# MANONMANIAM SUNDARANAR UNIVERSITY TIRUNELVELI

UG COURSES – AFFILIATED COLLEGES

# B.A. English

(Choice Based Credit System)

(with effect from the academic year 2017-2018 onwards)

Sem	Part	Sub.	Subject		Hrs/	Cre			Marks	3	
	I/II/	No	Status	SUBJECT TITLE	Week	dits	M	laximu	m		sing
	III/IV						т.	Б.	<b>T</b>	Mini	
							Int.	Ext.	Tot	Ext.	Tot.
	I	1	Language	TAMIL/OTHER LANGUAGE	6	4	25	75	100	30	40
	II	2	Language	ENGLISH	6	4	25	75	100	30	40
III	III	3	Core- 7	HISTORY OF ENGLISH LITERATURE-I	5	4	25	75	100	30	40
	III	4	Core - 8	BRITISH POETRY	4	4	25	75	100	30	40
	III	5	Allied – 3	CARIBBEAN LITERATURE	3	3	25	75	100	30	40
	III	6	Skilled-Based Core-1	PHONETICS AND SPOKEN ENGLISH	4	4	25	75	100	30	40
	IV	7	Non Major Elective - 1	ENGLISH FOR EMPLOYABILITY	2	2	25	75	100	30	40
	IV	8	Common	YOGA	2	2					
			SUB T	OTAL	30*	25*					

<sup>\*</sup> Excluding Yoga

Sem	Part	Sub.	Subject	SUBJECT TITLE	Hrs/	Cre			Marks	3	
	I/II/ III/IV	No	Status		Week	dits	M	Iaximu	m	Pass Mini	
	111/1 V						Int.	Ext.	Tot	Ext.	Tot.
	I	1	Language	TAMIL/OTHER LANGUAGE	6	4	25	75	100	30	40
IV	II	2	Language	ENGLISH	6	4	25	75	100	30	40
	III	3	Core- 9	HISTORY OF ENGLISH LITERATURE-II	5	4	25	75	100	30	40
	III	4	Core- 10	BRITISH DRAMA	4	4	25	75	100	30	40
	III	5	Allied - 4	CHICANO LITERATURE	3	3	25	75	100	30	40
	III	6	Skill Based Core-2	ECO ENGLISH	4	4	25	75	100	30	40
	IV	7	Non Major Elective-2	BUSINESS COMMUNICATION	2	2	25	75	100	30	40
	IV	8	Common	COMPUTER FOR DIGITAL ERA	2	2					
	V	9	Extension Activity	NCC, NSS, YRC,YWF		1					
			SUB	TOTAL	30*	26*					

<sup>\*</sup> Excluding "Computer for Digital Era."

Sem	Part	Sub.	Subject	SUBJECT TITLE	Hrs/	Cre			Mark	S	
	III/	No	Status		week	dits	M	aximu	ım	Pass	
	IV						<u> </u>			Mini	
							Int.	Ext	Tot	Ext.	Tot
	III	1	Core - 11	NON-FICTION	5	4	25	75	100	30	40
	III	2	Core - 12	LITERARY CRITICS AND APPROACHES	5	4	25	75	100	30	40
V	III	3	Core - 13	WORLD LITERATURE IN TRANSLATION	5	4	25	75	100	30	40
	III	4	Core - 14	CANADIAN LITERATURE	5	4	25	75	100	30	40
	III	5	Major Electives	WOMEN'S WRITING	4	4					
	III	6	(select 2 courses out of 3)	JOURNALISM AND MASS COMMUNICATION  CREATIVE WRITING IN	4	4	25	75	100	30	40
	IV	7	Skilled- Based Subject- (Common)	ENGLISH  PERSONALITY DEVELOPMENT / EFFECTIVE COMMUNICATION / YOUTH LEADERSHIP	2	2	25	75	100	30	40
				SUB TOTAL	30	26					

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# Personality Development

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

#### UNIT - II

SELF MONITORING – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. PERCEPTION-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. ATTITUDE – Meaning- Formation of attitude – Types of attitude - Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. ASSERTIVENESS - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

#### UNIT -IV

**SOCIAL GRACES** – Meaning – Social Grace at Work – Acquiring Social Graces. **TABLE MANNERS** – Meaning – Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. **DRESS CODE** – Meaning- Dress Code for selected Occasions – Dress Code for an Interview. **GROUP DISCUSSION** – Meaning – Personality traits required for Group Discussion- Process of Group Discussion- Group Discusson Topics. **INTERVIEW** – Definition-Types of skills – Employer Expectations – Planning for the Interview – Interview Questions- Critical Interview Questions.

- 1. Dr.S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalapthi, V. Vijuresh Nayaham and Herald M.Dhas, **Personality Development**, Publication Division, Manonmaniam Sundaranar University, Tirunelveli
- 2. Stephan P.Robbins, **Organisational Behaviour**, Tenth Edition, Prentice Hall of India Private Limited, New Delhi, 2008
- 3. Jit S. Chandan, **Oragnisational Behaviour**, Third Edition, Vikas Publishing House Private Limited, 2008
- 4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, **From Campus to Corporate**, Macmillan Publishers India Limited, New Delhi,2010.

# MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI

### UG COURSES – AFFILIATED COLLEGES

### **B.Sc. Mathematics**

(Choice Based Credit System)

(with effect from the academic year 2017-2018 onwards)

Sem	Part	Sub.	Subject	Subject title	Hrs /	Cre-			Marks	3	
		No	Status	-	Week	dits	ľ	Maxim	um	Passii minin	
							Int.	Ext.	Tot.	Ext.	Tot.
	I	1	Language	Tamil/Other Languages	6	4	25	75	100	30	40
	II	2	Language	English	6	4	25	75	100	30	40
		3	Core -1	Calculus	5	4	25	75	100	30	40
I		4	Core-2	Classical Algebra	5	4	25	75	100	30	40
	III	5	Allied-I	Statistics-I OR	6	3	25	75	100	30	40
				Physics/ Chemistry/ Computer Science With Practicals	6	4	25	75	100	30	40
	IV	6	Common	Environmental Studies	2	2	25	75	100	30	40
II	I	7	Language	Tamil/Other Languages	6	4	25	75	100	30	40
	II	8	Language	English	6	4	25	75	100	30	40
	III	9	Core-3	Analytical Geometry of Three Dimensions	5	4	25	75	100	30	40
		10	Core-4	Differential Equations	5	4	25	75	100	30	40
		11	Allied-I	Statistics -II OR	6	3	25	75	100	30	40
				Physics/ Chemistry/ Computer Science With Practicals	6	4	25	75	100	30	40
	IV	12	Common	Value Based Education/	2	2	25	75	100	30	40

				Social Harmony							
III	I	13	Language	Tamil/Other Languages	6	4	25	75	100	30	40
	II	14	Language	English	6	4	25	75	100	30	40
	III	15	Core-5	Real Analysis-I	6	4	25	75	100	30	40
		16	Allied-II	Statistics-I	6	3	25	75	100	30	40
				OR	-						
				Physics /Chemistry With Practicals	6	4	25	75	100	30	40
		17	Skilled Based core	Vector Calculus	4	4	25	75	100	30	40
	IV	18	Non-major Elective	Any one of the following							
				1.1) Mathematics for Competitive Examinations I 1.2) Fundementals of Statistics I	2	2	25	75	100	30	40
IV	I	19	Language	Tamil/Other	6	4	25	75	100	30	40
				Languages							
	II	20	Language	English	6	4	25	75	100	30	40
	III	21	Core-6	Abstract Algebra I	5	4	25	75	100	30	40
		22	Allied-II	Statistics II	6	3	25	75	100	30	40
				OR Physics/ Chemistry with Practicals	6	4	25	75	100	30	40
	IV	23	Non-major Elective	Any one of the following 2.1) Mathematics for Competitive Examinations II 2.2) Fundementals of Statistics II	2	2	25	75	100	30	40
	[	24	Common	Personality	4	4	25	75	100	30	40
				Development and Yoga							
	V		Extension Activities	NCC/NSS/YRC/Y WF	-	1	-	-	-	-	-

