APPENDIX – 34(R&S)

University of Madras
Choice Based Credit System (CBCS)

Regulations for Courses on Soft Skills
Common to all UG and 5 year Integrated Programmes of the Affiliated
Non-autonomous Colleges (w.e.f 2013-14)

1. General Objectives

Courses on Soft skills are intended to improve the communication skills
enrich personality development, Computing skills, Quantitative aptitude and
knowledge of Foreign language of the students. These courses are intended to
enhance the employability of the students. The courses will help to bridge the
gap between the skill requirements of the employer or industry and the competency
of the students.

2. Eligibility for the Award of the Degree

A candidate shall be eligible for the award of the degree only if he/she has
undergone the prescribed courses on Soft Skills

For three year UG degree Programme, a candidate must undergo a minimum
of 4 courses with a total of 12 credits (4 x 3=12 credits). Students can undergo
more than 4 Soft skill courses and the best of 4 courses will be considered for
grading.

The Students enrolled in 5 year Integrated programme must go additional courses for 8 credits and a summer Internship of 2 credits.

3. Examinations

Examinations for the courses on soft skills will be held along with the
semester examinations of the core and elective courses.
4. Courses on Soft Skills and Scheme of Examination

The Courses on Soft Skills may be offered at the College/Institutional level in a fixed time slot for all students. Students of all departments must be allowed to choose any of the approved Soft Skill courses. All the courses will be offered in all semesters. If the demand for a course is less than 20 (students) in a college/institution, the course need not be offered.

A candidate shall not choose a course on Soft Skills closely related to his/her UG degree programme. The Chairperson /Board of Studies will identify courses on Soft Skills related to the major field of study (Example: A Computer Science student will not be permitted to choose Soft Skill courses on computer skills).

5. Scheme of Examination:

<table>
<thead>
<tr>
<th>Paper</th>
<th>Name of the Course</th>
<th>Semester</th>
<th>Instruction Hours per week</th>
<th>Credits</th>
<th>Examination Duration (hours)</th>
<th>Max Marks</th>
<th>Course to be taught by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- I</td>
<td>All Semester</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td>ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- II</td>
<td>All Semester</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level- I</td>
<td>All Semester</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>4</td>
<td>ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level - II</td>
<td>All Semester</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>5</td>
<td>TECHNICAL WRITING AND PRESENTATION</td>
<td>All Semester</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Faculty</td>
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<td>6</td>
<td>PERSONALITY ENRICHMENT LEVEL – I</td>
<td>Psychology faculty</td>
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<td>7</td>
<td>PERSONALITY ENRICHMENT LEVEL – II</td>
<td>-do-</td>
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<tr>
<td>8</td>
<td>COMPUTING SKILLS - Level - I</td>
<td>Computer Science (or)</td>
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<td></td>
<td></td>
<td>Computer Application faculty</td>
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<td>9</td>
<td>COMPUTING SKILLS - Level – II</td>
<td>-do-</td>
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<tr>
<td>10</td>
<td>FRENCH - LEVEL – I</td>
<td>Qualified French Faculty</td>
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<td></td>
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<tr>
<td>11</td>
<td>FRENCH - LEVEL – II</td>
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<tr>
<td>12</td>
<td>GERMAN - LEVEL - I</td>
<td>Qualified German Faculty</td>
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<tr>
<td>13</td>
<td>GERMAN - LEVEL - II</td>
<td>-do-</td>
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<tr>
<td>14</td>
<td>QUANTITATIVE APTITUDE</td>
<td>Mathematics faculty</td>
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<tr>
<td>15</td>
<td>*Effective Presentation Skills for Physically challenged (Deaf)</td>
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<tr>
<td>16</td>
<td>*Skills in Communication for the Physically challenged (Deaf)</td>
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<tr>
<td>17</td>
<td>*Basic writing skills in Tamil for Physically challenged (Deaf)</td>
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<tr>
<td>18</td>
<td>*Technical Writing Skill for physically challenged (Deaf)</td>
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</tbody>
</table>

*Papers prescribed specifically for hearing impaired students of UG and Five year Integrated Courses
6. (A) **Continuous Internal Assessment (CIA) – 50 marks**

