



Environmental Studies-200V4D

**UNIVERSITY OF MADRAS
U.G. DEGREE COURSE****ENVIRONMENTAL STUDIES PROGRAMME**

ABILITY ENHANCEMENT COMPULSORY COURSES

(AECC- Environmental Studies)

Syllabus with effect from the academic year 2018-2019

(i.e. for batch of candidates admitted to the course from the academic year 2017-18)

Credits: 2

II Year / III/IV Sem.

Unit 1: Introduction to Environmental Studies

- Multidisciplinary nature of environmental studies;
- Scope and importance; concept of sustainability and sustainable development.

Unit 2 : Ecosystem (2 lectures)

- What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem;
Food chains, food webs and ecological succession, Case studies of the following ecosystem:
 - a) Forest ecosystem
 - b) Grassland ecosystem
 - c) Desert ecosystem
 - d) Aquatic ecosystem (ponds, stream, lakes, rivers, ocean, estuaries)

Unit 3: Natural Resources : Renewable and Non – renewable Resources (6 lectures)

- Land resources and land use change: Land degradation, soil erosion and desertification.
- Deforestation : Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water : Use and over –exploitation of surface and ground water, floods, droughts, conflicts over water (international and inter-state).
- Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit 4: Biodiversity and Conservation (8 lectures)

- Levels of biological diversity: genetics, species and ecosystem diversity, Biogeographic zones of India: Biodiversity patterns and global biodiversity hot spots
- India as a mega- biodiversity nation, Endangered and endemic species of India.
- Threats to biodiversity: Habitat loss, poaching of wildlife, man- wildlife conflicts, biological invasions; Conservations of biodiversity: In-situ and Ex-situ Conservation of biodiversity.
- Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.

Unit 5: Environmental Pollution (8 lectures)

- Environmental pollution: types, causes, effects and controls: Air, Water, soil and noise Pollution.
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste
- Pollution case studies.



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Unit 6: Environmental Policies & Practices (8 lectures)

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture
- Environment Laws: Environment Protection Act, Air (Prevention & Control of Pollution) Act; Water (Prevention and Control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human Wildlife conflicts in Indian context.

Unit 7: Human Communities and the Environment (7 lectures)

- Human population growth, impacts on environment, human health and welfare.
- Resettlement and rehabilitation of projects affected persons; case studies.
- Disaster management: floods, earthquake, cyclone and landslides.
- Environmental movements : Chipko, Silent Valley, Bishnois of Rajasthan.
- Environmental ethics : Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies(e.g. CNG Vehicles in Delhi)

Unit 8 : Field Work (6 lectures)

- Visit to an area to document environmental assets: river / forest/ flora/ fauna etc.
- Visit to a local polluted site – Urban / Rural/ Industrial/ Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystem- pond, river, Delhi Ridge etc.

(Equal to 5 Lectures)

Suggested Readings:

1. Carson , R. 2002.Silent Spring, Houghton Mifflin Harcourt.
2. Gadgil , M.,& Guha, R. 1993.This Fissured Land: An Ecological History of India. Univ.of California Press.
3. Gleeson, B. and Low, N.(eds.)1999. Global Ethics and Environment, London, Routledge.
4. Gleick,P.H.1993.Water Crisis. Pacific Institute for Studies in Dev.,Environment & Security. Stockholm Env.Institute, Oxford Univ.Press.
5. Groom, Martha J., Gary K.Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates,2006.
6. Grumbine,R.Edward, and Pandit,M.K.2013.Threats from India's Himalayas dams .Science,339:36-37
7. McCully,P.1996.Rivers no more :the environmental effects of dams(pp.29-64).Zed books.
8. McNeill,John R.2000.Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum,E.P.,Odum, H.T.& Andrees,J.1971.Fundamental of Ecology. Philadelphia Saunders.
10. Pepper,I.L.,Gerba,C.P & Brusseau,M.L.2011.Environmental and Pollution Science. Academic Press.
11. Rao,M.N.& Datta,A.K.1987.Waste Water Treatment. Oxford and IBH Publishing Co.Pvt.Ltd.
12. Raven,P.H.,Hassenzahl,D.M & Berg,L.R.2012 Environment.8th edition. John Willey & sons.



