

DEPARTMENT OF HUMAN EXCELLENCE
ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514

(From June 2020-21 onwards)

OUTLINE OF THE TWO COURSES FOR COMMUNICATION SKILLS

Semester	Sub. Code	Title of the Paper	Hours	Credit
SEMESTER I	19UCSH12	COMMUNICATION SKILLS: 1	1	-
SEMESTER II	19UCSH12	COMMUNICATION SKILLS: 2	1	1

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514
DEPARTMENT OF ENGLISH

Class : B. A/ B.Sc
Semester : I
Sub. Code : 19UCSH12

Part : IV
Hours : 15
Credits:

COMMUNICATION SKILLS: 1

(Outcome Based Syllabus for students admitted from the Academic Year 2020-21)

1. Course Educational Objectives:

Upon completion of the Course the student will:

- Organize the thoughts on a given topic in fluid manner
- Express the organized thoughts in mind through task based learning
- Speak on their favorite role model by analyzing the characteristic features
- Build their vocabulary on the related topic
- Examine their speaking skills to communicate in a better way

UNIT- I

My Family

UNIT- II

My Garden

UNIT- III

My Role Model

UNIT- IV

My Ambition

UNIT- V Oral Skills

My Best Friend

2. Books for Reference:

Carnegie, Dale. *The Quick and Easy Way to Effective Speaking*. Berkshire: Vermilion, 1998.

Carnegie, Dale. *How to Develop Self-Confidence and Influence People by Public Speaking*.
London: Vermilion, 1998.

Berkun Scott. *Confessions of a Public Speaker*. CA: O'Reilly Media. 2010.

3. Teaching and learning methods:

- ICT usage
- Inductive method
- Flipped classroom
- Kinesthetic learning
- Voice recording
- Task Based learning
- Creative assignments

5. Course Outcome: Upon completion of the Course the student is able to:

Sl. No.	Course Outcome	Knowledge Level (Bloom's Taxonomy)
CO1	Organization of thoughts on a given topic in fluid manner	K1
CO2	Expression of the organized thoughts in mind through task based learning	K2
CO3	Speak on their favorite role model by analyzing the characteristic features	K2
CO4	Building of vocabulary on the related topic	K4
CO5	Examining their speaking skills to communicate in a better way	K4

K1- Knowledge, K2- Understanding, K3- Application, K4- Analysis, K5- Synthesis

6. Mapping Course Outcome with PSO and PO.

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1						3		3	2	1	1	2	1
CO2							3			2	1		
CO3							2	2	1		2	2	1
CO4						2			2	1	3	2	2
CO5						1		2		2		3	1

*: S-Strong; M-Medium; L-Low

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514
DEPARTMENT OF ENGLISH

Class : B. A/ B.Sc
Semester : II
Sub. Code : 19UCSH12

Part : IV
Hours : 15
Credits: 1

COMMUNICATION SKILLS: 2

(Outcome Based Syllabus for students admitted from the Academic Year 2020-21)

1. Course Educational Objectives:

Upon completion of the Course the student will:

- Enrich their proficiency in English language
- Communicate efficiently by exercising the basic etiquettes of speaking
- Utilize the employment oriented opportunities based on language skills
- Converse confidently in groups through task based activities
- Attain holistic growth towards language learning

UNIT- I

Story-Developing

UNIT- II

Dialogues in Practice

UNIT- III

At working Place

UNIT- IV

Description of objects

UNIT- V Oral Skills

Description of Places and Persons

Books for Reference:

Carnegie, Dale. *The Quick and Easy Way to Effective Speaking*. Berkshire: Vermilion, 1998.
Carnegie, Dale. *How to Develop Self-Confidence and Influence People by Public Speaking*.
London: Vermilion, 1998.
Berkun Scott. *Confessions of a Public Speaker*. CA: O'Reilly Media. 2010.

4. Teaching and learning methods:

- ICT usage
- Inductive method
- Flipped classroom
- Kinesthetic learning
- Voice recording
- Task Based learning
- Creative assignments

5. Course Outcome: Upon completion of the Course the student is able to:

Sl. No.	Course Outcome	Knowledge Level (Bloom's Taxonomy)
CO1	Enrich their proficiency in English language	K1
CO2	Communicate efficiently by exercising the basic etiquettes of speaking	K2
CO3	Utilize the employment oriented opportunities based on language skills	K2, K3
CO4	Converse confidently in groups through task based activities	K3, K4
CO5	Attain holistic growth towards language learning	K3

K1- Knowledge, K2- Understanding, K3- Application, K4- Analysis, K5- Synthesis

6. Mapping Course Outcome with PSO and PO.

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1						3		2		1	1	2	1
CO2							3		2	2		2	
CO3							3	1			2	1	1
CO4						3			2	1	3	1	2
CO5						1		2		3		3	2

*: S-Strong; M-Medium; L-Low

**DEPARTMENT OF HUMAN EXCELLENCE
ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514**

(From June 2019 onwards)

OUTLINE OF THE FOUR COURSES FOR FC

Semester	Sub. Code	Title of the Paper	Hours	Credits
SEMESTER I	19UFCE11	PERSONALITY DEVELOPMENT	1	1
SEMESTER II	19UFCH22	SOCIAL RESPONSIBILITY AND GLOBAL CITIZENSHIP	1	1
SEMESTER III	19UFCE33	ENVIRONMENTAL STUDIES	1	1
SEMESTER IV	19UFCH44	RELIGIOUS LITERACY AND PEACE ETHICS	1	1

SYLLABUS

SEMESTER 1: PERSONALITY DEVELOPMENT

Class : I UG
Semester : I
Sub. Code : 19UFCE11

Part : IV
Hours : 15
Credits: 1

1. Title of the Paper : PERSONALITY DEVELOPMENT

2. Course Educational Objectives (CEO)

1. To elucidate the concept of personality and types of personality.
2. To familiarize the stages of personality and problems of personality.
3. To be aware of the significance of adolescence stage.
4. To identify other aspects in personality development.
5. To know the ways to develop the positive personality.