The break up of Continuous Internal Assessment (CIA) is as follows:

<table>
<thead>
<tr>
<th>S.No</th>
<th>Courses</th>
<th>Written Test</th>
<th>Oral Test</th>
<th>Seminar /Presentation</th>
<th>Assignment / Term paper</th>
<th>Practical / General Discussion</th>
<th>Total marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- I</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
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<tr>
<td>2</td>
<td>ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- II</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level- I</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td></td>
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<tr>
<td>4</td>
<td>ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level- II</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>TECHNICAL WRITING AND PRESENTATION</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>50</td>
<td></td>
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<tr>
<td>6</td>
<td>PERSONALITY ENRICHMENT LEVEL – I</td>
<td>10</td>
<td>10</td>
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<td>7</td>
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<td>10</td>
<td>10</td>
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<tr>
<td>8</td>
<td>COMPUTING SKILLS - Level - I</td>
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<tr>
<td>9</td>
<td>COMPUTING SKILLS - Level - II</td>
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<tr>
<td>10</td>
<td>FRENCH - LEVEL – I</td>
<td>20</td>
<td>15</td>
<td>-</td>
<td>15</td>
<td>50</td>
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<tr>
<td>11</td>
<td>FRENCH - LEVEL – II</td>
<td>20</td>
<td>15</td>
<td>-</td>
<td>15</td>
<td>50</td>
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</tr>
<tr>
<td>12</td>
<td>GERMAN - LEVEL - I</td>
<td>20</td>
<td>15</td>
<td>-</td>
<td>15</td>
<td>50</td>
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<tr>
<td>13</td>
<td>GERMAN - LEVEL - II</td>
<td>20</td>
<td>15</td>
<td>-</td>
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<tr>
<td>14</td>
<td>QUANTITATIVE APTITUDE</td>
<td>20</td>
<td>10</td>
<td>10</td>
<td>-</td>
<td>50</td>
<td></td>
</tr>
</tbody>
</table>
(B) University Examination (50 marks)

A written examination for 3 hours for 50 marks will be conducted along with the Core and Elective course examinations. The papers will be evaluated as per the existing procedure followed for Core and Elective courses.

7. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:

(i) Candidates shall register their name for the First Semester Examination after the admission in the U.G. courses.

(ii) Candidates shall be permitted to proceed, from the First Semester up to Final Semester irrespective of their failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.

(iii) Candidates shall be eligible to go to subsequent semester, only if they earn, sufficient attendance as prescribed therefore by the Syndicate from time to time.

(iv) Provided in the case of candidate earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstance such as medical grounds. Such candidates who shall produce Medical Certificate issued by the Authorised Medical Attendant (AMA), duly certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidate shall have to repeat

(v) the missed semester by rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

8. PASSING MINIMUM:

A candidate shall be declared to have passed:
(a) There shall be no Passing Minimum for Internal.
(b) For External Examination, Passing Minimum shall be of 40% (Forty Percentage) of the maximum marks prescribed for the paper.
(c) In the aggregate (External +Internal) the passing minimum shall be of 40%.
(d) He/She shall be declared to have passed the whole examination, if he/she passes in all the papers and practicals wherever prescribed / as per the scheme of examinations by earning 140 CREDITS in Parts –I, II, III, IV & V. He /She shall also fulfill the extension activities prescribed earning a minimum of I Credit to qualify for the Degree.
9. CLASSIFICATION OF SUCCESSFUL CANDIDATES FOR SOFT SKILL PAPER:

There will be separate grading, weighted overall grade point and classification (First, Second and Third Class) for the Courses on Soft Skills.

Successful candidates passing the examinations for Core Courses together and securing the marks (i) 60 percent and above (ii) 50 percent and above but below 60 percent in the aggregate of the marks prescribed for the Soft skill courses together shall be declared to have passed the examination in the **FIRST and SECOND Class** respectively. All other successful candidates shall be declared to have passed the examinations in the **Third Class**.