V	III	25	Core-7	Abstract Algebra II	5	4	25	75	100	30	40
		26	Core-8	Real Analysis II	6	4	25	75	100	30	40
		27	Core-9	Mechanics	5	4	25	75	100	30	40
		28	Major	Any one of the	-						
			Elective -I	following							
				1.1. Astronomy -I							
				1.2.Discrete	4	4	25	75	100	30	40
				Mathematics							
				1.3.Programming in							
				С							
		29	Major	Any one of the							
			Elective-II	following							
				2.1.Operations							
				Research - I							
				2.2.Combinatorial	4	4	25	75	100	30	40
				Mathematics							
				2.3.Numerical							
	***	2.0	G1 '11 1	Methods							
	III	30	Skilled	Trigonometry ,			2.5		100	20	4.0
			Based	Fourier series and	4	4	25	75	100	30	40
	13.7	21	Major	Laplace transforms		2	25	7.5	100	20	40
	IV	31	Skilled	Computers for	2	2	25	75	100	30	40
			Based	Digital Era							
VI	III	32	Common Core-11	Compley Analysis	5	1	25	75	100	30	40
V I	111	33	Core-11	Complex Analysis Number Theory	4	4	25	75	100	30	40
		34	Core-12	Graph Theory	5	4	25	75	100	30	40
		35	Major	Any one of the		4	23	13	100	30	40
		33	Elective-	following							
			III	3.1 Astronomy II							
			111	3.2Fuzzy	4	4	25	75	100	30	40
				Mathematics	7	_	23	75	100		10
				3.3 Mathematical							
				Modeling							
		36	Major	Any one of the				1	1		
			Elective-	following							
			IV	4.1 Operations							
				Research II	4	4	25	75	100	30	40
				4.2 Coding Theory							
				4.3 LaTex				$\perp$			
		37	Major	Group Project	8	8	25	75	100	30	40
			Project								

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

#### UNIT - II

**SELF MONITORING** – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. **PERCEPTION**-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. **ATTITUDE** – Meaning- Formation of attitude – Types of attitude – Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. **ASSERTIVENESS** - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT - III

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# MANONMANIAM SUNDARANAR UNIVERSITY TIRUNELVELI

# UG COURSES – AFFILIATED COLLEGES B.Sc. Physics

(Choice Based Credit System)
(With effect from the academic year 2017 -2018)

	Part I	Tamil/Other Languages	6	4	3	25	75	100	30	40
	Part I I	English	6	4	3	25	75	100	30	40
		Core subjects 5.Electricity	4	4	3	25	75	100	30	40
		Practical-III	2	1	3	50	50	100	20	40
Se m		Allied Subject-II (for allied subjects with theory and practicals) 1.Theory- Paper-I	4	3	3	25	75	100	30	40
est	Dont	2.Practicals-1	2	1	3	50	50	100	20	40
er - III	Part III	Allied Subject-II  (for allied subjects with theory alone)  1.Theory- Paper-I	6	3	3	25	75	100	30	40
		Any one a. Maintanance of Electrical appliances b. Astrophysics	4	4	3	25	75	100	30	40
	Part	Non-Major Elective Paper-I	2	2	3	25	75	100	30	40
	IV	Common-Yoga *	2	2						
		Total	30	23						

	Part I	Tamil/Other Languages	6	4	3	25	75	100	30	40
	Part I	English	6	4	3	25	75	100	30	40
		Core subjects  6. Electromagnetism	4	4	3	25	75	100	30	40
		Practical-IV	2	1	3	50	50	100	20	40
		Allied Subject-II								
		(for allied subjects								
		with theory and	4	3	3	25	75	100	30	40
		practicals)								
<b>&gt;</b>	_	1.Theory- Paper-II								
<u> </u>	Part	2.Practicals-II	2	1	3	50	50	100	20	40
te	III	Allied Subject-II								
Semester IV		(for allied subjects	6	3	3	25	75	100	30	40
en		with theory alone)	O	3	<i>J</i>	23	13	100	30	40
		1.Theory- Paper-II								
		Skill based subject								
		Any one a. Maintanance of Electronic appliances	4	4	3	25	75	100	30	40
		b. Physics of Human Anatomy								
	Part	Non-Major Elective - Paper-II	2	2	3	25	75	100	30	40
	IV	Common-Computer for Digital Era *	2	2						
	Part V	Extension activity	-	1		-	-	-	-	-
		Total	30	24						

		Core subjects								
		7.Basic Electronics	4	4	3	25	75	100	30	40
		8.Programming in C++	4	4	3	25	75	100	30	40
		9.Atomic Physics	4	4	3	25	75	100	30	40
		10. <b>Major Elective I</b>								
		(any one)								
		a. Mathematical	4	4	3	25	75	100	30	40
	Part	Physics								
>	III	b. Spectroscopy								
		11.Major ElectiveII								
ste		(any one)								
Semester -V		a. Communication Electronics b. Numerical Methods	4	4	3	25	75	100	30	40
		Practical-V- Non Electronics	4	2	3	50	50	100	20	40
		Practical-VI- Electronics	4	2	3	50	50	100	20	40
		Skill based								
		subject(Common)								
	Part	-Personality	2	2	3	25	75	100	30	40
	IV	development/Effective	<del>-</del>	_		23	7.5	100	30	
		Communication/Youth								
		Leadership								
		Total	30	26						

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

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#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

#### UNIT -IV

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# MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI

# UG COURSES – AFFILIATED COLLEGES

# **B.Sc.** Chemistry

(Choice Based Credit System)

(with effect from the academic year 2017-2018 onwards)

Sem	Pt	Sub	Subject Status	Subject Title	Con	L	Р	Credits
		No			Tact	Hrs/	Hrs/	
					Hrs/	wk	wk	
					wk			
1	ı	1	Language	Tamil/Other Languages	6	6	0	4
	П	2	Language	English	6	6	0	4
	Ш	3	Core – Paper I	Inorganic Chemistry - I	4	4	0	4
	Ш	4	Core – Paper - II	Physical Chemistry - I	4	4	0	4
	Ξ	5	Major Practical - I	Volumetric Analysis - I	2	0	2	2
	Ξ	6	Allied I- Paper – I	Allied Chemistry - I	4	4	0	3
	Ξ	7	Allied Practical-I	Allied Chemistry Practical- I	2	0	2	2
	IV	8	Common	Environmental Studies	2	2	0	2
				Subtotal	30	26	4	25
Ш	_	9	Language	Tamil/Other Languages	6	6	0	4
	Ξ	10	Language	English	6	6	0	4
	Ш	11	Core –Paper III	Inorganic Chemistry - II	4	4	0	4
	Ш	12	Core – Paper IV	Organic Chemistry - I	4	4	0	4
	Ш	13	Major Practical II	Volumetric Analysis - II	2	0	2	2
	Ш	14	Allied 1 -Paper – II	Allied Chemistry - II	4	4	0	3
	Ш	15	Allied Practical-II	Allied Chemistry Practical- II	2	0	2	2
	IV	16	Common	Social Value Education	2	2	0	2
				Subtotal	30	26	4	25
III	ı	17	Language	Tamil/Other Languages	6	6	0	4
	П	18	Language	English	6	6	0	4
	Ш	19	Core – Paper V	Organic Chemistry - II	4	4	0	4
	Ш	20	Major Practical - III	Inorganic Qualitative Analysis	2	0	2	2
	Ш	21	Allied - II	Allied Chemistry - I	4	4	0	3
	Ш	22	Allied Practical - II	Allied Chemistry Practical- I	2	0	2	2
	Ш	23	Skilled Based-I Core	Agro Chemistry/Food Chemistry	4	4	0	4
	IV	24	Non-Major Elective -I	Food Chemistry /Water	2	2	0	2
				Management				
				Subtotal	30	26	4	25
IV	I	25	Language	Tamil/Other Languages	6	6	0	4
	П	26	Language	English	6	6	0	4
	Ш	27	Core – Paper VI	Physical Chemistry - II	4	4	0	4
	Ш	28	Major Practical IV	Organic Analysis	2	0	2	2
	$\equiv$	29	Allied - II	Allied Chemistry - II	4	4	0	3
	Ш	30	Allied Practical II	Allied Chemistry Practical- II	2	0	2	2
	IV	31	Skilled Based II	Personality Development and Yoga	4	4	0	4
			Common					

