



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH
Ref. No. DU/DR-A/8-1/22/1345 Date: 10.11.2022

NOTIFICATION

Under Report to the Under Graduate Board, Dibrugarh University, the Hon'ble Vice-Chancellor, Dibrugarh University is pleased to approve the following syllabi of the B.Voc. Programmes of the General Education Components as per the Course Structure given in Clause 9 of the Dibrugarh University Regulations for the B. Voc. Programmes in the Choice Based Credit System-

1. Communication Skill, Course Code : AECC 101
2. Computer Skill – I, Course Code : AECC 102-A
3. Computer Skill – II, Course Code : AECC 202-A
4. Numerical Skill – I, Course Code : AECC 102-B
5. Numerical Skill – II, Course Code : AECC 202-B
6. MIL – Assamese, Course Code : AECC 301-A
7. Alternative English, Course Code : AECC 301-B
8. Environmental Studies, Course Code : AECC 401
9. Entrepreneurship Development, Course Code : AECC 501
10. Life Skill Development, Course Code : AECC 601

The above shall come into effect from the Academic Session 2022-2023.

Issued with due approval.

(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University.

Copy to:

1. The Hon'ble Vice-Chancellor, Dibrugarh University for favour of information.
2. The Deans, Dibrugarh University, for favour of information.
3. The Registrar i/c, Dibrugarh University for favour of information.
4. The Controller of Examinations, Dibrugarh University for information and needful.
5. The Inspector of Colleges i/c, Dibrugarh University, for information and needful.
6. All Principals of the Colleges affiliated to Dibrugarh University offering the B. Voc. Programmes for information and necessary action.
7. The Joint/ Deputy Controllers of Examinations, Dibrugarh University for information and needful.
8. The Academic Officer, Dibrugarh University, for information.
9. The Programmer, Dibrugarh University for kind information and with a request to upload the Notification in the University website.
10. File.

(Dr. B.C. Borah)
Joint Registrar (Academic)
Dibrugarh University

COMMUNICATION SKILL

Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc. Programme

SEMESTER I

COURSE CODE: AECC 101

CREDIT ASSIGNED: 3 (THREE)

Marks 100 (IA 12 END SEMESTER EXAMINATION 48)

COURSE OBJECTIVES: The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced. The present course hopes to address some of these aspects through an interactive mode of teaching learning process and by focusing on various dimensions of communication skills. Some of these are: Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc. While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science.

UNIT-I

Marks 12, Class Hours 12

COMMUNICATION: THEORY AND TYPES

Theory of Communication, Types and modes of Communication Verbal and Non-verbal (Spoken and Written) Barriers and Strategies Inter-personal and Group communication

UNIT II

Marks 12, Class Hours 11

SPEAKING SKILLS:

Dialogue
Group Discussion
Effective Communication/ Mis- Communication
Interview

UNIT-III

Marks 12, Class Hours 11

READING AND UNDERSTANDING

Close Reading
Comprehension
Summary
Paraphrasing
Analysis and Interpretation

UNIT IV

Marks 12, Class Hours 11

WRITING SKILLS:

Documenting
Report Writing
Making notes
Letter writing

EXPECTED LEARNER'S OUTCOME

It is hoped that after studying this course, students will find a difference in their personal and professional interactions. The recommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

PRESCRIBED TEXT:

Interact, Cambridge University Press, 2019.

RECOMMENDED READINGS:

1. Fluency in English - Part II, Oxford University Press, 2006.
2. Business English, Pearson, 2008.
3. Language, Literature and Creativity, Orient Blackswan, 2013.
4. Enrich Your English, OUP, SR Inthira and V. Saraswathi, CIEFL, 1997
5. Oxford A-Z of English Usage, ed. Jeremy Butterfield, OUP, 2007.
6. Longman Dictionary of Common Errors, N.D. Turton and J.B. Heaton, Longman, 1998

COMPUTER SKILL- I
(To be offered in lieu of Numerical Skill- I)
Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc.
Programme

SEMESTER I

COURSE CODE: AECC 102-A

CREDIT ASSIGNED: 3 (THREE)
Marks 60 (IA 12 + End Semester 48)

Course outcomes- Demonstrate a basic understanding of computer hardware and software, Demonstrate problem-solving skills. Apply logical skills to programming in a variety of languages, Utilize web technologies, Present conclusions effectively, orally, and in writing. Demonstrate basic understanding of network principles, working effectively in teams; apply the skills that are the focus of this program to business scenarios.

