

**SARDAR PATEL UNIVERSITY**  
**Programme: BCOM Semester-IV**  
**Syllabus with effect from: Nov./Dec. 2020**

<b>Paper Code:</b> UB04SCOM54	<b>Total Credit: 3</b>
<b>Title Of Paper:</b> 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 (%)
<b>1</b>	<b>Personality Development:</b> 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.	<b>25 %</b>
<b>2</b>	<b>Communication Skills:</b> 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.	<b>25 %</b>
<b>3</b>	<b>Time Management:</b> Interlocution, Meaning and importance, Principles of Time Management, Time Wasters: Telephone, Visitors, Paper Work, Lack of Planning, Socializing, Indecision, Television, Meeting, Procrastination.	<b>25 %</b>
<b>4</b>	<b>Social Skills:</b> 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.	<b>25 %</b>

**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.

