

Semester - V	Internal Mark: 100			
COURSE CODE	COURSE TITLE	CATEGORY	HRS / WEEK	CREDITS
22UGPS	UGC - JEEVAN KAUSHAL PROFESSIONAL SKILLS	ABILITY ENHANCEMENT COMPULSORY COURSE – IV	2	2

### COURSE OBJECTIVES

- To prepare students to become viable entrepreneurs or employees with necessary professional skills with sound knowledge of Indian and Tamil Culture and Heritage.
- To enhance the comprehensive skills required for a work environment leading them competent and confident.
- To motivate the learners to excel in a challenging environment for organization and personal growth with a professional touch.

### COURSE OUTCOMES AND COGNITIVE LEVEL MAPPING

On the successful completion of this course, the students will be able to

CO NUMBER	CO STATEMENTS	COGNITIVE LEVEL
CO1	Relate and define communication skills in good technical writing, presentation skills with professional touch.	K1
CO2	Develop confidence and competence in professional skills to understand ambitions and goals to achieve the target.	K2
CO3	Build professional skills with a practical approach and enhance critical thinking abilities in various situation of life for lifelong learning.	K3
CO4	Examine the cultural heritage of Tamil Nadu and India to develop an understanding of cultural nuances and practices, to navigate diverse workplaces with sensitivity and respect.	K4
CO5	Analyze the acquired skills to pursue successful career path with an assertive attitude for better prospects in the global world.	K4

### MAPPING OF CO WITH PO AND PSO

CO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	3	3	3	2	3	3	3	2	2	3
CO2	3	3	3	3	3	3	3	2	2	3
CO3	3	3	2	3	3	3	3	3	3	3
CO4	3	3	3	2	2	3	3	3	2	3
CO5	3	3	3	2	3	3	3	3	3	3

“1” – Slight (Low) Correlation

“3” – Substantial (High) Correlation

“2” - Moderate (Medium) Correlation

“-” indicates there is no Correlation.

## SYLLABUS

UNIT	CONTENT	HOURS	COs	COGNITIVE LEVEL
I	<p><b>Resume Skills</b></p> <p>Preparation and Presentation. Avoiding Common Errors in Resume Writing Preparing Resumes for Specific Purposes</p>	6	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4
II	<p><b>Interview Skills</b></p> <p>Useful Vocabulary Preparation and Presentation. Avoid Fear and Stress Observation of a Simulated Interview</p>	6	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4
III	<p><b>Body Language and Personal Grooming</b></p> <p>Importance of Body Language Postures, Eye Contact, Expressions &amp; Etiquette Good Grooming is Being Clean</p>	6	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4
IV	<p><b>Social and Cultural Etiquette</b></p> <p><b>Existing Traditional Tamil and Indian Culture</b> Introduction to Tamil Culture Introduction to Indian Culture and Etiquette <b>Pls. Note: (Subjected to inclusions based on the requirements of the respective disciplines)</b> Good Manners and Etiquette Table Manners Manners in Public Places</p>	6	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4
V	<p><b>Group Discussion Skills</b></p> <p>Meaning and Methods of Group Discussion. Procedure of Group Discussion. The Do's and Don'ts of a Group Discussion</p>	6	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4,
VI	<p><b>Self-Study for Enrichment</b> <b>(Not to be included in End Semester Examination)</b> Time Management - Personality Development - Problem Solving - Public Speaking - Leadership Skills</p>	-	CO1, CO2, CO3, CO4, CO5	K1, K2, K3, K4,

## **TEXTBOOK**

A Handbook of Professional Skills by Dr. Rita Shanthakumar and Dr. S. Jayashree Agarwal

## **REFERENCE BOOKS**

Gorden. L Raymond, *Basic Interviewing Skills*, Waveland Press, Inc, US, 1992

Dr. Rashmi Achmare, Handbook of Communication Skills for Professional Students, Publisher: IPH

