

SARDAR PATEL UNIVERSITY
Programme: BCOM Semester-IV
Syllabus with effect from: NOVEMBER 2019

Paper Code: UB04SCOM24	Total Credit: 3
Title Of Paper: NATIONAL CADET CORPS III (NCC –III)	

Objective: The objective of this course is to impart basic knowledge of Personality Development, Communication Skills, Time Management and Social Skills.

Unit	Description in detail	Weighting (%)
1	Personality Development: Introduction, Life Skills: Concept and core Life Skills, Factors influencing Personality: Physical, Social, Psychological and Philosophical. Self Awareness: Concept and Dimensions of self Awareness. SWOT analysis.	25 %
2	Communication Skills: Introduction, Understanding, Basics of Communication, Styles and ways of Communication, Effective Communication, Barriers to Communication, Causes of Communication Gap, Reducing the Communication Gap, Non-Verbal Communication.	25 %
3	Time Management: Interlocution, Meaning and importance, Principles of Time Management, Time Wasters: Telephone, Visitors, Paper Work, Lack of Planning, Socializing, Indecision, Television, Meeting, Procrastination.	25 %
4	Social Skills: Introduction, Etiquette: Meaning, Types of Etiquettes Mannerisms: Meaning, Bad Manners, Improving Social Skills. Body Language: Meaning, Body Language Parts, Personal Space Distances Values/Code of Ethics: Meaning, a few important values.	25 %

Basic Text & Reference Books

Cadet's Hand Book Common Subject, All Wings, By DGNCC, New Delhi.
 Cadet's Hand Book Specialized Subject, Army, By DGNCC, New Delhi.