	IV	32	Non-Major Elective - II	Dairy Chemistry / Applied Chemistry	2	2	0	2
	V		Extension Activity	NCC/NSS/YRC/YWF	-	-	-	1
				Subtotal	30	26	4	26
V	Ш	33	Core – Paper VII	Organic Chemistry - III	5	5	0	4
	Ш	34	Core – Paper VIII	Physical Chemistry - III	5	5	0	4
	Ш	35	Major Elective-I	Polymer Chemistry / Bio Inorganic Chemistry	5	5	0	4
	II	36	Major Elective - II	Analytical Chemistry / Pharmaceutical Chemistry	5	5	0	4
	III	37	Major Practical V	Inorganic Preparation and Physical Constant Determination				
	III	38	Major Practical VI	Organic Estimation	8	0	8	6
	Ш	39	Major Practical VII	Physical Chemistry Estimations				
	IV	40	Skill Based III Common	Computer	2	2	0	2
				Subtotal	30	22	8	24
	Ш	41	Core Paper IX	Inorganic Chemistry - III	6	6	0	4
VI	Ш	42	Core Paper X	Organic Chemistry - IV	6	6	0	4
	III	43	Core Paper XI	Physical Chemistry - IV	5	5	0	4
	Ш	44	Major Practical VII, VIII and IX	Gravimetric Estimation				
	Ξ	45	Major Practical VIII	Organic Preparation	8	0	8	6
	Ш	46	Major Practical IX	Physical Chemistry Experiments - II				
	Ш	47	Group Project	Group Project	5		5	4
				Subtotal	30	17	13	22
	(	Gran	d Total		180	143	37	147

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# **Personality Development**

#### **UNIT-I**

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**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

#### UNIT -IV

**SOCIAL GRACES** – Meaning – Social Grace at Work – Acquiring Social Graces. **TABLE MANNERS** – Meaning – Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. **DRESS CODE** – Meaning- Dress Code for selected Occasions – Dress Code for an Interview. **GROUP DISCUSSION** – Meaning – Personality traits required for Group Discussion- Process of Group Discussion- Group Discusson Topics. **INTERVIEW** – Definition-Types of skills – Employer Expectations – Planning for the Interview – Interview Questions- Critical Interview Questions.

- 1. Dr.S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalapthi, V. Vijuresh Nayaham and Herald M.Dhas, **Personality Development**, Publication Division, Manonmaniam Sundaranar University, Tirunelveli
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- 3. Jit S. Chandan, **Oragnisational Behaviour**, Third Edition, Vikas Publishing House Private Limited, 2008
- 4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, **From Campus to Corporate**, Macmillan Publishers India Limited, New Delhi,2010.

# MANONMANIAM SUNDARANAR UNIVERSITY TIRUNELVELI

# Syllabus for B.Sc. Chemistry Major & Allied Chemistry (I & II Semesters)

(With effect from the academic year 2020-2021 onwards)

(I& II Semesters)

#### 1. Objectives

- **★** To impart theoretical and practical skills that underpins the various branches of the Science of Chemistry
- **★** To enable the students to have a thorough understanding and knowledge of different branches of Chemistry
- **★** To make the students to develop the ability to think analytically and solve problems.
- **★** To facilitate the students of B.Sc Chemistry to join PG courses which in turn offer them job opportunities and research pursuits.
- **★** To apply the skills and knowledge gained through the subject to real life situations and face competitive examinations with confidence at National level.
- **★** To create an awareness to ecofriendly microscale experiments in practical courses.

# 2. Eligibility for Admission

The minimum eligibility conditions for admission to the **B.Sc Chemistry** program are given below.

The candidates for admission into the first semester of the **B.Sc Chemistry** course will be required to have qualified the Higher Secondary Examination conducted by the Board of Higher Secondary Education, Government of Tamil Nadu or any other Examinations accepted by the syndicate of the Manonmaniam Sundaranar University as equivalent there to in Science subject.

#### 3. Duration of the Course

The students shall undergo the prescribed course of study for a period of not less than three academic years (Six semesters). The semester contains 90 working days.

# MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVEI UG – COURSES – AFFILIATED COLLEGES

# B.Sc. Chemistry (Choice Based Credit System) (with effect from the academic year 2020-21 onwards)

SEM	Part	SUB. No	SUBJECT STATUS	SUBJECT TITLE	conta ct hrs	L hrs	P hrs	Credits
	T	1	T	T:1/O41I	/wk	/wk	/wk	1
	I	2	Language	Tamil/Other Languages Communicative	6	6	0	4
	11	2	Language	English	6	6	U	4
	III	3	Core – Paper I	Physical Chemistry – I	4	4	0	4
I	III	4	Major Practical - I	Inorganic Quantitative (Volumetric) Analysis - I	2	0	2	2
	III	5	Add on Major (Mandatory)	Professional English for Physical Sciences – I	4	4	0	4
	III	6	Allied Paper – I	Allied Chemistry – I	4	4	0	3
	III	7	Allied Practical-I	Allied Chemistry Practical- I	2	0	2	2
	IV	8	Common Paper	Environmental Studies	2	2	0	2
			SUB TOTAL		30	26	4	25
	I	9	Language	Tamil/Other Languages	6	6	0	4
	II	10	Language	English	6	6	0	4
	III	11	Core – Paper II	Inorganic Chemistry – I	4	4	0	4
II	III	12	Major Practical - II	Inorganic Quantitative (Volumetric) Analysis - II	2	0	2	2
	III	13	Add on Major (Mandatory)	Professional English for Physical Sciences-II	4	4	0	4
	III	14	Allied Paper – II	Allied Chemistry – II	4	4	0	3
	III	15	Allied Practical-II	Allied Chemistry Practical- II	2	0	2	2
	IV	16	Common Paper	Value Based Education /சமூகஒழுக்கங்களும் பண்பாட்டு விழுமியங்களும் / Social Harmony	2	2	0	2
			SUB TOTAL		30	26	4	25

# 4. Scheme of the Course

# MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVEI UG – COURSES – AFFILIATED COLLEGES

# **B.Sc.** Chemistry

# (Choice Based Credit System)

(with effect from the academic year 2020-21 onwards)

SE	Part	Sub.	SUBJECT STATUS	SUBJECT TITLE	Contac	L	P	Credit
M		No			t	Hrs	Hrs	s
					hrs/wk	/wk	/wk	
	I	17	Language	Tamil/Other Languages	6	6	0	4
	II	18	Language	English	6	6	0	4
	III	19	Core – Paper V	Organic Chemistry – I	4	4	0	4
	III	20	Major Practical III	Inorganic Qualitative Analysis	2	0	2	2
	III	21	Allied – II	Allied Chemistry – I	4	4	0	3
	III	22	Allied Practical II	Allied Chemistry Practical- I	2	0	2	2
III	III	23	Skilled Based-I Core	Agro Chemistry/Food Chemistry	4	4	0	4
	IV	24	Non-Major Elective - I	Food Science /Water Management	2	2	0	2
	IV	25	Common	Yoga	2	2	0	2
			SUBTOTAL		30+2	26+2	4	27
	I	26	Language	Tamil/Other Languages	6	6	0	4
	II	27	Language	English	6	6	0	4
	III	28	Core – Paper VI	Organic Chemistry – II	4	4	0	4
	III	29	Major Practical IV	Organic Preparation & Physical Constant Determination	2	0	2	2
***	III	30	Allied – II	4	4	0	3	
IV	III	31	, , , , , , , , , , , , , , , , , , ,			0	2	2
	III	32	Skilled Based II Core	Chemistry in medicine / Industrial Chemistry	4	4	0	4
	IV	33	Non-Major Elective – II	Dairy Chemistry / Applied Chemistry	2	2	0	2
	IV	34	Common	Computers for Digital Era	2	2	0	2
	V	35	Extension Activity	NCC/NSS/YRC/YWF	-	-	-	1
			SUBTOTAL		30+2	26+2	4	28

