

DEPARTMENT OF BOTANY				<i>Certificate Course</i>				
Sem	Course Type	Course Code	Course Title	Credits	Total Contact Hours	CIA	Ext	Total
	Certificate course	21B3C3	Life Skills	2	30	50	50	100

**Course Objectives:**

- To equip students with social and interpersonal skills that enables them to cope up with the demands of everyday life.
- To encourage critical thinking and enable students to gain self-confidence.
- To provide opportunity for learning employability skills, effective communication and focus on personality development.

**Unit I**

**Core Life Skills:** Introduction, Importance and Need, Components, Types and Categories - Problem solving, Critical thinking, Effective communication, Decision making, Creative thinking and Interpersonal relationship.

**Unit II**

**Essential Skills for College Students:** Time management, Study skills, Assertiveness, Stress management, Respecting the rules and policies, Displaying honesty, integrity and perseverance, Handling success and failure. Communication skills: Types and styles - Barriers in communication - Strategies for effective communication.

**Unit III**

**Various Aspects of Personality Development:** Attitude - Definition - Types - Positive, Negative, Neutral and Sikken - Advantages and Disadvantages - Ways to develop positive attitude. Body language, Learning ability, Leadership and Intellectual humility - Importance. Character building, Team work, Work ethics, Good manners and Etiquette, Self-esteem.

**Unit IV**

**Emotional Intelligence:** Five Domains - Self regulation, Self awareness, Motivation, Empathy and Social skills - Benefits - Good practices to cultivate and promote Emotional Intelligence at work place.

**Unit V**

**Employability Skills:** Resume Building - Art of participating in Group Discussion - Facing the Personal Interview (HR & Technical) - Frequently Asked Questions (FAQs) in Interview - Psychometric Tests - Mock Interview.

**Books for Study:**

1. Larry James (2016). The First Book of Life Skills, Embassy Books, Mumbai.
2. Shalini Verma (2014). Development of Life Skills and Professional Practice, Sultan Chand & Sons, New Delhi.

**Books for Reference:**

1. Barun K. Mitra (2017). Personality Development & Soft Skills, Oxford Publishers.
2. Daniel Goleman (2006). Emotional Intelligence, Bantam Books, New York.
3. Butterfield Jeff (2011). Soft Skills for Everyone, Cengage Learning India Pvt. Ltd., Delhi.
4. Goleman D. (1995). Emotional Intelligence. Bloomsbury Publishing India Pvt. Ltd., Delhi.

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