3. Five Units of the Syllabus

Unit	Content	No. of Hours
I	Introduction on Personality Concepts of Personality- Personality Determinants - Basic personality Traits – Raymond Cattle’s 16 personalities	3
II	Personality Analysis Maslow & Self-esteem, Self-consistency, Self-confidence, Self-efficacy, Self-assessment, Self-appraisal, Introspection of personality development Phase-I through questionnaire. (brought in from earlier Unit III and IV to II)	3
III	Personality Development (It was earlier Unit II) Stages of Personality Development (highlight the stages only) - Problems of personality with examples – Changing your personality- Personality disorder. Emotional development- Dealing with difficult of Emotions.	3
IV	Adolescence Characteristics– Developmental Tasks -Mental & Cognitive Development – Mental and Health issues of adolescence - Adjustment in adolescence stage- Suicide risk assessment- Thinking – perception- Desire – Aim-Goals.	3
V	Other aspects of Personality (completely revised) Interpersonal relationship- Problem solving- Conflicts, anger and stress management (for adolescence) -Traits for building positive personality - Developing positive personality-Personality development and Academic Achievements	3

4. Book for Study:

1. Hurlock, E.B (2006). Personality Development, 28th Reprint. New Delhi: Tata McGraw Hill

5. Book for Reference:

1. Hindle, Tim. Reducing Stress. Essential Manager Series. Dk Publishing, 2003
2. Mile, D.J Power of positive thinking. Delhi. Rohan Book Company, 2004
3. Smith, B. Body Language. Delhi: Rohan Book Company. 2004
4. A Woman's Guide To Personality Development: An Effective Self-Grooming Guide for Woman Paperback, V&S Publishers; Latest Revised Edition, 2014
5. Personality Development and Soft Skills, Oxford University Press; Second edition, 2016 ISBN-10: 9780199459742 ISBN-13: 978-0199459742; ASIN: 0199459746
6. 50 Mantra's of Personality Development, Buzzingstock Publishing House; 1st edition, 2013 ASIN: B00I47VVQ8

6. Teaching Learning Methods:

(PPT, GD, Seminar, Brain Storming, Case Study, Assignments etc.)

7. Course Outcome (CO)

1. Preparing the students to know the basic concepts of Personality.
2. Developing knowledge about Stages of Personality Development.
3. Understand the concept of adolescence, stages and issues.
4. Developing the skills to problem-solving in the adolescence stage.
5. Developing the knowledge about positive personality.

8. Course Outcome Level (Preferable one for each objective)

- | | | |
|-----|---|-----------------------------|
| CO1 | - | K1 (Knowledge) |
| CO2 | - | K2 (Understanding) |
| CO3 | - | K3 (Application) |
| CO4 | - | K4 (Analysis) |
| CO5 | - | K5 (Synthesis & Evaluation) |

DEPARTMENT OF HUMAN EXCELLENCE
ARUL ANANDAR COLLEGE (AUTONOMOUS) KARUMATHUR – 625514

FOUNDATION COURSES (From June 2020 onwards)

SEMESTER II: SOCIAL RESPONSIBILITY AND GLOBAL CITIZENSHIP

Class	: I UG	Part	: IV
Semester	: II	Hours	: 15
Subject Code	: 19UFCH22	Credits	: 1

Course Educational Objectives:

- To enable the students grow in critical thinking.
- To inspire the students become ‘transformers’.
- To help the students become aware of their rights and duties.
- To help boys and girls grow with mutual admiration and affection.
- To expose the students to the world of pluralism and promote peace and harmony.

UNIT – I	Social Justice and Human Rights (from earlier Unit III to I) 1 Bases for Human Rights, Universal Declaration of Human Rights, Protection of Rights of Women, Children, Dalits and Tribals	(3 Hours)
UNIT – II	Youth: As the Agents of Social Transformation Greta Thunberg, Malala Yousafzai, Nanthini, Valarmathi	(3 Hours)
UNIT – III	Gender Bias and Equal Treatment (from earlier Unit IV to III) Status of Women in the world and India, Images about and Attitudes to Women, Violence against Women	(3 Hours)
UNIT – IV	Social Media and its Impacts Social Media Past & Present - Social Media Giants: Facebook, Twitter, LinkedIn - Outcasts of Social Media: Blogs, Videos, Wikis - Impact of Social Media on academics, professions and society in general.	(3 Hours)
UNIT – V	Responsible Citizen and Becoming a Global Citizen Rights, Duties, and Responsibilities, Crossing the boundaries (of caste, creed, language, region, etc.), Global ethics	(3 Hours)

Reference:

1. Human Rights Law and Gender Justice, Mary Scaria, Media House, Delhi, 2007
2. Human Rights in India: Historical, Social and Political Perspectives, Oxford University Press; Edition, 2002 ISBN-10: 0195661710; ISBN-13: 978-0195661712
3. Women and Child Trafficking in India: A Human Right Perspective, Akansha Publishing; 1 edition, 2010 ISBN-10: 8183702538; ISBN-13: 978-8183702539
4. Human Rights in India: Issues and Concerns, 2015 ISBN-10: 9789350741955; ISBN-13: 978-9350741955; ASIN: 9350741954
5. Human Rights & Criminal Justice System In India, Bharti Publications; 1st, New edition, 2019 ISBN-10: 9386608928; ISBN-13: 978-9386608925

