

## Syllabus

### Theory

#### Unit No. 1

Democracy – Introduction meaning, classification, Principles of Democracy, Dimensions of democracy, Democracy and Diversity Decentralization : concept, features, Fundamental Rights in the Indian Constitution, Outcomes of Democracy and Challenges of Democracy

#### Unit No. 2

Independent Election Commission in India powers of election commission in India, Elections to local self Government Bodies, National level, State level, Institutions at the local level Municipal Cooperation, Municipal Council Nagar Panchayat, Zilla Parishad, Panchayat Samiti, Gram Panchayat : powers duties, Constitutional Provision of 73 & 74 constitutional Amendment Act and Important features of 73 & 74 Constitutional Amendment Act

#### Unit No. 3

Good Governance : Concept, meaning, Government & Good Governance, , Good Governance and India, Nature of G.G. in India, Attributes of Poor Governance and Steps taken for Good Governance in India.

### Teaching Schedule (Theory)

Lecture	Topic	Weightage (%)
1	Democracy – Introduction meaning, classification	4
2	Principles of Democracy, Dimensions of democracy	6
3	Democracy and Diversity Decentralization : concept, features,	6
4	Fundamental Rights in the Indian Constitution	10
5	Outcomes of Democracy, Challenges of Democracy	5
6	Independent Election Commission in India powers of election commission in India	8
7	Elections to local self-Government Bodies, National level, State level	8
8	Institutions at the local level Municipal Cooperation, Municipal Council Nagar Panchayat	8
9 & 10	Zilla Parishad, Panchayat Samiti, Gram Panchayat : powers duties	10

11	Constitutional Provision of 73 & 74 constitutional Amendment Act	5
<b>Lecture</b>	<b>Topic</b>	<b>Weightage (%)</b>
12	Important features of 73 & 74 Constitutional Amendment Act	5
13	Good Governance : Concept, meaning	5
14	Government & Good Governance, , Good Governance and India, Nature of G.G. in India	5
15	Attributes of Poor Governance1	5
16	Steps taken for Good Governance in India	10
	<b>Total</b>	<b>100</b>

### **Suggested Readings:**

- 1) Development and Democracy in India by Shailendra D Dharma, Publication : Publisher: Lynne Rienner, Boulder. Year: 2002
- 2) The Constitution of India, by P. M. Bakshi. Publication:Universal Law Publishing. Edn.: 14th, Year :2017

**Course No. H/EXTN- 231**

**Course title: Fundamentals of Extension Education**

**Credits :(1+1) 2**

**Semester: III**

### **Theory**

Education: Meaning, definition and types – Formal, informal and non formal education

Extension Education- Meaning, definition, need, scope and process; history, objectives, philosophy, principles and approaches.

Programmes of selected leading national and international horticultural institutes :

Objectives and Salient achievements/ Major activities

- Indian Institute of Horticultural Research
- Indian Institute of Spices Research
- Indian Institute of Vegetable Research
- National Horticultural Board
- Coconut Development Board
- The Institute of Horticulture
- The National Horticultural Forum
- Central Institute of Subtropical Horticulture

People's participation in Horticulture programmes : Meaning, importance and ways of participation Motivation : Meaning, definition, types, importance of motivation

Rural Development: Meaning, definition, objectives and genesis.

Transfer of technology programmes : Lab to Land programme (LLP), National Demonstration (ND), Front Line Demonstration (FLD), Krishi Vigyan Kendras (KVK), Technology Assessment and Refinement Programme (TARP) of ICAR.

Communication: Meaning and definition; elements, selected models and barriers to communication

Extension Teaching Methods and Audio-Visual Aids : Meaning, definition, importance, classification, media mix strategies; Factors affecting selection and use of methods and aids Diffusion and adoption of innovation: Concept and meaning, Attributes of innovation, Innovation decision process, adopter categories.

