

|                                     |                                                                                                              |                                            |                 |                     |              |                    |                 |                                            |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------|---------------------|--------------|--------------------|-----------------|--------------------------------------------|
| <b>Title of the Course</b>          |                                                                                                              | <b>Soft Skill – I<br/>(All UG Courses)</b> |                 |                     |              |                    |                 |                                            |
| <b>Part</b>                         |                                                                                                              | <b>IV</b>                                  |                 |                     |              |                    |                 |                                            |
| <b>Category</b>                     | AECC - I                                                                                                     | <b>Year</b>                                | I               | <b>Credits</b>      | 2            | <b>Course Code</b> | 236003101       |                                            |
|                                     |                                                                                                              | <b>Semester</b>                            | I               |                     |              |                    |                 |                                            |
| <b>Instructional Hours per week</b> |                                                                                                              | <b>Lecture</b>                             | <b>Tutorial</b> | <b>Lab Practice</b> | <b>Total</b> | <b>CIA</b>         | <b>External</b> | <b>Total</b>                               |
|                                     |                                                                                                              | 2                                          | -               | --                  | 2            | 25                 | 75              | 100                                        |
| <b>Learning Objectives</b>          |                                                                                                              |                                            |                 |                     |              |                    |                 |                                            |
| <b>LO1</b>                          | To explore the knowledge of soft skills                                                                      |                                            |                 |                     |              |                    |                 |                                            |
| <b>LO2</b>                          | To learn the types of Attitude                                                                               |                                            |                 |                     |              |                    |                 |                                            |
| <b>LO3</b>                          | Get practiced to develop EI                                                                                  |                                            |                 |                     |              |                    |                 |                                            |
| <b>LO4</b>                          | To develop Inter personal Skills                                                                             |                                            |                 |                     |              |                    |                 |                                            |
| <b>LO5</b>                          | To help them think and act                                                                                   |                                            |                 |                     |              |                    |                 |                                            |
| <b>UNIT</b>                         | <b>Details</b>                                                                                               |                                            |                 |                     |              |                    |                 | <b>No. of<br/>Periods for<br/>the Unit</b> |
| <b>I</b>                            | Introduction to Soft Skills - An Overview                                                                    |                                            |                 |                     |              |                    |                 | <b>6</b>                                   |
| <b>II</b>                           | Types of Attitude                                                                                            |                                            |                 |                     |              |                    |                 | <b>6</b>                                   |
| <b>III</b>                          | Emotional Intelligence<br>1. What's Emotional intelligence?<br>2. Four Branch model<br>3. Ways to Develop EI |                                            |                 |                     |              |                    |                 | <b>6</b>                                   |
| <b>IV</b>                           | Inter Personal Skills                                                                                        |                                            |                 |                     |              |                    |                 | <b>6</b>                                   |
| <b>V</b>                            | Self-Development<br>i) Self awareness<br>ii) Motivation<br>iii) SWOT Analysis<br>iv) Johare window           |                                            |                 |                     |              |                    |                 | <b>6</b>                                   |

|                        |                                                                                                            |
|------------------------|------------------------------------------------------------------------------------------------------------|
| <b>Course Outcomes</b> |                                                                                                            |
| <b>Course Outcomes</b> | On completion of this course, students will be able;                                                       |
| <b>CO1</b>             | various sorts of soft skills that will help them in their career.                                          |
| <b>CO2</b>             | learn about the different types of attitudes to be confident and relevant in professional scenarios        |
| <b>CO3</b>             | develop emotional intelligence and mental toughness to handle stressful situations in life.                |
| <b>CO4</b>             | acquire good one on one communication skills and build relationships in social and professional situations |
| <b>CO5</b>             | become introspective for the personal growth and emancipation of themselves.                               |

| <b>Text Books (Latest Editions)</b>                                                                     |                                                                                        |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
|                                                                                                         | 'Soft Skills', by S.Hariharan - MJP publishers, Chennai                                |
| <b>References Books<br/>(Latest editions, and the style as given below must be strictly adhered to)</b> |                                                                                        |
| 1                                                                                                       | "Soft Skills – Enhancing Employability : Connecting campus with corporate" by M.S. Rao |
| 2                                                                                                       | "Skills" by Dr.Rabindranath Athri                                                      |
| <b>Web Resources</b>                                                                                    |                                                                                        |
| 1                                                                                                       | <a href="https://www.oxfordreference.com">https://www.oxfordreference.com</a>          |
| 2                                                                                                       | <a href="https://www.thebalancecareers.com">https://www.thebalancecareers.com</a>      |
| 3                                                                                                       | <a href="https://www.accenture.com">https://www.accenture.com</a>                      |