Teaching and learning methods

- Lecture
- Digital Presentation
- Brainstorming
- Group Discussion
- Newspaper Reading

Course Outcome

SL.NO	COURSE OUTCOME	KNOWLEDGE LEVEL (Bloom's Taxonomy)
CO ₁	Identification of unifying and dividing forces in the Indian Societies	K ₁
CO ₂	Illustrating the agents of social transformation	K ₁
CO ₃	Awareness about the Human Rights for vulnerable groups	K ₂
CO ₄	Assess the violence against women and their status	K ₃
CO ₅	Capability to identify rights and duties of a responsible citizen	K ₄

K₁= Knowledge, K₂= Understanding, K₃= Application, K₄= Analysis and K₅= Synthesis

DEPARTMENT OF HUMAN EXCELLENCE
ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514

(From June 2020 onwards)
SEMESTER III: ENVIRONMENTAL STUDIES

Class : II UG
Semester : III
Sub. Code : 19UFCE33

Part : IV
Hours : 15
Credits: 1

1. Title of the Paper : ENVIRONMENTAL STUDIES

2. Course Educational Objectives (CEO)

1. To introduce the notion of rural ecosystem and rural ecology to the learners
2. To make the students aware of rural biodiversity and rural development
3. To lay a clear picture of rural environmental problems to the novice
4. To make the pupil comprehend rural environmental planning and management
5. To enable the students familiar with environmental regulations for rural development

3. Five Units of the Syllabus

Unit	Content	No. of Hours
I	Environment, Resources and Ecosystem Environment and Environmental studies: Definition, concept, components and importance. 1.1 Resources and its Classification: Renewable and non – renewable resources 1.2 Rural Physical Resources: Forest resources, water resources, mineral resources, food resources, energy resources, land resources 1.3 Rural Ecosystem: Concept, structure and energy flow 1.4 Rural Ecology: Definition, characteristics and significance.	3
II	Bio Diversity and Rural Development 2.1 Introduction to Bio Diversity– Definition: genetic, species and ecosystem diversity 2.2 Value of Biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values 2.3 Rural Biodiversity: A comprehensive outlook 2.4 Conservation of Rural Biodiversity 2.5 Integrating Rural Development and Biodiversity	3
III	Problems in the Rural Environment 3.1 Widespread Environmental Problems: Domestic waste, Forest cover, Land Use and Land Tenure, Human Habitat and	3

	<p>Infrastructure</p> <p>3.2 Common Environmental Concerns: Soil Loss, water shortage, solid waste disposal, toxic chemicals, nature conservation and global warming</p> <p>3.3 Significant Localized Problems: Fisheries, Agriculture, Livestock, Coastal Erosion, Mining, Industrial Pollution</p> <p>3.4 Sustainable Use of Local Resources</p>	
IV	<p>Rural Environmental Management</p> <p>4.1 Rural Environmental management: Issues and Challenges</p> <p>4.2 Environmental Planning and Management: Rural India</p> <p>4.3 Solid and Liquid Waste Management in Rural Areas</p> <p>4.4 E-waste and Bio -waste management in Rural India</p>	3
V	<p>Environmental treaties, laws and Ethics</p> <p>5.1. Environmental Treaties of Rural development at National and International</p> <p>5.2. Salient features of following Environmental Acts: a. Wildlife (Protection) Act, 1972. b. Water (Prevention and control of pollution) Act, 1974. c. Forest (Conservation) Act, 1980. d. Air (Prevention and control of pollution) Act, 1981. e. Environmental Protection Act, 1986.</p> <p>5.3. National Green Tribunal: Structure, composition and functions.</p> <p>5.4. Rural Environmental Ethics</p>	3

(Note: We realize that the portion is heavy and cannot be covered on time. We shall highlight what is really necessary.)

4. Book for Study:

1. Environmental Studies by R. Rajagopalan, Oxford University Press; Third edition (1 November 2015) ISBN-10: 0199459754; ISBN-13: 978-0199459759

5. Book for Reference:

1. Environmental Issues in India: A Reader by Rangarajan (Author), Pearson Education India; 1 edition (2006) ISBN-10: 9788131708101; ISBN-13: 978-8131708101; ASIN: 8131708101
2. Biodiversity and it's conservation by Dr. Shukla Mahanty and Dr. Anjali Srivastava, Disha International Publishing House, 2016 ASIN: B07PW6SZGF
3. Environmental Science and Ethics: An Insight Into Jharkhand by Prof. Manju Sinha (Author), Dr. Latika Sharan (Author), Disha International Publishing House (2017) ASIN: B07P74DLD4

Website Reference:

1. <http://osou.ac.in/eresources/DRD-05-BLOCK-01.pdf>
2. <https://iefworld.org/remb1.htm>

3. <https://vikaspedia.in/energy/environment/waste-management/solid-and-liquid-waste-management-in-rural-areas>

6. Teaching Learning Methods:

(PPT, GD, Seminar, Brain Storming, Case Study, Assignments etc.)

7. Course Outcome (CO)

1. Preparing the students to know the basic concepts of Environment, Resources and Ecosystem.
2. Developing the knowledge about Bio Diversity and Rural Biodiversity.
3. Preparing the students to know the Problems in the Rural Environment.
4. Develop the skills to Rural Environmental Management.
5. Understand the concept of Environmental treaties, laws and Ethics.

