### **NEHRU GRAM BHARATI**

(Deemed to be University)

# **Syllabus**



# ABILITY ENHANCEMENT COMPULSORY COURSES [AECC]

[w.e.f. Academic Year 2025-26]

- (i) Communication Skills & Personality Development in Semester-I
- (ii) Critical Thinking & Problem-Solving Semester-II
- (iii) Soft Skills in Semester-III
- (iv) Content Writing & Editing in Semester-IV
- (v) Team Building & Leadership in Semester-V

# Course Title Communication Skills & Personality Development

**Course Code: AECC01** 

Credit(L+T+P) : 2+0+0

**Course Objective:** The course aims to equip students with essential communication skills and foster personality development to enhance their personal and professional success. Through theoretical knowledge and practical exercises, students will develop proficiency in verbal and non-verbal communication, interpersonal skills, conflict resolution, and leadership qualities.

#### **Course Outcomes:**

CO1: Students will demonstrate an understanding of fundamental concepts in communication skills and personality development. They will be able to apply effective communication strategies and exhibit enhanced interpersonal skills.

CO2: Students will be able to articulate ideas confidently both verbally and in writing. They will demonstrate active listening skills and apply effective communication techniques in different settings.

CO3: Students will demonstrate proficiency in interpreting and utilizing non-verbal cues to enhance their communication impact. They will exhibit cultural sensitivity and assertiveness in their body language.

CO4: Students will exhibit proficiency in interpersonal communication and conflict resolution. They will demonstrate the ability to build strong relationships, manage conflicts constructively, and collaborate effectively in team environments.

CO5: Students will demonstrate enhanced self-awareness, leadership skills, and resilience. They will be able to apply personality development techniques and leadership principles to achieve their goals and navigate challenges successfully in their personal and professional lives.

#### **Course Content:**

#### Unit 1: Introduction to Communication Skills and Personality Development

- Understanding the significance of effective communication and personality development in personal and professional contexts.
- Exploring the components of communication: verbal, non-verbal, and para-verbal.
- Identifying key elements of personality development: self-awareness, self-confidence, emotional intelligence, etc.
- Recognizing the importance of interpersonal skills for successful interactions.

#### **Unit 2: Verbal and Written Communication Skills**

- Developing proficiency in spoken communication: clarity, coherence, and conciseness.
- Exploring effective written communication: structure, clarity, and audience adaptation.
- Understanding the principles of active listening and empathetic communication.
- Practicing communication skills in various contexts: formal presentations, meetings, emails, etc.

#### **Unit 3: Non-verbal Communication and Body Language**

- Understanding the role of non-verbal cues in communication: facial expressions, gestures, posture, etc.
- Interpreting body language accurately to enhance communication effectiveness.
- Exploring cultural variations in non-verbal communication and cross-cultural communication competence.

• Practicing assertive body language to convey confidence and credibility.

#### **Unit 4: Interpersonal Skills and Conflict Resolution**

- Developing effective interpersonal communication skills: empathy, active listening, and rapportbuilding.
- Understanding the dynamics of conflict and strategies for constructive conflict resolution.
- Practicing assertive communication techniques to express needs and opinions respectfully.
- Cultivating teamwork and collaboration through effective communication and conflict management.

#### **Unit 5: Personality Development and Leadership Skills**

- Exploring personality theories and self-assessment tools for personal growth.
- Developing leadership qualities: vision, communication, decision-making, and emotional intelligence.
- Setting goals and creating action plans for continuous personal and professional development.
- Enhancing resilience and adaptability to thrive in dynamic environments.

#### **Books Recommended:**

#### 1. "The Power of Your Subconscious Mind" by Dr. Joseph Murphy

This book, though not exclusively focused on communication skills, offers insights into the power of the subconscious mind and how to harness it for personal growth and development, including improving communication abilities.

#### 2. "How to Talk to Anyone" by Leil Lowndes

Leil Lowndes provides practical tips and techniques for effective communication in various social and professional settings. Her advice can help readers enhance their interpersonal skills and confidence in interactions.

