



*Rayat Shikshan Sanstha's*

**ISMILSAHEB MULLA LAW COLLEGE,  
SATARA**

**Certificate Course in**

**“Personality Development  
& Soft Skills”**



**PROSPECTUS**

**Rayat Shikshan Sanstha's**  
**ISMILSAHEB MULLA LAW COLLEGE,**  
**SATARA**

# **PROSPECTUS**

## **Certificate Course in** **Personality Development and Soft Skills** (Commenced from 2012-13)

**Syllabus Framing Committee**  
**Dr Sujata Pawar**  
**Tripat Kaur**  
**Yogesh Kolekar**

**Rayat Shikshan Sanstha's  
Ismailsaheb Mulla Law College  
Personality Development and Soft Skills**

**- ABOUT ISMAILSAHEB MULLA LAW COLLEGE, SATARA -**

Karmaveer Dr. Bhaurao Patil earnestly desired to establish a law college in addition to Arts, Science, Commerce and Education Colleges. After his sad demise in 1959, Ismailsaheb Mulla, Honorary Secretary of Rayat Shikshan Sanstha took great efforts and received permission from Shivaji University to start a Law College in Satara. He selected able and eminent lawyers from the District Bar Association of Satara as honorary lecturers and established this college on 15-5-1968 affiliated to The Shivaji University, Kolhapur. On 15-02-1975 this college was named after Adv. Ismailsaheb Mulla, the renowned, selfless and dedicated Honorary Secretary of Rayat Shikshan Sanstha, who worked for 38 years in the honorary capacity.

Ismailsaheb Mulla Law College is doing a pioneering work in the field of legal education in Satara District and surrounding area since 1968. The college conducts Three Year Law Course, Five Year Law Course and Diploma Courses in Labour Law, Cyber law, Insurance and E-Banking. The college also conducts short term certificate courses in E-Banking, Insurance, Human Rights, Computer Skills and Personality Development. From Academic Year 2017- 18, the college has also started a study Centre for Company Secretary Course, in association with ICSI, Pune Chapter.

**- VISION –**

We are committed to promote value based, quality legal education and research by nurturing skills and potentials of faculty and students and inculcating in them respect for law and humanity.

**- MISSION –**

- 1) To empower students with updated knowledge and confidence, for excellence in legal education, research and legal profession.
- 2) To provide a learning environment supported by educational tools and technology.
- 3) To develop professional and leadership skills, integrity and accountability amongst students.

4) To impart affordable, innovative, relevant legal education, conducive to personal and professional growth.

### - GOALS -

- 1) To provide opportunities of legal education to masses including those from rural areas.
- 2) To spread legal literacy among people to facilitate accomplishment of democratic aspirations of people.
- 3) To provide legal aid, for enforcing the rights of people and in particular to bring justice within the reach of poor and needy.
- 4) To develop legal awareness, regarding the knowledge of legal rights, ways and means to enforce them, civic responsibilities, fundamental duties, and social reforms necessary for development of the society.
- 5) To foster all-round development of the students along-with improving their professional excellence in the legal field and inculcating socially responsible attitude among them.
- 6) To aim at wider goals of empowering law students to fulfil their responsibility as a member of legal profession, in the administration of law, reforms of law and protection of individual rights as well as public interest in the society.

**Our Institutional Vision, Mission and Goals are in tune with the core values of NAAC**

### **Core Values of IMLC**

- Contributing to **National Development through Legal Education, Legal Aid and Legal Literacy**
- Fostering **Global Competencies** among students through ICT enabled LMS
- Inculcating a **value system** among students
- Promoting the **use of Technology**
- Quest for **Excellence**

**During our glorious journey of last 50 years under the aegis of Rayat Shikhan Sanstha, the academic achievements have been noteworthy. Almost every year, our students have ranked in the merit list of Shivaji University. The college pursues excellence through clinical legal training and ICT enabled teaching learning process involving Moodle Learning**

**Management System. While providing student centric, inclusive and value based education, the college lays emphasis on enhancing lawyering abilities and advocacy skills of students equipping them with global competencies to enter in the noble legal profession with competence and confidence.**

## **Personality Development and Soft Skills Syllabus**

### **Objectives**

In legal profession, personality is considered as important asset for a successful career. Personality development is an important tool for developing one's skill thereby inculcating soft skills required by legal profession. The course focuses on essential qualities like positive attitude, communication skill, stress management and goal setting helping students to master soft skills, develop personality and utilize his strengths for career development. The course emphasis on practical skill development through competitions, group discussions, motivational lectures series, games, role playing etc.