Teaching-Learning Process : Meaning and definition of teaching, learning, Learning experience and learning situation, elements of learning situation and its characteristics, Principles of learning and their implication for teaching

Extension Programme Planning- Meaning, process, principles and steps in programme development

Evaluation in Extension : Meaning, definition, types of evaluation, monitoring and evaluation

Participatory Rural Appraisal (PRA) : Meaning, definition, scope and importance

Extension administration and management: Meaning and concept, principles, functions and differences

Capacity building of extension personnel and farmers : Meaning, Training and Education, Types of training, Training institutes in India, Concept of Human Resource Development

Leader and Leadership: Meaning, definition, types of leaders, role of leaders in extension work. ICT in Extension education, ICT use in rural India.

**Practical:**

1. Visit to study structure, functions, linkages and extension programmes of voluntary organizations
2. Visit to study structure, functions, linkages and extension programmes of voluntary organizations Mahila Mandal
3. Visit to study structure, functions, linkages and extension programmes of voluntary organizations Village Panchayat
4. Visit to study structure, functions, linkages and extension programmes of voluntary organizations State Dept. of Horticulture
5. Visit to village to understand PRA techniques and their application in village development planning
6. Exercises on distortion of message
7. Script writing for farm broadcasts
8. Script writing for farm telecasts,
9. Planning, preparation and use of poster
10. Planning, preparation and use of chart
11. Planning, preparation and use of flash cards
12. Planning, preparation and use of OHP transparencies
13. Planning, preparation and use of power point slides.
14. Identification of local leaders to study their role in extension work.
15. Evaluation of some selected case studies of horticulture extension programmes.
16. Preparation of Village Agricultural production plan.

## TEACHING SCHEDULE – Theory

Lecture	Topic	Weightage (%)
1	Education: Meaning, definition and types – Formal, informal and non formal education	5
2, 3	Extension Education- Meaning, definition, need, scope and process; history, objectives, philosophy, principles and approaches	5
4	Programmes of selected leading national and international horticultural institutes : Objectives and Salient achievements/ Major activities <ul style="list-style-type: none"> <li>○ Indian Institute of Horticultural Research</li> <li>○ Indian Institute of Spices Research</li> <li>○ Indian Institute of Vegetable Research</li> <li>○ National Horticultural Board</li> <li>○ Coconut Development Board</li> <li>○ The Institute of Horticulture</li> <li>○ The National Horticultural Forum</li> <li>○ Central Institute of Subtropical Horticulture</li> </ul>	5
5	People's participation in Horticulture programmes : Meaning, importance and ways of participation	5
	Motivation : Meaning, definition, types, importance of motivation	5
6	Rural Development: Meaning, definition, objectives and genesis	5
7	Transfer of technology programmes : Lab to Land programme (LLP), National Demonstration (ND), Front Line Demonstration (FLD), Krishi Vigyan Kendras (KVK), Technology Assessment and Refinement Programme (TARP) of ICAR	5
8	Communication: Meaning and definition; elements, selected models and barriers to communication	5
9	Extension Teaching Methods and Audio-Visual Aids : Meaning, definition, importance, classification, media mix strategies; Factors affecting selection and use of methods and aids	10
10	Diffusion and adoption of innovation: Concept and meaning, Attributes of innovation, Innovation decision process, adopter categories	5
11	Teaching-Learning Process : Meaning and definition of teaching, learning, Learning experience and learning situation, elements of learning situation and its characteristics, Principles of learning and their implication for teaching	10
12	Extension Programme Planning- Meaning, process, principles and steps in programme development	5
13	Evaluation in Extension : Meaning, definition, types of evaluation, monitoring and evaluation	5
14	Participatory Rural Appraisal (PRA) : Meaning, definition, scope and importance	5
	Extension administration and management: Meaning and concept, principles, functions and differences	5
15	Capacity building of extension personnel and farmers : Meaning, Training and Education, Types of training, Training institutes in India, Concept of Human Resource Development	5
16	Leader and Leadership: Meaning, definition, types of leaders, role of leaders in extension work	5
	ICT in Extension education, ICT use in rural India	5
	Total	100