#### 3. "You Can Win: A step by step tool for top achievers" by Shiv Khera

Shiv Khera's book offers motivational insights and practical strategies for personal and professional success, including communication skills, leadership qualities, and overcoming obstacles.

### 4. "Winning Every Time: How to Use the Skills of a Lawyer in the Trials of Your Life" by Harish Salve

Harish Salve, a prominent Indian lawyer, shares valuable lessons on effective communication, negotiation, and problem-solving, drawing from his experiences in the legal profession.

#### 5. "The Leader in You" by Dale Carnegie Training India

This book, adapted by Dale Carnegie Training India, offers leadership insights and communication strategies tailored for Indian readers, focusing on practical approaches to leadership development and effective communication.

#### 6. "Awaken the Leader in You" by Mitesh Khatri and Indu Khatri

Mitesh and Indu Khatri provide guidance on leadership development and personal transformation, offering communication techniques and mindset shifts for aspiring leaders.

### 7. "How to Develop Self-confidence & Influence People by Public Speaking" by Dale Carnegie Training India

This book, adapted by Dale Carnegie Training India, focuses on building confidence and improving public speaking skills, offering practical advice and exercises for effective communication.

### 8. "The Heartfulness Way: Heart-Based Meditations for Spiritual Transformation" by Kamlesh D. Patel and Joshua Pollock

While not directly focused on communication skills, this book by Indian author Kamlesh D. Patel offers insights into meditation practices that can enhance emotional intelligence, empathy, and interpersonal communication.

# Course Title Critical Thinking & Problem Solving

**Course Code: AECC02** 

Credit(L+T+P): 2+0+0 Duration: 30 Hours (2 hours/week)

#### **Course Objectives:**

- To enhance logical and analytical reasoning skills.
- To enable students to apply critical thinking techniques to real-life and professional problems.
- To improve decision-making and problem-solving capabilities.

#### **Course Outcomes (COs):**

By the end of the course, students will be able to:

- CO1: Identify and interpret problems using logical and analytical thinking.
- CO2: Demonstrate skills in evaluating arguments and identifying fallacies.
- CO3: Apply various problem-solving models in diverse scenarios.
- CO4: Develop decision-making skills in complex and ambiguous situations.
- CO5: Collaborate in teams to solve problems creatively and critically.

#### **Unit-wise Syllabus:**

#### **Unit 1: Introduction to Critical Thinking**

(6 hours)

- Definition and Importance of Critical Thinking
- Characteristics of a Critical Thinker
- Barriers to Critical Thinking
- Thinking vs. Knowing
- Types of Thinking: Creative, Analytical, Lateral

#### Unit 2: Logic and Reasoning

(6 hours)

- Inductive and Deductive Reasoning
- Arguments: Structure, Validity, Soundness
- Common Logical Fallacies
- Evaluating Evidence and Sources

#### **Unit 3: Problem-Solving Techniques**

(6 hours)

- Understanding the Problem
- Root Cause Analysis (Fishbone, 5 Whys)
- Problem-Solving Cycle
- Algorithms and Heuristics
- Case Studies

#### **Unit 4: Decision Making**

(6 hours)

- Decision Making Models (Rational, Intuitive, etc.)
- Risk Analysis and Uncertainty
- Group Decision-Making Techniques
- Biases in Decision Making
- Ethical Decision Making

#### **Unit 5: Creative Thinking and Collaborative Problem Solving**

(6 hours)

- Brainstorming, Mind Mapping
- Design Thinking Process
- Collaboration and Communication in Problem Solving
- Real-world Problem Solving in Groups
- Critical Reflection on Solutions

#### **Recommended Books (Indian Authors):**

#### 1. An Introduction to Critical Thinking

Author: Dr. M. G. Rao

Publisher: Himalaya Publishing House

Brief: A concise guide tailored for Indian students. Covers basics of reasoning, logical fallacies, and

problem-solving tools.

