

 <p>Estd. 1962 "A++" Accredited by NAAC (2021) With CGPA 3.52</p>	<p>SHIVAJI UNIVERSITY, KOLHAPUR 416 004, MAHARASHTRA PHONE : EPABX - 2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in शिवाजी विद्यापीठ, कोल्हापूर ४१६ ००४, महाराष्ट्र दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग - ०२३१-२६०९०९४</p>		
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जा.क्र./शिवाजी वि./अ.मं./395

दि.११/०७/२०२४

प्रति,

मा. प्राचार्य/संचालक,
सर्व संलग्नित महाविद्यालये/मान्यताप्राप्त संस्था,
शिवाजी विद्यापीठ, कोल्हापूर

विषय : B.A.Part-III Social Work Sem V & VI या कोर्सच्या अभ्यासक्रमाबाबत...

संदर्भ : या कार्यालयाचे पत्र क्र. जा.क्र. SU/BOS/222 दि.१२/०४/२०२४

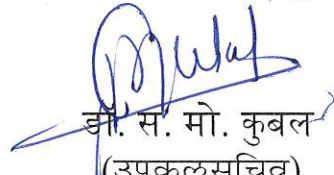
महोदय,

उपरोक्त संदर्भित विषयास अनुसरून आपणास आदेशान्वये कळविण्यात येते की, शैक्षणिक वर्ष २०२४-२५ पासून लागू करण्यात आलेल्या B.A.Part-III Social Work Sem V & VI अभ्यासक्रमामध्ये किरकोळ दुरुस्ती करण्यात आलेली आहे. सोबत सदर अभ्यासक्रमाची प्रत जोडली आहे. तसेच विद्यापीठाच्या www.unishivaji.ac.in, NEP-2020@suk (Online Syllabus) या संकेतस्थळावर ठेवण्यात आला आहे.

सदर अभ्यासक्रम सर्व संबंधित विद्यार्थी व शिक्षकांच्या निदर्शनास आणून द्यावी ही विनंती.

कळावे,

आपला विश्वासू,


डॉ. स. मो. कुबल
(उपकुलसचिव)

सोबत : अभ्यासक्रमाची प्रत.

प्रत : १. प्र.अधिष्ठाता, आंतरविद्याशाखीय अभ्यास विद्याशाखा.

२. अध्यक्ष, सोशल वर्क आणि संबंधित विषय अस्थायी मंडळ.

३. संचालक, परीक्षा व मूल्यमापन मंडळ कार्यालयास.

४. परिक्षक नियुक्ती ए व बी विभागास.

५. बी.ए. परीक्षा विभागास.



६. संगणक केंद्र/आय. टी. सेल विभागास.

७. दूरस्थ व ऑनलाईन शिक्षण विभाग.

८. पी.जी. सेमीनार

९. नॅक विभाग

माहितीसाठी व पुढील कार्यवाहीसाठी.

 <p>Estd. 1962 "A++" Accredited by NAAC(2021) With CGPA 3.52</p>	<p>SHIVAJI UNIVERSITY, KOLHAPUR - 416 004, MAHARASHTRA PHONE : EPABX - 2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४, महाराष्ट्र दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग दूरध्वनी ०२३१-२६०९०९३/९४</p>	
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Ref.No. SUK/BOS/ 222

Date: 12 /04/2024

To,

The Principals,

All Concerned Affiliated Colleges / Institutions.

Shivaji University, Kolhapur.

**Subject : Regarding syllabi of B.A. Part-II (Sem III & IV) Journalism. & B.A. Part-III
(Sem V&VI) Social work. under the Faculty of Inter- Disciplinary Studies.**

Sir/Madam,

With reference to the subject, mentioned above, I am directed to inform you that the university authorities have accepted and granted approval to the syllabi of B.A. Part-II (Sem III & IV) Journalism. & B.A. Part-III (Sem V&VI) Social work under the Faculty of Inter-Disciplinary Studies. as per National Education Policy 2020.(NEP)

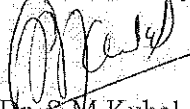
This syllabi shall be implemented from the academic year 2024-2025 onwards. A soft copy containing the syllabi is attached herewith and it is also available on university website www.unishivaji.ac.in. (Online Syllabus)

The question papers on the pre-revised syllabi of above mentioned course will be set for the examinations to be held in October /November 2024 & March/April 2025. These chances are available for repeater students, if any.