## TEACHING SCHEDULE –Practical

Practical	Topic
1	Visit to study structure, functions, linkages and extension programmes of voluntary organizations
2	Visit to study structure, functions, linkages and extension programmes of voluntary organizations Mahila Mandal
3	Visit to study structure, functions, linkages and extension programmes of voluntary organizations Village Panchayat
4	Visit to study structure, functions, linkages and extension programmes of voluntary organizations State Dept. of Horticulture
5	Visit to village to understand PRA techniques and their application in village development planning
6	Exercises on distortion of message
7	Script writing for farm broadcasts
8	Script writing for farm telecasts
9	Planning, preparation and use of poster
10	Planning, preparation and use of chart
11	Planning, preparation and use of flash cards
12	Planning, preparation and use of OHP transparencies
13	Planning, preparation and use of power point slides
14	Identification of local leaders to study their role in extension work
15	Evaluation of some selected case studies of horticulture extension programmes
16	Preparation of Village Agricultural production plan

### Suggested Readings

#### Text books:

Sandhu, A.S. (1993). Text book on Agricultural Communication : Process and Methods. Oxford and IBH Publishing Pvt. Ltd., New Delhi.

#### Reference books:

Dahama, O.P. and Bhatnagar, O.P. (1980). Education and Communication for Development. Oxford and IBH Publication Co., New Delhi.

Supe, S.V. (1997). An Introduction to Extension Education, Oxford and IBH Publication Co., New Delhi.

Van den Ban, A.W. and Hawkins, H.S. (1996). Agricultural Extension. Blackwell Science, INC., Cambridge.

Kelsey, L.D. and Hearne, G.C. (1963). Cooperative Extension Work, Comstar Publishing Associate, New York.

Ray, G.L. (1991). Extension Communication and Management. Noya Prakash, Calcutta.

Mosher, A.T. (1978). An Introduction to Agricultural Extension, ADC, New York.

Singh, A.K., Lakhan Singh, R. and Roy Burman (2006). Dimensions of Agricultural Extension. Aman Publishing House,

Meerut. **e-reading:** <http://ecourses.iasri.res.in/>

**Course No. H/EXTN-352**

**Course Title: Communication Skills and Personality  
Development**

**Credits: (1+1) 2**

**Semester: V**

### **Theory**

Definition and Basics of Personality.

Analyzing Strength and Weakness.

Personality Development : Concept and Process

Body Language – Meaning, Definition, Use of body language - Gesture, Posture, Eye contact, facial expression

Preparation of Self -Introduction.

Communication Skills: Listening, writing, speaking skills

Communication Barriers; Overcoming these barriers.

Building Self-Esteem and Self- Confidence.

Attitudes: Meaning, Types - Assertive, Aggressive and Submissive; Positive, Negative, Neutral Introduction to Leadership; Leadership Styles; Group Dynamics.

Team Building : Meaning, Steps

Interpersonal Communication and Relationship; Use of verbal and non verbal communication

Conflict Management: Introduction, Levels of Conflict and Managing Conflict.

Time Management: Concept, Importance and Need, Steps towards better Time Management.

Public Speaking: Introduction, Increasing Vocabulary, Voice Modulation, Social Graces

Email and Telephone Etiquettes

### **Practicals**

1. One-on-One Sessions for Individual Personality Traits
2. Role Play and Impromptu Conversation/Public Speaking Practice focusing on Body Language;
3. Vocabulary Practices: Developing a repertoire of words in various fields like Agriculture, Politics, Economics, Family, Personal Grooming etc.
4. Role Play for Self Introduction in the class;
5. Listening to recorded Short
6. Questionnaires for Building Self-Esteem and Self Confidence;
7. Case Studies based on Development of Attitudes;
8. Case Studies on Leadership Development;
9. Case Studies on Leadership Development;
10. Group Games, Ice breakers, Warm-ups and Energizers Team Building Activities
11. Practice of Non-Verbal Communication Skills: Dumb Charades and Dubsplash Practice;
12. Exercise on Mutually Acceptable Proximity; and Eye Contact;
13. Time Management Games to Practice and Experience the Importance of Planning / Delegating Work among them to properly manage time and complete the task in the shortest time possible;
14. Public Speaking Games: (Introducing a friend with his/her life style; Describing a funny image provided by the teacher; Continuing a Story starting with one student and others try to continue with it and try to complete it Take any object available and try to make a commercial for it;
15. Practice of Emails
16. Practice of Emails