**Mapping with Programme Outcomes:**

|            | <b>PO 1</b> | <b>PO 2</b> | <b>PO 3</b> | <b>PO 4</b> | <b>PO 5</b> | <b>PO 6</b> |
|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b> | 3           | 1           | 3           | 3           | 3           | 3           |
| <b>CO2</b> | 3           | 3           | 3           | 3           | 3           | 3           |
| <b>CO3</b> | 3           | 3           | 2           | 3           | 2           | 3           |
| <b>CO4</b> | 2           | 3           | 2           | 1           | 2           | 2           |
| <b>CO5</b> | 3           | 3           | 3           | 1           | 2           | 2           |

3 – Strong, 2 – Medium, 1 – Low

|                                     |                                                                                                                                                                                                                                                                                             |                                             |                 |                     |              |                    |                                    |              |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|---------------------|--------------|--------------------|------------------------------------|--------------|
| <b>Title of the Course</b>          |                                                                                                                                                                                                                                                                                             | <b>Soft Skill – II<br/>(All UG Courses)</b> |                 |                     |              |                    |                                    |              |
| <b>Part</b>                         |                                                                                                                                                                                                                                                                                             | <b>IV</b>                                   |                 |                     |              |                    |                                    |              |
| <b>Category</b>                     | AECC – II                                                                                                                                                                                                                                                                                   | <b>Year</b>                                 | I               | <b>Credits</b>      | 2            | <b>Course Code</b> | <b>236003201</b>                   |              |
|                                     |                                                                                                                                                                                                                                                                                             | <b>Semester</b>                             | II              |                     |              |                    |                                    |              |
| <b>Instructional Hours per week</b> |                                                                                                                                                                                                                                                                                             | <b>Lecture</b>                              | <b>Tutorial</b> | <b>Lab Practice</b> | <b>Total</b> | <b>CIA</b>         | <b>External</b>                    | <b>Total</b> |
|                                     |                                                                                                                                                                                                                                                                                             | 2                                           | -               | --                  | 2            | 25                 | 75                                 | 100          |
| <b>Learning Objectives</b>          |                                                                                                                                                                                                                                                                                             |                                             |                 |                     |              |                    |                                    |              |
| <b>LO1</b>                          | To identify the basic principles of communication                                                                                                                                                                                                                                           |                                             |                 |                     |              |                    |                                    |              |
| <b>LO2</b>                          | To help them improve on how to listen                                                                                                                                                                                                                                                       |                                             |                 |                     |              |                    |                                    |              |
| <b>LO3</b>                          | To learn and develop the skill of how to deliver a presentation in an attractive and effective way.                                                                                                                                                                                         |                                             |                 |                     |              |                    |                                    |              |
| <b>LO4</b>                          | To enable students understand the information needed to prepare for an interview                                                                                                                                                                                                            |                                             |                 |                     |              |                    |                                    |              |
| <b>LO5</b>                          | To acquire the knowledge of the role of a leader                                                                                                                                                                                                                                            |                                             |                 |                     |              |                    |                                    |              |
| <b>UNIT</b>                         | <b>Details</b>                                                                                                                                                                                                                                                                              |                                             |                 |                     |              |                    | <b>No. of Periods for the Unit</b> |              |
| <b>I</b>                            | Process of Communication                                                                                                                                                                                                                                                                    |                                             |                 |                     |              |                    | <b>6</b>                           |              |
| <b>II</b>                           | Listening Skills<br>How to be a good listener?<br>Barriers to effective listening<br>Speaking skills<br>Benefits of speaking<br>Self development through speaking skills<br>Reading skills<br>Critical reading<br>Skimming and scanning<br>Writing skills<br>Purpose<br>Importance of style |                                             |                 |                     |              |                    | <b>6</b>                           |              |
| <b>III</b>                          | Presentation skills                                                                                                                                                                                                                                                                         |                                             |                 |                     |              |                    | <b>6</b>                           |              |
| <b>IV</b>                           | Interview skills                                                                                                                                                                                                                                                                            |                                             |                 |                     |              |                    | <b>6</b>                           |              |
| <b>V</b>                            | Leadership Quality<br>Meaning<br>Traits of Leadership<br>Leaders Vs Managers                                                                                                                                                                                                                |                                             |                 |                     |              |                    | <b>6</b>                           |              |

