

SANT GADGE BABA AMRAVATI UNIVERSITY

FACULTY: INTERDISCIPLINARY STUDIES

SKILL ENHANCEMENT COURSES (SEC) (Vertical D (ii))

for UG Home Science SEM I, SEM II and SEM V

(Major: Communication and Extension/Food Science and
Nutrition/Human Development/Resource Management/
Textile and Clothing)

(Course Code as given in the respective Major Scheme)

Semester - I

Semester	Course Code	Course Name	Credits	Teaching Hrs.	Exam Duration	Max. Marks
I		SEC (P) Life Skills - 1 Communication Skills in English	2	30	2 Hrs	Practical Internal 50

Course Objectives	1. To develop proficient communication skills in English, 2. To focus on speaking, reading, and writing skill. 3. To develop professional skill.		
Course Outcomes	The Students would be able to: 1. Understanding of good communication skills 2. Exhibit clear and accurate pronunciation 3. Understand the importance of empathetic listening. 4. Apply techniques of effective reading 5. Explain the advantages of nonverbal communication 6. Explore communication beyond language.		
Unit System	Contents	Learning Hours	Incorporation of Pedagogies
Unit I	Listening ● Techniques of Effective Listening ● Listening and Comprehension ● Probing Questions ● Barriers to Listening	7 Hours	1. Demonstration 2. Experiential learning 3. Identification 4. Participative learning 5. Observation method 6. Practice method
Unit II	Speaking ● Pronunciation ● Enunciation ● Vocabulary ● Fluency ● Common Errors	7 Hours	
Unit III	Reading ● Techniques of Effective Reading	8 Hours	

	● Gathering Ideas and Information from a Given Text ○ i. Identify the Main Claim of the Text ○ ii. Identify the Purpose of the Text ○ iii. Identify the Context of the Text ○ iv. Identify the Concepts Mentioned ● Evaluating These Ideas and Information i. Identify the Arguments Employed in the Text ii. Identify the Theories Employed or Assumed in the Text ● Interpret the Text i. Understand What a Text Says ii. Understand What a Text Does iii. Understand What a Text Mean		
Unit IV	Non-verbal Communication ● Meaning of Nonverbal Communication (NVC) ● Advantages of Using Nonverbal Communication ● Introduction to Modes of Nonverbal Communication i. Open and Closed Body Language ii. Eye Contact and Facial Expression iii. Hand Gestures · Do's and Don'ts in NVC · Learning from Experts · Activities-based Learning	8 Hours	

References:

- "Communication Skills Handbook" 2009, by Jane Summers and Brett Smith, John Wiley & Sons; 3rd edition
- "Nonverbal Communication in Human Interaction" 2009, by Mark L. Knapp and Judith A. Hall, Wadsworth Pub Co; 7th edition
- "The Art of Public Speaking" 2014, by Stephen E. Lucas, Macmillan/McGraw-Hill School Div; 12th edition
- "Business Communication: Skills, Concepts, and Applications" 2013, by P. D. Chaturvedi and Mukesh Chaturvedi, Pearson Education India; 3rd edition.
- "English Language Communication Skills" 2010, by Urmila Rai and S.M. Rai, Himalaya Publishing House
- "Developing Communication Skills" 2009, by Krishna Mohan and Meera Banerji, Laxmi Publications; Second edition

- "Communication Skills: A Practical Approach" 2007, by Leena Sen, PHI; 2nd Revised edition
- UGC Jivan Kaushallya 2.0

Semester - II

Semester	Course Code	Course Name	Credits	Teaching Hrs.	Exam Duration	Max. Marks
II		SEC (P) Life skills-II Professional Skills	2	30	2 Hrs	Practical Internal 50