Successful Candidates who obtain 75% of the marks in the aggregate (CIA + External) shall be deemed to have passed the examination in **First Class with Distinction**, provided they pass all the examinations (theory and practical papers), prescribed for the soft skill course in the First appearance.

10. GRADING SYSTEM:

As followed in the other Under-graduate degree papers

**Appendix – 50(R)**

**UNIVERSITY OF MADRAS**

**CHOICE BASED CREDIT SYSTEM**

**SOFT SKILL (UG/5 YEAR INTEGRATED DEGREE COURSES)**

(w.e.f.2013-14 and thereafter)

I. That in the Regulations relating to Soft Skill for **UG and 5 year Integrated Degree Courses** 11. Question Paper Pattern be added:

**11. Question Paper Pattern for Soft Skill papers for UG and 5 year Integrated Degree Courses**

**Question Paper Pattern for**

1. ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- I
2. ESSENTIALS OF LANGUAGE AND COMMUNICATION - Level- II
3. ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level- I
4. ESSENTIALS OF SPOKEN AND PRESENTATION SKILLS - Level - II
5. TECHNICAL WRITING AND PRESENTATION

6
Max. Marks: 50  
Duration: 3 Hrs.

**Part – A**  
10 x 2 Marks = 20 Marks  
Answer: Any ten questions out of 15  
each question carries 2 marks.

**Part – B**  
5 x 6 Marks = 30 Marks  
Answer: Any five questions out of 8  
each question carries 6 marks.

Question Paper Pattern for

6. Personality Enrichment Level – I  
7. Personality Enrichment Level – II

Max. Marks: 50  
Duration: 3 Hrs.

**Part – A**  
10 x 2 Marks = 20 Marks  
Answer: All the questions. Each question carries 2 marks.  
Write a short note in the following for 50 words:

**Part – B**  
5 x 6 Marks = 30 Marks  
Answer: Any 5 questions out of 7. Each question carries 6 marks.  
Answer should not exceed 500 words.

University Examination

**Soft Skill papers for UG and 5 year Integrated Degree Courses**

**Question Paper Pattern for**

8. Computing Skills Level – I
9. Computing Skills Level – II
8. **Computing Skills  Level – I**

Max. Marks: 50  
Duration: 3

**Hrs.**

Note: All questions carry equal marks  \((5 \times 10 \text{ Marks } = 50 \text{ Marks})\)

1. (a) or (b)  (Based on Unit I)
2. (a) or (b)  (Based on Unit II)
3. (a) or (b)  (Based on Unit III)
4. (a) or (b)  (Based on Unit IV)
5. (a) or (b)  (Based on Unit V)

For examiners:  
(i) each question could contain sub questions, if need be  
(ii) question 1 is descriptive as the Unit I is introduction.

9. **Computing Skills  Level – II**

Max. Marks: 50  
Duration : 3 Hrs.

Note: All questions carry equal marks  \((5 \times 10 \text{ Marks } = 50 \text{ Marks})\)

1. (a) or (b)  (Based on Unit I)
2. (a) or (b)  (Based on Unit II)
3. (a) or (b)  (Based on Unit III)
4. (a) or (b)  (Based on Unit IV)
5. (a) or (b)  (Based on Unit V)

For examiners:  
(i) each question could contain sub questions, if need be

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University Examination

**Soft Skill papers for UG and 5 year Integrated Degree Courses**

**Question Paper Pattern for**

10. FRENCH  -  LEVEL – I
11. FRENCH  -  LEVEL – II
12. GERMAN  -  LEVEL - I
13. GERMAN  -  LEVEL - II
Max. Marks : 50
Duration : 3 Hrs.