| <b>Course Outcomes</b> |                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>Course Outcomes</b> | On completion of this course, students will be able;                                                                      |
| <b>CO1</b>             | understand the process of communication and fine tune the language for better efficiency and efficacy while communicating |
| <b>CO2</b>             | learn what LSRW skills are and how to use them for better reception and production of knowledge.                          |
| <b>CO3</b>             | learn and develop the skill of how to deliver a presentation in an attractive and effective way.                          |
| <b>CO4</b>             | pick up the skill set required to perform better at an interview.                                                         |
| <b>CO5</b>             | acquire the knowledge of the role of a leader and how to be a leader for the benefit of everyone with them.               |

| <b>Text Books (Latest Editions)</b>                                                                     |                                                                                        |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
|                                                                                                         | 'Soft Skills', by S.Hariharan - MJP publishers, Chennai                                |
| <b>References Books<br/>(Latest editions, and the style as given below must be strictly adhered to)</b> |                                                                                        |
| 1                                                                                                       | "Soft Skills – Enhancing Employability : Connecting campus with corporate" by M.S. Rao |
| 2                                                                                                       | "Skills" by Dr.Rabindranath Athri                                                      |
| <b>Web Resources</b>                                                                                    |                                                                                        |
| 1                                                                                                       | <a href="https://www.oxfordreference.com">https://www.oxfordreference.com</a>          |
| 2                                                                                                       | <a href="https://www.thebalancecareers.com">https://www.thebalancecareers.com</a>      |
| 3                                                                                                       | <a href="https://www.accenture.com">https://www.accenture.com</a>                      |

**Mapping with Programme Outcomes:**

|            | <b>PO 1</b> | <b>PO 2</b> | <b>PO 3</b> | <b>PO 4</b> | <b>PO 5</b> | <b>PO 6</b> |
|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b> | 3           | 1           | 3           | 3           | 3           | 3           |
| <b>CO2</b> | 3           | 3           | 3           | 3           | 3           | 3           |
| <b>CO3</b> | 3           | 3           | 2           | 3           | 2           | 3           |
| <b>CO4</b> | 2           | 3           | 2           | 1           | 2           | 2           |
| <b>CO5</b> | 3           | 3           | 3           | 1           | 2           | 2           |

3 – Strong, 2 – Medium , 1 – Low

|                                     |            |                                              |                 |                     |              |                    |                 |              |
|-------------------------------------|------------|----------------------------------------------|-----------------|---------------------|--------------|--------------------|-----------------|--------------|
| <b>Title of the Course</b>          |            | <b>Soft Skill – III<br/>(All UG Courses)</b> |                 |                     |              |                    |                 |              |
| <b>Part</b>                         |            | <b>IV</b>                                    |                 |                     |              |                    |                 |              |
| <b>Category</b>                     | AECC - III | <b>Year</b>                                  | II              | <b>Credits</b>      | 2            | <b>Course Code</b> | 236003301       |              |
|                                     |            | <b>Semester</b>                              | III             |                     |              |                    |                 |              |
| <b>Instructional Hours per week</b> |            | <b>Lecture</b>                               | <b>Tutorial</b> | <b>Lab Practice</b> | <b>Total</b> | <b>CIA</b>         | <b>External</b> | <b>Total</b> |
|                                     |            | 2                                            | -               | --                  | 2            | 25                 | 75              | 100          |

