morley, David (2007), *The Cambridge Introduction to Creative Writing* [CUP]
8. Mundal, S.K., *Effective Communication and Public Speaking*
9. Narayanswamy *Strengthen Your Writing* (OBS)
10. O'Neill, *English in Situation*
11. Seely (2006), *Oxford Guide to English Speaking and Writing* [OUP]
12. Tikku, M.L. & Prema, Nandkumar, *Writing with a Purpose*.

T. Y. B. A.: (CBCS 2018 Course) SEMESTER - V

A514: English (S6) – I (Basics of Literary Criticism-I)

Course Outcomes:

At the end of this course, a student shall be able to:

- understand the historical and philosophical contexts that led to the development of literary criticism and its practice in different traditions and periods
- learners will be able to understand fundamental literary and critical concepts and underlying distinctions amongst them (e.g., difference between literary criticism and literary theory)
- learners will be able to grasp a wide range of literary philosophers and critics whose works had informed and shaped the discourse of literary theory
- learners will have knowledge about major, critical movements and critics in various critical traditions
- learners will be able to identify theoretical and critical concepts with critics/texts/movements with which they are associated and understand them in their contexts
- learners will be able to evaluate and analyze strengths and limitations of critical/theoretical frameworks and arguments
- learners will be able to strengthen and deepen their interpretative skills

Total Credits: 04

Total Lectures: 60

B. Course Content:

I) Topics from Chapter-I of the book *Basics of Literary Criticism*

- 1) What is Criticism?
- 2) Fine Arts and Literature as Fine Arts: Some Characteristics
- 3) Theory of Imitation:
 - i) Plato's views on Literature
 - ii) Aristotle views on Tragedy, Tragic Hero
- 4) Poetic Truth and Historical Truth
- 5) Qualifications of a Good Critic

II) Topics from Chapter-II: of the book *Basics of Literary Criticism*

- 1) Biographical approaches to Literature
- 2) Sociological Approach
- 3) Psychological Approach

III) Literary and Critical Terms from Chapter-IV of the book *Basics of Literary Criticism*

- 1) Allusion
- 2) Ambiguity, Connotation and Denotation
- 3) Simile, Metaphor, Onomatopoeia, Symbol, Imagery and Conceit
- 4) Wit and Humor
- 5) Irony, Sarcasm, Satire and Paradox
- 6) Genre
- 7) Interior Monologue and Stream of Consciousness
- 8) Setting

Text prescribed: *Basics of Literary Criticism* by Dr Vilas Salunke, Diamond Publication

T. Y. B. A.: (CBCS 2018 Course) SEMESTER - V

A515: English (S7) – I (Structure and Function of Modern English – I)

A. Course Outcomes:

At the end of this course, a student shall be able to:

- familiarize with nature of syntax of English language
- recognize their own ability to improve their own competence in using the language
- identify deviant use of English both in written and spoken forms
- understand and appreciate the functional approach of the modern English grammar
- understand and use the phrases, clauses and simple and complex sentences in English
- recognize communicative concepts and their uses, errors of usage and correct them

Total Credits: 04

Total Lectures: 60

B. Course Content:

1. Word Classes: Open and Closed Classes (Structural and Content words)
2. Phrases:
 - i. Noun phrase,
 - ii. Verb phrase,
 - iii. Adjective phrase,
 - iv. Adverb phrase,
 - v. Prepositional phrase.
 - vi. Genitive Phrase
3. Clauses:
 - i. Elements of clauses: Subject, Object, Verb, Complement, Adverbial etc.,
 - ii. Finite and nonfinite clauses, Subordination and coordination,
 - iii. Types of clauses: Nominal clause, Adverbial clause, Comparative clause, Relative clause, Major clause patterns.

C. The books recommended:

1. Deshpande L.S. & Dharamsi P.H., *Modern English Grammar: An Introduction*, Ameya Publishing House, Nanded.
2. Halliday and Hassan, *Cohesion in English*, Longman.
3. Leech, Geoffrey, et. al., *English Grammar for Today*, Macmillan.
4. Leech, Geoffrey and Svartvik J., *A Communicative Grammar of English*, ELBS.

T.Y.B.A. ECONOMICS (2018 CBCS COURSE)
SEMESTER-V
A561: ECONOMICS-S3-I

Course Outcomes:

At the end of this course, a student shall be able to

1. Understand the demonstrate familiarity with some central themes and issues of economic development.
2. Understand the relation of development and population.
3. Analyze theories of economic development.
4. Understand the approaches to the economic development.

