

**DRAFT**

**National Education Policy- 2020(2024)**

**Common Minimum Syllabus for Uttarakhand State  
University and Colleges  
Four Year Undergraduate Program -FYUP/ Honors  
Program /Master in Arts**

**SKILL ENHANCEMENT COURSE (SEC)  
DEPARTMENT OF PSYCHOLOGY**

## **EXPERT COMMITTEE**

<b>S.No</b>	<b>Name and Designation</b>	
<b>1.</b>	<b>Prof. D.S. Rawat Vice-Chancellor, Kumaun University ,Nainital</b>	<b>Chairman</b>
<b>2.</b>	<b>Prof. P.S.Bisht Ex Dean, Faculty Of Arts, (Retired on 28-2-25) Kumaun University , Nainital</b>	<b>Convenor</b>
<b>3.</b>	<b>Prof. Rajnish Pande Dean, Faculty Of Arts, Kumaun University , Nainital</b>	<b>Convenor</b>
<b>4.</b>	<b>Prof. Rashmi Pant HOD, Department of Psychology , I.P.Govt. Mahila PG College of Commerce, Haldwani</b>	<b>Co-Convenor</b>
<b>5.</b>	<b>Prof. MadhuLata Nayal HOD, Department of Psychology SobanSingh Jeena University Almora</b>	<b>Committee Expert</b>

## **SYLLABUS PREPARATION COMMITTEE**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Department</b>	<b>Affiliation</b>
<b>1</b>	<b>Prof. Rashmi Pant</b>	<b>Professor &amp; Head</b>	<b>Department of Psychology</b>	<b>I.P.Govt. Mahila PG College of Commerce, Haldwani</b>
<b>2</b>	<b>Dr. Savita Tiwari</b>	<b>Associate Professor</b>	<b>Department of Psychology</b>	<b>Govt. Degree College, Bhupatwala, Haridwar</b>
<b>3</b>	<b>Dr. Vallari Kukreti</b>	<b>Assistant Professor</b>	<b>Department of Psychology</b>	<b>S.D.M.Govt. P.G.College, Doiwala, Dehradun</b>
<b>4</b>	<b>Dr. Preeti Tamta</b>	<b>Assistant Professor</b>	<b>Department of Psychology</b>	<b>Soban Singh Jeena University Campus, Almora</b>

**CREDIT STRUCTURE**  
**SKILL ENHANCEMENT COURSE (SEC)**  
**DEPARTMENT OF PSYCHOLOGY**  
**SKILL ENHANCEMENT COURSE (SEC) PREPARED FOR THE POOL OF COURSES**

Course Title	Credits	Credit Distribution of the course		Eligibility	Pre requisite for the course
		Lecture	Practical/Practice		
SEC 1 Personal Growth and Life skills	02	01	01	Class XII	Nil
SEC 2 Applications of Emotional Intelligence	02	01	01	Semester I	Nil
SEC 3 Effective Decision Making	02	01	01	Semester II	Nil
SEC 4 Organisational & Professional Growth	02	01	01	Semester III	Nil
SEC 5 Qualitative Data Analysis	02	01	01	Semester IV	Nil
SEC 6 Fundamentals of Counseling Skills	02	01	01	Semester V	Nil

## Semester -I

### Personal Growth and Life Skills

Unit	Topics	No. of Lectures + Practice
Unit -I	<b>Personality Development: Concept of personality dimensions of personality, Determinants of personality. Meaning of the concept of success and failure, hurdles in achieving success and factor responsible for success.</b> <b>Practice of Root Cause Analysis and Learning from Past Cases method.</b>	4+3
Unit-II	<b>Self-Awareness and Growth: Understanding the Self: The self-concept and development of self-awareness.</b> <b>Practice of reflective exercises: JOHARI window and Personal SWOT analysis (Identifying strengths, weaknesses, and areas for improvement)</b>	4+4
Unit- III	<b>Emotional and cognitive Competence: Understanding and expressing emotions; Managing difficult emotions; Coping strategies.</b> <b>Practice: Role playing.</b>	4+4
Unit-IV	<b>Interpersonal Communication: Effective interpersonal communication and non verbal communication. Hinderances in communication and Improving communication climates.</b> <b>Practice: Role playing (conversational skills, listening skills, reading non-verbal messages).</b>	3+4

## Semester-II

### APPLICATION OF EMOTIONAL INTELLIGENCE

Unit	Topics	No. of Lectures
Unit -I	<b>INTRODUCTION:</b> Emotional Intelligence; Models of Emotional Intelligence; Emotional competencies: self-awareness, self-regulation, motivation, empathy and interpersonal skills; Importance of Emotional Intelligence. <b>Practice:</b> Empathy mapping	5+2
Unit-II	<b>KNOWING ONE'S AND OTHERS' EMOTIONS:</b> Levels of emotional awareness; Recognizing emotions in oneself; The universality of emotional expression; Perceiving emotions accurately in others. <b>Practice:</b> Usage of feelings wheel for emotional perception on the perception of emotions on different circumstances.	3+5
Unit- III	<b>MANAGING EMOTIONS:</b> The relationship between emotions, thought and behaviour; Techniques of managing emotions: cognitive and behavioural. <b>Practice:</b> Visualisation of emotions in various circumstances (Through audio/video aides or pictures) and identification of emotions, muscular relaxation.	4+4
Unit-IV	<b>APPLICATIONS:</b> Use of self-awareness, self-regulation and social skill in workplace; Relationships; Conflict Management & Effective Leadership <b>Practice:</b> Role playing and learning from previous case studies	3+4