**UNIVERSITY OF MADRAS
U.G. DEGREE COURSE**

PART – IV - VALUE EDUCATION

Common for all U.G. & Five Year Integrated Courses
(Effective from the Academic Year 2012 – 2013)

SYLLABUS

CREDITS: 2

III YEAR / V SEM

Objective: Value are socially accepted norms to evaluate objects, persons and situations that form part and parcel of sociality. A value system is a set of consistent values and measures. Knowledge of the values are inculcated through education. It contributes in forming true human being, who are able to face life and make it meaningful. There are different kinds of values like, ethical or moral values, doctrinal or ideological values, social values and aesthetic values. Values can be defined as broad preferences concerning appropriate courses of action or outcomes. As such, values reflect a person's sense of right and wrong or what "ought" to be. There are representative values like, "Equal rights for all", "Excellence deserves admiration", "People should be treated with respect and dignity". Values tend to influence attitudes and behavior and help to solve common human problems. Values are related to the norms of a culture.

UNIT I: Value education-its purpose and significance in the present world – Value system – The role of culture and civilization – Holistic living – balancing the outer and inner – Body, Mind and Intellectual level – Duties and responsibilities.

UNIT II: Salient values for life – Truth, commitment, honesty and integrity, forgiveness and love, empathy and ability to sacrifice, care, unity, and inclusiveness, Self esteem and self confidence, punctuality – Time, task and resource management – Problem solving and decision making skills – Interpersonal and Intra personal relationship – Team work – Positive and creative thinking.

UNIT III: Human Rights – Universal Declaration of Human Rights – Human Rights violations – National Integration – Peace and non-violence – Dr.A P J Kalam's ten points for enlightened citizenship – Social Values and Welfare of the citizen – The role of media in value building.

UNIT IV: Environment and Ecological balance – interdependence of all beings – living and non-living. The binding of man and nature – Environment conservation and enrichment.

UNIT V: Social Evils – Corruption, Cyber crime, Terrorism – Alcoholism, Drug addiction – Dowry – Domestic violence – untouchability – female infanticide – atrocities against women – How to tackle them.



UNIVERSITY OF MADRAS

B.Sc. DEGREE PROGRAMME IN COMPUTER SCIENCE WITH
DATA SCIENCE
SYLLABUS WITH EFFECT FROM 2023-2024

Year: II	Semester: IV
Emotional Intelligence	227S4A
Common for B.C.A., B.Sc.-SA, B.Sc.-CSc, B.Sc.-CSc-wAI, B.Sc.-CSc-wDS	
Credits 2	Lecture Hours: 2 per week
Learning Objectives: (for teachers: what they have to do in the class/lab/field) - To enable the students to understand the concepts of emotional intelligence - To teach the students on aspects relating to personality Analysis Self-analysis, Positive and Negative traits	
Course Outcomes: (for students: To know what they are going to learn) 1. After completion of subjects students understand and application of Emotional Intelligence.	

Units	Contents
I	Introduction – Emotional Intelligence – Meaning, Benefits, *Importance of emotions – Self –awareness and competencies Psychological Needs, Emotional quotient Vs, IntelligenceQuotient.
II	Personality Analysis – Distinct Personality Type – Handwriting Analysis, color preference,listening, profile, self-esteem, *Will Power, Confidence.
III	Negative Traits – Anger Management – Negative Syndrome and Attitude – Negativethinking – Guilt Quotient Stress and Emotion, Adapting to Loneliness.
IV	Positive Traits – Humor and Happiness – Empathetic ability - Sensativity profile – Empowered personality, Self – Empowerment.
V	Self-analysis: Psychological growth and adjustment - Personal Development Plan – Successful negotiator personal SWOT Analysis, Celebrating Life.

Reference Books:
1. Dr. Aparna Chattopadhyaym What's Your Emotional IQ, Pustak Mahal, May 2004.
2. Jill Dann, Hodder & Stoughton, Emotional Intelligence In a Week, 10 Edition, 2007.
3. Daniel Goleman, Emotional Intelligence: Why It can matter More than IQ.