V	V III 36 Core – Paper VII			Inorganic Chemistry- II	4	4	0	4
	III	37	Core – Paper VIII	Physical Chemistry – II	6	6	0	4
	III	38	Core - Paper-IX	Organic Chemistry – III	6	6	0	4
	III	39	Major Elective-I	Polymer Chemistry / Bio Inorganic Chemistry	4	4 4		4
	III	40	Major Practical V	Organic Analysis	8	0	8	4
	III	41	Major Practical VI	Gravimetric Estimation & Inorganic Preparation				
	I <mark>V</mark>	42	Skill Based Common	Personality Development / Effective Communication / Youth Leadership	2	2	0	2
			SUBTOTAL		30	22	08	22
	III	43	Core Paper - X	Inorganic Chemistry – III	5	5	0	4
	III	44	Core Paper - XI	Physical Chemistry – III	5	5	0	4
	III	45	Core Paper - XII	Organic Chemistry - IV	5	5	0	4
VI	III	46	Major Elective-II	Green Chemistry / Nano Chemistry	4	4	0	4
	III	47	Major Practical VII	Physical Chemistry Experiments	4	0	4	2
	III	48	Major Project	Major Project	07		07	7
			SUBTOTAL		30	19	11	25
			GRAND TOTAL		180+4	143	37	152

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

#### UNIT - II

**SELF MONITORING** – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. **PERCEPTION**-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. **ATTITUDE** – Meaning- Formation of attitude – Types of attitude – Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. **ASSERTIVENESS** - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

#### UNIT -IV

**SOCIAL GRACES** – Meaning – Social Grace at Work – Acquiring Social Graces. **TABLE MANNERS** – Meaning – Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. **DRESS CODE** – Meaning- Dress Code for selected Occasions – Dress Code for an Interview. **GROUP DISCUSSION** – Meaning – Personality traits required for Group Discussion- Process of Group Discussion- Group Discusson Topics. **INTERVIEW** – Definition-Types of skills – Employer Expectations – Planning for the Interview – Interview Questions- Critical Interview Questions.

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# MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI B.Sc.CHEMISTRY (Affiliated Colleges)

### LEARNING OUTCOME BASED CURRICULUM

(For those who joined from 2021-2022 onwards)

#### VISION AND MISSION OF THE UNIVERSITY

#### **VISION**

"To provide quality education to reach the unreached "`

#### **MISSION**

- To conduct research, teaching and outreach programmes to improve conditions of human living
- To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere that values intellectual curiosity, pursuit of knowledge, academic freedom and integrity
- To offer a wide variety of off-campus educational and training programs, including the use of information technology, to individuals and groups.
- To develop partnership with industries and government so as to improve the quality of the workplace and to serve as catalyst for economic and cultural development
- To provide quality / inclusive education, especially for the rural and un-reached segments of economically downtrodden students including women, socially oppressed and differently abled

#### VISION AND MISSION OF DEPARTMENT

#### **VISION**

To make the students excel in the fields of education, fundamental and advanced research in Chemistry by providing quality education so that they can compete and contribute to the varying *technology*.

#### **MISSION**

- 1. To teach the students to analyze problems ranging from the basics of Chemistry to advanced level
- 2. To give the students adequate hands on experience to work in applied fields.

3. To train the students to act as a useful member or effective leader of a team in multidisciplinary setting.

# **PREAMPLE**

The B.Sc Chemistry programme is fundamental to the revolution taking place in Science and Technology. The aim of the programme is to impart basic skills and knowledge on the principles of all branches of Chemistry to cater to need of Society, Scientific Organization and Industries in the context of developing needs of our country by providing extensive coverage on the fundamental aspects of chemistry relating applications of chemistry to life systems. This course provides intensive practical training to develop associate and apply various aspects of chemistry in day to day life .The programme prepares the students to achieve success in competitive examinations and make developments of needs of their life.

# Eligibility for the B.Sc Chemistry Programme

B.Sc Chemistry is a three year Undergraduate course which one can apply after completing 12<sup>th</sup> from science stream. Eligibility for the course says that the interested must have science with subjects as Physics, Chemistry, Mathematics, Biology or Computer Science as their main subjects from any recognized board.

# PROGRAMME STRUCUTRE

SEM	Part	SUB. No	SUBJECT STATUS	SUBJECT TITLE	contact hrs /wk	L hrs /wk	P hrs /wk	credits
	I	1	Language	Tamil/Other Languages	6	6	0	4
	II	2	Language	Communicative English – I	6	6	0	4
	III	3	Core I	Inorganic Chemistry – I	4	4	0	4
I	III	4	Core II	Professional English for Physical Science –I	4	4	0	4
	III	5	Major Practical I	Inorganic quantitative (Volumetric) Analysis – I	2	0	2	2
	III 7 Allied Practical I Allied Practical- I		Allied Chemistry – I	4	4	0	3	
			Allied Chemistry Practical- I	2	0	2	2	
			Environmental Studies	2	2	0	2	
			SUB TOTAL		30	26	4	25
	I	9	Language	Tamil/Other Languages	6	6	0	4
	II	10	Language	Communicative English – II	6	6	0	4
	III	11	Core III	Organic Chemistry – I	4	4	0	4
II	III	12	Core IV	Professional English for Physical Science-II	4	4	0	4
	III	13	Major Practical II	Inorganic quantitative (Volumetric)Analysis – II	2	0	2	2
	III 14 Allied Course II			Allied Chemistry – II	4	4	0	3
	III	15	Allied Practical-II	Allied Chemistry Practical- II	2	0	2	2
	IV	16	Common	Social Value Education	2	2	0	2
			SUB TOTAL		30	26	4	25

	I	17	Language	Tamil/Other Languages	6	6	0	4
	II	18	Language	English	6	6	0	4
	III	19	Core V	Physical Chemistry – I	4	4	0	4
	III	20	Major Practical	Organic Preparation &	2	0	2	2
			III	Inorganic Qualitative				
				Analysis - I				
III	III	21	Allied Course II	Allied Chemistry – I	4	4	0	3
	III	22	Allied	Allied Chemistry	2	0	2	2
			Practical II	Practical- I				
	III	23	Skilled Based	Green Chemistry/Food	4	4	0	4
			Coursre I	Chemistry				
	IV	24	Non-Major	Food Science /Water	2	2	0	2
			Elective I	Management				
	IV	25	Common	Yoga	2	2	0	2
				SUBTOTAL	30+2	26+2	4	27
	I	26	Language	Tamil/Other Languages	6	6	0	4
	II	27	Language	English	6	6	0	4
	III	28	Core VI	Inorganic Chemistry – II	4	4	0	4
	III	29	Major Practical IV	Inorganic Qualitative Analysis – II	2	0	2	2
IV	III	30	Allied Course II	Allied Chemistry – II	4	4	0	3
	III	31	Allied Practical II	Allied Chemistry Practical- II	2	0	2	2
	IV	32	Skilled Based Course II		4	4	0	4
	IV	33	Non-Major Elective II	Dairy Chemistry / Chemistry in Everyday life	2	2	0	2
	IV	34	Common	Computers for Digital Era	2	2	0	2
	V	35	Extension Activity	NCC/NSS/YRC/YWF	-	-	-	1
				SUBTOTAL	30+2	26+2	4	28
	III	36	Core VII	Organic Chemistry – II	6	6	0	4

	III	37	Core VIII	Physical Chemistry – II	6	6	0	4
V	III	38	Major Elective I	Polymer Chemistry / Bio Chemistry	4	4	0	4
	III	39	Major Elective II	Modern Instrumental Analytical Techniques/ Applied Chemistry	4	4	0	4
	III	40	Major Practical V	Organic Analysis & Physical Constant Determination	8	0	8	4
	III	41	Major Practical VI	Gravimetric Estimation & Inorganic Preparation				
	IV	42	Skill Based Common	Personality Development / Effective Communication / Youth Leadership	2	2	0	2
				SUBTOTAL	30	22	08	22
	III	43	Core IX	Inorganic Chemistry – III	5	5	0	4
VI	III	44	Core X	Organic Chemistry - III	5	5	0	4
	III	45	Core XI	Physical Chemistry – III	5	5	0	4
	III	46	Major Elective III	Textile Chemistry / Nano Chemistry	4	4	0	4
	III	47	Major Practical VII	Physical Chemistry Experiments	4	0	4	2
	III	48	Major Project	Major Project	7		7	7
				SUBTOTAL	30	19	11	25
				GRANDTOTAL	180+4	145+ 4	35	152

### **Skill Based Course**

One among the two given course will be selected.