Section A
4 x 5 Marks = 20 Marks

1. Answer all the Questions each question carries 5 marks
   Four (4) Questions based on Grammar from exercises taken from the text

Section B
10 x 1.5 Marks = 15 Marks

2. Answer 10 questions out of 15 Questions
   short questions on simple elements of civilization taken from the text
   Prescribed

3. Answer 3 Questions out of 4 Questions
   3 x 5 Marks = 15 Marks
   based on vocabulary question taken from the text prescribed
   (simple comprehension, micro dialogue – reorganize the text)

University Examination
Soft Skill papers for UG and 5 year Integrated Degree Courses

Question Paper Pattern for
14. Quantitative Aptitude

Maximum: 50 Marks
Duration: 3 Hours

Part-A
(5 x 4 = 20 Marks)

Answer ALL questions
Each question carries 4 marks
(either-or Type: covering all the five Units)
Q.1 to Q.5

Part-B
(3 x 10 = 30 Marks)

Answer any THREE questions out of 5 Questions.
Each question carries 10 marks.
( One Question from each Unit.)
Q.6 to Q.10.
University Examination

Soft Skill papers for UG and 5 year Integrated Degree Courses

Question Paper Pattern for

15. Effective Presentation Skills  
   (for the Physically challenged)

16. Skills in Communication  
   (for the Physically challenged)

17. Basic writing skills in Tamil  
   (for the Physically challenged)

18. Technical Writing Skill  
   (for the physically challenged)

Note: The Papers 15 to 18 prescribed specifically for hearing impaired students of UG and Five year Integrated Courses.

Max. Marks : 50  
Duration : 3 Hrs.

Part – A
Write a short note in the following: 10 x 3Marks = 30 Marks
Answer any 10 Questions (out of 12 Questions)
(Question from Unit-I and IV)

Part – B
Answer any 5 Questions (out of 8 Questions) 5 x 4 Marks = 20 Marks
(Question from each unit)

Continuous Internal Assessment (CIA)- 50 Marks
The Break-up of Continuous Internal Assessment (CIA) is as follows:

1. Written Test - 20 Marks
2. Oral Test - 15 Marks
3. Assignment - 15 Marks
   Total - 50 Marks

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University of Madras
Choice Based Credit System (CBCS)

Syllabus for Courses on Soft Skills
Common to all UG and 5 year Integrated Programmes of the Affiliated Non-autonomous Colleges (w.e.f 2013-14)

1. Essentials of Language and Communication – Level I

Unit I

Unit II
Fluency building
What is fluency – Why is fluency important – Types of fluency – Oral fluency – Reading fluency – Writing fluency – Barriers of fluency – How to develop fluency.

Unit III
Principles of communication: LSRW in communication.
What is meant by LSRW Skills – Why it is important – How it is useful – How to develop the skills?
Oral – Speaking words, articulation, speaking clearly.
Written communication – Generating ideas/ gathering data organizing ideas, Setting goals, Note taking, Outlining, Drafting, Revising, Editing and Proof reading.
Non verbal communication – Body language, Signs and symbols, Territory/Zone, Object language.

Recommended Texts:


Hall and Shepherd. The Anti-Grammar Book: Discovery Activities for Grammar Teaching Longman.


2. **Essentials of Language and Communication – Level – II**

**Unit-I**  
Speaking Skills  
Formal and Informal Conversation – Conversation in the work place – Interviews – Public Speech – Lectures.

**Unit – II**  
Listening Skill  
Comprehending – Retaining – Responding – Tactics – Barries to Listening – Overcoming listening barriers – Misconception about listening.

**Unit – III**  
Reading Skill  
Acquiring reading – Reading Development – methods teaching – Reading difficulties.

**Unit – IV**  
Writing skill  

**Unit- V**  
Business Correspondence  
Meaning of Business correspondence – Importance of Business Correspondence essential qualities of a business letters. Different types of business letters – cover letter, thank you letters, message through email and Fax, Acceptance letters, rejection letters, and withdrawal letters.

**Recommended Texts:**


- The Process of Writing: Planning and Research, Writing, Drafting and Revising.

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12
3. Essentials of Spoken and Presentation Skills – Level – I

Unit – I
Communication Skills for effective Business Presentation, perfecting oral skills; aural skills; Reading Skills

Unit – II
Non Verbal Communication: cultural codes for effective and business Presentations; Business Etiquettes.

Unit – III
Informal and Informal conversations, Introducing, Opening and closing Speeches, Inviting, thanking, Apologizing, Expressing anger Resolving conflict, Giving and taking information.