8. Course Outcome Level (Preferable one for each objective)

CO1	-	K1 (Knowledge)
CO2	-	K2 (Understanding)
CO3	-	K3 (Application)
CO4	-	K4 (Analysis)
CO5	-	K5 (Synthesis & Evaluation)

DEPARTMENT OF HUMAN EXCELLENCE
ARUL ANANDAR COLLEGE (AUTONOMOUS) KARUMATHUR – 625514
FOUNDATION COURSES (From June 2020 onwards)
SEMESTER IV: RELIGIOUS LITERACY AND PEACE ETHICS

Class	: II UG	Part	: IV
Semester	: IV	Hours	: 15
Subject Code	: 19UFCH44	Credits	: 1

Course Educational Objectives:

- To understand the meaning of religion and our rich religious experiences
- To appreciate the positive value of religions in individual, family, and social life
- To know how religions could be a positive force to transform life and environment
- To understand how religions go with various aspects of life in society
- To know how religions could bring about a New Order of Understanding and Peace

UNIT – I UNDERSTANDING RELIGIONS (3 Hours)

Defining Religion – Religion's link to the individual and society: Need for Religion, Religion as a Positive and Negative force – How Religion is related to other disciplines: Psychology, Sociology, Economics, Politics – Various expressions of Religion: Prayer, Worship, and Devotion, Art forms (Music & dance, Art and Sculpture, Architecture, Religious Literature including Scriptures) (Example of a Temple, a Church, and a Mosque) – Basic categories of Religion: Animism, Monotheism, and Polytheism

UNIT – II UNDERSTANDING RELIGIOUS EXPERIENCES (3 Hours)

Describing one's Religious Experiences (Examples of Religious Experiences in practical life such as during pilgrimages, fasting and prayer, worship, meditation, vows/Nerchi, healing, etc.) – Variety of Religious Experiences: Devotional, Spiritual, Transcendental, and Mystical (varies with religious traditions) – Understanding Religious Experiences (rationality & authenticity)

UNIT – III RELIGIONS AS A VITAL FORCE IN PERSONAL AND SOCIAL LIFE (3 Hours)

Religions as a vital force: Meaning-giving force, Motivating force, Guiding-force, Transforming-force, Prophetic-force, Way-of-Life (Students could share how one's religion becomes meaningful to oneself and society; they could also interview their class) – Positive role of Religion lived by Religious figures (like saints and sages from various religious traditions like Sri Ramakrishna, Kabir, Guru Nanak, Prophet Mohammed, Francis of Assisi, Ignatius of Loyola)

UNIT – IV RELIGIONS AND PUBLIC LIFE (3 Hours)

How does Religion address human and environmental problems: Poverty, Discrimination, Dis-harmony, Gender-bias, Protection of nature and the environment (Students could study prominent Indian social and political leaders and reformers like Gandhi, Ambedkar, Periyar, Narayana Guru, and so on)

UNIT – V RELIGIONS AND PEACE ETHIS

(3 Hours)

Purpose of Religions: Fulfillment, Peace, Motivation, Discipline, Harmony – Religions in Conflict: Reasons for Conflict (Truth-claim, Fundamentalism, Pluralism, Mix of Politics and Religion, etc.) – Religions in Harmony: Enlisting the Values and Ideals of harmonious life in society, Commonality in All Religions (Students can share on “What sort of society MY religion wants to project?) – Indian Constitutional Safeguards for ensuring Harmony and Peace in public life – Interreligious Dialogue to promote understanding and harmony in life (Students could visit different sacred places and/or families, interreligious prayer gathering, etc. and share their experiences)

(Note: We realize that the portion is heavy and cannot be covered on time. We shall highlight what is really necessary.)

Text Book

1. Masih, Y: A Comparative Study of Religions, Motilal Banarsidass Publishers, New Delhi, 1990

Reference:

1. Vincent Sekhar SJ: Let us Stand up for Prayer – Sacred Texts that Shape Perspectives, Joint publication by IDCR – Institute of Dialogue with Cultures and Religions, Loyola College, Chennai, and Claretian Publications, Bangalore, 2016
2. Vincent Sekhar SJ: Practice of Interreligious Dialogue - A Formation Manual of Education and Training of Clergy and Religious, Claretian Publications, Bangalore, 2006 (ISBN: 81-87804-96-3)
3. Joel Beversluis (Ed.): Sourcebook of the World's Religions: An Interfaith Guide to Religion and Spirituality, New World Library, CA, 2000 Third Edition
4. Vincent Sekhar SJ: Quest for Harmony – An Anthology of Religions in Dialogue, Claretian Publications, Bangalore, 2002 (ISBN: 81-87804-15-7)

Teaching and learning methods

- Lectures
- ICT and related Exercises
- Power point Presentation
- Debate
- Skit Competition

Course Outcome

SL.NO	COURSE OUTCOME	KNOWLEDGE LEVEL (Bloom's Taxonomy)
CO ₁	Listing the religious believes of our life	K ₁
CO ₂	Trace the need for religion in contemporary world	K ₂
CO ₃	Differentiate the meaning and enhancement of religion	K ₃
CO ₄	Analyse the religion in various aspects of life	K ₄
CO ₅	Evaluating the religious conflict and harmony	K ₄

K₁= Knowledge, K₂= Understanding, K₃= Application, K₄= Analysis and K₅= Synthesis

ARUL ANANDAR COLLEGE (Autonomous), KARUMATHUR – 625 514

DEPARTMENT OF FOUNDATION COURSES

Class	: II B.A. Philosophy	Part	: IV Foundation Courses
Semester	: IV	Hours	: 15
Code	: 19UFCG44	Credit	: 01

FAITH AND REASON

(Students admitted from 2018 onwards)

Course Specific Objectives (CSO)

The course aims to enable the students to:

- make students learn fundamentals of the faith as a member of the Catholic Church and to evaluate them in the light of reason
- foster Christocentric conception of intellectual enquiry
- promote reasonable faith in the revelation of God, sacraments and in the traditions of the Church