#### Learning Objectives

|             |                                                                                                     |                                    |
|-------------|-----------------------------------------------------------------------------------------------------|------------------------------------|
| <b>LO1</b>  | To help them improve effective <b>conflict management</b> and enhance the decision-making skills.   |                                    |
| <b>LO2</b>  | To learn and Understand the <b>negotiation and types of negotiation</b>                             |                                    |
| <b>LO3</b>  | To learn and develop the skill of Send, receive, and understand messages or information effectively |                                    |
| <b>LO4</b>  | To Identify and define the components of the interaction model of communication.                    |                                    |
| <b>LO5</b>  | To Help them resolve conflicts, issues, and problems                                                |                                    |
| <b>UNIT</b> | <b>Details</b>                                                                                      | <b>No. of Periods for the Unit</b> |
| <b>I</b>    | Leadership quality:<br>Decision making<br>Management<br>Career planning                             | <b>6</b>                           |
| <b>II</b>   | Negotiation skills<br>What is Negotiation?<br>Types of Negotiation                                  | <b>6</b>                           |
| <b>III</b>  | The process of Negotiation<br>Integrative Negotiation<br>Distributive Negotiation                   | <b>6</b>                           |
| <b>IV</b>   | Negotiation and Transactional Communication<br>Archetypes of Negotiation                            | <b>6</b>                           |
| <b>V</b>    | Improving Negotiation skills                                                                        | <b>6</b>                           |

#### Course Outcomes

|                        |                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>Course Outcomes</b> | On completion of this course, students will be able;                                                         |
| <b>CO1</b>             | improve leadership skills and help create a positive working atmosphere                                      |
| <b>CO2</b>             | learn Negotiation skills and develop the essential skill for professionals in all industries and job titles. |
| <b>CO3</b>             | understand the process and the importance of setting goals for an upcoming negotiation                       |
| <b>CO4</b>             | learn and develop the skill of how to optimally allocate resources in ways that are favorable to one's self  |
| <b>CO5</b>             | develop negotiation skills and achieve better outcomes in professional and personal life.                    |

#### Text Books (Latest Editions)

|   |                                                          |
|---|----------------------------------------------------------|
| 1 | 'Soft skills', by S.Hariharan – MJP Publishers, Chennai. |
|---|----------------------------------------------------------|

| <b>References Books</b>                                                            |                                                                                       |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>(Latest editions, and the style as given below must be strictly adhered to)</b> |                                                                                       |
| 1                                                                                  | “Soft Skills – Enhancing Employability : Connecting campus with corporate” by M.S.Rao |
| 2                                                                                  | “Skills” by Dr.Rabindranath Athri                                                     |
| <b>Web Resources</b>                                                               |                                                                                       |
| 1                                                                                  | <a href="https://WWW.oxfordreference.com">https://WWW.oxfordreference.com</a>         |
| 2                                                                                  | <a href="https://WWW.thebalancecareers.com">https://WWW.thebalancecareers.com</a>     |
| 3                                                                                  | <a href="https://WWW.accenture.com">https://WWW.accenture.com</a>                     |

**Mapping with Programme Outcomes:**

|            | <b>PO 1</b> | <b>PO 2</b> | <b>PO 3</b> | <b>PO 4</b> | <b>PO 5</b> | <b>PO 6</b> |
|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b> | 3           | 1           | 3           | 3           | 3           | 3           |
| <b>CO2</b> | 3           | 3           | 3           | 3           | 3           | 3           |
| <b>CO3</b> | 3           | 3           | 2           | 3           | 2           | 3           |
| <b>CO4</b> | 2           | 3           | 2           | 1           | 2           | 2           |
| <b>CO5</b> | 3           | 3           | 3           | 1           | 2           | 2           |