Course Objectives	1. To develop essential professional skills 2. To develop skills of resume writing, interview preparation, group discussion proficiency. 3. To develop skill of effective presentation techniques in English.		
Course Outcomes	After successful completion of course students should be able to - 1. Prepare the resume on an appropriate template using proper syntax. 2. Participate in a simulated interview. 3. Actively participate in group discussions towards gainful employment 4. Enlist the common errors in an interview. 5. Perform appropriately and effectively in group discussions. 6. Explore both online and offline sources of career opportunities.		
Unit System	Contents	Learning Hours	Incorporation of Pedagogies
Unit I	Resume Skills: I. Preparation and Presentation Introduction of resume and its importance Difference between a CV, resume and bio data Essential components of a good résumé II. Common Errors Common errors while preparing a resume Prepare a good résumé considering all essential components	7 Hours	1. Demonstration 2. Experiential learning 3. Imitation 4. Participative learning 5. Practice Method
Unit II	Interview Skills I. Preparation and Presentation: · Meaning and types of interviews (F2F, telephonic, video, etc.)	7 Hours	6. Command Method

	· Dress code, background research, do's and don'ts. · Situation, task, action, and response (STAR concept) for facing an interview. · Interview procedure (opening, listening skills, and closure). · Important questions generally asked at a job interview (open- and close-ended questions). II. Simulation: · Observation of exemplary interviews. · Comment critically on simulated interviews. III. Common Errors ● Discuss the common errors that candidates generally make at an interview ● Demonstrate an ideal interview		
Unit III	Group Discussion Skills · Meaning and Methods of Group Discussion · Procedure of Group Discussion · Group Discussion – Simulation · Group Discussion – Common Errors	8 Hours	
Unit IV	Exploring Career Opportunities ● Knowing yourself – Personal characteristics. ● Knowledge about the world of work, requirements of jobs, including self-employment. ● Sources of career information. ● Preparing for a career based on potential and availability of opportunities	8 Hours	

References:

- "The 7 Habits of Highly Effective People" by Stephen R. Covey
- "Emotional Intelligence 2.0" by Travis Bradberry and Jean Greaves
- "What Color is Your Parachute? 2022: Your Guide to a Lifetime of Meaningful Work and Career Success" by Richard N. Bolles
- "Designing Your Life: How to Build a Well-Lived, Joyful Life" by Bill Burnett and Dave Evans
- "The Five Dysfunctions of a Team: A Leadership Fable" by Patrick Lencioni

- Crucial Conversations: Tools for Talking When Stakes Are High" by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler

Practical : Managerial Skills (P)
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Level	Semester	Course code	Course Name	Credits	Teaching Hours/week	Exam Duration	Maximum marks
5.5	V		Managerial Skills (P)	1	2	2Hrs	External-25 Marks Internal- 25 Marks

Course Objectives:

- 1) Equip students with foundational managerial skills.
- 2) Effective leadership capabilities, communication competence, problem-solving techniques.
- 3) self-management strategies required to handle real-world workplace challenges and lead teams efficiently.

Course Outcome: Students will be able to –

- 1) Apply core managerial functions and appropriate leadership styles to motivate teams and manage organizational operations.
- 2) Demonstrate empathetic communication, active listening, and emotional intelligence to overcome communication barriers and deliver constructive feedback.
- 3) Implement time management, delegation, stress reduction, and meeting management frameworks to maximize individual and team productivity.

List of Practical in Managerial Skills (P)

- 1) Evaluate a case study of a modern business leader to map their daily functions (Planning, Organizing, Leading, Controlling) and identify their primary leadership style (Autocratic, Democratic, Laissez-faire, Transformational, or Situational).
- 2) Design a team motivation plan for an underperforming department using Maslow's Hierarchy of Needs and Herzberg's Two-Factor Theory.
- 3) Conduct a simulated performance appraisal role-play to practice non-verbal cues, empathetic listening, and giving constructive feedback using the SBI (Situation-Behavior-Impact) model.
- 4) Analyze a series of workplace conflict scenarios to measure and apply the four components of Emotional Intelligence: self-awareness, self-regulation, empathy, and social skills.
- 5) Perform a comprehensive SWOT analysis and apply the 6-step rational decision-making model to evaluate a company considering a major product launch or expansion.
- 6) Execute a two-party negotiation role-play to transition from competing/avoiding behaviors toward a collaborative, win-win negotiation strategy.
- 7) Audit a week's worth of personal/professional tasks, categorize them into the Eisenhower Matrix, and formulate 5 SMART goals to overcome procrastination.

8) Draft a Delegation Matrix for a project manager, specifying which tasks to delegate, to whom, the required level of authority, and the tracking mechanism to maintain accountability.