# **Non-Major Elective**

One among the two given course will be selected.

# **Major Elective**

One among the two given course will be selected.

# **Major Project**

Group Project -Maximum of five students per group

# **Extension Program for the Department**

Apart from the curriculum, to enrich the skill development of the students following courses in

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

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#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

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#### MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI

#### UG COURSES - AFFILIATED COLLEGES

#### **B.Sc. COMPUTER SCIENCE**

Learning Outcome Based Curriculum (With effect from the academic year 2021-2022 onwards)

#### Introduction

Outcome Based Education is incorporated into the curriculum based on the requirements of NAAC – UGC-Quality Mandate .To fulfill these requirements, the Program Educational Objectives(PEO's) ,Program Outcomes (POs) and Program Specific Outcomes(PSOs) and Course Outcomes(CO) were framed for all programs in alignment with the Vision and Mission of the respective departments and in-turn with the Vision and Mission and Educational Objectives of the University.

#### **Vision Of the University**

To provide quality education to reach the unreached

#### Mission Of the University

To conduct research ,teaching and outreach programs to improve conditions of human living

To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere

That values intellectual curiosity ,pursuit of knowledge ,academic freedom and integrity To offer a wide variety of off campus educational and training programs, including the use of information technology, to individuals and groups

To develop partnership with industries and government so as to improve the quality of the workplace and to serve as

Catalyst for economic and cultural development

To provide quality /inclusive education ,especially for the rural and un-reached segments of economically downtrodden students including women, socially oppressed and differently abled.

#### Vision and Mission of Computer Science Department

#### Vision

Empower students to become independent life long learners with originality and high principles of character catering to the ever changing industrial demands and societal needs

#### Mission

To be the front runner in Computer Science and to foster the students into globally

				(Excluding Compute	Subtotal er for Digital Era)	30	15	1	14	20
	III	29		Core	Relational Database Management System	4	4	0	0	4
	III	30		Core	Data Communication and Computer Networks	5	5	0	0	4
	III	31		Core	PHP and mySQL	5	4	1	0	4
V	III	32		Major Practical - V	PHP and mySQL Lab	4	0	0	4	2
	III	33		Major Practical - VI	Machine learning practicals	5	0	0	5	2
	III	34		Major Elective – I (Anyone)	Mobile application Development     Introduction to Security in Computing     Cloud Computing	5	5	0	0	4
	III	35		Skill Based Common	Personality Development/ Effective Communication/ Youth Development	2	2	0	*	2
	Subtotal					30	20	1	9	22
	III		36	Core	Operating System	4	4	0	0	4
	III		37	Core	Software Engineering and Testing	4	4	0	0	4
VI	III		38	Core	Computer Graphics and Visualization	4	3	1	0	4
	III		39	Core	Introduction to Digital Image Processing	4	4	0	0	4
	III 40		40	Major Practical - VII	Computer Graphics Lab	4	0	0	4	2
	III		42	Major Elective -	Internet of Things(IoT)  2. Information Technology Service Management (ITSM)  3. Neural Networks	4	4	0	0	4
	III		41	Project	Digital Image Processing using	6	0	0	6	6

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

# **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

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**SELF MONITORING** – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. **PERCEPTION**-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. **ATTITUDE** – Meaning- Formation of attitude – Types of attitude – Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. **ASSERTIVENESS** - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

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# Common Course Structure for other UG Degree programmers in Science B.Sc Zoology Major

## (with effect from the academic year 2020-2021 onwards)

	I	Language	Tamil/Other Language	1	6	4	25	75	100	30	40
	II	Language	English	1	6	4	25	75	100	30	40
	III	Core	Developmental Zoology	1	4	4	25	75	100	30	40
	III	Major Practical- III	Developmental Zoology	1	2	1	25	75	100	30	40
	III	II-Allied-I	Cell Biology, Genetics and Biotechnology / Industrial Fish and Fisheries-Biology of Fish	1	4	3	25	75	100	30	40
III	III	II-Allied Practical- I	Cell Biology, Genetics and Biotechnology / Industrial Fish and Fisheries- Biology of Fish	1	2	1	50	50	100	20	40
	III	Skill Based- Core	(Any one) 1. Home Aquarium 2. Nutrition and Dietetics	1	4	4	25	75	100	30	40
	IV	Non- Major Elective	<ul><li>(Any one)</li><li>1. Bee Keeping</li><li>2. Clinical Biology</li></ul>	1	2	2	25	75	100	30	40
	IV	Common	YOGA*		2	2	25	75	100	30	40
			Sub total	8	30	25					
	I	Language	Tamil/Other Language	1	6	4	25	75	100	30	40
	II	Language	English	1	6	4	25	75	100	30	40
	III	Core	Cell and Molecular Biology	1	4	4	25	75	100	30	40
IV	III	Major Practical- IV	Cell and Molecular Biology	1	2	1	50	50	100	20	40
	III	II-Allied-II	Developmental Zoology, Ecology, Animal Physiology and Evolution / Industrial	1	4	3	25	75	100	30	40

			Fish and Fisheries-								
			Capture Fisheries								
	III	II-Allied Practical- II	Developmental Zoology, Ecology, Animal Physiology and Evolution / Industrial Fish and Fisheries- Capture Fisheries	1	2	1	50	50	100	20	40
	III	Skill Based -Core	(Any one) 1.Biophysics and Bioinstrumentation 2.Vermitechnology	1	4	4	25	75	100	30	40
	IV Non- Major Elective		(Any one) 1. Public Health and Hygiene 2.Community and Social Preventive Medicine.	1	2	2	25	75	100	30	40
	V	Extension Activity	NCC/NSS/YRC/YW/P E			1	25	75	100	30	40
	IV	IV Common Computer for Digital Era*				2	25	75	100	30	40
			Sub total	8	30	26					
	III	Core	Ecology and Toxicology	1	5	4	25	75	100	30	40
	III	Core	Genetics	1	5	4	25	75	100	30	40
-				-		1			100	50	10
	III	Core	Animal Physiology and Biochemistry	1	5	4	25	75	100	30	40
	III	Core						75 75			
V			Biochemistry Immunology and	1	5	4	25		100	30	40
V	III	Core	Biochemistry Immunology and Microbiology Ecology and Toxicology and	1	5	4	25 25	75	100	30	40
V	III	Core  Major Practical- V  Major	Biochemistry Immunology and Microbiology Ecology and Toxicology and Genetics Animal Physiology and	1 1 1	5 5 3	4	25 25 50	75 50	100 100 100	30 30 20	40 40 40
V	III	Core  Major Practical- V  Major Practical- VI  Major Practical-	Biochemistry Immunology and Microbiology Ecology and Toxicology and Genetics Animal Physiology and Biochemistry Immunology and	1 1 1 1	5 3 3	4	25 25 50 50	75 50 50	100 100 100	30 30 20 20	40 40 40 40

# Common Course Structure for other UG Degree programmers in Science B.Sc Zoology Major

## (with effect from the academic year 2020-2021 onwards)

			Leadership								
			Sub total	8	30	22					
	III	Core	Evolution	1	5	4	25	75	100	30	40
	III	Core	Animal Biotechnology	1	5	4	25	75	100	30	40
	III	Core	Biostatistics, Computer Applications & Bioinformatics	1	5	4	25	75	100	30	40
VI	III	Major Elective	Š				25	75	100	30	40
	III	Major Elective	Group B (Any one) 1. Apiculture 2. Food and Food Processing Technology 3. Poultry Science	1	4	4	25	75	100	30	40
	III	Major Practical- VIII  Evolution and Animal Biotechnology		1	2		50	50	100	20	40
	III	Major Practical- IX  Biostatistics, Compute Applications & Bioinformatics		1	2	4	50	50	100	20	40
	III	Major Corresponding Major Elective Electives Practical- X		1	2		50	50	100	20	40
			Sub total	8	30	24					

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

#### **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

#### UNIT - II

**SELF MONITORING** – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. **PERCEPTION**-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. **ATTITUDE** – Meaning- Formation of attitude – Types of attitude – Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. **ASSERTIVENESS** - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

#### UNIT -IV

COMMUNICATION – Definition – Importance of communication – Process of communication - Communication Symbols – Communication network – Barriers in communication – Overcoming Communication Barriers. TRANSACTIONAL ANALYSIS – Meaning – EGO States – Types of Transactions – Johari Window- Life Positions. EMOTIONAL INTELLIGENCE- Meaning – Components of Emotional Intelligence-Significance of managing Emotional intelligence – How to develop Emotional Quotient. STRESS MANAGEMENT – Meaning – Sources of Stress – Symptoms of Stress – Consequences of Stress – Managing Stress

**SOCIAL GRACES** – Meaning – Social Grace at Work – Acquiring Social Graces. **TABLE MANNERS** – Meaning – Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. **DRESS CODE** – Meaning- Dress Code for selected Occasions – Dress Code for an Interview. **GROUP DISCUSSION** – Meaning – Personality traits required for Group Discussion- Process of Group Discussion- Group Discusson Topics. **INTERVIEW** – Definition-Types of skills – Employer Expectations – Planning for the Interview – Interview Questions- Critical Interview Questions.