Total Credits: 4

Total Lectures:

60

Unit I- Development and Economic Growth:

- 1.1 Meaning of Economic Development and Growth
- 1.2 Differences between Economic Development and Growth
- 1.3 Factors Affecting Economic Growth – Capital, Labour and Technology
- 1.4 Characteristics of Underdeveloped Countries – Economic, Social, Cultural and Demographic

Unit II – Development and Population:

- 2.1 Development and underdevelopment
- 2.2 Poverty – Absolute and Relative
- 2.3 Meaning and Concept of Per Capita Income, Inequality in Income and Wealth.
- 2.4 Human Development Index - Food Security, Education, Health and Nutrition.
- 2.5 Human Resource Development – problem of over population and Theory of Demographic Transition.

Unit III – Theories of Economic Development:

- 3.1 Classical Theories-Adam Smith, Ricardo & Malthus
- 3.2 Karl Marx Theory of Development – Theory of Social Change
- 3.3 Schumpeterian Theory of Economic Development

Unit IV – Approaches to Economic Development:

- 4.1 Vicious circle of poverty
- 4.2 Unlimited Supply of Labour, Big Push Theory
- 4.3 Balanced and unbalanced growth
- 4.4 Critical Minimum Efforts Theory.

Basic Reading List:

- Adelman, I. (1961), Theories of economic Growth and Development, Stanford University Press, Stanford.
- Behrman, S. and Srinivasan T. N (1995), Handbook of Development Economics, Vol. 1 to 3, Elsevire, Amsterdam.
- Ghatak, S. (1986), An introduction to development Economics, Allen and Unwin, London.
- Hayami, Y. (1997), Development Economics, Oxford University Press, New York.
- Higgins, B. (1959), Economic Development, Norton, New York.
- Kindleberger, C. P. (1977), Economic Development, 3e, McGraw Hill, New York.

T.Y.B.A. ECONOMICS (2018 CBCS COURSE)
SEMESTER-V
A562: ECONOMICS-S4-I

Course Outcomes:

At the end of this course, a student shall be able to

1. Understand holistic view of international economies.
2. Apply the theories of International Trade.
3. Understand the gains from trade.
4. Analyze the international trade policy.

Total Credits: 4

Total Lectures: 60

Unit I- Introduction:

- 1.1 Nature, Scope and Importance of International Economics
- 1.2 Distinction between Inter-regional and international trade
- 1.3 Need for a separate theory of international trade

Unit II- Theories of International Trade:

- 2.1 Absolute Cost Theory of Adam Smith
- 2.2 Comparative Cost Theory
- 2.3 Heckscher and Ohlin Theory
- 2.4 Leontief's Paradox

Unit III- Gain from Trade:

- 3.1 Static and Dynamic Gains from International Trade
- 3.2 Meaning and Concept of Terms of Trade, Reciprocal Demand
- 3.3 Factors Determining Terms of Trade
- 3.4 Causes of unfavorable terms of trade to developing countries

Unit IV- Foreign Trade Policy:

- 4.1 Advantages and disadvantages of free trade policy
- 4.2 Meaning and Concept of Protection Policy
- 4.3 Advantages and disadvantages of Protection trade policy
- 4.4 Different Instruments of Protection Policy
- 4.5 Concept of Optimum Tariff and Quotas

BASIC READING LIST

1. Kenan, P.B. (1994), the International Economy, Cambridge University Press, London.
2. Kindlberger, C.P. (1973), International Economics, R.D. Irwin, Homewood.
3. Krugman, P.R. and M. Obstgeld (1994), International Economics: Theory and Policy, Glenview, Foresman.
4. Salvatore, D.L. (1997), International Economics, Prentice-Hall, Upper Saddle River, N.J.
5. Sodersten, Bo (1991), International Economics, Macmillan Press Ltd., London.
6. International Economics, M.L. Jhingan.

ADDITIONAL READING LIST

1. Bhagwati, J. (Ed.) (1981), International Trade, Selected Readings, Cambridge University Press, Mass.
2. Greenaway, D. (1983), International Trade Policy, Macmillan Publishers Ltd., London.
3. Joshi V. and I.M.D. Little (1998), India's Economic Reforms, 1999-2001, Oxford University Press, Delhi.
4. Panchmukhi, V.R. (1978), Trade Policies of India: A Quantitative Analysis, Concept Publishing Company, New Delhi.
5. Patel, S.J. (1995), Indian Economy towards the 21st Century, University Press Ltd., India.
6. Misra and Puri, Indian Economy, Himalaya Publishing House
7. Dangat Nilesh (2015), 'International Economics' Success Publication, Pune.
8. Gite T.G. (2015), 'International Economics' (Marathi Edition), Success Publication, Pune.

T.Y.B.A. ECONOMICS (2018 CBCS COURSE)
SEMESTER-V
A563: ECONOMICS-S5-I

Course Outcomes:

At the end of this course, a student shall be able to

1. Aware the historical view of economics.
2. Understand the theories and views of economic thinkers.
3. Analyze the capitalism, Marxian and mixed economy.
4. Understand the nationalism approach.

