

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086**

**M.Sc. DEGREE : BIOTECHNOLOGY**

**SYLLABUS**

(Effective from the academic year 2008 - 2009)

**SOFT SKILLS**

**CODE : BY/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.1 Definitions and Manifestations of stress
- 1.2 Stress coping ability and stress inoculation training.
- 1.3 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.1 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.2 Basic concepts, cues, signals, symbols and secret codes of body language.
- 2.3 Significance of body language in communication and assertiveness training.
- 2.4 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.1 Group decision making (strengths and weaknesses)
- 3.2 Developing characteristics of charismatic and transformational leadership.
- 3.3 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.
- 3.4 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.1 Time wasters – Procrastination
- 4.2 Time management personality profile.
- 4.3 Time management tips and strategies
- 4.4 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.1 Self-awareness
- 5.2 Self-concept
- 5.3 Self-esteem
- 5.4 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

1. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
2. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
3. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
4. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.Sc. DEGREE : BRANCH IV - CHEMISTRY**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : CH/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

1.4 Definitions and Manifestations of stress

1.5 Stress coping ability and stress inoculation training.

1.6 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

2.5 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).

2.6 Basic concepts, cues, signals, symbols and secret codes of body language.

2.7 Significance of body language in communication and assertiveness training.

2.8 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

3.5 Group decision making (strengths and weaknesses)

3.6 Developing characteristics of charismatic and transformational leadership.

3.7 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.

- 3.8 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.5 Time wasters – Procrastination
- 4.6 Time management personality profile.
- 4.7 Time management tips and strategies
- 4.8 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.5 Self-awareness
- 5.6 Self-concept
- 5.7 Self-esteem
- 5.8 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

5. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
6. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
7. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
8. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.Com. DEGREE**

**SYLLABUS  
(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : CM/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.7 Definitions and Manifestations of stress
- 1.8 Stress coping ability and stress inoculation training.
- 1.9 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.9 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.10 Basic concepts, cues, signals, symbols and secret codes of body language.
- 2.11 Significance of body language in communication and assertiveness training.
- 2.12 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.9 Group decision making (strengths and weaknesses)
- 3.10 Developing characteristics of charismatic and transformational leadership.
- 3.11 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.

3.12 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.9 Time wasters – Procrastination
- 4.10 Time management personality profile.
- 4.11 Time management tips and strategies
- 4.12 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.9 Self-awareness
- 5.10 Self-concept
- 5.11 Self-esteem
- 5.12 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 9. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 10. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 11. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 12. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M. Sc DEGREE : INFORMATION TECHNOLOGY**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : CS/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.10 Definitions and Manifestations of stress
- 1.11 Stress coping ability and stress inoculation training.
- 1.12 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.13 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.14 Basic concepts, cues, signals, symbols and secret codes of body language.
- 2.15 Significance of body language in communication and assertiveness training.
- 2.16 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.13 Group decision making (strengths and weaknesses)
- 3.14 Developing characteristics of charismatic and transformational leadership.
- 3.15 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.

3.16 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.13 Time wasters – Procrastination
- 4.14 Time management personality profile.
- 4.15 Time management tips and strategies
- 4.16 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.13 Self-awareness
- 5.14 Self-concept
- 5.15 Self-esteem
- 5.16 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 13. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 14. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 15. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 16. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.



**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.A. DEGREE : BRANCH III - ECONOMICS**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : EC/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.13 Definitions and Manifestations of stress
- 1.14 Stress coping ability and stress inoculation training.
- 1.15 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.17Types of conflict (Intrapersonal, Intra good and Inter group conflicts).
- 2.18Basic concepts, cues, signals, symbols and secretets of body language.
- 2.19Significance of body language in communication and assertiveness training.
- 2.20Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.17Group decision making (strengths and weaknesses)
- 3.18Developing characteristics of charismatic and transformational leadership.
- 3.19Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.

3.20 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.17 Time wasters – Procrastination
- 4.18 Time management personality profile.
- 4.19 Time management tips and strategies
- 4.20 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.17 Self-awareness
- 5.18 Self-concept
- 5.19 Self-esteem
- 5.20 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 17. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 18. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 19. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 20. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.A. DEGREE : BRANCH VII - ENGLISH**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : EL/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.16 Definitions and Manifestations of stress
- 1.17 Stress coping ability and stress inoculation training.
- 1.18 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.21 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.22 Basic concepts, cues, signals, symbols and secret codes of body language.
- 2.23 Significance of body language in communication and assertiveness training.
- 2.24 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.21 Group decision making (strengths and weaknesses)
- 3.22 Developing characteristics of charismatic and transformational leadership.
- 3.23 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.