Commerce

Professional Ethics - 146B1A



UNIVERSITY OF MADRAS
B.COM. (GENERAL) DEGREE PROGRAMME
 SYLLABUS WITH EFFECT FROM 2023-2024

FIRST YEAR – SEMESTER – I
FOUNDATION COURSE – PROFESSIONAL ETHICS

(Common to BCom-AF, BM, CA, MM & ISM)

Subject Code	L	T	P	S	Credits	Inst. Hours	Marks		
							CIA	External	Total
146BIA	2				2	2	40	60	100
Unit	Contents								No. of Hrs.
I	Concept and Theories of Business Ethics: Definition of Ethics – Personal Ethics and Business Ethics – Morality and Law – How are moral standards are formed? - Religion and Morality – Morality, Etiquette and - Professional Codes – Indian Ethical Traditions.								6
II	Business Ethics: Principles of Personal Ethics – Principles of Professional Ethics – Evaluation of Ethics over the Years – Honesty, Integrity and Transparency – Distinction between Values and Ethics – Roots of Unethical Behaviour – Ethical Decision-making.								6
III	Ethical Dilemmas, Sources and their Resolutions: What is an Ethical Dilemma? – Sources of Ethical Behaviour – Code of Personal Ethics for Employees – How to resolve an Ethical problem? – How to resolve Ethical Dilemmas?								6
IV	Ethical Decision-making in Business: Ethical Models that guide Decision-making – Which approach to use? – Ethical Decision-making with cross-holder Conflicts and Competition – Applying Moral Philosophy to Ethical Decision-making – Kohlberg's Model of Cognitive Moral Development – Influences on Ethical Decision-making – Personal values and Ethical Decision-making.								6
V	Human Values for Indian Managers: Lessons from Ancient Indian Education System – The Law of Karma – Quality of Work Life – Ethics of Vivekananda, Gandhiji, Aurobindo and Tagore.								6
								Total	30
Textbooks									
1	Tom L. Beauchamp and Norman E. Bowie, "Ethical Theory and Business", Prentice Hall, New Jersey								
2	Manual Vela Squez, "Business Ethics Concepts and Cases", Prentice Hall, New Jersey								
3	Kenneth Blanchard and Norman Vincent Peale, "The Power of Ethical Management", New York, William Morrow & Co								
4	Dr.S.S.Khanka, "Business Ethics and Corporate Governance", S Chand and Company Ltd New Delhi.								
5	R.S.Nagarajan, "A Textbook on Professional Ethics and Human Values", New Age International(P) Limited.								
6	A.C.Fernando, "Business Ethics and Corporate Governance", Pearson.								
7	A.C.Fernando,K.P.Muraleedharan, E.K.Satheesh, "Business Ethics - An Indian Perspective", Pearson India Education Service Pvt Ltd.								

Human Resources Management-CZ46B



UNIVERSITY OF MADRAS
B.Com. (GENERAL) DEGREE COURSE
SYLLABUS WITH EFFECT FROM 2020-2021

BGE-CSE3A

ELECTIVE-III(A): HUMAN RESOURCE MANAGEMENT

Common to BCom(CA) as Core

Inst.Hrs : 6

Credits : Elective 5 / Core 4

YEAR: III

SEMESTER: VI

OBJECTIVES

- To facilitate the students to know about the importance of Human Resources.
- To make the students to understand the various aspects of the Human Resources Management.

OUTCOME:

- Understanding of basic concepts, functions and functioning of Human resource department of the organisations

UNIT I: Introduction

Nature and Scope of Human Resources Management – Differences between Personnel Management and HRM – Environment of HRM- HRM Accounting– Human Resource Planning – Recruitment – Selection – Methods of Selection – Uses of various Tests – Interview techniques in Selection and Placement.

UNIT II: Training

Meaning – Induction – Methods – Techniques – Identification of the Training needs – Training and Development – Performance appraisal – Transfer – Promotion and Termination of services – Career Development.

UNIT III: Compensation & Labour Relation

Cost to Company – CTC Fixed and FlexiblePay - Components – Incentives – Benefits – Motivation – Talent Retention- Welfare and Social Security Measures - Opportunities, Challenges, and Recent Trends in Compensation.
Need – Functions of Trade Unions – Forms of Collective bargaining – Workers Participation in management - Types and effectiveness. Industrial Disputes and Settlements (laws excluded)- Social Ethics and Responsibility

UNIT IV: Human Resource Accounting & Audit

Human Resource Accounting- Meaning- Objectives- Need & Limitations.
Human Resource Audit – Nature – Benefits – Scope – Approaches.

UNIT V: Corporate Ethics & Corporate Social Responsibility

Business Ethics – Concept, Characteristics, Importance and Need for ethics- Sources of Ethics, Concept of Corporate Ethics, code of Ethics- Guidelines for developing code of ethics, Ethics in Human Resource Management
Corporate Social Responsibility: Concept, Scope & Relevance and Importance of CSR in Contemporary Society. CSR towards employees and workers- CSR and environmental concerns- Role of HR professionals in CSR.

