

Syllabus for Soft skills (Management)

BBA 1, B Pharma 1 & B Com 1 – Soft Skills Topics	Total Hrs.
1. ** Communication Skills**	6
- Verbal communication	
- Written communication	
- Active listening	
- Public speaking	
- Constructive feedback	
2. **Teamwork**	6
- Collaboration	
- Conflict resolution	
- Team building	
- Interpersonal skills	
3. **Time Management**	6
- Prioritization	
- Goal setting	
- Procrastination avoidance	
4. **Adaptability**	6
- Flexibility	
- Resilience	
- Embracing change	
- Problem-solving	
Total Number of Hours	24

BBA 2, B Pharma 2 & B Com 2 – Soft Skills Topics	Total Hrs.
1. **Critical Thinking**	6
- Analytical skills	
- Decision-making	
- Creative thinking	
- Problem-solving	
2. **Leadership**	6
- Leading by example	
- Motivating others	
- Delegation	
- Decision-making under pressure	
3. **Emotional Intelligence**	6
- Self-awareness	
- Empathy	
- Relationship management	
- Emotional regulation	
4. **Professionalism**	6
- Business etiquette	
- Punctuality	
- Dress code	
- Integrity and ethics	
Total Number of Hours	24

BBA 3, & B Com 3 – Soft Skills Topics	Total Hrs.
1. **Negotiation Skills**	6
- Conflict resolution	
- Bargaining	
- Persuasion	
- Compromise	
2. **Self-Motivation**	4
- Setting personal and professional goals	
- Maintaining motivation during challenges	
- Building a growth mindset	
3. **Conflict Resolution**	4
- Understanding and managing conflicts	
- Effective communication during conflicts	
- Finding common ground	
4. **Stress Management**	6
- Recognizing stressors	
- Coping mechanisms	
- Balancing work and personal life	
5. **Resume Building and Interview Skills**	4
Group Discussion	
Interview Practice	
Total number of Hours	24

B Pharma 3 Syllabus		No. of Hrs
Aptitude	Algebra	12
	Percentage, Profit & Loss	
	Average, Mixture & Allegation	
	Time and Work	
	Blood relationship	
	Data Interpretation	

Soft Skills	Group Discussion/Personal Interview Preparation	12
Total number of Hours		24

MBA 1 – Soft Skills Topics	Total Hrs.
1. ** Communication Skills**	6
- Verbal communication	
- Written communication	
- Active listening	
- Public speaking	
- Constructive feedback	
2. **Teamwork**	6
- Collaboration	
- Conflict resolution	
- Team building	
- Interpersonal skills	
3. **Time Management**	6
- Prioritization	
- Goal setting	
- Procrastination avoidance	
4. **Adaptability**	6
- Flexibility	
- Resilience	
- Embracing change	
- Problem-solving	
Total number of Hours	24

MBA 2 – Soft Skills Topics	Total Hrs.
1. **Critical Thinking**	6
- Analytical skills	
- Decision-making	
- Creative thinking	
- Problem-solving	
2. **Leadership**	6
- Leading by example	
- Motivating others	
- Delegation	
- Decision-making under pressure	
4. **Stress Management**	6
- Recognizing stressors	
- Coping mechanisms	
- Balancing work and personal life	
5. **Resume Building and Interview Skills**	6
Group Discussion	
Interview Practice	
Total number of Hours	24