### **TEACHING SCHEDULE - Theory**

<b>Lecture</b>	<b>Topic</b>	<b>Weightage (%)</b>
1	Definition and Basics of Personality	5
2	Analyzing Strength and Weakness	5
3	Personality Development : Concept and Process	5
4	Body Language – Meaning, Definition, Use of body language - Gesture, Posture, Eye contact, facial expression	10
5	Preparation of Self Introduction	5
6	Communication Skills: Listening, writing, speaking skills	10
7	Communication Barriers; Overcoming these barriers	5

8	Building Self-Esteem and Self Confidence	5
9	Attitudes: Meaning, Types - Assertive, Aggressive and Submissive; Positive, Negative, Neutral	10
10	Introduction to Leadership; Leadership Styles; Group Dynamics	5
11	Team Building : Meaning, Steps	5
12	Interpersonal Communication and Relationship; Use of verbal and non verbal communication	10
13	Conflict Management: Introduction, Levels of Conflict and Managing Conflict	5
14	Time Management: Concept, Importance and Need, Steps towards better Time Management	5
15	Public Speaking: Introduction, Increasing Vocabulary, Voice Modulation, Social Graces	5
16	Email and Telephone Etiquettes	5
	Total	100

### TEACHING SCHEDULE – Practical

Practical	Topic
1	One on One Sessions for Individual Personality Traits
2	Role Play and Impromptu Conversation/Public Speaking Practice focusing on Body Language
3	Vocabulary Practices: Developing a repertoire of words in various fields like Agriculture, Politics, Economics, Family, Personal Grooming etc
4	Role Play for Self Introduction in the class
5	Listening to recorded Shot
6	Questionnaires for Building Self Esteem and Self Confidence
7	Case Studies based on Development of Attitudes
8	Case Studies on Leadership Development
9	Case Studies on Leadership Development
10	Group Games, Ice breakers, Warm-ups and Energizers Team Building Activities
11	Practice of Non Verbal Communication Skills: Dumb Charades and Dubsplash Practice
12	Exercise on Mutually Acceptable Proximity; and Eye Contact
13	Time Management Games to Practice and Experience the Importance of Planning / Delegating Work among them to properly manage time and complete the task in the shortest time possible
14	Public Speaking Games: (Introducing a friend with his/her life style; Describing a funny image provided by the teacher; Continuing a Story starting with one student and others try to continue with it and try to complete it Take any object available and try to make a commercial for it
15	Practice of Emails
16	Presentations by the students

#### Text books:

Balasubramanian T. 1989. A Textbook of Phonetics for Indian Students. Orient Longman, New Delhi.

#### Reference books:

1. Balasubramanyam M. 1985. Business Communication. Vani Educational Books, New Delhi.
2. Naterop, Jean, B. and Rod Revell. 1997. Telephoning in English. Cambridge University Press, Cambridge.
3. Mohan Krishna and Meera Banerjee. 1990. Developing Communication Skills. Macmillan India Ltd. New Delhi.
4. Krishnaswamy, N and Sriraman, T. 1995. Current English for Colleges. Macmillan India Ltd. Madras.
5. Narayanaswamy V R. 1979. Strengthen your writing. Orient Longman, New Delhi.
6. Sharma R C and Krishna Mohan. 1978. Business Correspondence. Tata Mc Graw Hill publishing Company, New Delhi.
7. Carnegie, Dale. 2012. *How to Win Friends and Influence People in the Digital Age*. Simon & Schuster.