Unit 1: Revelation of God's Wisdom and Faith in Church and Sacraments

- A) God's revelation in Jesus, Sacred Scriptures and Apostolic tradition – The Church as people of God and body of Christ – Church's hierarchical constitution – The marks of the Church
- B) Reason before the mystery

Unit 2: Credo Ut Intellegam and Intellego Ut Credam

- A) Wisdom knows and understands all – Acquiring wisdom and understanding
- B) Journeying in search of truth – The differences of human truth

Unit 3: The Relationship between Faith and Reason

- Fides Et Ratio* : Pope John Paul II - Important moments in the encounter of faith and reason
- The thought of Saint Thomas Aquinas - The drama of the separation of faith and reason

Unit 4: The Magisterium's Interventions in Philosophical Matters

The Magisterium's discernment as diakonia of the truth - The Church's interest in philosophy

Unit 5: Interaction between Philosophy and Theology and Current Requirements and Tasks

- A) The knowledge of faith and the demands of philosophical reason - Different stances of philosophy
- B) The indispensable requirements of the word of God - Current tasks for theology

Books for Study

1. Pope John Paul II., *Fides Et Ratio* Encyclical/on the Relationship Between Faith And Reason
2. *The Holy Bible* Revised Standard Version containing Old and New Testaments Catholic Edition for India
3. *Catechism of the Catholic Church* (Theological Publications in India for the Catholic Hierarchy of India, 1994)

Teaching and Learning Methods

- Lectures
- Power point presentation
- Student's personal reading and assignment
- Class discussions

Course Outcome

At the end of the course the student will be able to

- be familiar with Christian revelation in the light of reason
- grasp the complementarity between faith and reason and understand that faith supports reason and vice versa
- apply reason in all that he/she will have to believe and be reasonable in his/her faith
- avoid all that are not reasonable and superstitious

DEPARTMENT OF HUMAN EXCELLENCE
ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514
(From June 2020-21 onwards)

OUTLINE OF THE SIX COURSES ON SOFT SKILLS

Semester	Sub. Code	Title of the Paper	Hours	Credits
SEMESTER I	19USSI16	BASIC PROFESSIONAL SKILLS	1	-
SEMESTER II	19USSI26	SELF-DEVELOPMENT SKILLS	1	-
SEMESTER III	19USSI36	EMOTIONAL & MOTIVATIONAL SKILLS	1	-
SEMESTER IV	19USSI46	STRESS & TIME MANAGEMENT SKILLS	1	-
SEMESTER V	19USSI56	INTERVIEW & GROUP DISCUSSION SKILLS	1	-
SEMESTER VI	19USSI66	LEADERSHIP & TEAM BUILDING SKILLS	1	2

SYLLABUS

SEMESTER 1: BASIC PROFESSIONAL SKILLS

(For those who joined in June 2020-21 onwards)

Class : I UG (All Branches)

Part : V

Semester : I

Hours : 15

Subject Code : 19USSI16

Credits:

Objective:

- To instill the efficient reading habits
- To inculcate writing skill effectively
- To develop the orating skill at a different level
- To Familiarize the different types of listening
- To enlighten the various learning methods and its methods

UNIT 1:

(3 Hrs)

Efficient Reading

Importance of reading-Variou reading skills-Types of reading-Micro skills for reading- Reading comprehension-Tips to improve speed reading-Efficient reading-Memory retention techniques- Exercises for skimming and speed reading.

UNIT 2:

(3 Hrs)

Effective Writing

What is effective writing?-Importance of effective writing skill-Tips for effective writing- Writing essays, articles, and assignments-Official letter writing-Better Email writing- Writing winning proposal-Writing better reports and memos.

UNIT 3:

(3 Hrs)

Proficient Speaking

Elegant conversational techniques-How to talk effectively?-Effective presentation techniques- Proficient public speaking-Types of public speeches-Methods to clear stage- fear-Fluency development-Appropriate body language-How to captivate the audience?

UNIT 4:

(3 Hrs)

Active Listening

Importance of listening-Myths about listening-Reasons to improve listening-Twelve different types of listening-Elements of deep listening-Barriers for listening-Steps to improve listening-Listening positive and negative feelings-Exercises for listening to feelings.

UNIT 5:

(3 Hrs)

Accelerated Learning

Importance of learning-Amazing facts about learning-Different styles of learning-Learning style identification-Accelerated learning methods SQ4R, SOPRANO, CORNELL-Exam preparation and performance-Tips for better concentration-Learning for exams and tests.

References:

- 1) Thamburaj, Francis: Communication Skills for Professional Excellence, Vijay Nicole Publication, Chennai, 2018 ISBN:978-81-8209-550-2

- 2) Carnegie, Dale: The Art of Public Speaking, Cosimo Classics Publication, 2017 ISBN13: 9781602069374
- 3) Allan, Pease: The definitive Book of Body Language, Bantam Publication, 2006 ISBN: 9780553804720
- 4) Garr, Reynolds: Presentation Zen: Simple Ideas on Presentation Design and Delivery, New Riders Publication, 2007 ISBN13:9780321525659

Teaching Learning Methods:

- Lecture Method, ICT, Assignment, Quiz, Group Discussion

On completion of this course the students will be able to

Course Outcome No.	Course Outcome	Knowledge Level
CO1	read efficiently in any format of text./ assimilate a written work within a short period while reading.	K2
CO2	Be equipped with the profound knowledge of writing skills / express the idea through the written words.	K2
CO3	Communicate proficiently on different platforms.	K2
CO4	Developing their active listening / sense what another person says/understand the verbal and nonverbal actions of a person	K2
CO5	Adopt the different approaches to learn shortly.	K2