You are, therefore, requested to bring this to the notice of all students and teachers concerned.

Thanking you,

Yours faithfully,


D.S.M. Kubal
(Dy Registrar)

Copy to:

1	Director, Board of Evaluation and Examination	7	Centre for Distance Education
2	The Dean, Faculty of IDS	8	Computer Centre / LT.cell
3	The Chairman, Respective Board of Studies	9	Affiliation Section (U.G.) / (P.G.)
4	B.A.,B.Com.,B.Sc. Exam	10	P.G.Admission / P.G.Seminar Section
5	Eligibility Section	11	Appointment Section -A/B
6	O.E. I, II, III, IV Section	12	Dy.registrar (On/ Pre.Exam)

SHIVAJI UNIVERSITY, KOLHAPUR.



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SyllabusFor

B.A. Part – III

Social Work

AS PER NEP

(Syllabus to be implemented from June 2024 onwards.)

Structure of Course
Revised syllabus of B.A. Part III (Social Work)
June 2024

Sem No.	Paper No.	Title of the Paper	Theory mark	Term work
V	VII	Indian Social Problems	40	10
V	VIII	Fields of Social Work	40	10
V	VIII	Methods of Social Work	40	10
V	IX	Social Work Research (Part I)	40	10
V	X	Field Work – Practical	50	
VI	XII	Introduction to Indian Constitution	40	10
VI	XIII	Social Policy and Social Legislations	40	10
VI	XIV	Development Communication	40	10
VI	XV	Social Work Research (Part II)	40	10
VI	XVI	Field Work – Practical	50	
		SKILL ENHANCEMENT COURSES		
V		Management Of Ngo		
VI		Personality Development and Communication Skills		

Equivalence B.A.- III (Social Work)

Sr. No.	Sem No.	Paper No.	Title of Old Paper	Sem No.	Title of New Paper
1	V	VII	Indian Social Problems	VII	Indian Social Problems
2	V	VIII	Fields of Social Work (Related to Family)	VIII	Fields of Social Work
3	V	IX	Methods of Social Work	IX	Methods of Social Work
4	V	X	Social Work Research	X	Social Work Research (Part I)
5	V	XI	Field Work –Practical	XI	Field Work –Practical
6	VI	XII	Indian Social Problems	XII	Introduction to Indian Constitution

7	VI	XIII	Fields of Social Work	XIII	Social Policy And Social Legislations
8	VI	XIV	Methods of Social Work	XIV	Development Communication
9	VI	XV	Social Work Research	XV	Social Work Research (Part II)
10	VI	XVI	Field Work –Practical	XVI	Field Work –Practical

SHIVAJI UNIVERSITY, KOLHAPUR

SYLLABUS FOR B.A. PART- III

SOCIAL WORK

Semester – V (Paper – VII) (Indian Social Problems)

Course Objectives

1. To understand the various social problems in India.
2. To understand the remedial measures to overcome social problems.

Learning Outcome: After completion of this paper the students will be able to

1. Understand the social problems in India and its causes and prevalence of social problems
2. Identify the various measures to overcome such problems.

Module I: Social Problems

15 Sessions

1 Credit

- A. Nature, Meaning and definition of Social Problems
- B. Characteristics of social problems.
- C. Meaning, definition and causes of Social Disorganization,
- D. Remedial Measures in resolving Social Problems.

Module II: Poverty

15 Sessions

1 Credit

- A. Meaning, Definition of poverty
- B. Causes of poverty
- C. Measures adopted by government to eradicate poverty.