Unit – IV
Etiquettes for Public Speaking (extempore and lectures), Interviews and Group Discussions, Telephone conversations and Business Meetings

Unit – V
Etiquettes for Business presentations – Team presentations and Individual presentation.

Recommended texts:


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4. Essentials of Spoken and Presentation Skills – Level – II

Unit – I
Body Language – Kinesics, Proxemics, Para linguistic, Chronemics, Nuances of Speech Delivery.
Personality Development: Building self esteem.

Unit – II
Team work and participating in group discussions – Team building and Team work, Team briefing, Role of Team leader, Conflict resolution, Methology of Group discussions, Role Functions in Group Discussion, Types of Non – functional Behavior, Improving group performance. Participating in Mock group discussions.

Unit – III
Interviews – Types of Interviews, preparing for interviews, facing interviews, reviewing performance, participating in mock interviews.

Unit – IV
Business Presentations – Preparing successful presentations, thinking about audience, making effective use of visual aid, Delivering presentation, using prompts, dealing with questions and interruptions, Mock presentations.

Recommended Texts:


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### 5. TECHNICAL WRITING AND PRESENTATION

**Objectives of the Course:** Aims to teach oral and written skills in English with illustrations and examples drawn from project reports, paper presentations and published papers in scientific journals. The grammar exercises are not taught in a rule-based manner but through observation and use in specific contexts. Newspaper and popular scientific reports are also included as course material. Presentation skills are taught through practice sessions. During the course, all participants make presentations and also critique the presentations by others. Emphasis is placed on teaching how to present the same findings orally and in writing.

**Syllabus Outline:**

**Unit I Reinforcement of Language Skills**

Type of technical reports – creating specs, lab manuals, worksheets.

**Unit II Organization of Ideas**
1. Preparing a Basic plan – Structuring the ideas, collecting the relevant materials
2. Creating Outlines – Headings of Sections, Topic Sentences.
3. Reviewing Sentences and Rewriting Paragraphs
4. Revising Drafts

**Unit III Contents of a Report** [Some Basic Research Methodology]
1. Cover and title page
2. Table of Contents
3. List of Tables and Figures
4. Preface, Foreword, Acknowledgement
5. Abstract
6. Introduction
7. Body (in Sections and Subsections)
8. Results
9. Conclusions and Recommendations
10. Appendices
11. References

**Unit IV Format** [Both physical and stylistic]
1. Margins
2. Headings
3. Indentation
4. Pagination
5. Type face and fonts
6. Abbreviations
7. Symbols
8. Layouts
9. Proofreading Symbols

Unit V Presentation of the Report
1. Difference between Oral Presentations and Written Reports (Even when the material is the same)
2. How to give a good presentation?
3. Proper use of technological aids
4. Discussion skills

Recommended Texts:
E Handouts of Renssalaer Polytechnic, USA, [necessary permission has to be obtained by the course instructor for classroom use] www.rpi.edu

6. Personality Enrichment – Level I

Unit I- Self Disclosure
Characteristics of self disclosure – Self disclosure benefits and appropriateness – Self disclosure and self awareness – Self disclosure and feedback.
Exercise:
1. Self Description – Reflect and answer the following questions on a sheet of paper about yourself: Who am I? What am I like? How do others perceive me? What are my strengths as a person? In what areas do I want to develop greater skills?
2. Adjective Checklist – the following exercise is aimed at providing an opportunity for participants to disclose their view of themselves to the other members of their group and to receive feedback on how the other group members perceive them.
3. Self Disclosure and Self Awareness – the purpose of this exercise is to allow participants to focus on the areas as described in the Johari Window.

Unit II – Anger, Stress and Managing Feelings
The nature of stress- managing stress through social support systems – the nature of anger – guidelines for managing anger constructively – dealing with an angry person
Exercise:
1. Handling put downs techniques practiced through role plays.
2. changing your feelings discuss how people can make their assumptions more constructively.
3. defusing the Bomb exercise discuss how one can manage provocations.
Unit III – Interpersonal Effectiveness

Exercise:
1. being positive about yourself
2. Understanding your shyness analyze the social situation of shyness and the causes of your shyness.
3. Systematic Muscle Relaxation train one in the procedure for systematic muscle relaxation.
4. Learning how to breathe deeply help one to relax systematically when one is anxious by controlling one’s breathing.

