

**University College of Social Sciences and Humanities  
Mohanlal Sukhadia University, Udaipur**

**One Year Diploma Course (Psychology)**

- Course level** : Diploma
- Course title** : **Diploma in Soft Skills Enhancement and Application of Psychology in Everyday Life**
- Course Coordinator** : **Dr. Varsha Sharma**  
Assistant Professor  
Department Of Psychology, UCSSH, MLSU
- Course duration** : One year (Full time course including 2 semesters)
- Strength** : 30
- Minimum Eligibility** : Senior Secondary from any discipline  
(Arts/Science/Commerce)
- Medium of Instructions** : Bilingual (Hindi/ English)
- Course curriculum** : Semester I and Semester II
- Semester I – 1 theory paper + 1 practical paper
  - Semester II – 1 theory paper + 1 practical paper
- (Note: Students will be eligible to get **Six months certificate Course in Soft Skills Enhancement** on successful completion of semester I, as per the guidelines of **New Education Policy, 2020**)
- Total marks** : 600 marks; each theory paper is of 100 marks and Practical paper is of 200 marks as mentioned below.

**General Instructions:**

1. The course will comprise of 2 theory papers each of 100 marks and 2 practical papers of 200 marks.
2. Evaluation of Practical Papers:
  - External Evaluation: Evaluation of Practical Paper I and Practical Paper II will be done by external examiner.

3. Internal assessment for practical papers I and II will be of 30 percent and remaining 70 percent will be evaluated by external examiner.
4. Internal assessment for theory papers will be of 30 percent and remaining 70 percent will be evaluated by written examination.
5. Exam Duration: Three hours for each theory paper and four hours for practical papers.
6. The candidates will require to pass separately in theory and practical examinations.

**Admission Procedure** : Admission will be given as per University norms.

**Fees Structure** : 8000/- (SFS or As per University Rules)

### Paper Scheme:

<b>SEMESTER - I</b>			
<b>Papers</b>	<b>Nature</b>	<b>Min. Pass Marks</b>	<b>Max. Marks</b>
Paper I	Theory	36	100
Paper II	Practical	72	200
<b>SEMESTER - II</b>			
Paper I	Theory	36	100
Paper II	Practical	72	200

### Nomenclature:

<b>SEMESTER – I</b>			
<b>Paper</b>	<b>Nomenclature</b>	<b>Type</b>	<b>Code</b>
Paper- I	Soft Skills Enhancement	Theory	SSEPEL- SEM I-001
Paper - II	Practical Paper I	Practical	SSEPEL- SEM I-002
<b>SEMESTER – II</b>			
Paper - I	Application Of Psychology In Everyday Life	Theory	SSEPEL- SEM II-001
Paper - II	Practical Paper II	Practical	SSEPEL- SEM-002

### Objectives:

- To develop students' personal attributes.
- To promote students' growth and self-development through internships, guest lectures, industry sponsored projects, and opportunities for experiential learning.
- To understand interpersonal skills, teamwork, time management, stress management.
- To acquaint students with basics of communication skills.
- To enhance the potentials of students for career progression and promotion.
- To enhance awareness about social skills which are in high demand for workplace.
- To develop understanding about applied aspect of psychology.

# SYLLABUS

## SEMESTER I

### PAPER - I : SOFT SKILLS ENHANCEMENT (Theory)

#### Objectives

To enable students to enhance their personal attributes social skills, interpersonal interaction, and effective communication.

#### Unit 1:

S.No.	Title	Details
1.	Theories of Intelligence	Cattel, Jensen, Sternberg, Goleman
2.	Creativity	Views Of Torrance, Getzels, Guilford
3.	Intelligence and Creativity	Relationship
4.	Abilities and achievement	Concept and role of emotional intelligence, Emotional Literacy

#### Unit 2:

S.No.	Title	Details
1.	Communication Introduction	Meaning, Definition & Scope
2.	Communication Styles	Assertiveness versus Aggressiveness
3.	Non Verbal Communication	Personal Appearance, Gestures, Postures, Facial Expression, Eye Contact, Body Language, Time Language, Silence
4.	Effective Communication	Essentials Of Effective Communication, Communication Techniques, Barriers to Communication, Communication Network
5.	Verbal Communication	Listening Skills, Oral Communication, Effective Writing Communication
6.	Presentation Skills	Preparing for Career, Presentation Skills, Business Skills, Telephone Communication

#### Unit 3 :

S.No.	Title	Details
1.	Stress	Meaning, definition and Nature
2.	Reaction to Stress	GAS

3.	Stress Management	Coping Strategies
4.	Time Management	Strategies
5.	Growth mindset	Openness to Feedback
6.	Adaptability	Active listening, work life balance

#### Unit 4:

S.No.	Title	Details
1.	Ethics	Meaning and definition
2.	Types	Personal ethics, Professional ethics, Etiquette, social grace
3.	Decision Making	Conflict resolution
4.	Enhancing Empathy	Showing Empathy, Dealing with Antipathy, developing emotional bonding