Module III: Violence against Women

15 Sessions

1 Credit

- A. Meaning & Concept of violence against women
- B. Types of violence against women
- C. Dowry death, Wife battering, Rape

Module IV: Corruption	15 Sessions	1 Credit
A. Meaning, definitions and nature of corruption B. Causes of corruption C. Measures of controlling Corruption.		

References:

1. A. R. Desai – Rural Sociology
2. G. R. Madan – Indian Social Problem
3. ए. वाय. कोंडेकर – सामाजिक समस्या
4. सामाजिक समस्या

SYLLABUS FOR B.A. PART- III
SOCIAL WORK
Semester – V (Paper – VIII)
Fields of Social Work

Course Objectives

1. Develop an understanding of the domains within the field of social work.
 2. Explore the challenges existing within each domain and become familiar with corresponding welfare measures.
-

Learning Outcome: After completion of this paper the students will be able to

1. Identify the problems existing in each domain and also overcome it.
 2. Be acquainted to welfare measures of each field of social work
-

Module I: Child Welfare

15 Sessions

1 Credit

- A. Meaning, Definition of Child Welfare
 - B. Present position of the children in India
 - C. Problems of Children
 - D. Welfare programmes for children
-

Module II: Women Welfare

15 Sessions

1 Credit

- A. Meaning, Definition of Women Welfare
 - B. Social position of women in India
 - C. Problems of Women
 - D. Welfare Programmes for Women at Central and State Level
-

Module III: Labour Welfare

15 Sessions

1 Credit

- A. Meaning, Definition of Labour Welfare
 - B. Constitutional Provisions for Labour Welfare
 - C. National Commission on Labour
 - D. Welfare of workers in unorganized structure, social security legislation for labour.
-

Module IV: Welfare of S.C. and S.T

15 Sessions

1 Credit

- A. State of Scheduled Caste
- B. Constitutional Safeguards, Welfare schemes for S. C
- C. Welfare schemes for S.T.
- D. Centrally sponsored schemes for S.T.

References:

1. G. R. Madan – Indian Social Problems
2. Dr. Sachdev – Social Welfare Administration.
3. Sanjay Bhattacharya – Integrated Social Work
4. भारती शहा –समाजकार्य परिचय
5. डॉ. प्राजक्ता टांकसाळे

SOCIAL WORK
Semester – V(Paper – IX)
(Methods of Social Work)

Course Objectives

-
1. Develop an understanding various methods social work.
 2. Understand the importance of field work in social work.
-

Learning Outcome: After completion of this paper The students will able to

-
1. Understand the methods of social work.
 2. Apply the methods of social work in the field.
 3. Know the importance of field work in social work field.
-

Module I: Introduction to Primary Methods of Social work 15 Sessions 1 Credit

-
- A. Meaning, Definition, Principles of Social Case Work
 - B. Meaning, Definition, Principles of Social Group Work
 - C. Meaning, Definition, Principles of Community Organization
-

Module II: Social Action as a Secondary Method of Social Work 15 Sessions 1 Credit

-
- A. Meaning, Definition of Social Action
 - B. Steps in Social Action
 - C. Essential factors for Social Action
-

Module III: Social Welfare Administration

15 Sessions 1 Credit

-
- A. Meaning, Definition Social Welfare Administration
 - B. Principles of Social Welfare Administration
 - C. Functions of Social Welfare Administration
-

Module IV: Field Work in Social Work Education

15 Sessions 1 Credit

-
- A. Need and Importance of field work in Social work
 - B. Types of field work and Characteristics of Field Work
 - C. Role of Supervisors in Field Work and Importance of record in Field Work.
-

References:

1. Dr. Sachdev – Social Welfare Administration.
2. Sanjay Bhattacharya – Integrated Social Work
3. डॉ. प्राजक्ता टांकसाळे : “व्यावसायिक समाजकार्य”

