

Resolution No.: AC/II(22-23).3.RUA12

S. P. Mandali's
Ramnarin Ruia Autonomous College
(Affiliated to University of Mumbai)



Syllabus for

Program: S.Y.B.A/B.Sc.

Program Code: Foundation Course (RUFC)

(Choice Based Credit System
for academic year 2023–2024)

PROGRAM OUTCOMES

PO	Description
	A student completing Bachelor's Degree in B.A./B.Sc. program will be able to:
PO 1	Demonstrate understanding and skills of application of knowledge of historical and contemporary issues in the social and linguistic settings with a transdisciplinary perspective to make an informed judgement.
PO 2	Analyze and evaluate theories of individual and social behaviour in the familiar contexts and extrapolate to unfamiliar contexts in order to resolve contemporary issues.
PO 3	Effectively and ethically use concepts, vocabularies, methods and modern technologies in human sciences to make meaningful contribution in creation of information and its effective dissemination
PO 4	Explore critical issues, ideas, phenomena and debates to define problems or to formulate hypotheses; as well as analyze evidences to formulate an opinion, identify strategies, evaluate outcomes, draw conclusions and/or develop and implement solutions.
PO 5	Demonstrate oral and written proficiency to analyze and synthesize information and apply a set of cognitive, affective, and behavioral skills to work individually and with diverse groups to foster personal growth and better appreciate the diverse social world in which we live.
PO 6	Develop a clear understanding of social institutional structures, systems, procedures, and policies existing across cultures, and interpret, compare and contrast ideas in diverse social- cultural contexts, to engage reasonably with diverse groups.
PO 7	React thoughtfully with emotional and moral competence to forms of expressive direct action and apply social strategies toward eradicating threats to a democratic society and a healthy planet.
PO 8	Articulate and apply values, principles, and ideals to the current societal challenges by integrating management and leadership skills to enhance the quality of life in the civic community through actions that enrich individual lives and benefit the community.
PO 9	Recognize and appreciate the diversity of human experience and thought, and apply intellect and creativity to contemporary scenario, to promote individual growth by practicing lifelong learning

PROGRAM SPECIFIC OUTCOMES

PSO	Description
	A student completing Bachelor's Degree in B.A./B.Sc. program in the subject of Foundation Course will be able to:
PSO 1	Understand and appreciate diversity in India with respect to various factors.
PSO 2	Gain a proper understanding of human values, rights and duties, and hence become rational and responsible citizens.
PSO 3	Become aware of the contemporary social issues and their related concerns.
PSO 4	Inculcate better linguistic, oratory and other soft skills as per the demands of the modern world.
PSO 5	Get equipped with the knowledge required to deal with daily life problems as well as emergencies.
PSO 6	Plan one's career goals in a realistic manner with better decision making, problem solving and time management.
PSO 7	Think critically and not fall prey to blind faith and superstitions.
PSO 8	Value mother nature and understand the different aspects of ecology.

PROGRAM OUTLINE

YEAR	SEM	COURSE CODE	COURSE TITLE	CREDITS
SYBA/BSc	III	RUFC301	FOUNDATION COURSE (Career Planning and Writing Skills)	2
SYBA/BSc	IV	RUFC401	FOUNDATION COURSE (Modern Life Skills)	2

Course Code: RUFC301
Course Title: Foundation Course
(Career Planning and Writing Skills)
Class - SYBA/BSc
Semester III
Academic year 2023-24

COURSE OUTCOMES:

COURSE OUTCOME	DESCRIPTION
CO 1	Learn the concepts of critical and lateral thinking and their importance
CO 2	Understand the importance of goal setting, time management and decision making in terms of career planning.
CO 3	Prepare students with the public speaking, basic presentation skills as well as introduce them with group discussion and personal interview method
CO 4	Get acquainted with the concept and types of motivation
CO 5	Know the basics of competitive exams
CO 6	Imbibe important writing skills as well as soft skills