Unit-1	Marks: 10	Contact hrs: 10
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Fundamentals of Computer-Computer Architecture, Hardware & Software

Unit-II	Marks: 14	Contact hrs: 12
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Desktop Publishing-MS office

Unit-III	Marks: 12	Contact hrs: 12
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Basics of web technologies-www, Internet, topologies

Unit-IV	Marks: 12	Contact hrs: 11
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Computer Programming-Methodologies

Books recommended:

1. **Computer Fundamentals : Concepts, Systems & Applications - 8th Edition-by PritiSinha. Pradeep K, Sinha, BPB Publication. Kolkota**

COMPUTER SKILL- II
(To be offered in lieu of Numerical Skill- II)
Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc.
Programme

SEMESTER II

COURSE CODE: AECC 202-A

CREDIT ASSIGNED: 3 (THREE)
Marks 60 (IA 12 + End Semester 48)

Course outcomes- Demonstrate a basic understanding of computer hardware and software. Demonstrate problem-solving skills. Apply logical skills to programming in a variety of languages, Utilize web technologies, Present conclusions effectively, orally, and in writing. Demonstrate basic understanding of network principles, Working effectively in teams, Apply the skills that are the focus of this programme to business scenarios.

Unit-I

Web Development-HTML, CSS, PHP Marks: 20, Contact hrs: 15

Unit-II

Sql, dbms Marks: 14, Contact hrs: 15

Unit-III

e-MIS, E-Commerce, E marketing, e-resources Marks: 14, Contact hrs: 15

Books recommended-

1. Computer Fundamentals: Concepts, Systems & Applications, 8th Edition, Priti Singha, Pradeep K. Singha, BPB Publications, Kolkata
2. Let us C, Yashavant Kanetkar, BPB Publications, Kolkata

NUMERICAL SKILL- I
(To be offered in lieu of Computer Skill- I)
Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc. Programme

SEMESTER I

COURSE CODE: AECC 102-B

CREDIT ASSIGNED: 3 (THREE)
Marks 60 (IA 12 + End Semester 48)

Course outcomes- Understand the foundations of mathematics, Be able to perform basic computations in higher mathematics, Be able to read and understand middle-level proofs, Be able to write and understand basic proofs, Develop and maintain problem-solving skills.

Unit-I

Marks: 10, Contact hrs: 10

Number System: Types of Numbers, Divisibility Rules, LCM & HCF,

Unit-II

Marks: 15, Contact hrs: 15

Multiplication and Division: Multiply by two-digit number, Multiply by more than two-digit number, Rules of Indices, Square Roots & Cube Roots. Set Theory-Meaning, Types, Operations of set, Venn diagram.

Unit-III

Marks: 13, Contact hrs: 10

Set Theory-Meaning, Types, Operations of set, Venn diagram.

Unit-IV

Marks: 10, Contact hrs: 10

Addition & Subtraction: Addition and subtraction of Non-Integers, Addition and subtraction of fractions.

Ref. Books:

1. Mathematics for Class IX/X-R.D.Sharma, Dhanpad Rai Publication, Maharashtra
2. An Introduction to the Mathematics-Alfred North Whitehead

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NUMERICAL SKILL- II
(To be offered in lieu of Computer Skill- II)
Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc. Programme

SEMESTER II

COURSE CODE: AECC 202-B

CREDIT ASSIGNED: 3 (THREE)
Marks 60 (IA 12 + End Semester 48)

Course outcomes- Understand the foundations of mathematics, Be able to perform basic computations in higher mathematics. Be able to read and understand middle-level proofs, Be able to write and understand basic proofs, Develop and maintain problem-solving skills.