K1 = Remember, K2 = Understand, K3 = Apply, K4 = Analyze K5 = Evaluate K6 Create

Mapping Course outcome with

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3				2			
CO2	3				2			
CO3	3				2			
CO4	3				2			
CO5	3				2			

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514

DEPARTMENT OF HUMAN EXCELLENCE

SEMESTER II: SELF-DEVELOPMENT SKILLS

(For those who joined in June 2020-21 onwards)

Class : I UG (All Branches)

Part : IV

Semester : II

Hours : 15

Subject Code : 19USSI26

Credits:

Objective:

- To import the knowledge of introspection
- To imbibe Self-confidence and Self-esteem
- To introduce the concept of Self compassion
- To find the predominant role of attitude on behaviour
- To handle attitudes along with different ambience

UNIT 1 :

(3 Hrs)

Sell-Awareness & Self-Acceptance

Self-Awareness Concept of self-awareness-Benefits of self-awareness-Tips to increase the self-awareness-Mindfulness exercises-Self-Acceptance: Definition of self-acceptance-Stages of self-acceptance-Cultivation of self-acceptance-Role play for self-acceptance.

UNIT 2 :

(3 Hrs)

Self-Confidence & Self-Esteem

Self-Confidence: Definition-Self-confidence and self-efficacy-Importance of self-confidence-Steps to boost self-confidence-Exercises for self-confidence-Self-esteem: What is self-esteem?-Characteristics of self-esteem-Benefits of healthy self-esteem-Cost of low self-esteem-Measuring self-esteem.

UNIT 3:

(3 Hrs)

Self-Assessment & Evaluation

The meaning of Assessment & Evaluation in a work place – Evaluation of Oneself: employing methods like Johari Window, SWOT analysis, etc. – Areas of Assessment/Evaluation: personal (Assets and Liabilities, the happiness quotient), academic (Commissions & Omissions), and social (One's relationships with peer group, mentors, family, and elders)

UNIT 3 :

(3 Hrs)

Self-Compassion

The meaning of self-compassion-Difference between self-compassion and self-pity-Advantages of self-compassion-Powerful steps to develop self-compassion-Scaling your self-compassion-Meta meditation for compassion-Exercises for self-compassion]

UNIT 4 :

(3 Hrs)

Attitudes

Concept of attitude-Affective, behavioral, cognitive components of attitude-Importance of attitude-Characteristics of attitude-Internal and external factors affecting attitude-Influence of attitudes on behaviors and behavioral patterns-Case studies.

UNIT 5 :**(3 Hrs)*****Managing Attitudes***

Types of attitudes-Power of positive attitude-Techniques to develop positive attitude-Positive and negative attitudes-Forms of negative attitude-Handling negative attitudes-Transforming negative attitudes-Right attitude-Exercises to identify the attitudes.

References:

1. Thamburaj, Francis: Personal Soft Skills for Professional Excellence, Vijay Nicole Publication, Chennai, 2019 ISBN : 978-81-8209-550-3
2. Gopalaswamy, Ramesh and Ramesh Mahadevan: The Ace of Soft Skills Attitude, Communication, and Etiquette for Success, Pearson Education, India, 2010 ISBN:9788131732854, 8131732851
3. Thamburaj, Francis: Journey from Excellence to Godliness: Zen Meditation for Transformation, Grace Publication, Tiruchirapalli, 2017

Teaching Learning Methods:

- Lecture Method, ICT, Assignment, Quiz, Group Discussion

On completion of this course the students will be able to

Course Outcome No.	Course Outcome	Knowledge Level
CO1	Give an Attention on their self-awareness	K1
CO2	Summarize the self confidence and self esteem	K2
CO3	Estimate the concept of self compassion	K1
CO4	Identify the intricacy of attitudes	K1
CO5	Manage their own attitude	K2

K1 = Remember, K2 = Understand, K3 = Apply, K4 = Analyze K5 = Evaluate K6 Create

Mapping Course outcome with

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3				2			
CO2	3				2			
CO3	3				2			
CO4	3				2			
CO5	3				2			

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514
DEPARTMENT OF HUMAN EXCELLENCE
SEMESTER III: EMOTIONAL & MOTIVATIONAL SKILLS
(For those who joined in June 2020-21 onwards)

Class : II UG (All Branches)
Semester : III
Subject Code : 19USSI36

Part : IV
Hours : 15
Credits:

Objective:

- To enable the students to distinguish emotions from feelings and to describe emotional intelligence./To introduce the different feelings and emotions
- To aid the stakeholders to be able to identify the various models of Emotional Intelligence.
- To assist the novice to basic emotional management .
- To acquire a profound knowledge of motivational skills./ To familiarize the motivational skills
- To make the students elucidate the perseverance skill./To motivate the perseverance skill

UNIT 1:

(3 Hrs)

Emotional Intelligence Skills

Meaning of emotion-Difference between feelings and emotions-Components of emotions-Emotional intelligence-Importance of emotional quotient-Different types of emotional intelligence skills.

UNIT 2:

(3Hrs)

Models of Emotional Intelligence

Ability based emotional intelligence model-Trait based emotional intelligence model-Mixed emotional intelligence model-Tips to improve emotional intelligence-Exercise to know emotional intelligence.

UNIT 3:

(3 Hrs)

Managing Basic Emotions

Fear Management: Concept and causes of fear-Phobias-Ways to overcome fear-Anger Management: Handling anger-Styles of anger-Tips to tame temper-Sadness Management: Roots of sadness-Ways to overcome sadness.