Total Credits: 4

Total Lectures: 60

UNIT- I: PRE-CLASSICAL PERIOD

- 1.1 Mercantilism: Meaning and Characteristics
- 1.2 Physiocracy: Meaning and Causes of Emergence
- 1.3 Physiocracy: Natural order, Primacy of Agriculture
- 1.4 Physiocracy: Tableau Economique

UNIT- II: CLASSICAL PERIOD

- 2.1 Adam Smith: Division of Labour, Theory of value, Naturalism, Free Trade and Function of State, Canons of Taxation
- 2.2 David Ricardo: Theory of value, views on distribution
- 2.3 Thomas Malthus: Theory of population, Theory of Gluts
- 2.4 J. S. Mill: Theory of Economic Development, Role of Government in economic development

UNIT- III: NATIONALIST APPROACH - Friedrich List

- 3.1 Criticism on Classical School
- 3.2 Stages of Economic Growth
- 3.3 Nationalism
- 3.4 Theory of Protection.

UNIT- IV: SCIENTIFIC SOCIALISM - Karl Marx

- 4.1 Dynamics of Social Change
- 4.2 Theory of Value
- 4.3 Theory of surplus Value
- 4.4 Falling Rate of profit.

Basic Reading List –

1. Gide and Rist - History of Economic Thought
2. Eric Roll - History of Economic Thought
3. H.L.Bhalia - History of Economic Thought
4. B.N.Ghosh and Rama Ghosh – Concise History of Economic Thought
5. Desai S. S. M. - History of Economic Thought
7. Schumpeter – Ten Great Economists.
8. Dhananjay Keer : Rajashri Shahu Maharaj
9. Suryavanshi K.B.: Rajashri Shahu Maharaj
10. Govt. of Maharashtra. Dr. Babasaheb Ambedkar (1989), Writings and Speeches, Vol.1, Part IV & V.
11. Thorat S.K., Ambedkar's Role in Economic Planning and Water Policy,
12. Ramaiah P.& Sateesh K., Dr. B.R.Ambedkar's Economic
13. Ganguli B. N. - Indian Economic thought Philosophy.

T.Y.B.A. ECONOMICS (2018 CBCS COURSE)
SEMESTER-V
A564: ECONOMICS-S6-I

Course Outcomes:

At the end of this course, a student shall be able to

1. Apply the balance sheet of a bank.
2. Understand the facilities like types of deposit account, advances and remittances.
3. Use the negotiable instruments.
4. Understand the classification of banks.

Total Credits: 4

Total Lectures: 60

Unit I- Nature and Functions of Bank:

- 1.1 Evolution of banking in India and abroad
- 1.2 Definition of bank, primary and secondary functions of Bank
- 1.3 Bank as a service industry
- 1.4 Role of banking in economic development
- 1.5 Balance sheet of a bank

Unit II – Banker and Customer:

- 2.1 Multiple credit creation by banks and limitations to it
- 2.2 Principles of sound banking
- 2.3 Types of deposit accounts
- 2.4 Types of advantages – terms loan, overdraft, cash credit
- 2.5 Types of remittances – Demand draft, mail transfer, telegraphic transfer, e-banking
- 2.6 Types of Customers

Unit III – Negotiable Instrument:

- 3.1 Types of Cheques – bearer, order, crossed and traveler's cheques
- 3.2 Bills of Exchange – demand bills accommodation bills and promissory notes
- 3.3 Commercial papers, certificates of deposits, treasury bills and Govt. securities.

Unit IV – Classification of Banks:

- 4.1 Private sector and public sector banks, co-operative banks
- 4.2 Functional Classification of Banks – Agricultural, Industrial, Foreign Exchange and Central banks
- 4.3 Difference between central bank and commercial banks
- 4.4 Functions of Central Bank
- 4.5 Role of RBI in Indian economy.

BASIC READING LIST:

- Chandler, L. V. and Goldfield S. M. (1977), The Economics and Money and Banking, Harper and Row, New York.
- Gupta, S. B. (1983) Monetary Economics, S. Chand and Co. New Delhi.
- Gupta S.B. (1989), Monetary Planning for India, Oxfrd University Press Delhi.
- Mitra S. (2000) Money and Banking, Random House, New York.
- Rangarajan, (1999), Indian Economics: Essays on Money and Finance, UBS Publishers, New Delhi
- Sayers R.S. (1998), Modern Banking, Oxford University Press, New Delhi.
- Smith P.F. (1997), Economics of Financial Institutions and Markets, Irwin Homewood.
- Lokhande D.S. and Dehpande B.M. (2002), Evolution of urban co-operative banks in Maharashtra, Yashwantrao Chavan Prathishthan.

