

Objective: To develop conversation skills, group skills, persuasion skills, presentation skills, critical and creative thinking, emotional skills, positive thinking and vocational skills.

UNIT I Development of Proficiency in English

- Practice on Oral and spoken communication skill & testing –
- voice & accent, voice clarity, voice modulation & intonation, word stress etc.
- Feedback and questioning Technique
- Objectiveness in Argument
- Development etiquettes and manners
- Study of different pictorial expression of non-verbal communication and its analysis

UNIT II Microsoft office

- Microsoft word,
- Microsoft power point, Microsoft Excel,
- use of skype,
- use of internet

UNIT III Communication skills

- Visual, nonverbal and aural communication,
- Understanding the communicative environment,
- Understanding the communicative environment,
- What to listen for and why,
- When to speak and how,
- Starting and sustaining a conversation

UNIT IV Communication skills Visual, nonverbal and aural communication

- The world of visual culture
- Visual perception
- The aural: Its relevance and impact
- The body and the way it communicates
- The face, its expressions and what it says

UNIT V Concept of 4 method for presentation

- Preparation & introduction
- Presentation
- Evaluation / feedback
- Summarization / Conclusion
- Presentation Skill practice
- Preparing in presentation
- Delivery of presentation

References

1. E.H. Mc Grath: S.J.:Basic Managerial Skills for All (Published by Phi)
2. Allen Pease:Body Language(published by agreement and Pease international)
3. [Joan Lambert](#): Microsoft Office 2016 Step by Step (Step By Step (Microsoft))

Objectives: To make students well versed with at the business communication skills.

UNIT I Essential and vocational skills: survival strategies

- i. Managing time
- ii. Managing stress
- iii. Resilience
- iv. Work-life balance
- v. Applying soft-skills to workplace

UNIT II Written Communication Skill Practice for:

- i. Correction of errors
- ii. Making of Sentences
- iii. Paragraph Writing
- iv. Leave Application and simple letter writing

UNIT III Team Building / Coordination Skills

- i. Team Building Practices through group exercises , team task / role play
- ii. Ability to mixing & accommodation
- iii. Ability to work together

UNIT IV Self Management

- i. Self Evaluation
- ii. Self Discipline
- iii Self Criticism
- iv. Recognition of one's own limits and deficiencies
- v. Independency etc.
- vi. Thoughtful & Responsible
- vii. Self Awareness

UNIT V Team Management Technique

- i. Practice by game play & other
- ii. learning methodology for achieving
- iii targets and getting of right first time

References

1. Soft skills Training – A workbook to develop skills for employment by Fredrick H. Wentz
2. Personality Development and Soft skills , Oxford University Press by Barun K. Mitra
- 3.The Time Trap : the Classic book on Time Management by R. Alec Mackenzi

Objective: To develop physical fitness and mental peace among students

UNIT I

YOG & PRANAYAM::Introduction, benefits of pranayam, Asan

UNIT II

Meditation – Agnai, Asanas, Kiriya, Bandas, Muthras, benefits of Agnai Meditation

UNIT III

Benefits of santhi Meditation Kayakalpa Yoga Asanas, Kiriya, Bandas, Muthras
Meditation Santhi

UNIT IV

Meditation Thuriyam Kayakalpa Asanas, Kiriya, Bandas, Muthras Benefits of
Thuriyam

UNIT V

Meditation Thuriyam Kayakalpa Asanas, Kiriya, Bandas, Importance of Arutkappy &
muhurtas Meditation Santhi Kayakalpa Asanas, Kiriya, Bandas, Muthras

UNIT VI NATIONAL SPORTS ORGANISATION (NSO)

Each student must select two of the following games and practice for two hours per week. An attendance of 80% is compulsory to earn the credits specified in the curriculum. List of games:

- Basket Ball
- Football
- Volley Ball
- Badminton
- Cricket
- Throw ball

References

1. Prāṇāyāma Rahasya Book by Ramdev
2. Sampooran Yog Vidhya by Rajiv Jain Trilok
3. Light on Yoga: The Classic Guide to Yoga by the World's Foremost Authority by B.K.S. Iyengar