

**SANT GADGE BABA AMRAVATI
UNIVERSITY**

**FACULTY: INTERDISCIPLINARY
STUDIES**

VOCATIONAL SKILL COURSES (VSC)

(Vertical D (i))

**for UG Bachelor of fashion Designing
(BFD) SEM II TO SEM VI**

(Major: Fashion Designing)

VSC - Theory: Time Management and Everyday Leadership (T)							
Level	Semester	Course Code	Course Name	Credits	Teaching Hours/ Week	Exam Duration	Max Marks
4.5	II	805214	Time Management and Everyday Leadership	2	2	2Hrs	External -30 Mark Internal-20 Mark

Unit	Content	Hrs	Incorporation of Pedagogy
Unit-I	Foundations of Time Management: The psychology of time, Perception, time-wasting habits, and the myth of multitasking. Prioritization tools ,The Eisenhower Urgent/Important Principle, the Pareto Principle (80/20 rule), and time-blocking. Analyzing peak energy cycles and aligning them with demanding tasks. Overcoming chronic procrastination, Causes and cognitive-behavioral solutions.	7	Demonstration, Class room study • Self-study • Experiential learning • Assignment designing • Participative learning Regular lectures, demonstrations, Exercises on observation and follow up with group Discussions, case studies, ICT enabled teaching and learning experiences in terms of video Lessons and documentary film shows.
Unit-II	The Psychology of Everyday Leadership: Redefining leadership, Moving away from authority-based leadership to influence-based leadership. Emotional Intelligence (EQ) at home and work, Self-awareness, self-regulation, and empathy. Motivating the modern household/team, Strategies for inspiring participation and shared ownership of responsibilities. The role of positive reinforcement and constructive feedback.	8	
Unit-III	Delegation and Conflict Resolution: The art of delegation: Overcoming the "I'll just do it myself" mindset and trusting others with tasks. Communication barriers in close relationships and how to overcome them using active listening. Conflict resolution styles (Avoidance, Accommodation, Competition, Compromise, Collaboration). Collaborative negotiation, Achieving win-win outcomes in household and workplace disagreements.	7	
Unit-IV	Goal Setting and Resilience: Goal setting frameworks, Translating abstract desires into SMART goals. Creating standard operating procedures (SOPs) for routine household or administrative tasks to reduce cognitive load. Adaptive resilience, Managing stress when plans fail and navigating unexpected life transitions. Work-Life Integration vs. Work-Life Balance, Strategies for sustainable personal well-being.	8	

References:

- 1) Covey, Stephen R. – The 7 Habits of Highly Effective People. Simon & Schuster.

- 2) **2)Allen, David.** – Getting Things Done: The Art of Stress-Free Productivity. Penguin Books.
- 3) **Tracy, Brian.** – Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time. Berrett-Koehler Publishers.
- 4) **Goleman, Daniel.** – Emotional Intelligence: Why It Can Matter More Than IQ. Bantam Books.
- 5) **Patterson, K., Grenny, J., McMillan, R., & Switzler, A.** – Crucial Conversations: Tools for Talking When Stakes Are High. McGraw-Hill.
- 6) **Gross, I. H., Crandall, E. W., & Knoll, M. M.** – Management for Modern Families. Prentice Hall.
- 7) **Bharathi, V.V. & Jacintha, M.** – Family Resource Management. Discovery Publishing House.

Level	Semester	Course code	Course Name	Credits	Teaching Hours/ week	Exam Duration	Maximum marks
5.0	III	805223	Computer Application (P)	2	2	2Hrs	External-25 Marks Internal- 25 Marks

Course Objectives:
 Familiarize students with foundational computer hardware, operating systems, and file management protocols
 Build hands-on proficiency in standard office productivity
 Develop practical competence in utilizing internet resources,

Course Outcome: Students will be able to –
 Operate basic computer systems,
 Draft formatted academic documents, analyze numerical data using spreadsheet functions, and design effective multimedia presentations.
 Conduct targeted web research, manage professional email correspondence, and apply basic digital security measures.

List of Practicals in Computer Application (P)

- 1) Identify and define the primary internal and external hardware components of a desktop computer (CPU, RAM, storage drives, input/output peripherals). Boot the system and practice safe startup and shutdown procedures.
- 2) Navigate the operating system (Windows or macOS) to create a structured, multi-level folder hierarchy suitable for organizing multiple semesters of academic coursework. Practice copying, moving, renaming, and compressing (zipping) files.
- 3) Type a two-page scientific or academic report in a word processor. Apply standardized formatting (font size, line spacing, margins), insert a structured data table, and utilize the header/footer function for page numbering.
- 4) Draft a standard formal letter (e.g., an invitation to a department seminar or college event). Create a simple database of 5-10 recipients and use the Mail Merge feature to generate personalized copies of the letter.
- 5) Open a spreadsheet application and create a structured data table to log experimental readings or survey results. Use basic mathematical and statistical functions (SUM, AVERAGE, MIN, MAX) to process the raw data.
- 6) Using the data processed in the previous practical, generate a pie chart and a bar graph. Format the charts with appropriate titles, axis labels, and legends to ensure the visual representation is accurate and easy to interpret.
- 7) Create a 5-to-7 slide multimedia presentation for a class seminar. Utilize a consistent design template, incorporate concise bulleted text, insert relevant images or diagrams, and apply appropriate slide transitions.
- 8) Compose a formal email to a department head or colleague, including a clear subject line and professional signature. Attach a document to the email.