- 1. Dr.S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalapthi, V. Vijuresh Nayaham and Herald M.Dhas, **Personality Development**, Publication Division, Manonmaniam Sundaranar University, Tirunelveli
- 2. Stephan P.Robbins, **Organisational Behaviour**, Tenth Edition, Prentice Hall of India Private Limited, New Delhi, 2008
- 3. Jit S. Chandan, **Oragnisational Behaviour**, Third Edition, Vikas Publishing House Private Limited, 2008
- 4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, **From Campus to Corporate**, Macmillan Publishers India Limited, New Delhi,2010.

### MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI <u>UG COURSES – AFFILIATED COLLEGES</u>

#### B.Sc. PHYSICAL EDUCATION

(Choice Based Credit System) (with effect from the academic year 2021-22 onwards

## Vision of the University

To provide quality education to reach the un-reached

### Mission of the University

To conduct research, teaching and outreach programmes to improve conditions of human living.

To create an academic environment that honours women and men of all races, caste, creed, cultures and an atmosphere that values intellectual curiosity, pursuit of knowledge, academic freedom and integrity.

To offer a wide variety of off-campus educational and training programs, including the use of information technology, to individuals and groups.

To develop partnership with industries and government so as to improve the quality of the workplace and to serve as catalyst for economic and cultural development.

To provide quality / inclusive education, especially for the rural and un-reached segments of economically downtrodden students including women, socially oppressed and differently abled.

#### Vision of the Department

Creating a sporty and fit nation through Physical Education and Sports

#### Mission of the Department

To conduct research, teaching and outreach programmes to improve health conditions and sports performance of human being.

To collaborate with stakeholders to improve the standard of living and to serve as catalyst for fitness and wellness.

To provide quality / inclusive physical education.

To provide opportunities to develop the knowledge, skills, and personalities necessary to meet their personal and professional goals.

To move towards a more physically active lifestyle by changing behavioural patterns.

To create the sports culture at the grass-root level.

#### Preamble

Physical Education is a form of one of the most effective means of education imparted through physical exercises, recreational activities and sports. It is an integral part of education. Which by mere participation in it gives the outcomes. These outcomes are both instant as well as have strong carry over values in the life. The children as well as the adults and the old enjoy physical activities & sports and gets benefit in the form of stronger muscles and bones, increased energy, coordination level and most importantly the decreased risk of developing chronic diseases.

Department of Physical Education Nanjil Catholic College of Arts & Science Kallyakkavilai - 629 153, Tamil Nadu.

The UNESCO in its General Conference in 1978 was convinced that, everyone should be free to develop and preserve his or her physical, intellectual and moral powers. Physical Education, Health Education and Special 1 Education and Sports should consequently be assured and guaranteed for all human beings. Physical Education is now a second consequently be assured and guaranteed for all human beings. Education is now a regular feature in the primary and secondary schools as well as it is gaining popularity in the basis. popularity in the higher education. The course opted for this is elective as well as the core at the college and the

The graduate level course in Physical Education, Health Education and Sports contains subjects college and the university level in India. varying from foundation of Physical Education to Anatomy, Physiology, Kinesiology, Mathods Measurement, Nutrition, Rehabilitation, Psychology, Sports Training, Sports Biomechanics, Methods of Teachings of Teachings etc. which are aimed to give thorough knowledge and skills to the students. Students perusing physical education courses are fit to join the jobs as physical trainers, coaches, game officials, referees, umpires, curators, gym trainers, life guards, personal trainers etc. During their course of education the education the students also develops the expertise to establish their own business as entrepreneurs in the field of sports, fitness, recreation, adventure sports, camping, event management etc.

The learning outcomes-based curriculum framework for a B.Sc degree in Physical Education is intended to provide a broad framework within which Physical Education programme responds to the needs of students and requirements. The framework is expected to assist in the maintenance of standard and uniformity of Physical Education degrees across the country. This will also help in periodic programme review within a broad framework of agreed expected graduate attributes, qualification descriptors, programme learning outcomes and course-level learning outcomes. The framework does seek to bring about uniformity in syllabi for a programme of study in Physical Education, teaching-learning process as well as learning assessment procedures. However, the framework is also intended to allow flexibility and innovation in programme design.

Nature and extent of the B.Sc. degree programme

Physical Education is normally referred to as the science that aims to developall-inclusive aspects of human personality through physical and sports activities. Physical education is a multidisciplinary subject that cannot be studied in seclusion under the scope of one or two subjects. The scope of Physical Education as a subject is very broad. It caters to the need for developing capability of the students on physical, mental and social aspects. Physical education also aims to develop activity as an alternate and prophylactic medicine. The key areas of study within the Physical Education are Exercise Physiology, Sports Psychology, Sports Sociology, Sports Management, Sports Journalism, Kinesiology- Biomechanics, Sports Training, Sports Medicine, Kinanthropometry etc.

Degree program in Physical Education covers topics that overlap with the areas outlined above and that address the interfaces of Physical Education with other subjects such as Physiology, Bio-Chemistry, Physics, Physiotherapy, Psychology, Management, Sociology along with training pedagogy employed for enhancing the functional status of individuals with varied needs. As a part of the effort, to enhance the employability of graduates of Physical Education, programs include learning experiences that offer opportunities in various spheres of human existence.

Program SpecificOutcomes (PSOs)

This would lead the students to understand historical concept of physical education and relationship between Philosophy, Education and Physical Education. The student would further understand the theoretical implications of philosophies of physical education with modern development and social aspects of Physical Education.

> Department of Physical Education Nanjil Catholic College of Arts & 5.4 Kaliyakkavilai - 629 153, Tamil Nao

- 1. The curriculum would enable the pass out to select the inherited talented children for various sports activities.
- 2. The pass out shall be able to orient children in schools with the fundamental skills of selected sports as per their inherited potential.
- 3. The pass out shall be able to devise training program for athletes engaged in different sports activities
- 4. The curriculum shall enable them to officiate, supervise various sports tournaments and orient them in organizing sports events at all levels.
- A. The curriculum would enable the pass out students to be entrepreneur (to start their own fitness centre, gym, spa etc) and device appropriate fitness program for different genders and age groups of people.
- 5. The curriculum would enable the pass out to devise training program for physically challenged peoples.

#### Eligibility for Admission to the programme B.Sc Physical Education, Health Education and Sports (3 Years)

- A. Applicants should have passed the +2 examination of the Government of Tamil Nadu or any other equivalent examination recognized by the Government of Tam I Nadu or approved by the concerned University.
- B. School representation in any game or sports is preferred for the applicants. The procedure followed for the selection of B.P.Ed degree should be followed for B Sc., Physical Education, Health Education and Sports Degree candidates.
- C. The candidates should not have completed 21 years of age as on 1st July. However, relaxation of 3 years may be given for SC/ST.