Edition: First-2021

## **WEB REFERENCES**

[https://graphicdesign.sfcc.spokane.edu/dZine/projects/Q3- typographic resume/resume\\_basics.pdf](https://graphicdesign.sfcc.spokane.edu/dZine/projects/Q3- typographic resume/resume_basics.pdf)

<http://worldwideuniversity.org/library/bookboon/the-art-of-interview-skills.pdf>

[https://www.tutorialsmark.com/positive\\_body\\_language/positive\\_body\\_language\\_tutorial.pdf](https://www.tutorialsmark.com/positive_body_language/positive_body_language_tutorial.pdf)

<http://egyankosh.ac.in/bitstream/123456789/35846/5/Unit-10.pdf>

[https://www.etiquettescholar.com/dining\\_etiquette/table\\_manners.html](https://www.etiquettescholar.com/dining_etiquette/table_manners.html)

[http://languagemanuals.weebly.com/uploads/4/8/5/3/4853169/final\\_tamil\\_manual.pdf](http://languagemanuals.weebly.com/uploads/4/8/5/3/4853169/final_tamil_manual.pdf)

**PEDAGOGY** - Seminar, Simulation Quiz, Assignment and Role Play

## **ASSESSMENT RUBRICS FOR 100 MARK**

- **Group Discussion (25)**
- **Interview Skills (25)**
- **Resume Writing Evaluation Rubric (40)**
- **Role Play (10)**

**Group Discussion Evaluation Rubric (25 Marks)**

**Criteria 1: Communication Skills (5 Marks)**

- Clarity
- Conciseness
- Fluency
- Articulation
- Confidence

**Criteria 2: Content and Knowledge (5 Marks)**

- Relevance
- Depth of Knowledge
- Accuracy
- Creativity
- Coherence

**Criteria 3: Critical Thinking (5 Marks)**

- Analytical Skills
- Problem-Solving Skills
- Logical Flow
- Body Language
- Summarization

**Criteria 4: Team Dynamics and Interaction (5 Marks)**

- Leadership
- Teamwork
- Respect and Tolerance
- Listening Skills
- Speaking Skills

**Criteria 5: Participation (5 Marks)**

- Engagement
- Initiative
- Balance
- Confidence
- Gestures

**Interview Skills Evaluation Rubric (25 Marks)**

**Criteria 1: Communication Skills (5 Marks)**

- Clarity
- Conciseness
- Fluency
- Articulation
- Confidence

**Criteria 2: Content and Knowledge (5 Marks)**

- Relevance
- Depth of Knowledge
- Accuracy
- Creativity
- Coherence

**Criteria 3: Interpersonal Skills (5 Marks)**

- Active Listening
- Style of Expression
- Body Language
- Composure
- Confidence

**Criteria 4: Problem Solving and Critical Thinking (5 Marks)**

- Analysis
- Knowledge Application
- Presence of Mind
- Reasoning
- Articulation

**Criteria 5: Self-Presentation (5 Marks)**

- Appearance
- Grooming
- Energy and Enthusiasm
- Presentation
  
- Politeness

**Resume Writing Evaluation Rubric (40 Marks)****Criteria 1: Content (10 Marks)**

- Relevance of Information
- Detail and Specificity
- Accuracy and Honesty

**Criteria 2: Organization (10 Marks)**

- Logical Flow
- Section Headings and Structure

**Criteria 3: Formatting (10 Marks)**

- Visual Appeal
- Consistency

**Criteria 4: Language and Style (10 Marks)**

- Grammar and Spelling
- Professional Tone

**Role Play (10 Marks)**

- Tamil Culture and Indian Culture
- Table Manners and Etiquette

There will be no end-semester exam for this course. The subject teacher will make an assessment of the student's performance based on the above-mentioned components and marks will be awarded and submitted to COE in the prescribed format specified by the Controller of Examinations with the approval of the Heads of the respective departments.

**COURSE DESIGNERS: Dr. Rita Shanthakumar & Dr. S. Jayashree Agarwal**