

**AMBALA COLLEGE OF ENGINEERING AND APPLIED RESEARCH, AMBALA**

**DEPARTMENT OF APPLIED SCIENCES & HUMANITIES**

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<b>Subject</b>	<b>: Personality Development and Soft Skills</b>	<b>Semester</b>	<b>: 1<sup>st</sup></b>
<b>Subject Code</b>	<b>: B24-VAC-101</b>	<b>Lecture per Week</b>	<b>: 2</b>
<b>Theory Marks</b>	<b>: 100</b>	<b>Tutorials per Week</b>	<b>: 0</b>
<b>Sessional Marks</b>	<b>:</b>	<b>Practical</b>	<b>: 0</b>

**ACADEMIC CALENDER**

<b>Week</b>	<b>Theory</b>	
	<b>Lecture Day</b>	<b>Topic(including assignment /test)</b>
<b>1<sup>st</sup></b>	<b>1<sup>st</sup></b>	<b>Introduction to Leadership, Leadership Power</b>
	<b>2<sup>nd</sup></b>	<b>Leadership in Administration</b>
<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>Leadership Styles</b>
	<b>4<sup>th</sup></b>	<b>Introduction to Interpersonal Relations</b>
<b>3<sup>rd</sup></b>	<b>5<sup>th</sup></b>	<b>Analysis Relations of different ego states</b>
	<b>6<sup>th</sup></b>	<b>Revision of Leadership &amp; Interpersonal Relations</b>
<b>4<sup>th</sup></b>	<b>7<sup>th</sup></b>	<b>Test</b>
	<b>8<sup>th</sup></b>	<b>Analysis of Transactions, Analysis of Strokes</b>
<b>5<sup>th</sup></b>	<b>9<sup>th</sup></b>	<b>Analysis of Life position.</b>
	<b>10<sup>th</sup></b>	<b>Communication: Introduction to Communication, Flow of Communication</b>
<b>6<sup>th</sup></b>	<b>11<sup>th</sup></b>	<b>Listening ,Barriers of Communication</b>
	<b>12<sup>th</sup></b>	<b>How to overcome barriers of communication</b>
<b>7<sup>th</sup></b>	<b>13<sup>th</sup></b>	<b>Test of Communication</b>
	<b>14<sup>th</sup></b>	<b>Stress: Introduction to Stress, Causes of Stress</b>
<b>8<sup>th</sup></b>	<b>15<sup>th</sup></b>	<b>Impact Management Stress, Managing Stress</b>
	<b>16<sup>th</sup></b>	<b>Revision and test of Stress</b>
<b>9<sup>th</sup></b>	<b>17<sup>th</sup></b>	<b>Group Dynamics and team Building</b>

	18 <sup>th</sup>	<b>Importance of groups in organization, Interactions in group</b>
10 <sup>th</sup>	19 <sup>th</sup>	<b>Group Decision Taking, Team Building</b>
	20 <sup>th</sup>	<b>Interaction with the Team, How to build a good team?</b>
11 <sup>th</sup>	21 <sup>st</sup>	<b>Conflict: Introduction to Conflict, Causes of Conflict</b>
	22 <sup>nd</sup>	<b>Management Managing Conflict</b>
12 <sup>th</sup>	23 <sup>rd</sup>	<b>Time Management: Time as a Resource, Identify Important Time Wasters</b>
	24 <sup>th</sup>	<b>Individual Time Management Styles and Techniques for better Time Management.</b>
13 <sup>th</sup>	25 <sup>th</sup>	<b>Test</b>
	26 <sup>th</sup>	<b>Motivation: Introduction to Motivation</b>
14 <sup>th</sup>	27 <sup>th</sup>	<b>Relevance and types of Motivation</b>
	28 <sup>th</sup>	<b>Motivating the subordinates</b>
15 <sup>th</sup>	29 <sup>th</sup>	<b>Analysis of Motivation</b>
	30 <sup>th</sup>	<b>Test</b>

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