4. भारतीशहा: “समाजकार्य परिचय”
5. डॉ. देवानंद शिंदे: “व्यावसायिक समाजकार्य: शिक्षण व व्यवसाय”

SYLLABUS FOR B.A. PART- III
SOCIAL WORK
Semester – V (Paper – X)
(Social Work Research - Part I)

Course Objectives

1. To understand the key concept in social work research.
 2. Understand the importance of research in social work.
-

Learning Outcome: After completion of this paper The students will be able to

1. Understand the conceptual framework of research.
 2. Frame the research design and sampling methods.
-

Module I: Social work Research	15 Sessions	1 Credit
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- A. Meaning, Definition and Characteristics of Social Work Research
 - B. Types and Significance of Social Work Research
 - C. Steps in Social Work Research
-

Module II: Hypothesis	15 Sessions	1 Credit
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- A. Meaning, Definition and Characteristics of hypotheses
 - B. Types and Sources of hypotheses
 - C. Importance of Hypothesis in Social Work Research
-

Module III: Research Design	15 Sessions	1 Credit
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- A. Meaning, Definition of research design
 - B. Characteristics of Research Design
 - C. Types of Research Design
-

Module IV: Sampling	15 Sessions	1 Credit
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- A. Meaning, Definition and Essential Characteristics of Good sampling
 - B. Advantages and Types of Sampling
-

C. Types of sampling: Probable, simple random and Non probable, Quota sample

References:

1. Dr. Laldas – Social Work Research.
2. S.R. Bajpayee – Methods of Social Survey and Research.
3. डॉ. प्राजक्ता टांकसाळे : “व्यावसायिक समाजकार्य”
4. डॉ. गुरुनाथ नाडगोंडे : समाजकार्य संशोधन
5. डॉ. प्रदीप आगलावे: समाजकार्य संशोधन

SOCIAL WORK

Semester – V(Paper – XI) (Field Work – Practical)

Unit- I: Orientation Visits: Minimum Three visits to various Social Settings is must. (10 marks)

Unit- II: Concurrent Field Work: Concurrent field work is for (18 hours) per week in local agencies i.e. in Rural Hospital, Community, Panchayat Samiti and NGO's (20 marks)

Unit- III: Study Tour: During First term of Academic year 3 to 5 days Study Tour (including travelling days) should be arranged in renowned organizations in Maharashtra State. (10 marks)

Unit- IV: Viva - Voce: A Committee duly formulated by the University will conduct the viva – voce at the end of academic first term. (10 marks)

- The field work practicum is compulsory.
- The student should maintain diaries and field work journals for the practical work.
- They should accomplish and submit the same to the concerned field work supervisor every week.
- The student should obtain minimum (50 %) of marks in field work for passing in field work paper.

SHIVAJI UNIVERSITY, KOLHAPUR

SYLLABUS FOR B.A. PART- III

SOCIAL WORK

Semester – VI (Paper – XII) (Introduction to Indian Constitution)

Course Objectives

-
1. To understand the Indian constitution, preamble, fundamental rights and duties
-

Learning Outcome: After completion of this paper The students will be able to

-
1. Understand the Indian constitution, preamble, fundamental rights and duties.
 2. Know the importance of Indian Constitution and its relation to social work
-

Module I: Indian Constitution

15 Sessions

1 Credit

-
- A. Historical background of Indian Constitution
 - B. Salient features of Indian Independence Act, 1947
 - C. Characteristics of Indian Constitution, Nature and function of Draft Committee
-

Module II: Preamble of Constitution

15 Sessions

1 Credit

-
- A. Meaning of Preamble
 - B. Interpretation of Preamble
 - C. Sovereign, Socialist, Secular, Democratic and Republic
-

Module III: Fundamental Rights and Duties

15 Sessions

1 Credit

-
- A. Meaning and definitions and characteristics of Fundamental Rights
 - B. Fundamental Rights of Indian Constitution
 - C. Fundamental Duties of Indian Constitution
-