#### 2. Critical Thinking and Problem Solving

Author: D. Ravichandran

Publisher: McGraw Hill Education India

Brief: This book blends conceptual clarity with real-life examples, including sections on creative

thinking and decision-making.

#### 3. Creative and Critical Thinking

Author: Anand Saxena

Publisher: Kanishka Publishers

Brief: Focuses on the balance between creativity and logic, with simple language and Indian case

studies.

#### 4. Thinking Skills for Professionals

Author: R.G. Harshe

Publisher: University Press India

Brief: A practical approach to decision-making, group dynamics, and workplace problem-solving.

5. Critical Thinking: Tools for Taking Charge of Your Professional and Personal Life (Adapted for

Indian context)

Author: Richard Paul & Linda Elder, Adapted by Indian Academics

Publisher: Pearson India

Brief: Though originally foreign, the Indian adaptation includes localized examples and teaching tips

for Indian classrooms.

#### 6. Reasoning and Problem Solving for Competitive Exams

Author: R.S. Aggarwal

Publisher: S. Chand Publishing

Brief: While exam-oriented, it includes solid foundational chapters on logical reasoning and puzzle-

solving.

#### **Supplementary Readings (Optional):**

- "Decision Making and Problem Solving" by Kiran Prakash (Sage India)
- "Analytical Reasoning" by M.K. Pandey useful for honing logical skills.

#### Course Title Soft Skills

#### **Course Code: AECC03**

Credit(L+T+P) : 2+0+0

Duration: 30 Hours (2 hours/week)

#### **Course Objectives:**

- To help students develop essential interpersonal and professional skills.
- To enhance communication, emotional intelligence, and leadership abilities.
- To prepare students for personal and professional success in diverse work environments.

#### **Course Outcomes (COs):**

By the end of the course, students will be able to:

**CO1:** Communicate effectively in professional and social contexts.

CO2: Demonstrate interpersonal and teamwork skills.

**CO3:** Exhibit leadership and time management abilities.

**CO4:** Apply emotional intelligence and conflict resolution skills.

**CO5:** Present themselves confidently in interviews and public settings.

#### **Unit-wise Syllabus:**

#### **Unit 1: Communication Skills (6 hours)**

- Verbal and Non-verbal Communication
- Listening Skills and Feedback
- Written Communication (Emails, Reports, Resumes)
- Presentation Skills

#### **Unit 2: Interpersonal and Team Skills (6 hours)**

- Interpersonal Communication
- Building Relationships
- Team Dynamics and Roles
- Collaboration and Delegation

#### **Unit 3: Leadership & Time Management (6 hours)**

- Leadership Styles and Traits
- Motivation and Influence
- Prioritization and Goal Setting
- Managing Time under Pressure

#### **Unit 4: Emotional Intelligence & Conflict Resolution (6 hours)**

- Self-awareness and Self-regulation
- Empathy and Social Skills
- Conflict Management Styles
- Negotiation and Mediation

#### **Unit 5: Professional Etiquette & Public Speaking (6 hours)**

- Grooming and Professional Etiquette
- Interview Preparation and Mock Interviews
- Public Speaking and Stage Presence
- Confidence Building Activities

#### **Recommended Books (Indian Authors)**

#### 1. Soft Skills: Know Yourself & Know the World

Author: Dr. Alex K.

Publisher: S. Chand Publishing

Brief: Widely used across Indian universities. Covers communication, etiquette, emotional intelligence, and group discussions in simple language with practical examples.

#### 2. Soft Skills: Personality Development for Life and Career

**Author:** S. Balasubramanian **Publisher:** Wiley India

**Brief:** A holistic approach to soft skills with an Indian perspective—includes case studies, reflective activities, and career readiness components.

#### 3. Developing Soft Skills

Authors: Krishna Mohan & Meera Banerji

Publisher: Pearson India

Brief: Focuses on communication, interpersonal relationships, time management, and business etiquette with Indian workplace scenarios.

