

SOURASHTRA COLLEGE (AUTONOMOUS), MADURAI - 4.

(Re-Accredited with B Grade by NAAC)

CBCS (w.e.f.2015-2016)

Soft Skills and General Knowledge (for all UG V and VI Semester Candidates)

Title of the Paper : SOFT SKILLS

Semester : V

Subject Code : 16 USSA51

Objectives:

- To provide exposure to the UG final year students on various skills.
- To enhance employability of the students and train them for the corporate
- To encourage students to learn from websites.

Unit-I Introduction

An Overview of Communication Skills – Interpersonal Skills – Leadership Qualities – Lateral Thinking, Creativity and Innovation – Time Management - Stress Management – People Skills – Ego Styles – Professional Skills.

Unit-II Life Skills

- Self Analysis through SWOT – How to do a SWOT Analysis.
- Goal Setting based on Principle of SMART – SMART Goal Setting and Goal Setting Systems.

Unit- III Employability Skills

Interview Skills – Types of Interview – Group Interview, Panel Interview, Telephone Interview –Other types of Interview – Behavioural Interviews, Case Interviews, On-site Interviews, Video Conference Interviews – Preparing for Face-to-Face Interview – Preparation for the Interview, A Review Hours Before, During the Interview, Closing the Interview – Mock Interview.

Unit-IV Group Discussion (GD)

Why GD – How to Prepare for GD – Practice, Participate, Clarity of Speech, Reading, Mocks – Successful GD Techniques.

Unit-V Stress Management

Stress – Symptoms of Job Stress – How to Overcome Stress.

Text Book: Soft Skills –Sourashtra College Publications.

Reference Books:

1. Soft Skills by S. Hariharan, N. Sundarajan and S.P. Shanmugapriya – MJP Publishers.
2. A Manager's Guide to Self Development by Mike, Pedler, John, Burgoyne, Tom and Boydell – Tata McGraw Hill Fifth Edition.
3. Development of Life Skills and Professional Practice by ShaliniVerma – Vikas Publishing House.
4. Essentials of Soft Skills for Business by Ashok K. Sinha and Nisha Sinha – Vrinda Publications.
5. Performance Management by SoumendraNarainBagchi – 2nd Edition – Clengage Learning.

*Note:

1. Guest Lectures and Workshops shall be arranged by Staff / Professional Trainers.
2. Examination to be conducted by the External/Internal Experts.
3. No Passing Minimum.
4. Maximum Marks is 100.

Process of Evaluation:

Regular Attendance to the Classes: 20 Marks
 Assignment: 20 Marks
 G.D 30 Marks
 Panel Interview 30 Marks.
 Students should appear for G.D and Interview compulsorily

Passed in Board of Studies Meeting held on 04.02.2016

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CBCS (w.e.f.2015-2016)**Soft Skills and General Knowledge (for all UG V and VI Semester Candidates)****Title of the Paper : GENERAL KNOWLEDGE****Semester : VI****Subject Code : 16 UGKB51**

Objectives:

To make the students aware of current affairs and basic GK

To equip them for facing competitive examinations

To expose them to the computer based examinations.

Unit-I

Tamil – English – Indian History and National Movement – Indian Policy, Fundamental Rights/Duties.

Unit-II

Geography – Economics – Commerce

Unit- III

Mathematics – Physics – Chemistry – Botony.

Unit- IV

Zoology – Nutrition, Dietetics, Bio-technology & Bio-informatics – Information Technology – Human Rights and Women Empowerment.

Unit-V

Reasoning and Mental Ability – Sports and Current Affairs

Text Book:

General Knowledge –Madurai Kamaraj University Publications.

References:

Websites

Competition Success Review

News papers

Note: The final examinations will be conducted at the end of sixth semester.

The examination will be computer based.

There will not be any passing minimum

Only objective type questions 100 spread over the five units