

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

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
109S1B	Skill Enhancement Course (SEC) I – Life Skills (From 2024-2025)	Skill Enhancement	Y	-	-	-	2	2	25	75	100
<b>Learning Objectives</b>											
1	To enhance one’s ability to be fully self aware by helping oneself to overcome all fears and insecurities and to grow fully from inside out and outside in.										
2	To increase one’s knowledge and awareness of emotional competency and emotional intelligence at place of study/work.										
3	To provide opportunity for realising one’s potential through practical experience.										
4	To develop interpersonal skills and adopt good leadership behaviour for empowerment of self and others.										
5	To set appropriate goals, manage stress and time effectively. 6. To manage competency- mix at all levels for achieving excellence with ethics.										
<b>UNIT</b>	<b>Details</b>										
1	Meaning and significance of life skills,: <b>Life skills for professionals:</b> positive thinking, right attitude, attention to detail, having the big picture, learning skills, research skills, perseverance, setting goals and achieving them, helping others, leadership, motivation, self-motivation, and motivating others, personality development, IQ,EQ, and SQ										
2	<b>Self-awareness:</b> definition, need for self-awareness; Coping With Stress and Emotions, Human Values, tools and techniques of SA: questionnaires, journaling, reflective questions, meditation, mindfulness, psychometric tests, feedback.										
3	<b>Stress Management:</b> Stress, reasons and effects, identifying stress, stress diaries, the four A's of stress management, techniques, Approaches: action-oriented, emotion oriented, acceptance oriented, resilience, Gratitude Training										
4	<b>Coping with emotions:</b> Identifying and managing emotions, harmful ways of dealing with emotions,PATH method and relaxation techniques.										
5	<b>Morals, Values and Ethics:</b> Integrity, Civic Virtue, Respect for Others, Living Peacefully. Caring,Sharing, Honesty, Courage, Valuing Time, Time management, Co operation, Commitment, Empathy,Self-Confidence, Character, Spirituality, Avoiding Procrastination, Sense of Engineering Ethics.										
<b>Course Outcomes</b>											
CO	At the end of the programme learners will be able to										
1	Gain Self Competency and Confidence										
2	Practice Emotional Competency										
3	Gain Intellectual Competency										
4	Gain an edge through Professional Competency										
5	Aim for high sense of Social Competency 6. Be an integral Human Being										

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<b>Text Book</b>	
1	Shiv Khera, You Can Win, Macmillan Books, New York, 2003.
2	Barun K. Mitra, "Personality Development & Soft Skills", Oxford Publishers, Third impression, 2017.
3	ICT Academy of Kerala, "Life Skills for Engineers", McGraw Hill Education (India) Private Ltd., 2016.
4	Caruso, D. R. and Salovey P, "The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership", John Wiley & Sons, 2004.
5	Kalyana, "Soft Skill for Managers"; First Edition; Wiley Publishing Ltd, 2015.
6	Larry James, "The First Book of Life Skills"; First Edition, Embassy Books, 2016.
7	Shalini Verma, "Development of Life Skills and Professional Practice"; First Edition; Sultan Chand (G/L) & Company, 2014.
<b>Reference Books:</b>	
1	Daniel Goleman, "Emotional Intelligence"; Bantam, 2006.
2	Remesh S., Vishnu R.G., "Life Skills for Engineers", Ridhima Publications, First Edition, 2016.
3	Butterfield Jeff, "Soft Skills for Everyone", Cengage Learning India Pvt Ltd; 1 edition, 2011.
4	Training in Interpersonal Skills: Tips for Managing People at Work, Pearson Education, India; 6 editions, 2015.
5	The Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson Education; 1 edition, 2013.

**Mapping with Programme Outcomes:**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
<b>CO 1</b>	1	1	1	1	1	1	1	1	2	1
<b>CO 2</b>	2	2	2	2	2	2	2	2	2	2
<b>CO 3</b>	3	3	3	3	3	3	3	3	3	2
<b>CO 4</b>	2	3	3	3	3	3	3	3	3	2
<b>CO 5</b>	2	3	3	3	3	3	3	3	3	2

**Strong (3)      Medium (2)      Low (1)**

**Mapping with Programme Specific Outcomes:**

	PO 1	PO 2	PO 3	PO 4	PO 5	PO6	PO7	PO8	PO9	PO10
<b>CO 1</b>	1	1	1	1	1	1	1	1	1	1
<b>CO 2</b>	2	2	2	2	2	2	2	2	2	2
<b>CO 3</b>	3	3	3	3	3	3	3	3	3	3
<b>CO 4</b>	3	3	3	3	3	3	3	3	3	3
<b>CO 5</b>	3	3	3	3	3	3	3	3	3	3
<b>Weightage</b>	12	12	12	12	12	12	12	12	12	12
<b>Weighted percentage of course contribution to POS</b>	5-0	5-0	5-0	5-0	5-0	5-0	5-0	5-0	5-0	5-0

**Strong (3)      Medium (2)      Low (1)**