UNIT 4:

(3 Hrs)

Motivational Skills

Elements of motivation-Types of motivation-Importance of motivation-Theories of Motivation: Instinct theory, Arousal theory, Hierarchy of needs theory, Incentive theory, Logo theory-Motivational skills to develop-Ways to stay motivated.

UNIT 5:**(3 Hrs)****Goal Setting and Perseverance Skills**

Goal Setting: Importance of goal setting-Dimensions of goal-Process of setting goal-SMARTER way of setting goal-Perseverance: Exact meaning of perseverance-Importance of perseverance-Tips to develop perseverance.

References:

1. Thamburaj, Francis: Personal Soft Skills for Professional Excellence, Vijay Nicole Publication, Chennai, 2019 ISBN : 978-81-8209-550-3
2. Alex.K: Soft Skills: Know Yourself and Know the World, S.Chand Publishing, India, 2012 ISBN:9788121931922, 8121931924
3. Alphonse, Xavier: We Shall Overcome: A Text Book on Life Coping Skills, ICRDCE Publication, Chennai, 2008

Teaching Learning Methods:

- Lecture Method, ICT, Assignment, Quiz, Group Discussion

On completion of this course the students will be able to

Course Outcome No.	Course Outcome	Knowledge Level
CO1	Extricate emotions from feelings and describe emotional intelligence. /manage the emotions in positive way	K3
CO2	Identify the models of Emotional Intelligence/ exercise the Emotional Intelligence	K3
CO3	Regulate the negatives emotions.	K3
CO4	motivate towards the desired objects	K3
CO5	Set and march forward to the goals.	K3

K1 = Remember, K2 = Understand, K3 = Apply, K4 = Analyze K5 = Evaluate K6 Create

Mapping Course outcome with

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3				2			
CO2	3				2			
CO3	3				2			
CO4	3				2			
CO5	3				2			

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514
DEPARTMENT OF HUMAN EXCELLENCE
SEMESTER IV: STRESS & TIME MANAGEMENT SKILLS

(For those who joined in June 2020-21 onwards)

Class	: II UG (All Branches)	Part	: IV
Semester	: IV	Hours	: 15
Subject Code	: 19USSI46	Credits	:

Objective:

- To describe the concept of stress in the various domain
- To explore the correlation between Stress and Health
- To familiarize the techniques to manage stress
- To acquire the knowledge of Time Management skills
- To get the skills to manage time

UNIT 1: (3 Hrs)

The World of Stress

Explanation of stress-Symptoms of stress: Physiological, Behavioral, Cognitive, Emotional-Types of stress: Eustress, Distress-Positive and negative stressors-Different causes of stress: Occupational causes, Internal, Behavioral causes.

UNIT 2: (3 Hrs)

Stress and Health

Various myths about stress-Stress management and health-Mental impacts of stress-Emotional bearings of stress-Health benefits of managing the stress-Tools and techniques to cope with the workload.

UNIT 3: (3 Hrs)

Stress Management

Strategies for stress management-SPARKLES formula to reduce stress-Stress busters-Practicing stress busters-Cultivating mindfulness in daily life-Body scanning technique-Silencing body through yoga asanas.

UNIT 4: (3 Hrs)

Time Management Skills

Concept of time management-Importance of time management-Benefits of time management-Skills for time management: Setting goals, Effective planning, Self-awareness, Self-motivation, Decision making, Delegation of responsibilities, Guarding against time-stealers

UNIT 5: (3 Hrs)

Art of Time Management

Paradoxes of time management-Fallacies of time-Symptoms of poor time management-Strategies for time management-Eisenhower matrix to manage task avalanches-Tips to improve time management.

References:

1. Thamburaj, Francis: Personal Soft Skills for Professional Excellence, Vijay Nicole Publication, Chennai, 2019 ISBN : 978-81-8209-550-3.
2. Alex.K: Soft Skills: Know Yourself and Know the World, S.Chand Publishing, India, 2012 ISBN:9788121931922, 8121931924
3. Thamburaj, Francis: Journey from Excellence to Godliness: Zen Meditation for Transformation, Grace Publication, Tiruchirapalli, 2017

Teaching Learning Methods:

- Lecture Method, ICT, Assignment, Quiz, Group Discussion, Brain Storming Session,

On completion of this course the students will be able to

Course Outcome No.	Course Outcome	Knowledge Level
CO1	Describe the concept of Stress	K1
CO2	Identify the effects of stress in their health	K2
CO3	Resolve the stress related problems	K2
CO4	Describe the time management skill as a practical skill	K1
CO5	Manage the time in a correct sense as a habitual action	K3

K1 = Remember, K2 = Understand, K3 = Apply, K4 = Analyze K5 = Evaluate K6 Create

Mapping Course outcome with

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3		2		2			
CO2	3		2		2			
CO3	3		2		2			
CO4	3		2		2			
CO5	3		2		2			

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514

DEPARTMENT OF HUMAN EXCELLENCE

SEMESTER V: INTERVIEW & GROUP DISCUSSION SKILLS

(For those who joined in June 2020-21 onwards)

Class : III UG (All Branches)

Part : IV

Semester : V

Hours : 15

Subject Code : 19USSI56

Credits :

Objective:

- To motivate and to prepare the interview.
- To learn the interview techniques and to perform well in the interview.
- To imbibe significant mathematical skills for performing primary test in interviews.
- To spot-light the nuances of group discussion
- To focus on dynamics of Group discussion and to train students in group discussion

UNIT 1:

(3 Hrs)

Interview Preparation

Preparation for job hunting-Job Sources-Company Research- Resume Writing-Types of resumes-Assessing your strengths and weaknesses-Getting ready with the common job interview questions-Braising up for behavioral questions-Things to do before going for interview-Things to avoid-Interview Rehearsal-Stress relief exercises.