Management

Principles of Management -150C1A



UNIVERSITY OF MADRAS
B.B.A. DEGREE PROGRAMME IN BUSINESS ADMINISTRATION
 SYLLABUS WITH EFFECT FROM 2023-2024

Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
150C1A	Principles of Management	Core	Y	-	-	-	5	5	25	75	100
Learning Objectives											
CLO1	To impart knowledge about evolution of management										
CLO2	To provide understanding on planning process and importance of decision making in organization										
CLO3	To learn the application of principles in organization										
CLO4	To study the process of effective controlling in organization										
CLO5	To familiarize students about significance of ethics in business and its implications.										
UNIT	Details							No. of Hours	Learning Objectives		
I	Management: Importance – Definition – Nature and Scope of Management - Process – Role and Functions of a Manager – Levels of Management – Development of Scientific Management and other Schools of thought and approaches.							15	CLO1		
II	Planning: Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Natures and Types of Policies – Decision – making – Process of Decision – making – Types of Decision.							15	CLO2		
III	Organizing: Types of Organizations – Organization Structure – Span of Control and Committees – Departmentalization – Informal Organization- Authority – Delegation – Decentralization – Difference between Authority and Power – Responsibility.							15	CLO3		
IV	Direction – Nature and Purpose. Co- ordination – Need, Type and Techniques and requisites for excellent Co- ordination – Controlling – Meaning and Importance – Control Process.							15	CLO4		
V	Definition of Business ethics - Types of Ethical issues - Role and importance of Business Ethics and Values in Business - Ethics internal - Ethics External - Environment Protection - Responsibilities of Business							15	CLO5		
Total								75			

Business Etiquette and Corporate Grooming -150S2B



UNIVERSITY OF MADRAS											
B.B.A. DEGREE PROGRAMME IN BUSINESS ADMINISTRATION											
SYLLABUS WITH EFFECT FROM 2023-2024											
Subject Code	Subject Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
150S2B	BUSINESS ETIQUETTE AND CORPORATE GROOMING	SEC	Y	-	-	-	2	2	25	75	100
Learning Objectives											
CLO1	To impart knowledge about basic etiquettes in professional conduct										
CLO2	To provide understanding about the workplace courtesy and ethical issues involved										
CLO3	To suggest on guidelines in managing rude and impatient clients										
CLO4	To familiarize students about significance of cultural sensitivity and the relative business attire										
CLO5	To stress on the importance of attire										
UNIT	Details								No. of Hours	Learning Objectives	
I	Introduction to Business Etiquette: Introduction- ABCs of etiquette- meeting and greeting scenarios-principles of exceptional work behavior-role of good manners in business- professional conduct and personal spacing.								6	CLO1	
II	Workplace Courtesy and Business Ethics: Workplace Courtesy- Practicing common courtesy and manners in a workplace-Etiquette at formal gatherings- Professional qualities expected from an employer's perspective - Hierarchy and Protocol. Ethical issues - preventing sexual harassment-conflict resolution strategies- Choosing appropriate gift in the business environment - real life work place scenarios – company policy for business etiquette								6	CLO2	
III	Telephone Etiquette, email etiquette and Disability Etiquette Mastering the telephone courtesy, handling rude or impatient clients -internet usage in the workplace, email etiquette, online chat etiquette guidelines -Basic disability Etiquette practices								6	CLO3	
IV	Diversity and Cultural Awareness at Workplace Impact of diversity-Cultural Sensitivity-Taboos and Practices-Inter-Cultural Communication								6	CLO4	
V	Business Attire and Professionalism Business style and professional image - dress code-guidelines for appropriate business attire-grooming for success.								6	CLO5	
Total								30			

