

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

**Skill Enhancement Course – SEC - IV (Entrepreneurial)**  
**Managerial Skill**

Subject Code	Subject Name	Category	L	T	P	S	Credits	Inst. Hours	Marks		
									CIA	External	Total
209S3A	Skill Enhancement Course – SEC - IV : Managerial Skill	SEC	Y	-	-	-	1	1	25	75	100
Pre - requisite	Having Knowledge of Rationality										

<b>Learning Objectives</b>	
LO1	Enhance the ability to be fully self-aware by overcoming all fears and insecurities and grow fully from inside-out and outside-in.
LO2	Increase self-knowledge and awareness of emotional competency and emotional intelligence at the place of study/work.
LO3	Provide the opportunity for realizing self-potential through practical experience.
LO4	Develop interpersonal skills and adopt good leadership behaviour for self-empowerment and the empowerment of others.
LO5	Set appropriate goals; manage stress and time effectively. And Manage competency — mix at all levels for achieving excellence.

Units	Course Syllabus
Unit – 1	Managing Self and Others Importance of Knowing Oneself - Process of Knowing Oneself - SWOT Analysis -Stages in Interpersonal Relationship - Relationship Building
Unit – 2	Managing Time The 80:20 rule - Time Management Matrix - Scheduling - Grouping of Activities - Overcoming Procrastination - Time Circle Planner
Unit – 3	Decision Making Decision Making Process - Steps in Effective Decision Making - Effective Decision Making in Teams - Decision Making Styles
Unit – 4	Team Building and Leadership Skills Needed for Teamwork - Characteristics of an Effective Team - Leadership Traits - Leadership Styles
Unit – 5	Conflict Resolution and Stress Management Sources of Conflict - Functional vs. Dysfunctional Conflict - Managing Conflicts - Importance of Work-Life Balance - Achieving Work-Life Balance

**Course out Come:**

1	On successful completion of the course, the students will be able to, identify and reflect the personal characteristics of students that helps them achieve and expand their objectives within the workplace.
2	Understand the importance of time management and exhibit self-management by setting reasonable boundaries.
3	Equip to understand and influence the decision-making processes of other individuals and groups.
4	enhance creativity, confidence, teamwork, and problem-solving skill
5	understand the key practical and theoretical concepts of managing and resolving conflicts

**Books for Reading:**

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

Alex K., Managerial Skills, S. Chand, 2013
Brown, T. 2012. Change by Design. New York: Harper Business.
Dawkins, E.R. 2016. 52 Weeks of Self Reflection — Your Guided Journal of Self Reflection. Chicago: A B Johnson Publishing
Goleman, D. 1995. Emotional Intelligence. New Delhi: Bloomsbury Publishing India Private Limited.
Sternberg, R.J., and Baltes P.B. (Eds.). 2004. International Handbook of Intelligence. Cambridge, UK: Cambridge University Press.
<b>Reference Book:</b>
1 McGrath E. H., Basic Managerial Skills for All, PHI, 2011
2. Harvard Business Review Manager's Handbook: The 17 Skills Leaders Need to Stand Out (HBR Handbooks), Harvard Business Review Press, 2017
4. Kalam, A.P.J. 2003. Ignited Minds: Unleashing the Power within India. New Delhi: Penguin Books India.
5. Kelly, T., and Kelly, D. 2014. Creative Confidence: Unleashing the Creative Potential Within Us All. New Delhi: Harper Collins Publishers India.

**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	3
<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>	1	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)**