Unit IV: Study Skills

Exercise:
1. Using the techniques of memory enhancers to review your classroom and textbook notes

Unit V: Goal Setting and Managing Time
The basis of effective goals – steps to be followed to obtain optimum results from goal setting – Identifying the reasons for procrastination – guidelines to overcome procrastination – priority management at home and college

Exercise:
1. Steps to prepare one’s short term goals and long term goals.
2. Role play activity through reelection of identifying how priority management affect one’s ability to live a balanced life.

Reference:

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7. Personality Enrichment – Level II

Unit 1: Stress Management

Exercise:
1. Distressors and Distress Symptoms
2. Identifying Personal uses for self talk management
3. Social support networks from which you draw and networks through which you give social support

Unit 2: Maintaining Trust
Developing and maintaining trust – being trusting and trustworthy – building interpersonal trust – reestablishing trust after it has been broken – trusting appropriately – trust and friendship.

Exercise:
1. Practicing Trust Building Skills
2. Developing Trust

Unit 3: Resolving Interpersonal Conflicts
Understanding conflicts of Interests- conflict strategies – negotiating to win – negotiating to solve the problems – steps for effective problem solving negotiating – refusal skills.

Exercise:
1. Non verbal conflict
2. Confronting the opposition
3. Using the conflict strategies – role playing

Unit 4: Applying Emotional Intelligence
Emotional Intelligence and emotional competence - components of emotional intelligence – behavioral skills of emotional intelligence.

Exercise:
1. Role model using a modeling/group exercise

Unit 5: Enhancing self esteem
Self theory and the Johari window- Characteristics of fully functioning individuals – manifestations of low and high self esteem – techniques for enhancing self esteem – nurturance techniques -

Exercise:
1. Weakness-strength
2. managing your pig identify areas of self criticism and dealing with negative messages.
3. Nurturing relationships
Reference


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8. COMPUTING SKILLS – LEVEL - I

Objective:
The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students who have no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

Pre-requisite: NIL

Unit 1 : Introduction to computers – classification of computers; Computers inside – Hardware (processing, memory i/o, storage etc), Software (Systems, application); Operating Systems – DOS, LINUX, UNIX, Windows ; Programming – Overview, need and skills; Networking Basics; Virus; Hacking

Unit 2 : Word processing - Operating of word documents like open, close, save, print ; Editing Text – tools, formatting , bullets, layout ; Navigating word – Keyword, mouse, document formatting ; paragraph alignment - indentation, headers, footers, numbering; printing – preview, options

Unit 3 : File Management – Importance of file management, backing of files, files and folders- editing, deleting, retrieving, renaming, subfolders; Manipulating windows – minimize, maximize; power point basics- terminology- templates, viewing
Unit 4: Spreadsheets – MS Excel – opening, entering text and data, formatting, navigating; Formulas- entering, handling and copying; charts- creating, formatting and printing, header and footer, centering of data; printing

Unit 5: Networking - Internet explorer; www – working, browsing, searching, saving; bookmark – features, favorite, create, delete ; printing webpage; email – creating, receiving, reading and sending messages

Note – Unit 2 -5 are to be taught as practical with hands on experience

References:

1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India

Examinations:

1. Sessional tests could be based on Theory and practical
2. End semester is based on practical examination only
3. 

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9. COMPUTING SKILLS – LEVEL II

Objective:
The major objective in introducing the course is to impart hands on training to students in Microsoft Office essentials like MS Word, MS Excel and MS Access. The course is basic course offered at two levels exclusively meant for students with no computer knowledge. Course is designed as a practical oriented course and not for chalk and board teaching.