BCom CS

BUSINESS BUILDING SKILLS (SEC) -218S3A



UNIVERSITY OF MADRAS		
B.COM. DEGREE PROGRAMME IN CORPORATE SECRETARYSHIP		
SYLLABUS WITH EFFECT FROM 2023-2024		
V	Overview of Entrepreneurial eco system in India and Tamil Nadu- Introduction to National and Tamil Nadu Startup Policy.	6
	TOTAL	30
Course Outcomes		
CO1	Learn the basics of business skills and forms	
CO2	Identify the business opportunities and evaluate the same	
CO3	Learn the concept of creativity, Innovation and invention	
CO4	Explore the modern skills requires to build a successful business	
CO5	Understand the entrepreneurial ecosystem for successful business building	
Reference Books		
1	Reddy, Entrepreneurship: Text & Cases - Cengage, NewDelhi.	
2	Kurathko/rao, Entrepreneurship: a south asian perspective.-Cengage, NewDelhi.	
3	Leach/Melicher, Entrepreneurial Finance–Cengage, NewDelhi.	
4	K.Sundar–EntrepreneurshipDevelopment–VijayNicoleimprintsprivateLimited	
5	Khanka.S - Entrepreneurial Development, S. Chand & Co. Ltd.,NewDelhi, 2001.	
NOTE: Latest Edition of Textbooks May be Used		
Web Resources		
1	https://www.msde.gov.in/	
2	http://inventors.about.com/od/entrepreneur/	
3	http://learnthat.com/tag/entrepreneurship/	
4	www.managementstudyguide.com	
5	www.tuintcareers.com	

Corporate Governance and Ethics - AY25B



UNIVERSITY OF MADRAS
B.Com. DEGREE COURSE IN CORPORATE SECRETARYSHIP
SYLLABUS WITH EFFECT FROM 2020-2021

BCS-DSC10

CORE-X: CORPORATE GOVERNANCE AND ETHICS

Inst.Hrs : 6

YEAR: III

Credits : 4

SEMESTER: V

Course Objectives

- To impart knowledge on governance which ensure ethics in corporate management.
- To provide an understanding on legal enforcement for management of corporate health in the interest of shareholder & public.

UNIT I - Corporate Governance

Corporate governance – meaning – objectives – need - importance – principles – corporate governance and organisation success. Corporate governance in India

UNIT II - Levels of Governance Structure

Corporate governance and role, responsibilities and powers - Board of Directors, Corporate Management Committee and Divisional Management Committee.

UNIT III - Corporate Governance Forums

CII code on corporate governance – features - Various Corporate Governance forums – CACG, OECD, ICGN AND NFCG.

UNIT IV - Corporate Social Responsibility

Corporate Social Responsibility – definition – nature – levels – phases and approaches, principles, Indian models – dimensions. Corporate social reporting - Objectives of Corporate Social Reporting and case studies.

UNIT V - Business Ethics

Business ethics – meaning, significance, scope – factors responsible for ethical and unethical business decision. Unethical practices in Business – Business ethics in India – Ethics training programme.

Practical orientation – Students can be assigned to submit a report on CSR activities of the Institution in which they have undergone institutional training.

Suggested Readings:

1. Dr. Neeru Vasishth and Dr. Namita Rajput - Corporate Governance values and ethics, Taxmann Publications Pvt Ltd, New Delhi.
2. S.Sanakaran – International Business & Environment, Margham Publication, Chennai.
3. Dr.S.S. Khanka – Business Ethics and Corporate Governance, S.Chand Publication.
4. Sundar K, Business Ethics and Value, Vijay Nichole Prints, Chennai.
5. Taxmann - Corporate Governance, Indian Institute of Corporate Affairs,
6. A C Fernando, K P Muralidharan & E K Sathesh – Corporate Governance: Principles, Policies

Psychology

Career & Ethics in Psychology-140B1A



UNIVERSITY OF MADRAS
B.Sc. DEGREE PROGRAMME IN PSYCHOLOGY
SYLLABUS WITH EFFECT FROM 2023-2024

Title of the Course		CAREERS AND ETHICS IN PSYCHOLOGY							
Paper Number		SEC 2 (Foundation course)							
Category	SEC-FC	Year	I	Credits	2	Course Code	140B1A		
		Semester	I/II						
Instructional Hours		Lecture	Tutorial	Lab Practice	Total				
Per week		2	--	--	2				
Pre-requisite									
Course Outline		Unit 1 Introduction An introduction to the scientific study of human behavior and mental process- Careers in Psychology with Bachelor's, Master's, and Doctoral Degrees- skills and career settings.							
		Unit 2 Career paths in Psychology Careers in subfields of psychology-Practice-oriented fields in psychology:Clinical and Counseling Psychology, School Psychology, Research fields: Neuro psychology, Cognitive Neuropsychology, Other Disciplines: Legal and Forensic Psychology, Health Psychology, Sport Psychology, Industrial-Organizational Psychology, Social Psychology, forensic psychology, Developmental Psychology, Cognitive psychology, community psychology.							
		Unit 3 Ethical underpinnings in Psychological research Ethics Definition- Need for Ethical Code- Importance of Ethics- APA code of ethics-Ethics in Reporting Psychological research: Reporting research results- Plagiarism- Publication credit- Duplicate Publication of data- sharing research data for verification.							
		Unit 4 Ethical guidelines for Human Participants research Ethical issues to consider before beginning research- institutional approval- dealing with risk- informed consent- confidentiality- debriefing- deception in Psychological research.							
		Unit 5 Ethical guidelines for Non- Human Animal subjects Need for animal research in Psychology- Ethical codes: justification- Personnel- care and Housing of animals- acquisition of animals- procedures used in the study- institutional animal care- animal care after research.							
Extended Professional Component (is a part of internal component only, Not to be included in the External Examination Question paper)		Questions related to the above topics, from various competitive examinations UPSC/ TRB/ NET/ UGC–CSIR/ GATE/ TNPSC/ others to be solved							