Unit-I **Marks: 15, Contact hrs: 15**

Quadratic Equation: Solving of quadratic equation by factorization method, Quadratic Formulae, Relation between Roots and Coefficients of a Quadratic Equation.

Unit-II **Marks: 10, Contact hrs: 10**

VBODMAS and Approximation: Rules of Simplification, Algebraic Formulae.

Unit-III **Marks: 10, Contact hrs: 10**

Ratios and Proportion-Definition, Formulae and Examples

Unit-IV **Marks: 13, Contact hrs: 10**

Measures of Central Tendency- Mean Median and Mode.

Ref. Books:

- 1. Mathematics for Class IX/X-R.D.Sharma, Dhanpad Rai Publication, Maharashtra**
- 2. An Introduction to the Mathematics-Alfred North Whitehead**

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MIL -ASSAMESE

(To be offered in lieu of Alternative English)

Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc. Programme

SEMESTER III

COURSE CODE: AECC 301-A

CREDIT ASSIGNED: 6 (SIX)

Marks 60 (IA 20 + End Semester 80)

অসমীয়া সাহিত্যৰ বুৰঞ্জী আৰু অসমৰ সংস্কৃতি অধ্যয়ন

মুঠ শ্ৰেণী সংখ্যা - ৬৪

মুঠ নম্বৰ-৮০+২০

অসমীয়া সাহিত্যৰ ইতিহাস, যুগভিত্তিক সাহিত্যৰাজিৰ পৰিচয় আৰু অসমীয়া সংস্কৃতিৰ সাধাৰণ ধাৰণা দিবৰ বাবে এই কাকতখন প্ৰস্তুত কৰা হৈছে।

	শ্ৰেণী	নম্বৰ
গোট - ১ : অসমীয়া সাহিত্যৰ যুগ বিভাজন	১২	১৫
গোট - ২ : শঙ্কৰী যুগৰ সাহিত্যৰ ঘাই বিশেষত্বসমূহ	১২	১৫
গোট - ৩ : জোনাকী যুগৰ সাহিত্যৰ ঘাই বিশেষত্বসমূহ	১০	১২
গোট - ৪ : অসমৰ জাতি গঠনত প্ৰজাতীয় উপাদান	১০	১২
গোট - ৫ : সংস্কৃতিৰ সংজ্ঞা আৰু ভাগ	১০	১২
গোট - ৬ : অসমৰ কৃষিভিত্তিক উৎসৱ পাৰ্বণ	১০	১৪

আভ্যন্তৰীণ মূল্যায়নৰ বাবে ২০ নম্বৰ।

প্ৰসঙ্গ পুথি :

অসমীয়া সাহিত্যৰ ৰূপৰেখা	: মহেশ্বৰ নেওগ, চন্দ্ৰ প্ৰকাশ, গুৱাহাটী
অসমীয়া সাহিত্যৰ সমীক্ষাত্মক ইতিবৃত্ত	: সত্যেন্দ্ৰনাথ শৰ্মা, বীণা, সৌমাৰ প্ৰকাশ, গুৱাহাটী
অসমীয়া সাহিত্যত দৃষ্টিপাত	: হেমন্ত কুমাৰ শৰ্মা, বীণা লাইব্ৰেৰী, গুৱাহাটী
অসমীয়া ভাষা আৰু সাহিত্যৰ কথা	: ডঃ প্ৰবীণ চন্দ্ৰ দাস, বানিপ্ৰকাশ প্ৰাঃ লিঃ গুৱাহাটী ৭৮১০০১
অসমীয়া লোক সংস্কৃতিৰ আভাস	: নবীন চন্দ্ৰ শৰ্মা, বাণী প্ৰকাশ প্ৰাইভেট লিমিটেড, গুৱাহাটী
অসমীয়া জাতিৰ ইতিবৃত্ত	: অসম সাহিত্য সভা, গুৱাহাটী
অসমৰ মানুহ	: ভূৱন মোহন দাস, অসম সাহিত্য সভা, যোৰহাট
অসমৰ সংস্কৃতি	: লীলা গগৈ, বনলতা, ডিব্ৰুগড়
অসমৰ উৎসৱ-পাৰ্বন	: যতীন্দ্ৰনাথ বৰগোহাঞি, পৰিবেশক - নবীন পুস্তকালয়, যোৰহাট
জোনাকী, একক সংকলন (ভূমিকা)	: সম্পা নগেন শইকীয়া, অসম সাহিত্য সভা, যোৰহাট
আধুনিক অসমীয়া সাহিত্যৰ পৰিচয়	: সম্পা লীলা গগৈ, বনলতা, ডিব্ৰুগড়