Module IV: Directive Principles of State Policy

15 Sessions

1 Credit

-
- A. Meaning of Directive Principles
 - B. Directive Principles – Economic Principle,
 - C. Social Principle, Political Principle, Judicial Principle.
-

References:

१. भारतीय शासन आणि राजकारण : रा. ज. लोटे

२. भारतीय शासन आणि राजकारण : बी.बी. पाटील
३. डॉ. प्राजक्ता टांकसाळे : “व्यावसायिक समाजकार्य”

SHIVAJI UNIVERSITY, KOLHAPUR

SYLLABUS FOR B.A. PART- III

SOCIAL WORK

Semester – VI(Paper – XIII) (Social Policy and Social Legislations)

Course Objectives

-
1. Understand the concept of social policy and social legislation
 2. Understand the concept of legal aid and PIL

Learning Outcome: After completion of this paper The students will be able to

-
1. Understand the basic legislation that the social worker should know.
 2. Know some important Govt. policies in India

Module I: Social Policy

15 Sessions

1 Credit

-
- A. Meaning, Definition and Nature of Social Policy
 - B. Need of Social Policy, Objectives of Social Policy
 - C. Social policy and Social development

Module II: Some policies in India

15 Sessions

1 Credit

-
- A. Reservation policy
 - B. Women Policy
 - C. Agriculture Policy, Water Policy

Module III: Social Legislation

15 Sessions

1 Credit

- A. Meaning and definition of Social Legislation
- B. Social Legislation as a tool for Social Change
- C. Social Legislations before and after independence
- D. Concept of Legal Aid, Public interest litigation (PIL).

Module IV: Main Provisions of Following Social Legislations **15 Sessions** **1 Credit**

- A. The Juvenile Justice (Care and Protection) Act, 2000
- B. The Adoption and Maintenance Act, 1956.
- C. The Probation of Offenders Act, 1958.

References:

1. **Dr. Sachdev – Social Welfare Administration.**
2. **Sanjay Bhattacharya – Integrated Social Work**
3. **Gangarde K.D. : Social Legislation in India (Vol.I & II)**
4. डॉ. प्राजक्ता टांकसाळे : “व्यावसायिक समाजकार्य”

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SYLLABUS FOR B.A. PART- III

SOCIAL WORK

Semester – VI(Paper – XIV) (Development Communication)

Course Objectives

1. Understand the basic of communication
2. Understand the use of media in social work profession.

Learning Outcome: After completion of this paper The students will able to

1. Understand the basic communication patterns.
2. Know the use of communication in social work field.

Module I: Communication

15 Sessions

1 Credit

- A. Definition and purpose of communication, communication cycle
- B. The process of communication
- C. The objectives of communication in Social Work

Module II: Barriers to communication	15 Sessions	1 Credit
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- A. The organizational Barriers
- B. Language and semantic Barriers
- C. Physical and Psychological Barriers to communication

Module III: Types of communication	15 Sessions	1 Credit
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- A. The upward communication, Downward communication and Horizontal communication
- B. The Oral Written and Non Verbal communication
- C. Informal channels

Module IV: Utilization of media	15 Sessions	1 Credit
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- A. Media and Policies
- B. Media and Women
- C. Media and Children

References:

1. Mortenson C.D.(Ed.):Basic Readings in Communications –Theory New York, Harper and Brothers.
2. Paul R. and Korlahalli: Essentials of Business Commu. Delhi Oxford Uni. Press Vol. 1,2,3& 4
3. Principles and Practice of Business Communication Bombay : Seth Publication

SHIVAJI UNIVERSITY, KOLHAPUR

SYLLABUS FOR B.A. PART- III

SOCIAL WORK

Semester – VI (Paper – XV) (Social Work Research Part II)

Course Objectives

1. To understand the data collection sources in research field.
 2. Understand the introductory statistics.
-

Learning Outcome: After completion of this paper The students will able to

1. Understand the various sources of data collection.
 2. Analyze data using introductory statistical tools.
-

Module I: Data Collection

15 Sessions

1 Credit

- A. Meaning, Definition of data collection
 - B. Importance of data collection
 - C. Types of Data Collection
-