3.24 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.21 Time wasters – Procrastination
- 4.22 Time management personality profile.
- 4.23 Time management tips and strategies
- 4.24 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.21 Self-awareness
- 5.22 Self-concept
- 5.23 Self-esteem
- 5.24 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

21. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
22. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
23. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
24. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI - 600 086**

**M.A. DEGREE  
BRANCH X -HISTORY OF FINE ARTS**

**SYLLABUS  
(Effective from the academic year 2008 - 2009)**

**SOFT SKILLS**

**CODE : FA/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.19 Definitions and Manifestations of stress
- 1.20 Stress coping ability and stress inoculation training.
- 1.21 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.25Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.26Basic concepts, cues, signals, symbols and secretes of body language.
- 2.27Significance of body language in communication and assertiveness training.
- 2.28Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.25Group decision making (strengths and weaknesses)
- 3.26Developing characteristics of charismatic and transformational leadership.

- 3.27 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.
- 3.28 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.25 Time wasters – Procrastination
- 4.26 Time management personality profile.
- 4.27 Time management tips and strategies
- 4.28 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.25 Self-awareness
- 5.26 Self-concept
- 5.27 Self-esteem
- 5.28 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 25. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 26. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 27. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 28. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.A. DEGREE : BRANCH II (E) - INTERNATIONAL STUDIES**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : IS/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.22 Definitions and Manifestations of stress
- 1.23 Stress coping ability and stress inoculation training.
- 1.24 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.29 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.30 Basic concepts, cues, signals, symbols and secret codes of body language.
- 2.31 Significance of body language in communication and assertiveness training.
- 2.32 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.29 Group decision making (strengths and weaknesses)
- 3.30 Developing characteristics of charismatic and transformational leadership.
- 3.31 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.

3.32 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.29 Time wasters – Procrastination
- 4.30 Time management personality profile.
- 4.31 Time management tips and strategies
- 4.32 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.29 Self-awareness
- 5.30 Self-concept
- 5.31 Self-esteem
- 5.32 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 29. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 30. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 31. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 32. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.



**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.Sc. DEGREE : BRANCH I - MATHEMATICS**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : MT/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.25 Definitions and Manifestations of stress
- 1.26 Stress coping ability and stress inoculation training.
- 1.27 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.33 Types of conflict (Intrapersonal, Intra group and Inter group conflicts).
- 2.34 Basic concepts, cues, signals, symbols and secret codes of body language.
- 2.35 Significance of body language in communication and assertiveness training.
- 2.36 Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.33 Group decision making (strengths and weaknesses)
- 3.34 Developing characteristics of charismatic and transformational leadership.
- 3.35 Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.
- 3.36 Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.33 Time wasters – Procrastination
- 4.34 Time management personality profile.
- 4.35 Time management tips and strategies
- 4.36 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.33 Self-awareness
- 5.34 Self-concept
- 5.35 Self-esteem
- 5.36 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 33. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 34. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 35. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 36. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI – 600 086**

**M.A. DEGREE : PUBLIC RELATIONS**

**SYLLABUS**

**(Effective from the academic year 2008 – 2009)**

**SOFT SKILLS**

**CODE : PR/SK/SS 42**

**CREDITS : 2**

**L T P : 2 0 0**

**TOTAL TEACHING HOURS : 26**

**OBJECTIVES OF THE COURSE**

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

**Unit 1**

**Stress Management**

- 1.28 Definitions and Manifestations of stress
- 1.29 Stress coping ability and stress inoculation training.
- 1.30 Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

**Unit 2**

**Conflict Management Skills**

- 2.37Types of conflict (Intrapersonal, Intra good and Inter group conflicts).
- 2.38Basic concepts, cues, signals, symbols and secretets of body language.
- 2.39Significance of body language in communication and assertiveness training.
- 2.40Conflict stimulation and conflict resolution techniques for effective management.

**Unit 3**

**Interpersonal Skills**

- 3.37Group decision making (strengths and weaknesses)
- 3.38Developing characteristics of charismatic and transformational leadership.
- 3.39Emotional intelligence and leadership effectiveness – self awareness, self management, self motivation, empathy and social skills.
- 3.40Negotiation skills – preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

**Unit 4**

**Time Management**

- 4.37 Time wasters – Procrastination
- 4.38 Time management personality profile.
- 4.39 Time management tips and strategies
- 4.40 Advantages of time management

**Unit 5**

**Self-Esteem**

- 5.37 Self-awareness
- 5.38 Self-concept
- 5.39 Self-esteem
- 5.40 Incongruence between self-concept and other's perception of "Self"

**BOOKS FOR REFERENCE**

- 37. Swaminathan. V.D. and Kaliappan. K.V. (2001). **Psychology for Effective Living**, The Madras Psychology Society, Chennai.
- 38. Robbins, S.B. (2005). **Organisational Behaviour**, Prentice Hall of India, New Delhi.
- 39. Smith, B. (2004). **Body Language**, Rohan Book Company, Delhi.
- 40. Hurlock, E.B. (2006), **Personality Development**, 28<sup>th</sup> Reprint, Tata McGraw Hill, New Delhi.