3 – Strong, 2 – Medium , 1 – Low

|                                     |                                                                                                                             |                                             |                 |                     |              |                    |                  |                                    |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|---------------------|--------------|--------------------|------------------|------------------------------------|
| <b>Title of the Course</b>          |                                                                                                                             | <b>Soft Skill – IV<br/>(All UG Courses)</b> |                 |                     |              |                    |                  |                                    |
| <b>Part</b>                         |                                                                                                                             | <b>IV</b>                                   |                 |                     |              |                    |                  |                                    |
| <b>Category</b>                     | AECC - IV                                                                                                                   | <b>Year</b>                                 | II              | <b>Credits</b>      | 2            | <b>Course Code</b> | <b>236003401</b> |                                    |
|                                     |                                                                                                                             | <b>Semester</b>                             | IV              |                     |              |                    |                  |                                    |
| <b>Instructional Hours per week</b> |                                                                                                                             | <b>Lecture</b>                              | <b>Tutorial</b> | <b>Lab Practice</b> | <b>Total</b> | <b>CIA</b>         | <b>External</b>  | <b>Total</b>                       |
|                                     |                                                                                                                             | 2                                           | -               | --                  | 2            | 25                 | 75               | 100                                |
| <b>Learning Objectives</b>          |                                                                                                                             |                                             |                 |                     |              |                    |                  |                                    |
| <b>LO1</b>                          | To understand the basics of time management                                                                                 |                                             |                 |                     |              |                    |                  |                                    |
| <b>LO2</b>                          | To acquire the knowledge of how to handle a particular situation.                                                           |                                             |                 |                     |              |                    |                  |                                    |
| <b>LO3</b>                          | To Identify priorities for how students want to spend their available time.                                                 |                                             |                 |                     |              |                    |                  |                                    |
| <b>LO4</b>                          | To develop a balanced lifestyle in order to control stress in the long term                                                 |                                             |                 |                     |              |                    |                  |                                    |
| <b>LO5</b>                          | To identify the causes of unwanted stress                                                                                   |                                             |                 |                     |              |                    |                  |                                    |
| <b>UNIT</b>                         | <b>Details</b>                                                                                                              |                                             |                 |                     |              |                    |                  | <b>No. of Periods for the Unit</b> |
| <b>I</b>                            | Time management<br>Major blocks to time management<br>Poor planning                                                         |                                             |                 |                     |              |                    |                  | <b>6</b>                           |
| <b>II</b>                           | Crisis management<br>Unnecessary meetings<br>The over committers                                                            |                                             |                 |                     |              |                    |                  | <b>6</b>                           |
| <b>III</b>                          | Time management techniques for students<br>Prioritizing needs<br>Relationship between time management and stress management |                                             |                 |                     |              |                    |                  | <b>6</b>                           |
| <b>IV</b>                           | Stress management<br>Stress<br>Job stress<br>Work place culture<br>Job stress and women                                     |                                             |                 |                     |              |                    |                  | <b>6</b>                           |
| <b>V</b>                            | How to manage job stress<br>Make Right food choice<br>Eliminate self-defeating behavior<br>Stress interview                 |                                             |                 |                     |              |                    |                  | <b>6</b>                           |

|                        |                                                                                                               |
|------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Course Outcomes</b> |                                                                                                               |
| <b>Course Outcomes</b> | On completion of this course, students will be able;                                                          |
| <b>CO1</b>             | learn and develop personal resources and avoiding time management “overdraft”                                 |
| <b>CO2</b>             | learn and enhance the skill of resilience by identify potential risks and develop strategies to mitigate them |
| <b>CO3</b>             | acquire the knowledge of utilize effective relaxation and time management reduction techniques                |
| <b>CO4</b>             | understand how stress works and develop sustainable behaviors                                                 |
| <b>CO5</b>             | learn and develop a Personal Action Plan for Stress Management                                                |

|                                                                                                               |                                                                                       |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Text Books (Latest Editions)</b>                                                                           |                                                                                       |
|                                                                                                               | 'Soft skills', by S.Hariharan – MJP Publishers, Chennai.                              |
| <b>References Books</b><br><b>(Latest editions, and the style as given below must be strictly adhered to)</b> |                                                                                       |
|                                                                                                               | "Soft Skills – Enhancing Employability : Connecting campus with corporate" by M.S.Rao |
|                                                                                                               | "Skills" by Dr.Rabindranath Athri                                                     |
| <b>Web Resources</b>                                                                                          |                                                                                       |
|                                                                                                               | <a href="https://WWW.oxfordreference.com">https://WWW.oxfordreference.com</a>         |
|                                                                                                               | <a href="https://WWW.thebalancecareers.com">https://WWW.thebalancecareers.com</a>     |
|                                                                                                               | <a href="https://WWW.accenture.com">https://WWW.accenture.com</a>                     |

**Mapping with Programme Outcomes:**

|            | <b>PO 1</b> | <b>PO 2</b> | <b>PO 3</b> | <b>PO 4</b> | <b>PO 5</b> | <b>PO 6</b> |
|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>CO1</b> | 3           | 1           | 3           | 3           | 3           | 3           |
| <b>CO2</b> | 3           | 3           | 3           | 3           | 3           | 3           |
| <b>CO3</b> | 3           | 3           | 2           | 3           | 2           | 3           |
| <b>CO4</b> | 2           | 3           | 2           | 1           | 2           | 2           |
| <b>CO5</b> | 3           | 3           | 3           | 1           | 2           | 2           |

3 – Strong, 2 – Medium , 1 – Low