DETAILED SYLLABUS**SEMESTER III**

Course Code/ Unit	Unit	Course/ Unit Title	Credits/ Lectures
RUFC301	I - IV	FOUNDATION COURSE	2
	I	Critical thinking and Lateral thinking	12
		A. Introduction to thinking: types of thinking, types of claims, facts vs opinions B. Critical thinking: definitions, methods, and application C. Lateral thinking: meaning and importance	

	II	Career related skills	12
		<ul style="list-style-type: none"> A. Decision making and problem solving B. Realistic goal setting and Effective time management C. Motivation: meaning, concept and types of motivation 	
	III	Developing career required soft-skills	11
		<ul style="list-style-type: none"> A. Public speaking and presentations skills B. Preparing for an interview and Group discussions C. Awareness about competitive exams 	
	IV	Formal Writing Etiquettes	10
		<ul style="list-style-type: none"> A. Formal email writing, Request for a recommendation letter, Job application, SOPs. B. Building a resume and Making a LinkedIn profile C. Writing a research paper: references and citations/ writing Book review/Film review 	
			45

References:

1. Alec Fisher, *Critical Thinking*, Cambridge University Press, 2001
2. Ahuja, Ram, *Social Problems in India*, Rawat Publications, Paperback, 3rd Ed., 2014.
3. Baron, R. A., & Kalsher, M. J., *Psychology: From Science to Practice*, Pearson Education inc., Allyn and Bacon, 2nd Ed., 2008.
4. Bhatnagar Mamta and Bhatnagar Nitin, *Effective Communication and Soft Skills*, Pearson India, New Delhi, 2011.
5. Biju, M.R., *Human Rights in a Developing Society*, Mittal Publications, New Delhi, 2005.
6. Bindra, Vivek, *Effective Planning and Time Management*, Bloomsbury India, 2015.
7. Covey, Stephen, *7 Habits of Highly Effective People*, Free Press, 2004.
8. Gupta, Seema, *Soft Skills: Interpersonal and Intrapersonal Skills Development*, V&S Publishers, 2019.
9. Iyer, Prakash, *The Habit of Winning*, Penguin, India, 2011.
10. Lahey, B.B., *Psychology: A Introduction*, McGraw Hill Publications, New York, 2007.
11. Mitra, Barun, *Personality Development and Soft Skills*, OUP, 2016.
12. Sen, Madhucchanda, *An Introduction to Critical Thinking*, Pearson, New Delhi, 2010.
13. Sharma, Prashant, *Soft Skills: Personality Development for Life Success*, BPB Publications, 2021.
14. William Hughes and Jonathan Lavery, *Critical thinking: An introduction to the basic skills*, Broadview Press, 2016.
15. Wilson, Jennifer, *Critical Thinking*, Createspace Independent Publishing Platform, 2017.

Modality of Assessment

Theory Examination Pattern:

A) Internal Assessment- 40%- 40 Marks

Sr. No.	Evaluation type	Marks
1.	One Class Test on Unit – I	20
2.	One Assignment/Project based on Unit – IV	20
	TOTAL	40

B) External Assessment- 60%- 60 Marks

Semester End Theory Examination:

Duration - These examinations shall be of **2 Hours** duration.

Paper Pattern:

- There shall be **4** questions each of **15** marks. On first three units there will be one question with internal choice Q. 1 to 3 and Q.4 will be Short notes on first three units.
- All questions shall be compulsory with internal choice within the questions.