ALTERNATIVE ENGLISH
(To be offered in lieu of MIL- ASSAMESE)
Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc. Programme

SEMESTER III

COURSE CODE: AECC 301-B

CREDIT ASSIGNED: 6 (SIX)

Marks 60 (IA 20 + End Semester 80)

Course Description: This course is intended for those students, who have opted for English, in lieu of MIL. The texts selected for study have been classified into three genres: poetry, prose, and fiction. The objective of the course is to focus on issues that have contemporary relevance, especially pertaining to race, class, gender and environment.

Unit I

Poetry

Marks 20, Class Hours 14

William Blake. "London"
PB Shelley. "To Wordsworth"
W.B. Yeats. "The Second Coming"
Emily Dickinson. "Because I could not stop for death"
Langston Hughes. "I, Too"
Jayanta Mahapatra. "Hunger"
Kamala Das. "An Introduction"
Keki N. Daruwalla. "Gulzaman's Son"

Unit II

Prose

Marks 30, Class Hours 20

George Orwell. "Reflections on Gandhi"
Gerald Durrell. "The World in a Wall"
Verrier Elwin. "Pilgrimage to Tawang"

Unit III

Short Stories

Marks 30, Class Hours 20

O' Henry. "The Cop and the Anthem"
Charlotte Perkins Gilman. "The Yellow Wall-Paper"
Temsula Ao. "The Jungle Major"

Mode of Assessment:

Internal Assessment: 20 marks
(Sessional Test 1 : 5 marks; Sessional Test 2 : 5 marks; Presentation/Viva voce/GD etc.: 5 marks; Attendance: 5 marks)

Final Examination: 80 marks

Unit I: 1 essay type + 1 short note/analysis (15+5)= 20 marks

Unit II: 2 essay type (15+15)= 30 marks

Unit III: 1 essay type + 3 short notes/analysis (15+5+5+5)= 30 marks

Expected Learner's Outcome:

After completing this course, it is expected that learners will be able to appreciate the complexity and diversity of human condition, including cultural differences and interrelations with the non-human.

Prescribed tests:

Poems, Old and New. Lakshmi Publications.
Twentieth-century Prose, OUP.

ENVIRONMENTAL STUDIES

Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc.
Programme

SEMESTER IV

COURSE CODE: AECC 401

CREDIT ASSIGNED: 6 (SIX)

Marks 100

Total Classes: 64

Important note for this subject

1. Pattern of the Question Paper: 50 Questions of 2 Marks each 100 Marks
2. Duration of Examination: 90 Mins
3. A candidate who fails in the Environmental Studies Course shall be entitled to two additional consecutive chances to clear the Course.
4. A candidate who does not pass in the Environmental Studies Course shall not be qualified for the relevant degree.

Detailed Syllabus

Unit 1: The Multidisciplinary nature of Environmental Studies (Classes: 4; Marks:8)

- a) Definition, scope and importance
- b) Need for public awareness.

Unit 2: Natural Resources:

(Classes: 10; Marks: 20)

1. Renewable and non-renewable resources: Natural resources and associated problems.
 - a) Forest Resources: Use and over exploitation, deforestation. Timber extraction, mining, dams and their effects on forests and tribal people.
 - b) Water resources: Use and over-utilization of surface and ground water floods, drought, and conflicts over water, dams-benefits and problems.
 - c) Mineral resources. Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - d) Food resources. World food problems, changes caused by agriculture and overgrazing effects of modern agriculture, fertilizer-pesticide problems, water logging, and salinity
 - e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources.