VSC - Theory: Emotional Intelligence and Interpersonal Dynamics (T)							
Level	Sem	Course Code	Course Name	Credits	Teaching Hours/ Week	Exam Duration	Max Marks
5.5	V	805244	Emotional Intelligence and Interpersonal Dynamics	2	2	2Hrs	External-30 Mark Internal-20 Mark

Unit	Content	Hrs	Incorporation of Pedagogy
Unit -I	Fundamentals of Emotional Intelligence: Definition and historical evolution of Emotional Intelligence. IQ vs. EQ, The role of emotions in cognitive processing and decision-making. Goleman's Mixed Model of EQ (Self-awareness, Self-regulation, Social skill, Empathy, Motivation). The physiological basis of emotions .	7	Demonstration, Class room study • Self-study • Experiential learning • Assignment designing • Participative learning Regular lectures, demonstrations, Exercises on observation and follow up with group Discussions, case studies, ICT enabled teaching and learning experiences in terms of video Lessons and documentary film shows.
Unit -II	Self-Awareness and Self-Regulation: Recognizing personal emotional triggers and blind spots. Techniques for emotional regulation, Mindfulness, cognitive reframing, and stress management. The connection between self-regulation, personal accountability, and motivation. Building emotional resilience to overcome setbacks and failures	8	
Unit -III	Empathy and Interpersonal Communication: The three types of empathy, Cognitive, Emotional, and Compassionate. Barriers to effective communication and how to overcome them. Active listening vs. passive hearing, Interpreting non-verbal cues and body language. Assertive communication, Expressing boundaries and needs respectfully.	7	
Unit -IV	EQ in Leadership and Conflict Resolution: The role of emotional intelligence in everyday leadership and team motivation. Understanding and managing group dynamics and emotional contagion. Conflict resolution styles and using EQ to de-escalate high-tension situations. Giving and receiving constructive feedback without triggering defensiveness.	8	

References:

- 1) **Goleman, Daniel.** – Emotional Intelligence: Why It Can Matter More Than IQ. Bantam Books
- 2) **Bradberry, Travis, & Greaves, Jean.** – Emotional Intelligence 2.0. Talent Smart.

- 3) **Bar-On, Reuven, & Parker, James D.A.** – The Handbook of Emotional Intelligence. Jossey-Bass.
- 4) **Patterson, K., Grannny, J., McMillan, R., & Switzler, A.** – Crucial Conversations: Tools for Talking When Stakes Are High. McGraw-Hill.
- 5) **Covey, Stephen R.** – The 7 Habits of Highly Effective People. Simon & Schuster.
- 6) **Stone, Douglas, Patton, Bruce, & Heen, Sheila.** – Difficult Conversations: How to Discuss What Matters Most. Penguin Books.

VSC - Practical : Art of Enterprising (P)							
Level	Semester	Course code	Course Name	Credits	Teaching Hours/week	Exam Duration	Maximum marks
5.5	VI	805257	Art of Enterprising (P)	2	2	2 Hrs	External-25 Marks Internal- 25 Marks
Course Objectives: 7) Provide hands-on experience in identifying market gaps, applying design thinking. 8) To train students in formulating viable business models, calculating startup costs. 9) Equip students with the ability to design brand identities, strategize digital marketing efforts							
Course Outcome: Students will be able to – 7) Construct a comprehensive Business Model Canvas and a structured financial budget for a new enterprise. 8) Conduct primary market research and develop a Minimum Viable Product (MVP) or service prototype. 9) Present a professional business plan utilizing clear branding and go-to-market strategies.							
List of Practical in Art of Enterprising (P)							
1) Evaluation and designing of advertisements in the print media including products, services and social ads							
2) Evaluation and designing of informative and attractive labels of different type of food products							
3) Case study of banks and post offices to understand their services and products, Learning to fill different bank forms							
4) Analysis of consumer redressal through case study approach							
5)Draft a startup budget using spreadsheet software. Calculate the fixed costs (equipment, licenses, rent) and variable costs (raw materials, packaging).							
6)Design a 10-question digital survey (using Google Forms) to test the viability of the chosen business idea with at least 20 potential customers.							
7)Research and document the step-by-step process required to legally register the proposed business in India.							
8)Use beginner-friendly digital design tools (like Canva) to create a business logo, select a brand color palette, and design a standardized business card.							
9)Present the comprehensive business plan in a simulated "investor pitch" scenario, demonstrating the enterprise's viability, scalability, and readiness for launch.							