#### Unit 5 :

S.No.	Title	Details
1.	Humor & Positivity	Nature definition, Principle of pleasure, Happiness and Wellbeing
2.	Psychological capital	Positive Cognitive states, Self Efficacy, Optimism, Hope, mindfulness
3.	Prosocial Behaviour	Empathy, Altruism, Gratitude and Forgiveness

#### Reference Books-

1. Dorch, Patricia. 2013. What Are Soft Skills? New York: Execu Dress Publisher,.
2. Kamin, Maxine. 2013. Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company,.
3. Klaus, Peggy, Jane Rohman & Molly Hamaker. 2007. The Hard Truth about Soft Skills. London: HarperCollins E-books,.
4. Petes S. J., Francis. 2011. Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education,.
5. Stein, Steven J. & Howard .2006. E. Book. The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons,.
6. Fredrick H. Wentz. 2012. Soft Skills Training: A Workbook to develop skills for employment. Epub.ebook.
7. Barun K. Mitra. 2012. Personality Development and soft skills. Oxford Higher Education.

8. Don Wynn. 2012. Develop Your Soft Skills for Success: As A Consultant. Publisher Don Wynn.
9. Jean Eva Thumm. 2008. Soft Skills For Tough Issues. Xilbries Corporation.

## **PAPER II - Practical Paper I (Practical)**

**A student will be required to conduct any six practical-**

1. Emotional Intelligence
2. Assertive Style
3. Effective Communication
4. Public Speaking
5. Stress Management
6. Psychological Capital
7. Creativity
8. Self Assessment
9. Performance appraisal
10. Leadership Assessment
11. Practical as per suggestion of faculty

## **SEMESTER II**

### **PAPER-I : APPLICATION OF PSYCHOLOGY IN EVERYDAY LIFE (Theory)**

#### **Objectives**

- To introduce students to the basics of psychological concepts and their application in everyday life.

#### **Unit 1:**

<b>S.No.</b>	<b>Title</b>	<b>Details</b>
1.	Understanding Day Today Behaviour I	Understanding Psychology, Psychology and Psychiatry
2.	Understanding Day Today Behaviour II	Psychology and Day Today Behaviour

#### **Unit 2:**

<b>S.No.</b>	<b>Title</b>	<b>Details</b>
1.	Introduction to Normal Abnormal Dilemma	Meaning, Definition & Criteria
2.	Common Clinical Disorders	Concept, Classification and Causes
3.	Psychology Of Self	Western and Eastern Perspectives

### Unit 3 :

S.No.	Title	Details
1.	Mental Health	Meaning, definition and Nature
2.	Intervention Models	Application and Importance
3.	Human Development	Nature, Scope and Methods

### Unit 4:

S.No.	Title	Details
1.	Developmental Behaviour	Biological, Socio- Environmental and Cultural perspective
2.	Mental Health Issues	Related to Children
3.	Mental Health Issues	Related to Adolescence

### Unit 5:

S. No.	Title	Details
1.	Mental Health Issues	Related To Young Adults
2.	Mental Health Issues	Related To Adults
3.	Mental Health Issues	Related To Elderly

### Reference Books:

1. Braj Bhushan & Alok Bajpai. 2018. Psychology Of Adjustment. Ane Books Pvt. Ltd. Delhi.
2. Wayne Weiten, Dana S. Dunn & Elizabeth Yost Hammer. 2011. Psychology Applied to Modern Life: Adjustment in the 21<sup>st</sup> Century. Wadsworth Publishing
3. Synder, C.R. Lopez, S. J .2012. Positive Psychology. New Delhi:Sage
4. Wong, P.T. & Fry. 1998. The Human Quest for Meaning. Mahwah, New Jersey: Lawrence Erlbaum
5. Kaplan, H.J. & Sadock, B.J. 2004. Comprehensive Textbook Of Psychiatry, Baltimore: Williams & Wikins
6. Luthans, Fred. 2002. Organisational Behaviour.9<sup>th</sup> ed. McGraw Hill, International Edition.

7. Oliver, Sandra M. 2004. Handbook Of Corporate Communication And Public Relations: Pure & Applied. Routledge Taylor & Francis Group, London, New York.
8. Holtz Shel. 2004. Corporate Conversations: A Guide To Crafting Effective And Appropriate Internal Communication. AMACOM. New York
9. Carregies, Dale. How to Develop Self Confidence & Influence People By Public Speaking

**PAPER- II : Practical Paper II (Practical)**

**A student will be required to conduct any six practical-**

1. Mental Health
2. Intelligence
3. Personality
4. Self Concept
5. Motivation
6. Aptitude
7. Social Adjustment
8. Emotional Quotient
9. Practical as per suggestion of faculty

**Approved by Departmental Committee.**

**Course Coordinator**

**(DR. VARSHA SHARMA)**

**Assistant Professor**

**Department of Psychology,**

**UCSSH, MLSU.**