

VALUE BASED COURSES (3 Credits)

Value Based courses	Title of the paper	Total Credit	Department
	Leadership	3	Psychology
	Comprehensive sexual health education	3	Psychology

VBC- PSY 1 - LEADERSHIP (3 Credits)

Objective:

Students will learn effective leadership skills that they will find applicable in various area of life.

Unit 1: Introduction

An introduction to leadership: Definition; Personal characteristic associated with leadership- leadership traits, leader performance, leader needs; Gender and leadership; Types of leadership.

Unit 2: Leadership Skills

Communication skills, conflict management, Planning and organizing, Team building, Training and mentoring.

Reading list

- Schermerhorn, J. R., Osborn, R. N., Hunt, J. G & Uhl-Bien, M. Organizational Behaviour. John Wiley and Sons Inc.
- Aamodt, M.G. Industrial/Organizational Psychology. Wadsworth Cengage Learning
- Robbins, S. P., Judge, T. A. Organizational Behaviour. Pearson

COURSE CODE :EDN SEC-1

COURSE TITLE : LIFE SKILL EDUCATION

Credits : 3

Course Objectives:

1. To provide orientation in life skills.
2. To acquaint students with the social and inter-personal skills that will enable them to cope with the constantly changing environment.
3. To develop feeling of respect for work and dignity of labour in the students.

Course Contents :

UNIT I : Introduction

- . Concept and definition of Life Skill Education.
- Objectives of Life Skill Education.
- Importance of Life Skill Education.

UNIT II : Ten Core Life Skills (Listed by WHO)

- Problem solving skills .
- Decision making skills.
- Creative thinking skills.
- Critical thinking skills.
- Communication skills.
- Inter-personal skills.
- Empathy.
- Self awareness.
- Coping with emotion.
- Coping stress.

UNIT III : Methods of Teaching Life Skills.

- Project, Demonstration, Observation, Experiment and Integrated method.
- Role of teachers and community members in Life skill education.

Suggested Readings

1. SCERT .Life Skills Education-Guidebook for Teachers (SCERT)
2. Sengararvelu,G. (2011) .Education in Emerging Indian Society, Neel Kamal Publication Pvt Ltd.

COURSE CODE :EDN SEC-2

COMMUNICATION SKILLS

Course Objectives :

Credits : 3

1. To define and understand communication and the communication process.
2. To identify key barriers to effective communication and also to appreciate the role of non-verbal behaviour in human communication.
3. To develop knowledge to express effectively and efficiently.

Course Contents

UNIT I - Introduction

- Meaning , nature and scope of communication.
- Importance of communication.
- Process of communication.

UNIT II - Types of Communication Skills

- Verbal and Non-verbal communication
- Hard skills and soft skills
- Listening, Speaking, Reading and Writing

UNIT III - Effective Communication

- Essentials of effective communication.
- Communication Techniques.
- Barriers to communication.
- Measures to overcome barriers to communication.

Suggested Readings

1. Sampath, K, A.Panneerselvam, S.Santhanam (2007).Introduction to Educational Technology Sterling publisher Pvt. Ltd
2. Mangal, S.K. and Uma Mangal. (2014). Essentials of Educational Technology, PHI Learning Pvt. Ltd.
3. Konar, Nira (2011). Communication Skills for Professionals (Second Edition). New Delhi: PHI Learning Private Limited.
4. MTD Training (2010). Effective Communication Skills. United Kingdom. MTD Training and Ventus Publishing ApS.
5. Owen, Hargie (2006). The Handbook of Communication Skills (Third Edition). East Sussex, London : Routledge, Taylor and Francis Group.
6. Sen, Leena (2009). Communication Skills (Second Edition). New Delhi : PHI Learning Private Limited.

ENGLISH-FYUGP-VALUE ADDED COURSE

Approved by 37th AC

VALUE-BASED-COURSE

SOFT SKILL:

UNIT-I: TEAM WORK- the concept, team attributes, team development, resolve conflicts

UNIT-II: EMOTIONAL INTELLIGENCE-overview of idea, embrace empathy, develop social skills,learning

UNIT-III: ADAPTABILITY, LEADERSHIP, PROBLEM SOLVING-science of adaptability, leadership traits, navigating complex problems, reflection and continuous improvement

Suggested Readings:

Soft Skills- Dr. R. Vasanthan, Global Net Publication 2024

Course Title: Introduction to Work Ethics

Course Description:

This course provides an overview of work ethics, focusing on the principles and values essential for success in the workplace. Students will explore ethical dilemmas, develop critical thinking skills, and learn practical strategies for ethical decision-making.

Unit 1: Understanding Work Ethics

(a) Introduction to Work Ethics

(Definition and importance of Work Ethics)

(b) Key Principles of Work Ethics

(Integrity, responsibility, respect)

(c) Ethical Decision Making

(Steps in ethical decision-making)

Unit 2: Ethics in the Workplace

(a) Professional conduct

(Workplace etiquette and professionalism)

(b) Workplace Relationships

(Communication, teamwork, and conflict resolution)

(c) Diversity and Inclusion

(Respect for differences and promoting inclusivity)

Unit 3: Applying Work Ethics

(a) Ethical Leadership

(Qualities of Ethical leaders)

(b) Ethical Challenges

(Handling ethical dilemmas in real-life scenarios)

(c) Personal Ethics and Career Development

(Aligning personal values with career goals)