### **Module I Personality Development**

Introduction to personality, importance of personality and its impact, Influencing factors environment, thoughts on personality, importance of personality development.

### **Module II Goal**

Importance of goal, setting a goal, planning/starting a goal, long term goal, short term goal, SMART principle, commitment, goal planning sheets.

### **Module III Time Management**

Importance of time management, setting priorities, self diagnosis of time deployment, time planner, goal and time management correlation, quality / productive time, time management sheets.

### **Module IV Motivation**

Factors affecting efficiency, Internal and external factors, Maslow's Hierarchy of Needs, self evaluation, test of self motivation, digital motivation lectures.

### **Module V Leadership**

Role and importance of leaders, leadership in political, social, business etc, skills of leader, styles of leadership, ability for planning, organizing and coordination, negotiation skills, creative thinking, problem solving and decision-making, role-playing.

### **Module VI Communication**

Importance of communication, communication as influencing skills, effective communication, barriers of communication, listening skill, art of public speaking, non verbal, verbal, written, interpersonal skills, business communication skills.

### **Module VII Presentation Skills**

Overcoming phobia, debating skills, group discussion, presentation with slides, seminar presentation, writing skill development, CV writing, practical sessions.

### **Module VIII Attitude**

Definition of attitude, psychological factors, importance of change in attitude, self evaluation, self awareness, positive thinking, 3 E's of attitude - Environment, Experience and Education.

### **Module IX Life Skills Education (WHO)**

The ten core life skills prescribed by World Health Organization, self-awareness, empathy, critical thinking, creative thinking, decision making, problem solving, effective communication, interpersonal relationship, coping with stress, coping with emotion.

### **Module X Quiz Competition**

Preparation of teams, selection of team, semifinal, final.

## **Examination Pattern for Personality Development and Soft Skills**

**Theory 50 Marks (10 x 5)**

**Short answer type questions**

**Examination method – Paperless**

**Practical 50 Marks**

**Demonstration of presentation skills on given topics. (Oral Test)**

**Maximum time – 4 mins**

**Examination method – Oral Exam**

### **INFORMATION ABOUT ADMISSION**

**College Timing on all Working Days** : From 9.00 a.m to 4.00 p.m.

**Office Timing** : From 9.00 a.m. to 5.00 p.m.  
on all working days.

**Financial Transactions** : 10.30 a.m. to 1.30 p.m.

**Library Timing** : From 9.00 .m. to 5.00 p.m.  
on all working days.

Weekly Holiday will be on Sunday.

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**Total Marks: 50**

**Duration: 1 hour**

**All Questions are compulsory(Each question carry ten marks)**

- 1) Define Goal. Illustrate the importance of goal setting?
- 2) Provide suggestions for proper utilization and management of time?
- 3) Explain any two life skills provided by WHO?
- 4) Explain the meaning and importance of personality development?
- 5) Public speaking is a vital skill? Illustrate the steps to improve the art of public speaking?

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**Topics for elocution**

- 1) The Pros and Cons of Social Networking
- 2) Joint Family Vs Nuclear Family
- 3) Life in Metro City Vs Village
- 4) Mobile phones – advantages and disadvantages
- 5) Internet – Boon or Bane
- 6) Death penalty
- 7) Should alcohol be banned?
- 8) My best friend
- 9) My new year's resolution
- 10) My Goal
- 11) Rash driving
- 12) Money can/can't buy happiness
- 13) Juvenile delinquency



- 14) Media
- 15) Importance of personality development
- 16) A day that stands out
- 17) The best surprise ever
- 18) A trip to remember
- 19) An important lesson I've learned
- 20) Why I choose law as my career

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**CONTACT :-**

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