Skill Enhancement Course SEC-7 Personality Development-240S4B



UNIVERSITY OF MADRAS

B.Sc. DEGREE PROGRAMME IN PSYCHOLOGY
SYLLABUS WITH EFFECT FROM 2023-2024

Title of the Course		PERSONALITY DEVELOPMENT						
Category	Skill Enhancement Course (Non Major Elective)	Year	II	Credits	2	Course Code	240S4B	
		Semester	IV					
Instructional Hours Per week		Lecture	Tutorial	Lab Practice		Total		
		2	—	—		2		
Course Outline		Unit-1 Emotional Regulation The nature of stress- managing stress through social support systems – the nature of anger – guidelines for managing anger constructively – dealing with an angry person Exercises: 1. Handling put-downs- techniques practiced through role plays. 2. Trigger log- managing the anger by monitoring. 3. Defusing the Bomb exercise- discuss how one can manage provocations, relaxation techniques like focused breathing, tucker turtle, and visualization.						
		Unit-2 Interpersonal Effectiveness Understanding conflicts of interest- conflict resolution strategies – negotiating to win – negotiating to solve the problems – steps for effective problem-solving negotiating – refusal skills. Exercises: 1. Non-verbal communication exercise 2. Confronting the opposition 3. Use conflict resolution and negotiation skills through role-playing different scenarios						
		Unit-3 Study skills Importance of study environment – using VCR3 to increase memory power: visualizing, concentrating, relating, repeating, reviewing- memory hindrances – memory helpers – knowing vs memorizing – memory and studying – the SQ3R method; survey, write questions, read, recite, review – mnemonic devices – rhymes – acronyms – pegging – cooperative learning. Exercise: 1. Use the techniques of memory enhancers to review your classroom and textbook notes.						
		Unit-4 Goal setting 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.Set goals using SMART goal-setting model 2. Use the backward goal-setting technique to set goals. 3. Visualization techniques- One year from now exercise, average						



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	Unit-5 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. Exercises: 1. Identify your strengths and weakness through SWOT analysis 2. Practice saying positive affirmations about self 3. Nurturing relationships activity
Extended Professional Component (is a part of internal component only, Not to be included in the External Examination Question paper)	Questions related to the above topics, from various competitive examinations UPSC/ TRB/ NET/ UGC-CSIR/ GATE/ TNPSC/ others to be solved
Skills acquired from this course	Knowledge, Problem Solving, Analytical ability, Professional Competency, Professional Communication and Transferrable Skill
Recommended Text	1. Schafer, W. (1998). Stress Management for Wellness. 4th edition. Australia: Thomson & Wadsworth. 2. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon. 3. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning. 4. Frey, D and Carlock , C. (1989). Enhancing Self Esteem. 2nd edition. Indiana: Accelerated Development INC.
Reference Books	1. Alex, K. (2009). Soft Skills: Know Yourself & Know The World. 1 st edition. New Delhi: S. Chand & Company Ltd. 2. Goleman, D. (2007). Emotional Intelligence. 10th edition. Bantam Books 3. Schirmer, C (2000). Overcoming Stress. 1 st edition. New Delhi: Orient Paperbacks. 4. Bonham-Carter, D. (2012). Building Self-esteem. 1st edition. Icon Books Ltd.
Website and e-Learning Source	1. https://igie.berkeley.edu/practice/put-down-the-put-downs/ 2. https://learningcenter.unc.edu/tips-and-tools/enhancing-your-memory/ 3. https://positivepsychology.com/goal-setting-exercises/ 4. https://blog.gratefulness.me/20-affirmations-to-say-to-yourself-when-you-need-support/ 5. https://www.thegoodzone.org/courses/1254370/lectures/27944098