#### 4. Personality Development and Soft Skills

Author: Barun K. Mitra

Publisher: Oxford University Press India

Brief: Balanced theoretical and practical content, including resume writing, interviews, team skills, and leadership—all tailored for Indian students and job markets.

#### 5. Soft Skills for Success

**Author:** Gopalaswamy Ramesh **Publisher:** Cengage Learning India

Brief: Focuses on workplace success skills: communication, assertiveness, teamwork, and stress

management. Written in an accessible style for Indian learners.

#### **Supplementary Reading:**

- Effective Communication and Soft Skills by Nitin Bhatnagar & Mamta Bhatnagar (Pearson India)
- Campus to Corporate: Soft Skills and Employability Skills by Dr. T.M. Farhathullah (Orient Blackswan)

# Course Title Content Writing & Editing

Course Code: AECC04

Credit(L+T+P) : 2+0+0

Duration: 30 Hours (2 hours/week)

#### **Course Objectives:**

- To introduce students to various forms of content writing.
- To equip students with the skills for editing and proofreading.
- To help students create engaging and original content for digital and print media.

#### **Course Outcomes (COs):**

#### By the end of the course, students will be able to:

- CO1: Understand the principles and types of content writing.
- CO2: Demonstrate clarity, coherence, and creativity in written communication.
- CO3: Apply basic and advanced editing skills in varied formats.
- CO4: Write for specific audiences and platforms, especially digital.
- CO5: Produce polished, professional-quality content suitable for publication.

#### **Unit-wise Syllabus:**

#### **Unit 1: Fundamentals of Content Writing**

(6 hours)

- Definition and Scope of Content Writing
- Principles of Good Writing: Clarity, Brevity, Engagement
- Types of Content: Informative, Persuasive, Descriptive, Narrative
- Audience Analysis and Purpose

#### **Unit 2: Writing for Media and Business**

(6 hours)

- Writing Articles, Blogs, Press Releases
- Business Writing: Emails, Proposals, Reports
- SEO Writing Basics
- Tone and Style Adaptation

#### **Unit 3: Editing Techniques**

(6 hours)

- Levels of Editing: Structural, Stylistic, Copyediting, Proofreading
- Grammar, Punctuation, and Sentence Correction
- Editing Tools and Style Sheets
- Common Errors in Indian Writing

#### Unit 4: Writing for the Web & Social Media

(6 hours)

- Web Writing vs. Print Writing
- Writing Captions, Tweets, and Short-Form Content
- Content for Websites, E-Newsletters, and e-Commerce
- Visual-Text Balance and Readability

#### **Unit 5: Portfolio Development & Content Strategy (6 hours)**

- Building a Writing Portfolio
- Planning and Structuring Content
- Ethics in Content Creation & Plagiarism
- Project: Create and Edit a Blog, Newsletter, or Website Page

#### **Recommended Books (Indian Authors)**

1. Content Writing: A Practical Guide

Author: Meenakshi Raman

Publisher: Oxford University Press India

**Brief:** A comprehensive book covering professional writing, digital content, blogs, SEO, and business communication — ideal for beginners and intermediate learners.

#### 2. Effective Content Writing for Web & Media

**Author:** Pooja Sharma **Publisher:** BPB Publications

Brief: Focuses on writing for websites, social media, e-commerce, and blogs. Includes Indian examples

and recent trends.

#### 3. Professional Communication

Authors: Aruna Koneru / Meenakshi Raman & Sangeeta Sharma

Publisher: Oxford University Press India

Brief: Though broader in scope, it has strong sections on business writing, editing, email

communication, and audience-specific writing.

#### 4. Writing for the Media

Author: Usha Raman

Publisher: Oxford University Press India

Brief: Deals with media content, article writing, and news-style editing. A very useful resource for Unit

2 (Writing for Media) and Unit 3 (Editing).

#### 5. Copyediting and Proofreading for Dummies (Adapted Indian Edition)

Author: Sujatha Nair Publisher: Wiley India

Brief: A hands-on guide to editing, grammar checks, layout and proofreading with Indian language

nuances.