T.Y.B.A. ECONOMICS (2018 CBCS COURSE)
SEMESTER-V
A565: ECONOMICS-S7-I

Course Outcomes:

At the end of this course, a student shall be able to

1. Aware the holistic approach of business environment.
2. Understand the economic system and business environment.
3. Aware the importance of small, large scale industries, multi-national companies in India.
4. Understand the concepts of poverty, unemployment, regional imbalance, parallel economy and industrial sickness.

Total Credits: 4

Total Lectures: 60

Unit I - Theoretical Framework of Business Environment

- 1.1 Concept, Internal and external components and importance of Business Environment
- 1.2 Changing Dimensions of Business Environment
- 1.3 Indian Business Environment
- 1.4 International Business Environment

Unit II – Economic and Social Environment in India

- 2.1 Economic system and business environment in India
- 2.2 Trends in N. I. and P. C. I.
- 2.3 Nature of Humans resources in India
- 2.4 Dualism in Indian Society, Problems of uneven income distribution
- 2.5 Social responsibility of business

Unit III – Industry and Infrastructure in India

- 3.1 Importance and problems of large-scale industries
- 3.2 Importance, problems and remedies to solve the problems of small – scale and cottage industries,
- 3.3 Role of Foreign investment and multi-nationals in industrialization
- 3.4 Infrastructure development in India-Transport, communication, power and irrigation

Unit IV – Problems related to Growth and Development

- 4.1 Poverty in India-Nature, causes and effects
- 4.2 Nature and types of unemployment
- 4.3 Regional imbalances, causes and effects
- 4.4 Problem of inflation and parallel economy of black money
- 4.5 Industrial sickness

Basic Reading List –

1. Adhikary, M: Economic Environment of Business, Sultan Chand & Sons, New Delhi.
2. Ahluwalia, I. J: Industrial Growth in India, Oxford University Press, Delhi.
3. Aswathappa, K: Legal Environment of Business, Himalaya Publication, Delhi.
4. Sundaram & Black: The International Business Environment; Prentice Hall, New Delhi.
5. Agarwal A. N.: Indian Economy; Vikas Publishing House, Delhi.
6. Khan Farooq A: Business and Society; S. Chand, Delhi.
7. Dutta R. and Sundharam K.P.M.; Indian Economy; S. Chand, Delhi.
8. Misra S.K. and Puri V.K: Indian Economy; Himalaya Publishing House, New Delhi.
9. Hedge Ian: Environment Economics; Macmillan, Hampshire.
10. Dutta Ruddar: Economic Reforms in India - A. Critique; S. Chand, New Delhi.

11. Dr. Shaikh Saleem, Business Environment 2nd Ed. (2007), Pearson Education, Delhi-110 092. INDIA
12. Francis Cherunilam - Business Environment Text & Cases, Himalaya Publishing House.

T. Y. B. A.: (CBCS 2018 Course) Semester - V
Ability Enhancement Course
AEC51: Soft Skills

Course Outcomes

At the end of the course, a student shall be able to:

- communicate with others effectively
- exhibit qualities of leadership
- take responsibility to undertake a work and complete it.
- aware of their own weaknesses
- work in groups either as members or leaders
- think critically or laterally and solve problems
- be flexible to the needs of others
- negotiate with others to solve problems (conflict resolution)
- cope with pressure and yet produce results

Course Contents

30 Lectures

Prescribed Textbook:

Tengse, Ajay R. *Soft Skills: A textbook for Undergraduate*, Hyderabad: Orient Black Swan

1. Introduction to Soft Skills:

Definition of soft skills; need for soft skills; nature and scope of soft skills; acquiring soft skills; advantages of soft skills

2. Communication Skills:

Types of Communication; Forms (Modes) of communication; spoken communication; written communication; non-verbal communication; barriers to communication; linguistic skills; listening, speaking, reading and writing (LSRW); body language

3. Soft Skills

Critical, creative and positive thinking; leadership, assertiveness and negotiation skills; stress management and time management; self-management; Building relationship skills; problem-solving skills; effective teamwork skills

4. Personality Development

Meaning of personality; role of biological and social factors in forming personality; personality traits; motivation, awareness, creativity, punctuality; teaching personality development

5. Values

Meaning of values; importance of values; kinds of values; concept of mortality, character, duty and virtue; how to cultivate values

6. Attitude

Positive attitude; negative attitude; neutral attitude; other attitudes; formation of attitude; components of attitude: emotional, behavioural, cognitive; functions of attitude

Reference Books

1. Covey Sean, *Seven Habits of Highly Effective Teens*, New York, Fireside Publishers, 1998.
2. Carnegie Dale, *How to win Friends and Influence People*, New York: Simon & Schuster, 1998.
3. Daniel Coleman, *Emotional Intelligence*, Bantam Book, 2006
4. Fredrick H. Wentz, *Soft skills Training – A workbook to develop skills for employment*
5. Barun K. Mitra *Personality Development and Soft skills*, Oxford University Press