

BASSPEP 183

SCHOOL OF SOCIAL WORK
Roshni Nilaya, Mangalore – 575 002
Autonomous College under Mangalore University
College with Potential for Excellence
Re-Accredited by NAAC with ‘A’ Grade (3rd Cycle)

NEW EDUCATION POLICY 2020

SUBJECT: SECRETARIAL PRACTICE
(Syllabus for implementation w.e.f.
2021-22)(For B.A. Degree Programme)

SECRETARIAL PRACTICE
I BA- II SEMESTER-OPEN ELECTIVE-2
EMPLOYABILITY SKILL DEVELOPMENT

Teaching Hours per week: 3 Hours

Credit: 03

Max. Marks: 100
(SEE-60 + I.A.-40)

UNIT 1: LEADERSHIP SKILLS

1.1 Introduction

1.2 Definition – leadership

1.3 Traits of leaders

1.4 Types of leadership

1.5 Transformational leadership

UNIT 2: SELF- MANAGEMENT SKILLS

2.1 Self- Awareness

2.2 Self-Evaluation

2.3 Self-Discipline

2.4 Self- criticism

2.5 Personal SWOT Analysis

UNIT 3: DRAFTING SKILLS

3.1 Resume writing

3.2 Letter of Appointment

3.3 Duty Joining Report

3.4 Leave Requisition Letter

3.5 Resignation letter

3.6 Thank you letter

BOOKS FOR REFERENCES:

1. Ramesh Gopaldaswamy and Mahadevan, The Ace of Soft Skills, Pearson
2. Bhatnagar Nitin, Effective Communication and Soft Skills, Pearson
3. Dr. Alex K. – Soft Skills – S.Chand & co.,
4. Wallace Harold R. & Masters L. Ann – Personality Development
5. Mithra Barun K. – Personality Development & Soft Skills – OxfordUniversity Press
6. Verma Shalini– Soft Skills for the BPO sector – Pearson
7. Wright, Chrissie.ed – Handbook of Practical Communication Skills-Jaico Publishing, Mumbai
8. Fredrick H. Wentz, Soft skills Training – A workbook to develop skillsfor employment
9. Barun K. Mitra Personality Development and Soft skills, OxfordUniversity Press
10. R. Alec Mackenzie, The Time Trap: The Classic book on TimeManagement
11. Jo Owen, (2012), The Leadership Skills Hand Book, 50 Essential Skillsyou need to be a leader, London Philadelphia, New Delhi