Paper Pattern:

Question	Options	Marks	Questions Based on
Q.1)	Any 1 out of 2	15	Unit I
Q.2)	Any 1 out of 2	15	Unit II
Q.3)	Any 1 out of 2	15	Unit III
Q.4)	Write short notes on - Any 2 out of 3	15	Unit I to III
	TOTAL	60	

Course Code: RUFC401
Course Title: Foundation Course
(Modern Life Skills)
Class - SYBA/BSc
Semester IV
Academic year 2023-24

COURSE OUTCOMES:

COURSE OUTCOME	DESCRIPTION
CO 1	Understand the concept of stress, conflicts and their types and reasons
CO 2	Learn some of the techniques of managing stress and conflicts in life
CO 3	Acquaint with the concept of entrepreneurship, financial literacy and financial management
CO 4	Appreciate the concept of emotional quotient and its components
CO 5	Imbibe important writing skills as well as soft skills
CO 6	Know the basics of Blog writing and E-Content

DETAILED SYLLABUS**SEMESTER IV**

Course Code/ Unit	Unit	Course/ Unit Title	Credits/ Lectures
RUFC401	I - IV	FOUNDATION COURSE	2
	I	Yoga and Stress management	12
		A. Stress: Meaning, types and causes B. Conflict: Meaning, types, causes and conflict resolution C. Coping with stress and conflict through Yoga and meditative practices	

	II	Entrepreneurship and Financial literacy	12
		<p>A. Being an entrepreneur: Basics of entrepreneurship</p> <p>B. Financial literacy: Concept, scope and importance</p> <p>C. Financial management: Monetary savings, investments, Debt and Loan control</p>	
	III	Soft-skills required in the contemporary world	11
		<p>A. Leadership and team building</p> <p>B. Listening skills and Interpersonal skills</p> <p>C. Understanding One's Emotional Quotient</p>	
	IV	Developing Writing Skills and E-Content	10
		<p>A. Blog writing - travel, fashion, educational blogs, sports etc.</p> <p>B. Developing websites and online courses</p> <p>C. Making YouTube videos, podcasts, vlogs, short films, documentaries etc.</p>	
			45

References:

1. Acharya, Yetendra, *Yoga and Stress Management*, Fingerprint Publishing, New Delhi, 2019.
2. Ahuja, Ram, *Social Problems in India*, Rawat Publications, Paperback, 3rd Ed., 2014.
3. Baron, R. A., & Kalsher, M. J., *Psychology: From Science to Practice*, Pearson Education inc., Allyn and Bacon, 2nd Ed., 2008.
4. Bhatnagar Mamta and Bhatnagar Nitin, *Effective Communication and Soft Skills*, Pearson India, New Delhi, 2011.
5. Chanrantimath, Poornima, *Entrepreneurship Development and Small Business Enterprises*, Pearson, 2018.
6. Covey, Stephen, *7 Habits of Highly Effective People*, Free Press, 2004.
7. Gupta, Seema, *Soft Skills: Interpersonal and Intrapersonal Skills Development*, V&S Publishers, 2019.
8. Hart, William, *The Art of Living: Vipassana Meditation as taught by S.N. Goenka*, Vipassana Research Institute, Igatpuri, 2017.
9. Hisrich Robert and Others, *Entrepreneurship*, McGraw Hill, Noida, 11th Edition, 2020.
10. Iyer, Prakash, *The Habit of Winning*, Penguin, India, 2011.
11. Khanka, S.S., *Entrepreneurial Development*, S. Chand and Company, Delhi, 2007.
12. Lahey, B.B., *Psychology: A Introduction*, McGraw Hill Publications, New York, 2007.
13. Mahajn, Puneet, *Financial Learning which School Doesn't Teach*, Adhyayan Books, 2021.
14. Mitra, Barun, *Personality Development and Soft Skills*, OUP, 2016.
15. Pillai Sabina and Fernandez, Agna, *Soft Skills and Employability Skills*, Cambridge University Press, 2017.
16. Rajani and Singh, Abhishek Kumar, *Financial Literacy*, JSR Publishing House, Delhi, 2022.
17. Saini, Namita, *Yoga and Stress Management*, Friends Publications (India), 2020.
18. Sharma, Prashant, *Soft Skills: Personality Development for Life Success*, BPB Publications, 2021.
19. Singh, Amit Kumar, *Taxmann's Financial Literacy*, Aggarwal Law House, Delhi, 2023.
20. Udupa, K.N., *Stress and its Management by Yoga*, Motilal Banarasidass Publishers, Delhi, 2007.

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