- f) Land resources Land as a resources, land degradation, man-induced landslides, soil erosion and desertification.
- 2 Role of an individual in conservation of natural resources.
3. Equitable use of resources for sustainable lifestyles.

Unit-3: Ecosystems

(Classes: 10: Marks: 17)

- A. Concept of an ecosystem.
- B. Structure and function of an ecosystem.
- C. Producers, consumers and decomposers.
- D. Energy flow in the ecosystem.
- E. Ecological succession.
- F. Food chains, food webs and ecological pyramids.
- G. Introduction, types, characteristics features, structure and function of the following ecosystem:
 - a. Forest ecosystem
 - b. Grassland ecosystem
 - c. Desert ecosystem
 - d. Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Also Read: Environmental Studies Notes, MCQs, Question Papers and Solutions

Unit -4: Biodiversity and its conservation (Classes: 10, Marks: 20)

- a. Introduction-Definition: genetic species and ecosystem diversity
- b. Biogeographically classification of India
- c. Value of biodiversity: consumptive use, productive use social ethical, aesthetic and option values.
- d. Hot spots of biodiversity-India,
- e. Threats to biodiversity habits loss, poaching of wildlife, man-wildlife conflicts.
- f. Endangered and endemic species.
- g. Conservation of biodiversity: in-situ Ex-situ conservation of biodiversity

Unit 5: Environmental Pollution (Classes: 10, Marks: 20)

A Definition, Causes effects and control measures of

- a Air pollution
- b. Water pollution
- c Soil pollution
- d. Noise pollution
- e. Thermal pollution
- f. Nuclear hazards

B. Solid waste Management: Causes effects and control measures of urban and industrial wastes biodegradable and non-biodegradable wastes

C. Role of an individual in prevention of pollution

D. Disaster Management: Floods, earthquake, cyclone and landslides.

Unit-6 Social issues and the Environment (Classes: 10 Marks 15)

- A. From Unsustainable to Sustainable development.
- B. Water conservation, rain water harvesting watershed management.
- C. Resettlement and rehabilitation of people, its problems and concerns,
- D. Environmental ethics
- E. Climate change, global warming acid rain ozone layer depletion, under accidents and holocaust
- F. Wasteland reclamation
- G. Consumerism and waste products
- H. Environmental Legislation
- I. Public awareness.

Some Important Reference Books:

1. Borua PK, JN Sarma and others, A Text Book on Environmental Studies, Bankata. Dibruga
2. Brunner RC. 1989 Hazardous Waste Incineration. McGraw Hill Inc. 480p.
3. Cunningham: WP Cooper, TH. Gorbani, E & Hepworth, MT. 2001. Environmental Encyclopedia. JacioPubl House, Mumbai, 1196p.
4. Dutta Prasanna. Rofique Ahmed & Sumbit Chaliha, Environmental Studies, Eurika Publication Jorhat
5. Hawkins RE. Encyclopedia of Indian Natural History, Bombay Natural History Society Bombay (R).
6. Heywood, VH & Watson RT. 1995. Global Biodiversity Assessment Cambridge Univ. Press 1140p

ENTREPREURSHIP DEVELOPMENT

Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc.
Programme

SEMESTER V

COURSE CODE: AECC 501

CREDIT ASSIGNED: 6 (SIX)
Marks 100 (IA 20 + End Semester 80)

Objective: The purpose of this paper is to prepare a group where the students view entrepreneurship as a desirable and feasible career option. In particular the paper seeks to build the necessary competencies and motivation for a career in entrepreneurship. Course Contents:

Unit-1: Concept and definition of entrepreneur and entrepreneurship, types of entrepreneur. Matching of situational requirements and types of entrepreneur.

Marks 20, 16 hrs

Unit –II: Entrepreneurship and economic development, emergence of Women entrepreneurship in national and global perspective, problems of women entrepreneurship in Assam. Opportunities and challenges of women entrepreneurship. Concept, role, problems and prospects of rural entrepreneurship

Marks 20, 16 hrs.