8. Covey Stephen R. 1989. *The Seven Habits of Highly Successful People*. Free Press.
9. Spitzberg B, Barge K & Morreale, Sherwyn P. 2006. *Human Communication: Motivation, Knowledge & Skills*. Wadsworth.
10. Verma, KC. 2013. *The Art of Communication*. Kalpaz.
11. Mamatha Bhatnagar and Nitin Bhatnagar. 2011. *Effective Communication and Soft Skills*. Person Education.
12. Meenakshi Raman, Sangeeta Sharma. *Technical Communication Principles and Practice*
13. Harold Wallace and Ann Masters. *Personality Development*. Cengage Publishers.
14. Andrea J. Rutherford. *Basic Communication Skills for Technology*. Pearson Education.
15. Carroll, B.J. 1986. *English for College*, Macmillan India Ltd. New Delhi
16. Hahn, "The Internet complete reference", TMH
17. Hornby, A.S. 1975. *Guide to patterns and usage in English*. Oxford University, New Delhi.
18. Quirk, R and Green Baum, S 2002. *A University Grammar*

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**Theory**

***Entrepreneurship development***

Entrepreneur : Meaning, definitions, characteristics of entrepreneurship, Assessment of entrepreneurship skills, identifying potential entrepreneurs

Entrepreneurship development – Concept of entrepreneurship, Process of entrepreneurship development, Achievement motivation and entrepreneurship development

Generation, incubation and commercialization of business ideas and innovations SWOT analysis : Concept and technique

Government schemes and incentives for promotion of entrepreneurship. Government policy on Small and Medium Enterprises (SMEs/SSIs)

Supply chain management, Time management and Total quality management

Market Survey : Meaning, objectives, methods of conducting survey

Formulation of project, financial analysis of project

Overview of horticulture industry characteristics of Indian horticultural processing and export industry.

***Business Communication***

Communication – Meaning and process of communication

Communication skills for entrepreneurship – Written communication, Verbal communication, Investigating and analyzing, Planning and Organizing, Negotiating and persuading, Cooperative (Team work), Leadership and Numeracy

Developing different skills for entrepreneurship - Leadership Skills, Speaking Skills, Listening Skills, Organizational skill , Managerial skills, Problem solving skill,

Writing Skill – Business letter, letters of enquiry, quotation, orders, and tenders, complaint letter Oral presentation skills – Preparation, presentation and evaluation

Advertisements – Meaning, types, forms, functions

**Practical**

1. Assessing entrepreneur potential
2. Assessment of problem solving ability
3. Exercises in creativity
4. Conducting market survey to know the demands for different products
5. Preparing advertisements for popularization of products
6. News writing
7. Preparing project proposals
8. Individual and group presentations and evaluation of presentation and Telephonic conversation : Rate of speech, clarity of voice, speaking and listening politeness, telephonic etiquettes
9. Telephonic conversation
10. Conducting meeting – Purpose, procedure, participation, physical arrangements, recording and writing of minutes of meeting
11. Seminar and conferences : Use of body language
12. Conducting mock interviews – testing initiative, team spirit and leadership
13. Group discussion and debates on current topics
14. Visit to entrepreneurship institute/ case study of successful entrepreneurs
15. Presentations by the students

### TEACHING SCHEDULE - Theory

Lecture	Topic	Weightage (%)
1	Entrepreneur : Meaning, definitions, characteristics of entrepreneurship	10
2	Assessment of entrepreneurship skills, identifying potential entrepreneurs	5
3	Entrepreneurship development – Concept of entrepreneurship, Process of entrepreneurship development	5
4	Achievement motivation and entrepreneurship development	5
5	Generation, incubation and commercialization of business ideas and innovations	5
6	SWOT analysis : Concept and technique	10
7	Government schemes and incentives for promotion of entrepreneurship. Government policy on Small and Medium Enterprises (SMEs/SSIs)	5
8	Supply chain management, Time management and Total quality management	5
9	Market Survey : Meaning, objectives, methods of conducting survey	10
10	Formulation of project, financial analysis of project	10
11	Communication – Meaning and process of communication	5
12	Communication skills for entrepreneurship – Written communication, Verbal communication, Investigating and analyzing, Planning and Organizing, Negotiating and persuading, Cooperative (Team work), Leadership and Numeracy	5
13	Developing different skills for entrepreneurship - Leadership Skills, Speaking Skills, Listening Skills, Organizational skill , Managerial skills, Problem solving skill	5
14	Writing Skill – Business letter, letters of enquiry, quotation, orders, and tenders, complaint letter	5
15	Oral presentation skills – Preparation, presentation and evaluation	5
16	Advertisements – Meaning, types, forms, functions	5
	Total	100