Pre-requisite: Essentials of Microsoft office as given in Level I

Unit 1: Word processing - Auto formatting; Paragraph and character styles – creating, modifying and using styles; Templates – modifying, attaching and controlling; Tables and columns - creating, manipulating and formulating; mail merge; labels- creating

Unit 2: Data Management – MS Access - Introduction, concepts and terms; database and tables- creating, data types, editing fields, renaming, resizing of fields, finding, sorting and displaying of data –printing

Unit 3: Spreadsheets – MS Excel – Worksheets – moving, copying, sorting, inserting of cells, rows, columns; Charts – creating, editing, adding, rotating, printing, deleting and controlling; graphics- creating and placing, drawing lines and shapes; using multiple worksheets ; printing
Unit 4: Presentations – Power point-starting, browsing and saving, creating, editing, formatting of text and paragraphs, inserting tables and charts; Presentation through slides, handouts and printing.

Unit 5: Graphics and Multimedia – Clip art – create and insert; shapes- draw, insert and copy; create a flow

Note – Unit 1-5 are to be taught as practical with hands on experience

References:
1. Introduction to Computers – Peter Norton, Tata McGraw-Hill, India
2. Microsoft 2003 – Jennifer Ackerman Kettel et al., Tata Mc-Graw Hill, India

Examinations:
1. Sessional tests could be based on Theory and practical
2. End semester is based on practical examination only

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SOFT SKILLS – FOREIGN LANGUAGES
10. FRENCH – LEVEL - I
SYLLABUS
For students admitted in 2013-2014 and thereafter

DURATION: 15 weeks per semester
2 Hours per week on a single day (Total=30 hours)

PREREQUISITES: Complete beginners with no prior knowledge of the language.

OBJECTIVES: At a time when the knowledge of a foreign language has become an indispensable tool, this course in French will give an opportunity for learners to get a basic knowledge of a widely used European language. The course is based on a minimum vocabulary necessary and allows the learner to develop elementary communication skills in French.

COURSE CONTENT:
UNIT I
- Les salutations; Saluer et se présenter
- Premier contact avec la langue française

UNIT II
- Comptons ensemble: Epeler les noms et dire les nombres
- Les alphabets et les nombres 1-20
UNIT III
- Les copains; Demander et dire les nationalités
- Le verbe ‘être’ et les articles indéfinis ; les pronoms sujets et le pluriel des noms

UNIT IV
- Devinez. Les interrogations ;
- Les nombres de 21- 100

UNIT V
- Dans la classe: Présenter quelq’un ; demander et dire son âge
- Verbe ‘avoir’ et les adjectifs

TEXT BOOK:

RECOMMENDED READING:
MERIEUX, Régine et al : *CONNEXIONS -1*, Didier, Paris, 2004

WEBSITES: www.fle.fr ; www.bonjourdefrance.com; www.polarfle.com

11. FRENCH - LEVEL - II

SYLLABUS
For students admitted in 2013-2014 and thereafter

DURATION:
15 weeks per semester
2 Hours per week – on a single day (Total=30 hours)

PREREQUISITES: Basic knowledge of French Language (Level I only)

OBJECTIVES: This course continues from the Level I in permitting the students to
develop further their language and communication skills in French a
widely used European language. The learners will improve their stock of
vocabulary and will acquire more structures that will serve to put them
more at ease when using French in the classroom and outside.

COURSE CONTENT:

UNIT I
- Les amis de Caroline : Les nationalités; utiliser les articles
- Les articles définis; le pluriel : masculin et féminin

UNIT II
- Quel jour est- il?: Les jours de la semaine ; Répondre aux questions
- Verbe : ‘aller’
UNIT III
- *La famille de Manuel*: Exprimer la préférence
- Les verbes: ‘aimer’ et ‘parler’

UNIT IV
- *Les vacances*: Raconter un événement; Les mois de l’année
- Revision des verbes étudiés

UNIT V
- *Le drapeau de mon pays*: décrire la couleur d’un objet
- Le féminin et le pluriel des couleurs

TEXT BOOK:

RECOMMENDED READING:

WEBSITES: [www.fle.fr](http://www.fle.fr); [www.bonjourdefrance.com](http://www.bonjourdefrance.com); [www.polarfle.com](http://www.polarfle.com)

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**SOFT SKILLS - FOREIGN LANGUAGES**

12. **GERMAN - LEVEL - I**

DURATION: 15 WEEKS – 5 UNITS

2 HOURS per week on a single day.

PREREQUISITES: Complete beginners (no prior knowledge required).