#### Supplementary Resources:

• The Art of Editing by P.K. Bhandari (A useful guide for beginners in journalism and editing)

• Web Content Management: A Complete Guide by S. Padmanabhan (Self-published, India-focused)

• Mass Communication in India by Keval J. Kumar (for broader context in media and audience writing)

## Course Title Team Building & Leadership

**Course Code: AECC05** 

Credit(L+T+P) : 2+0+0

Duration: 30 Hours (2 hours/week)

#### **Course Objectives:**

- To help students understand the dynamics of working in and leading teams.
- To build leadership skills applicable in academic, personal, and professional settings.
- To develop interpersonal, collaborative, and motivational skills.

#### **Course Outcomes (COs):**

#### By the end of this course, students will be able to:

- CO1: Understand team dynamics and the roles individuals play within a team.
- CO2: Demonstrate effective communication and collaboration in team settings.
- CO3: Identify and apply various leadership styles and strategies.
- CO4: Resolve conflicts and build consensus within teams.
- CO5: Exhibit ethical leadership and decision-making in group contexts.

#### **Unit-wise Syllabus:**

#### **Unit 1: Understanding Teams**

(6 hours)

- Types of Teams (Functional, Cross-Functional, Virtual, etc.)
- Stages of Team Development (Tuckman's Model)
- Roles in Teams (Belbin's Team Roles)
- Group vs. Team

#### **Unit 2: Team Communication & Collaboration**

(6 hours)

- Communication Styles in Teams
- Active Listening & Feedback
- Building Trust and Rapport
- Virtual Team Communication

#### **Unit 3: Leadership Fundamentals (6 hours)**

- Definition and Importance of Leadership
- Leadership vs. Management
- Leadership Theories (Trait, Transformational, Situational, etc.)
- Emotional Intelligence in Leadership

#### **Unit 4: Conflict Management & Motivation (6 hours)**

- Causes of Conflict in Teams
- Conflict Resolution Styles and Techniques
- Negotiation and Mediation Skills
- Motivating Teams and Individuals

#### **Unit 5: Ethical and Effective Leadership (6 hours)**

Ethics and Integrity in Leadership Decision-Making in Teams Case Studies on Effective and Failed Leadership Capstone Team Project / Role Play

#### **Recommended Books (Indian Authors)**

1. Team Building and Leadership

**Author:** Dr. R.S. Dwivedi **Publisher:** Macmillan India

Brief: A well-rounded book focusing on team dynamics, leadership theories, organizational behavior, and Indian corporate examples.

#### 2. Leadership and Team Building

Author: Uday Kumar Haldar

Publisher: Oxford University Press India

Brief: Covers leadership traits, motivation, emotional intelligence, team development, and conflict resolution. Practical examples make it ideal for academic use.

3. **Organizational Behaviour** (with Teamwork and Leadership chapters)

Authors: S.S. Khanka / P. Subba Rao / K. Aswathappa

Publishers: S. Chand / Himalaya Publishing / HPH

Brief: Though OB-focused, these textbooks include strong modules on leadership styles, team building strategies, and conflict management.

#### **Essentials of Management**

Author: Harold Koontz, Heinz Weihrich, & Adapted by P. Jaya Aswathappa (Indian edition)

Publisher: Tata McGraw-Hill India

Brief: Indian case studies and leadership concepts relevant to both students and early professionals.

5. Leadership: Research Findings, Practice, and Skills (Indian adaptation)

Adapted by: Seema Sanghi

Publisher: Cengage Learning India

Brief: Although originally by Andrew J. DuBrin, Seema Sanghi's adaptation includes Indian corporate and social leadership contexts.

#### **Supplementary Reading:**

- **Developing Management Skills** by Meena Sudha (ICFAI/Excel Books)
- Emotional Intelligence and Leadership by Dr. R. K. Sahu (Excel Books)

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