## Semester -III

### Effective Decision Making

Unit	Topics	No. of Lectures + Practice
Unit -I	<p>Introduction: What is decision making? Importance of making good decisions. Steps of effective decision making.</p> <p>Practice: Application of the steps of effective decision making on the problem provided.</p>	4+3
Unit-II	<p>Decisions regarding career: Discovering self and creating a healthy acceptance of self; Learning to connect with self with vocational choices/career.</p> <p>Practice: Development of career path mind maps.</p>	4+4
Unit- III	<p>Decision making in interpersonal context: Learning about conflict management in interpersonal relations; negotiation in interpersonal conflict, handling difficult people and finding solutions.</p> <p>Practice: Role playing in practicing negotiations in organisational setting.</p>	4+4
Unit-IV	<p>Decision making at the workplace: Key aspects, Competencies &amp; Skills for effective decision making : problem-solving, critical thinking and collaboration.</p> <p>Practice: conduction of Scenario-based excersises and problem solving.</p>	3+4

## Semester-IV

### PSYCHOLOGICAL SKILLS IN ORGANIZATIONAL AND PROFESSIONAL GROWTH

Unit	Topics	No. of Lectures
Unit -I	<p><b>Psychological Skill in Organization: Time Management, Delegation, Communications.</b></p> <p><b>Motivation and Productivity: Psychological factors influencing employee engagement and performance.</b></p> <p><b>Practice: Eisenhower Matrix Development</b></p>	5+4
Unit-II	<p><b>Workplace Culture and Ethics: Organizational values, ethical decision-making, and diversity &amp; inclusion.</b></p> <p><b>Practice: Discussion on Case Studies.</b></p>	3+4
Unit- III	<p><b>Personal and Career Development : Goal setting, skill enhancement, and career planning.</b></p> <p><b>Practice: SMART goal setting.</b></p>	4+3
Unit-IV	<p><b>Effective Communication and Networking: Building strong professional connections and presentation skills.</b></p> <p><b>Adapting to Change and Innovation: Embracing workplace transformations and continuous learning.</b></p> <p><b>Practice: Discussion of case studies</b></p>	3+4



## Semester- V

### Foundation of Qualitative Data Analysis

Unit	Topics	No. of Lectures
Unit -I	Introduction to Data Analysis-Definition and Importance of Data Analysis in Research, Types of Data (Structured vs. Unstructured Qualitative vs. Quantitative). Practice- Introduction to Tools (Excel & Google Sheets)	4+3
Unit-II	Qualitative Data Collection Methods/Techniques – Verbal data: Interview, narratives and focus groups; observations and document analysis. Practice: Interview intake and observation recording.	3+4
Unit- III	Qualitative Data Analysis: Basic idea of coding (open and axial) and categorization, analysing narratives and use of computer in qualitative analysis, Introduction to NVivo, Atlas.ti or MAXQDA, Computer Software in QDA, AI in QDA. Practice: coding and categorization of any one verbal data.	4+4
Unit-IV	Integration and outlook: Fundamentals of grounded theory and Triangulation of data. Practice: Integrating practice of qualitative results through triangulation method.	4+4

**NOTE:** Introduction to NVivo, Atlas.ti or MAXQDA, Computer Software in QDA, AI in QDA has been added in Semester- V Foundation of Qualitative Data Analysis

## Semester- VI

### Fundamentals of Counselling skills

Unit	Topics	No. of Lectures
Unit -I	<p>Introduction to Counseling Psychology- Definition and Scope of Counseling Psychology, Ethical and Professional Issues in Counseling, Characteristics of an effective counselor, The Counseling Process: Stages and Goals.</p> <p>Practice: Case study discussions on different counselling scenarios</p>	3+4
Unit-II	<p>Theoretical Approaches in Counseling- Psychoanalytic (Freud), Humanistic &amp; Existential (Client-Centered and Logo therapy), Behavioral (Systematic Desensitization, aversion &amp; contingency management) and Cognitive- Behavioral Therapy(CBT)(RET ) approach.</p> <p>Practice: Recording of therapeutic case examples and discussion on therapeutic techniques applied in them.</p>	4+3
Unit- III	<p>Basic Counseling Skills &amp; Stress Management Techniques- Basic Counseling Skills : Active Listening, Empathy, Rapport formation, analysing nonverbal communication Reflection. Stress management: Relaxation Techniques.</p> <p>Practice: Guided exercises in stress management techniques (deep breathing, mindfulness)</p>	4+4
Unit-IV	<p>Applications of Counseling Psychology- Career and Academic Counseling, Relationship and Family Counseling, Mental Health Counseling (Anxiety, Depression, Self-Esteem Issues), Counseling for Special Populations (Children, Adolescents,Elderly), Online and Tele-Counseling: Opportunities and Challenges.</p> <p>Practice: Designing a basic counseling intervention plan</p>	4+4