Module II: Sources of Data Collection

15 Sessions

1 Credit

- A. Primary: - Observation, Interview, Questionnaire and Schedule
 - B. Secondary sources of Data Collection
-

Module III: Analysis and Interpretation of Data

15 Sessions

1 Credit

- A. Classification and its types, Codification
 - B. Tabulation. Characteristics of good table
 - C. Introductory Statistics as Mean, Median and Mode
-

Module IV: Report Writing

15 Sessions

1 Credit

- A. Objective of Report Writing
 - B. Content of Report writing
 - C. Characteristics of Good Report.
-

References:

1. Dr. Laldas – Social Work Research.

2. **S.R. Bajpayee – Methods of Social Survey and Research.**
3. डॉ. प्राजक्ता टांकसाळे : “व्यावसायिक समाजकार्य”
4. डॉ. गुरुनाथ नाडगोंडे : समाजकार्य संशोधन
5. डॉ. प्रदीप आगलावे: समाजकार्य संशोधन

SHIVAJI UNIVERSITY, KOLHAPUR

SYLLABUS FOR B.A. PART- III

SOCIAL WORK

Semester – VI (Paper – XVI)

(Field Work – Practical)

Unit- I: Orientation Visits: Minimum Three visits to various Social Settings is must. (10 marks)

Unit- II: Concurrent Field Work: Concurrent field work is for (15 hours) per week in local agencies i.e. in Rural Hospital, Community, Panchayat Samiti and NGO's (20 marks)

Unit- III: Study Tour: During First term of Academic year 3 to 5 days Study Tour (including travelling days) should be arranged in renowned organizations in Maharashtra State. (10 marks)

Unit- IV: Viva - Voce: A Committee duly formulated by the University will conduct the viva – voce at the end of academic first term. (10 marks)

- The field work practicum is compulsory.
- The student should maintain diaries and field work journals for the practical work.
- They should accomplish and submit the same to the concerned field work supervisor every week.
- The student should obtain minimum (50 %) of marks in field work for passing in field work paper.

B.A Semester – V (Skill Enhancement Course) Credits:4

Management Of Ngo

Learning Objectives:

- To acquire specific knowledge on project and NGO management.
- To understand the Project management Dimensions, Planning and its implementation of projects.
- To enhance skills and techniques of project evaluation / Resource Mobilization.
- To understand the basic concepts and principals involved in managing NGOs.
- To understand the Human resource management in NGO's.
- To enhance knowledge on project proposal writing and maintenance of the accounts in NGO's.

UNIT –I FOUNDATION OF MANAGEMENT AND NGO'S UNDERSTANDING

- a) Management: Meaning, Definition, Concepts, Objectives and Functions-
- b) NGO's: Meaning, Definition, Concepts, Types, Functions, Approaches and Models - Vision, Mission and Goals in NGOs –
- c) Role of NGOs in Community Development classification of NGO's

UNIT –II LEGAL FRAME WORK FOR ESTABLISHING NGO'S

- a) Legal - rational structure of Non-profits: Trusts and Societies with Special reference to Trust and Society Registration Acts-
- b) Foreign contributions and Regulation Act (FCRA) - Statutory Obligations-
- c) Income Tax Exemption (80-G, 12-A, & 35AC): Rules and Regulation.

UNIT–III HUMAN RESOURCE MANAGEMENT IN NGO'S AND CSR ACTIVITIES

- a) Leadership in the NGO's Context – Practice of Human resources Management in NGO's - Human resources management and role of creating change agents – Staffing, recruiting, induction and training-
- b) CSR Activities: Definition, concepts and need - Concentration areas of CSR - Role of social workers in CSR-
- c) National and International CSR activities: TVS, Infosys and Tata.