Admission shall be made on the basis of ranking for a total of 150 marks as detailed below

Aldi	mission shall be made on the basis of fanking for a total	of 150 marks as detailed belo
1.	Qualifying Examination	25 marks
2.	Participation in Sports and Games	25 marks
3.	Games skill test	50 marks
	Track and Field Skill test	50 marks
	mes and Sports participation:	(Maximum Marks:25)
	Representation for the Country/National placing	25 marks
1.	State Representation (Form II/IV in games/Sports)	20 marks
2.	Inter Division (Participation) BDS/RDS	15 marks
3.	Inter Division (Participation)/CBSC CLUSTER	
	Inter District (Participation)/CBSC CLUSTER	10 marks
	District (BDS/RDS)	05 marks
5	Inter-School Representation	05 marks

All other quota system and rule of reservation of the Government of Tamil Nadu shall be followed.

Course-level learning outcomes

The undergraduate degree program of Physical education will be of three years with six semesters. The Course-level learning outcomes for each course within B.Sc degree programme in Physical Education are given below with content matter (detail syllabus of five units) to be taught in each unit and semester for three years

> Department of Physical Education Nanjil Catholic College of Arts & Science Kaliyakkavilai 629 153, Tamil Nadu

	Core Practical IV	Teaching Practice	4	2
Part III	Non Major Elective	Fitness and Wellness	2	2
Part III	Skill Based Core II	Sports Psychology and Sociology	4	4
Part III	Allied IV	Sports Biomechanics and Kinesiology	3	3
Part IV	Common	Computers for Digital era	2	2
Part V	Extension Activity	NSS/NCC/YRC/YWF/PE	0	1
	A second	Total	32	26
HE WALLS		SEMESTER V		
PART	Core/Allied	Title	Hrs	Credits
Part III	Core VII	Exercise Physiology	5	4
	Core VIII	Test, Measurement and Evaluation in Physical Education and Sports	5	4
Part III	Core IX	Theories of Track and Field	5	4
Part III	Core Elective I	5	4	
Part III	Core Practical V	b. Adapted Physical Education Track and Field Events	4	2
Part III	Core Practical VI	Measurement and Evaluation in Human Performance	4	2
Part IV	Skill Based Common	Personality Development / Effective Communication / Youth Leadership	2	2
		Total	30	22
		SEMESTER VI	APPRIANCE.	27.50.70.20
PART	Core/Allied	SEMESTER VI Title	IIrs	Credits
	Core/Allied Core X		IIrs 5	Credits 4
Part III		Title Athletic Care, Sports Injuries and		
Part III Part III	Core X	Title Athletic Care, Sports Injuries and Rehabilitation Theory of Games – III (Basketball,	5	4
Part III Part III Part III	Core XI	Title Athletic Care, Sports Injuries and Rehabilitation Theory of Games – III (Basketball, Football, Hockey, Cricket, Volleyball) Elementary Statistics in Physical Education a. Sports Nutrition	5	4
Part III Part III Part III Part III	Core XI Core XII	Title Athletic Care, Sports Injuries and Rehabilitation Theory of Games – III (Basketball, Football, Hockey, Cricket, Volleyball) Elementary Statistics in Physical Education a. Sports Nutrition b. Sports Journalism Project & Viva - State/National Level	5 5 5	4 4
PART Part III Part III Part III Part III Part III	Core XI Core XII Core Elective II	Title Athletic Care, Sports Injuries and Rehabilitation Theory of Games – III (Basketball, Football, Hockey, Cricket, Volleyball) Elementary Statistics in Physical Education a. Sports Nutrition b. Sports Journalism	5 5 5 5	4 4 4

Head

Department of Physical Education

Nanjil Cathelic College of Arts & Science

Kallyakkavilai 629 153, Tamil Nadu.

#### TIRUNELVELI-12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

#### Personality Development

#### UNIT-I

PERSONALITY - Definition - Determinants - Personality Traits - Theories of Personality - Importance of Personality Development. SELF AWARENESS - Meaning - Benefits of Self - Awareness - Developing Self - Awareness. SWOT - Meaning - Importance - Application - Components. GOAL SETTING Meaning- Importance - Effective goal setting - Principles of goal setting - Goal setting at the Right level.

#### UNIT-II

SELF MONITORING – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. PERCEPTION-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. ATTITUDE – Meaning- Formation of attitude – Types of attitude – Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. ASSERTIVENESS – Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT-III

**TEAM BUILDING** – Meaning – Types of teams – Importance of Team building- Creating Effective Team. **LEADERSHIP** – Definition – Leadership style- Theories of leadership – Qualities of an Effect leader. **NEGOTIATION SKILLS** – Meaning – Principles of Negotiation – Types of Negotiation – The Negotiation Process – Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** – Definition- Types of Conflict- Levels of Conflict Resolution – Conflict management.

#### UNIT-IV

COMMUNICATION — Definition — Importance of communication — Process of communication — Transactions — Transactions — Johari Window— Life Positions.

EMOTIONAL INTELLIGENCE— Meaning — Components of Emotional Intelligence— Significance of managing Emotional intelligence — How to develop Emotional Quotient.

STRESS MANAGEMENT — Meaning — Sources of Stress — Symptoms of Stress — Consequences of Stress — Managing Stress

Department of Physical Education Nanjil Catholic College of Arts & Science Kaliyakkavilai - 629 153, Tamil Nady

#### UNIT-V

SOCIAL GRACES – Meaning – Social Grace at Work – Acquiring Social Graces. TABLE MANNERS – Meaning – Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. DRESS CODE – Meaning- Dress Code for selected Occasions – Dress Code for an Interview. GROUP DISCUSSION – Meaning – Personality traits required for Group Discussion- Process of Group Discussion- Group Discussion Topics. INTERVIEW – Definition-Types of skills – Employer Expectations – Planning for the Interview – Interview Questions- Critical Interview Questions.

#### References:

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Department of Physical Education Nanjil Catholic College of Arts & Science Kaliyakkavilai - 629 153, Tamil Nadu.

Sem.	Pt. I/II/ III/	Sub No.	Subject Status	Subject Title	Contact Hrs/ Week	C Credits
(1)	IV/V (2)	(3)	(4)	(5)	(6)	(7)
V	III	30	Core -13	Corporate Accounting I	5	4
	III	31	Core -14	Cost Accounting	4	4
	III	32	Core -15	Business Law	5	4
	III	33	Core -16	Research Methodology	4	4
	III	34	Major Elective I (Any one)	Income Tax Law &     Practice I     Application of Tally in     Accounting	4	4
		<b>.</b>		J. Logistic Management		
	IV	35	Skill Based – III Common	Personality Development / Effective Communication / Youth Leadership	2	2
	TIT	26	_	Mini Project	6	2
				Sub total	30	25

Sem.	Pt. I/II/ III/	Sub. No.	Subject Status	Subject Title	Contact Hrs/	C Credits
(1)	IV/V				Week	
	<b>(2)</b>	(3)		(5)	<b>(6)</b>	(7)
			(4)			
VI	III	37	Core -17	Corporate Accounting II	5	4
	III	38	Core -18	Management Accounting	4	4
	III	39	Core -19	Industrial Law	5	4
	III	40	Core -20	Auditing	4	4
	III	41	Major	1. Income Tax Law &	4	4
			Elective II	Practice II		
			(Any one)	2. Retail Management		
				3. Values & Ethics for		
				Business		
	III	42		Major Project	8	4
				Sub total	30	24

- For problem papers 40% marks for theory and 60% marks for problems.
- Proportion of marks between internal evaluation and external evaluation for subjects 25:75.
- Internal 20 marks for theory and 5 marks for assignment.
- Total Credits 144 (excluding the credit for yoga and computer for digital era)

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

#### **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

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#### UNIT -IV

COMMUNICATION – Definition – Importance of communication – Process of communication - Communication Symbols – Communication network – Barriers in communication – Overcoming Communication Barriers. TRANSACTIONAL ANALYSIS – Meaning – EGO States – Types of Transactions – Johari Window- Life Positions. EMOTIONAL INTELLIGENCE- Meaning – Components of Emotional Intelligence-Significance of managing Emotional intelligence – How to develop Emotional Quotient. STRESS MANAGEMENT – Meaning – Sources of Stress – Symptoms of Stress – Consequences of Stress – Managing Stress

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- 4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, **From Campus to Corporate**, Macmillan Publishers India Limited, New Delhi,2010.