Unit – III: Self-help Groups-objectives formation funding and working. Leadership styles, Theories - The Trait Theory. The Situational Theory. The Free Rein Theory. The followers Theory. EDP-needs objectives - weaknesses.

Marks 20, 16 hrs

Unit- IV: Salient features of Micro Small and Medium Enterprises Development Act 2006. promotional agencies Micro, Small and Medium Enterprises Development Organisation (MSMDO) District Industries and Commerce Centre (DI&CC) Khadi and Village Industries Commission / Board (KVIC/KVIB), NIE NEDFI, NEITCO.

Marks 20, 16 hrs

Text and Reference Books:

1. Desai Vasant: Dynamics of Entrepreneurial Development. Himalaya Publishing House, Mumbai.
2. Khanka S.S. Entrepreneurial Development. S. Chand & Company Ltd., New Delhi
3. Srivastava S.B.: A Practical guide to Industrial Entrepreneurs, S. Chand and Sons, New Delhi.
4. Rajkonwar A.B. Entrepreneurship Development, Kalyani Publishers Ludhiana.
5. Deb Rana Bijoy: Fundamentals of Entrepreneurship
6. Kumar: Entrepreneurship: Creating and Leading and Entrepreneurial Organization. Pearson, New Delhi.
7. Nagendra: Entrepreneurship and Management, Pearson, New Delhi,

LIFE SKILL DEVELOPMENT

Ability Enhancement Compulsory Course offered for the Six- Semester B.Voc. Programme

SEMESTER VI

COURSE CODE: AECC 601

CREDIT ASSIGNED: 6 (SIX)

Marks 100 (IA 20, END SEMESTER 80)

Total Class Hours: 64

Course Objective:

1. To enable students in understanding the concept, aim and scope of life skill in human life
2. To enable students in understanding the dimension of flourishing in life skill and soft skill in the journey of life
3. To enable them to utilize numerous practical skills to increase peace, happiness, success and employability in life
4. To enable students to realize and utilize their inner capabilities in effective ways

Unit	Content	Marks	Class Hours
1	1.0 Life Skill: The Art and Science of Human Engineering 1.1 Concept, aim, scope and future of Life Skill 1.2 Implications of Life Skill & Soft Skills towards life's journey and employability 1.3 The dimension of basic cognitive Skills like Reading, Writing & Listening in personal, social and professional life	20	14
2	2.0 Know thy Skills / Befriending Your Monkey Mind 2.1 The formative process of the mind 2.3 The importance of Mindfulness in self-regulation 2.4 The importance of Forgiveness, Love & Gratitude as basic human Skills to flourish	20	12
3	3.0 Resilience Skill / Inner Power Skill 3.1 Implications of Resilience – the ways & methods of cultivating Resilience to cope adversity in life 3.2 Resilience as a pillar of success 3.3 Major Resilience Skills	20	12
4	4.0 Communication Skill 4.1 Importance of Effective verbal and non-verbal communication – Obstacles in written communication – Obstacles in Spoken Communication – Ways & methods to enhance written and spoken communications 4.2 Signs of an effective communicator 4.3 Importance of Spoken English – strategy to enhance speaking & presentation abilities in English	20	14
5	5.0 Professional Skill 5.1 Importance of Professional ethics 5.2 How to face an interview – Importance of effective communication in professional life - cultivation of leadership 5.3 Importance of time management, team management, critical thinking, creativity, empathy etc.	20	12

Expected Learning Outcome: After completion of this course the learners will be able to

1. describe the importance of life skill in personal, social and professional life;
2. describe the dimension of flourishing of life skills and soft skills and their applications to practical life;
3. utilize their inner capabilities and flourish them for over-all growth of life;
4. demonstrate their skills for better employability

Suggested Reading:

1. Alex, Dr. K. (2014), *Soft Skills* (1st edition) S Chand & Company
2. Reivich Karen (2003), *The Resilience Factor* (reprint edition), Harmony
3. Sharma, Prashant (2021), *Soft Skills* (1st edition) BPB Publications
4. Tuhovsky, Ian (2019), *Communication Skills Training* (2nd edition) Rupa Publication India