## TEACHING SCHEDULE –Practical

Practical	Topic
1	Assessing entrepreneur potential
2	Assessment of problem solving ability
3	Exercises in creativity
4	Conducting market survey to know the demands for different products
5	Preparing advertisements for popularization of products and news writing
6	Preparing project proposals
7	Individual and group presentations and evaluation of presentation
8	Individual and group presentations and evaluation of presentation
9	Telephonic conversation : Rate of speech, clarity of voice, speaking and listening politeness, telephonic etiquettes
10	Conducting meeting – Purpose, procedure, participation, physical arrangements, recording and writing of minutes of meeting
11	Seminar and conferences : Use of body language
12	Conducting mock interviews – testing initiative, team spirit and leadership
13	Group discussion and debates on current topics
14	Visit to entrepreneurship institute/ case study of successful entrepreneurs
15	Presentations by the students
16	Presentations by the students

### Suggested Readings:

#### Text books:

Mondal Sagar and G.L.Ray (2009). Text Book of Entrepreneurship and Rural Development. Kalyani Publishers, Ludhiana. ISBN 978-81-272-5599-2

#### Reference books:

- Akhouri, M.M.P., Mishra, S.P. and Sengupta, Rita (1989). Trainers Manual on Developing Entrepreneurial Motivation, NIESBUD, New Delhi
- Betty, Gorddan B. (1979). Entrepreneurship, Playing to Win, Taraporewala, Mumbai
- Entrepreneurship Development Institute in India (1987). Developing New Entrepreneurs, EDII, Ahmedabad, NISIET, Library : 338.93/EDI/87/25104.
- Mancuso, Joseph (1974). The Entrepreneurs Handbook, Vol.I & II, Artech House Inc. USA.
- Patel, V.G. (1987). Entrepreneurship Development in India and its relevant Developing Countries, Entrepreneurship Development Institute of India, Ahmedabad, NISIET, Library : 338.93 (540)/PAT/87/25103.
- Singh, A.K., Lakhan Singh, R. and Roy Berman (2006). Dimensions of Agricultural Extension, Aman Publishing House, Meerut.

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**Course No. H/EXTN-352**

**Course Title: Communication Skills and Personality  
Development**

**Credits: (1+1) 2**

**Semester: V**

### **Theory**

Definition and Basics of Personality.

Analyzing Strength and Weakness.

Personality Development : Concept and Process

Body Language – Meaning, Definition, Use of body language - Gesture, Posture, Eye contact, facial expression

Preparation of Self -Introduction.

Communication Skills: Listening, writing, speaking skills

Communication Barriers; Overcoming these barriers.

Building Self-Esteem and Self- Confidence.

Attitudes: Meaning, Types - Assertive, Aggressive and Submissive; Positive, Negative, Neutral Introduction to Leadership; Leadership Styles; Group Dynamics.

Team Building : Meaning, Steps

Interpersonal Communication and Relationship; Use of verbal and non verbal communication

Conflict Management: Introduction, Levels of Conflict and Managing Conflict.

Time Management: Concept, Importance and Need, Steps towards better Time Management.

Public Speaking: Introduction, Increasing Vocabulary, Voice Modulation, Social Graces

Email and Telephone Etiquettes

### **Practicals**

17. One-on-One Sessions for Individual Personality Traits

18. Role Play and Impromptu Conversation/Public Speaking Practice focusing on Body Language;

19. Vocabulary Practices: Developing a repertoire of words in various fields like Agriculture, Politics, Economics, Family, Personal Grooming etc.