## MANONMANIAM SUNDARANAR UNIVERSITY, TIRUNELVELI - 627012.

## CHOICE BASED CREDIT SYSTEM BACHELOR OF BUSINESS ADMINISTRATION

### (With effect from the Academic Year 2020-2021 onwards)

## Programme Structure (III to VI Semester)

	Part I/	Subject	Subject	(III to VI Semester)						axin mar	
Sem (1)	II/III/ IV/V (2)	Number (3)	Status (4)	Subject Title (5)	L	T	P	C	Internal	External	Total
I	I	1	Language	Tamil / Other Language				4	25	75	100
	I	2	Language	Communicative English-1				4	25	75	100
	III	3	Core-1	Professional English for Commerce and Management-1	3	0	2	4	25	75	100
	III	4	Core -2	Principles of Management	3	2	0	4	25	75	100
	III	5	Allied-1	Business Statistics	4	2	0	4	25	75	100
	IV	6	Common	Environmental studies	2	0	0	2	25	75	100
			Sub To	·				22			
II	I	7	Language	Tamil / Other Language				4	25	75	100
	I	8	Language	Communicative English-1				4	25	75	100
	III	9	Core-3	Professional English for Commerce and Management-1	3	0	2	4	25	75	100
	III	10	Core -4	Managerial Economics	3	2	0	4	25	75	100
	III	11	Allied-2	Business Mathematics	4	2	0	4	25	75	100
	IV	12	Common	Value based Education/ Mana vazhar kalai	2	0	0	2	25	75	100
			Sub To	tal				22			
III	III	13	Core5	Financial Accounting	3	2	0	4	25	75	100
	III	14	Core6	Organizational Behaviour	3	2	0	4	25	75	100
	III	15	Core7	Business Environment	4	0	0	4	25	75	100
	III	16	Core 8	Banking and Insurance	4	0	0	4	25	75	100
	III	17	Allied3	Business Law-I	2	2	0	3	25	75	100
	III	18	Skill Based Practical -I	Computer Applications in Business I(Practical Subject)	0	0	6	3	50	50	100
	IV	19	Non Major Elective-I	Advertising	2	0	0	2	25	75	100
	IV	20	Common	Yoga	2	0	0	2	50	50	100
				Sub Total	20	6	6	24+ 2			
IV	III	21	Core9	Cost Accounting	3	2	0	4	25	75	100
	III	22	Core10	Marketing Management	4	0	0	4	25	75	100
	III	23	Core11	Human Resource Management	4	0	0	4	25	75	100

	1	1	T =			-		1			1
		24	Core 12	Production and Operations Management	3	2	0	4	25	75	100
	III	25	Allied4	Corporate Law	2	2	0	3	25	75	100
	IV	26	Skill Based Practical -II	Computer Applications in Business II (Practical Subject)	0	0	6	3	50	50	100
	IV	27	Non Major Elective-II	Consumer Behaviour	2	0	0	2	25	75	100
	IV	28	Common	Computer for Digital Era	2	0	0	2	50	50	100
	V	29	Extension Activity	NSS/NCC/PHYSICAL EDUCATION/ YRC	-	-	ı	1			
				Sub Total	20	6	6	25 +2			
<b>T</b> 7	***	20	G 12					T 4	105	I	100
V	III	30	Core13	Management Accounting	3	2	0	4	25	75	100
	III	31	Core14	Research Methodology	3	0	2	4	25	75	100
	III	32	Core15	Digital Business Management	4	0	0	4	25	75 75	100
	III	33	Core16	Financial Services	4	0	0	4	25	75	100
	III	34	Major Elective I (CHOOSE ANY ONE)	Retail Management <i>Or</i> Services Marketing (CHOOSE ANY ONE)	4	0	0	4	25	75	100
	IV	35	Skill Based Practical- III	Effective Employability Skills- I (Practical Subject)	0	0	4	2	50	50	100
	III	36	Skill Based Subject Common	Personality Development	2	0	0	2	25	75	100
	III	37		Field Study	0	0	2	2	50	50	100
				SubTotal	20		8	26			
VI	III	38	Core17	Financial Management	3	2	0	4	25	75	100
	III	39	Core18	StrategicManagement	3	2	0	4	25	75	100
	III	40	Core 19	Entrepreneurship Development	4	0	0	4	25	75	100
	III	41	Major Elective-II	Training and Development <i>Or</i>	4	0	0	4	25	75	100
			(CHOOSE ANYONE)	Industrial Relations and Labour laws (CHOOSE ANY ONE)							
	IV	42	Skill Based Practical -IV	Effective Employability Skills- II (Practical Subject)	0	0	4	2	50	50	100
	IV	43		Major Project	0	2	6	4	50	50	100
				SubTotal	14	6	10	22			

#### TIRUNELVELI -12

#### COMMON SKILL BASED SUBJECT FOR U.G. PROGRAMME

#### **Personality Development**

#### **UNIT-I**

**PERSONALITY** - Definition – Determinants – Personality Traits –Theories of Personality – Importance of Personality Development. **SELF AWARENESS** – Meaning – Benefits of Self – Awareness – Developing Self – Awareness. **SWOT** – Meaning – Importance – Application – Components. **GOAL SETTING** Meaning- Importance – Effective goal setting – Principles of goal setting – Goal setting at the Right level.

#### UNIT - II

**SELF MONITORING** – Meaning – High self – monitor versus low self monitor – Advantages and Disadvantages self monitor- Self –monitoring and job performance. **PERCEPTION**-Definition- Factor influencing perception- Perception process –Errors in perception – Avoiding perceptual errors. **ATTITUDE** – Meaning- Formation of attitude – Types of attitude – Measurement of Attitudes – Barriers to attitude change – Methods to attitude change. **ASSERTIVENESS** - Meaning – Assertiveness in Communication – Assertiveness Techniques – Benefits of being Assertive – Improving Assertiveness.

#### UNIT - III

**TEAM BUILDING** — Meaning — Types of teams — Importance of Team building- Creating Effective Team. **LEADERSHIP** — Definition — Leadership style- Theories of leadership — Qualities of an Effect leader. **NEGOTIATION SKILLS** — Meaning — Principles of Negotiation — Types of Negotiation — The Negotiation Process — Common mistakes in Negotiation process. **CONFLICT MANAGEMENT** — Definition- Types of Conflict- Levels of Conflict Resolution — Conflict management .

#### UNIT -IV

COMMUNICATION – Definition – Importance of communication – Process of communication - Communication Symbols – Communication network – Barriers in communication – Overcoming Communication Barriers. TRANSACTIONAL ANALYSIS – Meaning – EGO States – Types of Transactions – Johari Window- Life Positions. EMOTIONAL INTELLIGENCE- Meaning – Components of Emotional Intelligence-Significance of managing Emotional intelligence – How to develop Emotional Quotient. STRESS MANAGEMENT – Meaning – Sources of Stress – Symptoms of Stress – Consequences of Stress – Managing Stress

**SOCIAL GRACES** – Meaning – Social Grace at Work – Acquiring Social Graces. **TABLE MANNERS** – Meaning – Table Etiquettes in Multicultural Environment- Do's and Don'ts of Table Etiquettes. **DRESS CODE** – Meaning- Dress Code for selected Occasions – Dress Code for an Interview. **GROUP DISCUSSION** – Meaning – Personality traits required for Group Discussion- Process of Group Discussion- Group Discussion Topics. **INTERVIEW** – Definition-Types of skills – Employer Expectations – Planning for the Interview – Interview Questions- Critical Interview Questions.

- 1. Dr.S. Narayana Rajan, Dr. B. Rajasekaran, G. Venkadasalapthi, V. Vijuresh Nayaham and Herald M.Dhas, **Personality Development**, Publication Division, Manonmaniam Sundaranar University, Tirunelveli
- 2. Stephan P.Robbins, **Organisational Behaviour**, Tenth Edition, Prentice Hall of India Private Limited, New Delhi, 2008
- 3. Jit S. Chandan, **Oragnisational Behaviour**, Third Edition, Vikas Publishing House Private Limited, 2008
- 4. Dr.K.K. Ramachandran and Dr.K.K. Karthick, **From Campus to Corporate**, Macmillan Publishers India Limited, New Delhi,2010.