UNIT 2:

(3 Hrs)

Interview Performance

Creating great impression-Art of handshaking-Verbal communication-Body language during interview-Do's in interview-Don'ts in interview-Tips to improve interview performance-Things to do after interview

UNIT 3:

(3 Hrs)

Aptitude Test

Sense of direction test -Ratio and Proposition – Percentage-Simple Interest -Compound Interest- Time and work- Pipes and Cistern

UNIT 4:

(3 Hrs)

Group Discussion

The concept and purpose of group discussion-Advantages and disadvantages of group discussion-Do's and don'ts of group discussion-Tips to improve your group -Tactful skills for group discussion.

UNIT 5:

(3 Hrs)

Dynamics of Group Discussion

Job group discussion process-Tuckman's phases of group discussion: Forming, Storming, Norming, Performing, adjourning - Topic types: Factual, Abstract - Obstacles to overcome- Conflict resolution techniques - Mock group discussion exercises.

References:

1. Thamburaj, Francis: Inter-Personal Soft Skills for Professional Excellence, Vijay Nicole Publication, In Print, Chennai, 2019
2. Simran, Luthra (ed.): Step Ahead with Soft Skills, Oxford University Press, 2017
3. Alphonse, Xavier: We Shall Overcome: A Text Book on Life Coping Skills, ICRDCE Publication, Chennai, 2008.
4. Dr.R.S.Aggarwal, A Modern Approach to verbal & non-verbal reasoning, S.Chand& Company Ltd. Reprint 2012.

Teaching Learning Methods:

- Lecture Method, ICT, Assignment, Quiz, Group Discussion, Mock interviews.

On completion of this course the students will be able to

Course Outcome No.	Course Outcome	Knowledge Level
CO1	Hunt the job from different sources. Ready to face the interviews.	K3
CO2	Actively participate in the interview	K2
CO3	Solve nonverbal and reasoning related problems	K3
CO4	Give an outline of group discussion and its tactics/ manage the group discuss.	K2
CO5	Perform appropriately and effectively in group discussion/interact in the group discussion	K3

K1 = Remember, K2 = Understand, K3 = Apply, K4 = Analyze K5 = Evaluate K6 Create

Mapping Course outcome with

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3				2			
CO2	3				2			
CO3	3				2			
CO4	3		2		2			
CO5	3		2		2			

ARUL ANANDAR COLLEGE (AUTONOMOUS), KARUMATHUR – 625 514
DEPARTMENT OF HUMAN EXCELLENCE
SEMESTER VI: LEADERSHIP & TEAM BUILDING SKILLS

(For those who joined in June 2019 onwards)

Class : III UG (All Branches)
Semester : VI
Subject Code : 19USSI66

Part : IV
Hours : 15
Credits :

Objective:

- To introduce basic concepts of leadership and its various types
- To describe leadership styles and to highlight some of them
- To discuss the need for team-work and to elucidate the art of team work
- To build team spirit towards achieving the goal and the importance of different roles
- To learn the strategies in managing and developing team dynamics

UNIT 1: (3 Hrs)

Leadership

Who is a leader? - Difference between leadership and Management-Functions of leadership-Importance of leadership-Myths about leadership-Effective leadership techniques-Tipsto improve leadership

UNIT 2: (3 Hrs)

Leadership Styles

Traditional Leadership Styles: Democratic, Autocratic, Bureaucratic, Laissez-Faire, Transactional, Strategic, and Visionary, -Emerging Leadership Styles: Charismatic, Transformational, Steward, Zen-Leadership style test

UNIT 3: (3 Hrs)

Teamwork

Concept of a team-Difference between a team and a group-Definition and meaning teamwork-Importance of teamwork-Benefits of teamwork-Types of teamwork skills-Qualities of good team player-Keys to successful teamwork

UNIT 4: (3 Hrs)

Team Building

-Characteristics of a team-Team Building-Basics of team building-The big five factor of effective team-Enhancing Team commitment-The secret of building a winning team-Tips for team building-Team building exercises

UNIT 5: (3 Hrs)

Team Dynamics

Method of recognizing team dynamics-Constructive management of team dynamics-Team islands: Concept, Causes, and Guiding principles to tackle-Sixteen Team Complexes-Dealing with Apollo syndrome-Seven patterns of team ineffectiveness-Turning around a failed team.

References:

1. Thamburaj, Francis: Inter-Personal Soft Skills for Professional Excellence, Vijay Nicole Publication, In Print, Chennai, 2019
2. Francis, Peter: Soft Skills and Professional Communication, Tata McGraw Hill Publication, New Delhi, 2012 ISBN-13:9780071078115 \
3. Alphonse, Xavier: We Shall Overcome: A Text Book on Life Coping Skills, ICRDCE Publication, Chennai, 2008

Teaching - Learning Methods:

- Lecture Method, ICT, Assignment, Quiz, Group Discussion, Brain Storming activities.

On completion of this course the students will be able to

Course Outcome No.	Course Outcome	Knowledge Level
CO1	Understand the basic concepts of leadership.	K1
CO2	Distinguish among various Leadership styles.	K3
CO3	Cooperative with the team members	K2
CO4	Build the team	K2
CO5	Assess the roles and behavioral impact of team/ Lead their team mates in appropriate manner.	K2

K1 = Remember, K2 = Understand, K3 = Apply, K4 = Analyze K5 = Evaluate K6 Create

Mapping Course outcome with

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8
CO1	3		3		2			
CO2	3		3		2			
CO3	3		3		2			
CO4	3		3		2			
CO5	3		3		2			