20. Role Play for Self Introduction in the class;

21. Listening to recorded Short

22. Questionnaires for Building Self-Esteem and Self Confidence;

23. Case Studies based on Development of Attitudes;

24. Case Studies on Leadership Development;

25. Case Studies on Leadership Development;

26. Group Games, Ice breakers, Warm-ups and Energizers Team Building Activities

27. Practice of Non-Verbal Communication Skills: Dumb Charades and Dubsplash Practice;

28. Exercise on Mutually Acceptable Proximity; and Eye Contact;

29. Time Management Games to Practice and Experience the Importance of Planning / Delegating Work among them to properly manage time and complete the task in the shortest time possible;

30. Public Speaking Games: (Introducing a friend with his/her life style; Describing a funny image provided by the teacher; Continuing a Story starting with one student and others try to continue with it and try to complete it Take any object available and try to make a commercial for it;

31. Practice of Emails

32. Practice of Emails

### **TEACHING SCHEDULE - Theory**

<b>Lecture</b>	<b>Topic</b>	<b>Weightage (%)</b>
1	Definition and Basics of Personality	5
2	Analyzing Strength and Weakness	5
3	Personality Development : Concept and Process	5
4	Body Language – Meaning, Definition, Use of body language - Gesture, Posture, Eye contact, facial expression	10
5	Preparation of Self Introduction	5
6	Communication Skills: Listening, writing, speaking skills	10
7	Communication Barriers; Overcoming these barriers	5

8	Building Self-Esteem and Self Confidence	5
9	Attitudes: Meaning, Types - Assertive, Aggressive and Submissive; Positive, Negative, Neutral	10
10	Introduction to Leadership; Leadership Styles; Group Dynamics	5
11	Team Building : Meaning, Steps	5
12	Interpersonal Communication and Relationship; Use of verbal and non verbal communication	10
13	Conflict Management: Introduction, Levels of Conflict and Managing Conflict	5
14	Time Management: Concept, Importance and Need, Steps towards better Time Management	5
15	Public Speaking: Introduction, Increasing Vocabulary, Voice Modulation, Social Graces	5
16	Email and Telephone Etiquettes	5
	Total	100

### TEACHING SCHEDULE – Practical

Practical	Topic
1	One on One Sessions for Individual Personality Traits
2	Role Play and Impromptu Conversation/Public Speaking Practice focusing on Body Language
3	Vocabulary Practices: Developing a repertoire of words in various fields like Agriculture, Politics, Economics, Family, Personal Grooming etc
4	Role Play for Self Introduction in the class
5	Listening to recorded Shot
6	Questionnaires for Building Self Esteem and Self Confidence
7	Case Studies based on Development of Attitudes
8	Case Studies on Leadership Development
9	Case Studies on Leadership Development
10	Group Games, Ice breakers, Warm-ups and Energizers Team Building Activities
11	Practice of Non Verbal Communication Skills: Dumb Charades and Dubsplash Practice
12	Exercise on Mutually Acceptable Proximity; and Eye Contact
13	Time Management Games to Practice and Experience the Importance of Planning / Delegating Work among them to properly manage time and complete the task in the shortest time possible
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4. Krishnaswamy, N and Sriraman, T. 1995. Current English for Colleges. Macmillan India Ltd. Madras.
5. Narayanaswamy V R. 1979. Strengthen your writing. Orient Longman, New Delhi.
6. Sharma R C and Krishna Mohan. 1978. Business Correspondence. Tata Mc Graw

Hill publishing Company, New Delhi.

7. Carnegie, Dale. 2012. *How to Win Friends and Influence People in the Digital Age*. Simon & Schuster
8. Covey Stephen R. 1989. *The Seven Habits of Highly Successful People*. Free Press.
9. Spitzberg B, Barge K & Morreale, Sherwyn P. 2006. *Human Communication: Motivation, Knowledge & Skills*. Wadsworth.
10. Verma, KC. 2013. *The Art of Communication*. Kalpaz.
11. Mamatha Bhatnagar and Nitin Bhatnagar. 2011. *Effective Communication and Soft Skills*. Person Education.
12. Meenakshi Raman, Sangeeta Sharma. *Technical Communication Principles and Practice*
13. Harold Wallace and Ann Masters. *Personality Development*. Cengage Publishers.
14. Andrea J. Rutherford. *Basic Communication Skills for Technology*. Pearson Education.
15. Carroll, B.J. 1986. *English for College*, Macmillan India Ltd. New Delhi
16. Hahn, "The Internet complete reference", TMH
17. Hornby, A.S. 1975. *Guide to patterns and usage in English*. Oxford University, New Delhi.
18. Qurik, R and Green Baum, S 2002. *A University Grammar*

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