OBJECTIVES: To provide learners with rudimentary knowledge of the German language.

UNIT 1
- Self Introduction
- Greetings

Grammar
- Auxiliary Verbs ‘to be’ and ‘to have’ personal pronouns in Nominative case.
- The German Alphabet.
- Position of the verbs: Aussage, W-Frage, Ja /Nein Frage
- The definite Article: die, der, das

23
Vocab
- Countries, Languages, Professions
- Federal States in Germany.
- Numbers 1 to 50.
- Studienfaecher

Unit 2
- At the restaurant

Grammar
- W-Frage, Conjugation in Present tense.
- Nominative- Definite, Indefinite and Negative articles.
- Accusative-Indefinite and Negative article

Vocab
- Words relating to Eateries: - For e.g. Restaurant, Cafe, Kneipe etc
- Numbers 51-100

UNIT 3
- Living

Grammar:
- Accusative-The definite article.

Vocab:
- Places of living, gadgets and home appliances.

Unit 4
- Hobbies, Daily routine
- Elements of time/The reading of time.

Grammar:
- Separable Verbs
- Irregular verbs
- Modal verbs- Koennen, Moechten, Wollen
  - Preposition-( temporal ) im ; am ; um

Vocab:
- Hobbies,
- Elements of Time, ( second, minute, hour etc., )
- Days of the week,
- Months of the year,
- Seasons

Unit 5:
- Professions

Grammar:
- duerfen, muessen
- Preposition (local)
- bei, in, als.
**Vocab:**

Words pertaining to the different professions

**TEXT BOOKS**

TANGRAM AKTUELL NIVEAUSTUFE A1/1

Themen level 1

**Websites**

www.german.about.com

www.deutschewelle.com

www.youtube.com

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**13. GERMAN - LEVEL - II**

**DURATION:** 15 WEEKS – 5 UNITS

2 HOURS per week on a single day.

**PREREQUISITES:** German for Beginners Level 1 or its equivalent.

**OBJECTIVES:** To reinforce the knowledge acquired at level 1.

**UNIT 1**

- Leisure Activities

**Grammar:**

- Prepositions in and zu

Ins Kino, ins Theater
In die Disko
Zum Bahnhof, Zur Schule

**Vocab:**

- Words pertaining to leisure activities

**UNIT 2**

- Family

**Grammar:**

- Possessive pronouns in Nominative and Accusative

Vocab:

- Family Members
- Relationships

**UNIT 3**

- Human body and Health

**Grammar:**

- Sollen

**Vocab:**

- Illnesses,
- Parts of the human Body
UNIT 4
  • Finding your way around
Grammar:
  • Imperativ
Vocab:
  • Important places (of visit) in a city

UNIT 5
  • Travel,
  • Modes of Transport
Grammar:
  • Perfekt, Praeteritum of Sein and Haben
Vocab:
  • Words / Terms related to travel (in die Berge, etc.,)

TEXT BOOKS        TANGRAM AKTUELL NIVEAUSTUFE A1/1
Themen Level 1
Websites
www.german.about.com
www.deutschewelle.com
www.youtube.com

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14. QUANTITATIVE APTITUDE

Unit-I

Unit-II
Averages – Percentage – Profit and Loss - Ratio and Proposition – Partnership – Alligation and mixture.

Unit-III
Time and work – Pipes and Cistern – Time and Distance – Boats and Streams.

Unit-IV
Simple Interest – Compound Interest – Stocks and Shares – True Discount – Banker’s discount.

Unit-V
Area – Volume and surface Areas – Heights and Distances –
Reference:
1. R.S. Aggarwal, Objective Arithmetic, S. Chand & Company, New Delhi, 2005
2. Govind Prasad Singh and Rakesh Kumar, Text Book of Quickest Mathematics (for all Competitive Examinations), Kiran Prakashan, 2012
3. R.S. Aggarwal, Quantitative Aptitude, S. Chand & Company, New Delhi, 2012

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