UNIT –IV PROJECT MANAGEMENT

- a) Concept, Definition, Objectives, principles, Scopes, Importance and Methodology - Micro and Macro Level Planning - Project Dimensions: Identification – Need assessment
- b) Project management in NGO's- Concept, Meaning, Definition and Types of projects – Projects Implementation and Management: Project Cycle Management –
- c) Identification and Formulation of Details Projects Report (DPP) with reference to Action AID and Save the Children- Monitoring and Evaluation (PERT and CPM) - Rural

Appraisal (PRA): Tools and Techniques, SWOC (Strengths, Weaknesses, Opportunities, Challenges) Analysis.

Note: Students are expected to Practice PRA technique in any rural area.

Reference Books:

1. Behera M. C. (2006). Globalizing Rural Development. New Delhi: Sage.
2. Chowdhry Paul. (1973). Administration of Social Welfare Programmes in India. Bombay: Somaity.
3. Emmanuvel. S. Fernando. (1999). Prospect from Problems. Mumbai: St. Francis Xavier's Church.
4. Ginsbery Leon. H. (2001). Social Work Evaluation – Principles and Methods. Singapore: Allyn and Bacon.
5. Jack Rothman, John John E. Tropman. (2001). Strategies of Community Intervention. Illinois: P.E. Peacock.
6. Joel S.G.R Bhose. (2003). NGO's and Rural Development Theory and Practice. New Delhi: Concept.
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B.A Semester – VI (Skill Enhancement Course) Credits:4

Personality Development and Communication Skills

Learning Outcomes:

Students at the successful completion of the course will be able to

- ☐ Understand the meaning, process, importance, types and barriers to communication;
- ☐ Develop public speaking, oral and written communication skills;
- ☐ Understand the importance of preparation of communication material;
- ☐ Gain knowledge of media of communication.
- ☐ Identify how to participate in meetings and interviews;
- ☐ Understand the concept of personality and personality development and its significance.
- ☐ Understand and develop the traits and factors determining personality and
- ☐ Know how to assess and enhance one's own personality

UNIT-I: Introduction to Personality Development

- a) The concept of personality - Dimensions of personality –
- b) Theories of Freud & Erickson- Significance of personality development. The concept of success and failure: What is success? - Hurdles in achieving success - Overcoming hurdles - Factors responsible for success – What is failure - Causes of failure.
- c) SWOT analysis.

UNIT II: Attitude & Motivation

- a) Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude – Advantages –Negative attitude- Disadvantages - Ways to develop positive attitude –
- b) Differences between personalities having positive and negative attitudes.
- c) Concept of motivation - Significance – Internal and external motives - Importance of self-motivation- Factors leading to de- motivation

UNIT III: Self-esteem

- a) Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem

- b) Low self-esteem - Symptoms - Personality having low self-esteem - Positive and negative self-esteem.
- c) Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviors – Lateral thinking.

UNIT IV: Introduction to Communication

- a) Meaning and Definition – Process – Functions – Objectives – Importance – Essentials of Good Communication – Communication Barriers – Overcoming Communication Barriers – Cross-Cultural Communication.
- b) Types of Communication & Essential soft skills: Written Communication: Need and functions of business letters – Planning and layout of business letters – Essentials of effective correspondence – Advantages and limitations of written communication.
Oral Communication: Meaning, nature and scope – Principles of Effective Oral Communication – Techniques of Effective Speech – The Art of Listening – Principles of Good Listening – Advantages and Limitations of Oral Communication. (Principles and good practices in online communication e.g. Telephonic, Internet – VOIP Voice over Internet Protocol.)
- (c) Essential soft skills
 - (i) Group discussion
 - (ii) Presentation skills
 - (iii) Problem-solving
 - (iv) Decision-making
 - (v) Creativity
 - (vi) Innovation
 - (vii) Team Work

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8. Sing, O.P. *Art of effective Communication in Group Discussion and Interview-For Competitive Examinations*. New Delhi. S.Chand and Company Ltd. 2012.