

- Self criticism
- Self-Esteem
- Positive thinking
- Thoughtfulness and responsible approach
- Perceptions And Attitudes
- Values And Belief Systems
- General Etiquettes

UNIT- II: Personal success factors (01 hour)

- Swot analysis
- Handling Failure
- Knowing yourself
- Identifying one's strength and failures
- Importance Of First Impression

Unit- III: Managing self (02 Hours)

- Emotions
- Ego
- Pride
- Stress
- Achievements
- Confidence improvement
- Johari's Window
- Complex problem solving and creativity
- Recognition of one's own limitations and deficiencies
- Determining How Well You Perceive What's Going On Around You
- Interpersonal Skills And
- Communication Skills
- Learning About Commitment And
- How To Move Things Forward
- Making Key Decisions

- Handling Your And Other People's Stress
- Empowering, Motivating And
- Inspiring Others
- Leading By Example
- Effective Feedback

Unit- IV: Ethics in engineering practice and research

(02 Hours)

- Introduction to ethical reasoning &
- Engineering ethics
- Rights and responsibilities regarding intellectual property
- Workplace rights and responsibilities
- Central professional responsibilities of engineers
- Responsibilities for environment and society

Text Books:

1. Communication Skills by Sanjay Kumar and Pushpa Lata, Oxford University Press.
2. Developing Communication Skill by Krishna Mohan, Meera Banerji, McMillan India Ltd.
3. English for Business Communication by Simon Sweeney, Cambridge University Press.

Reference Books:

1. Ethics in Engineering Practice and Research by Caroline & Whitbeck, Cambridge University Press.
2. NASSCOM-Global Business Foundation Skills: Accenture, Convergys, Dell et.al. Foundation Books: Cambridge University Press.
3. Thinks and Grow Rich by Napoleon Hill, Ebury Publishing, ISBN 9781407029252.
4. Awaken the Giant Within by Tony Robbins HarperCollins Publishers, ISBN139780743409384.

5. Change Your Thoughts; Change Your Life by Wayne Dyer, Hay House India, ISBN139788189988050.

6. The Power of Your Subconscious Mind by Dr Joseph Murphy Maanu Graphics , ISBN13 9789381529560.

7. The new Leaders by Daniel Coleman Sphere Books Ltd , ISBN-139780751533811

PERSONALITY DEVELOPMENT PROGRAMME

SEMESTER - II

Teaching Scheme:

Practical: 02 hrs/week

Examination Scheme:

Term Work: 50 Marks

Prerequisites: Basic communication and writing skills in English.

Course Objectives:

- 1) To help the students in building vocabulary based skills.
 - 2) To develop skills to communicate clearly.
 - 3) To enhance team building and time management skills.
 - 4) To learn active listening and responding skills.
-

Course Outcomes: On completion of the course, learner will be able to:

- 1) Make use of techniques of Grammar and Vocabulary.
 - 2) Apply the conceptual understanding of communication into everyday practice.
 - 3) Understand the importance of teamwork and Oral Communication.
 - 4) Develop written communication.
 - 5) Apply business etiquette skills effectively an engineer requires.
-

UNIT- I: Grammar and Vocabulary: (02 hours)

1. Tenses,
2. Subject–verb agreement.
3. Sentence Analysis: Simple, Compound and Complex sentences.
4. Phrases: Adjective, Adverb and Noun Phrase,
5. Clauses: Adjective, Adverb and Noun Phrase.
6. Voice, Narration, Gerund, Participle.

UNIT- II: Oral Communication: (02 hours)

1. Listening Skill – Active listening, Barriers to active listening.
2. Speaking Skill-Stress patterns in English,
3. Questioning skills,
4. Barriers in Speaking
5. Reading Skill-Skimming, Scanning, Intensive reading,
6. linking devices in a text,
7. Different versions of a story/ incident.

UNIT- III: Written communication: (02 hours)

1. Writing process, paragraph organization, writing style.
2. Types of Writing - Technical vs. creative;
3. Types of technical writing,
4. Scientific Writing: Writing a Scientific Report

UNIT- IV: Soft Skills: (02 hours)

1. Body Language– Gesture, posture, facial expression.
2. Group Discussion– Giving up of PREP, REP Technique.
3. Presentation Skills:
 - a. (i) How to make power point presentation
 - b. (ii) Body language during presentation
4. Resume writing: Cover letter, career objective, Resume writing (tailor made)
5. Interview Skills: Stress Management, Answering skills.

BOOKS:

1. Advanced English Usage: Quirk & Greenbaum; Pearson Education.
2. Developing Communication Skills: Banerjee Meera & Mohan Krishna; Macmillan Publications, 1990.
3. Business Communication: Chaturvedi, P.D.; Pearson Publications.
4. Business Communication; Mathew, M.J.; RBSA Publications, 2005.

- Professional Etiquettes
- Etiquettes At Meeting
- Etiquettes At Dining
- PRO(Public Relation Office) Etiquettes
- Managing Involuntary Awkward Actions
- Technology Etiquettes – Phone , Email
- Social Media Etiquettes
- Video Conferencing Etiquettes
- Interview Etiquettes
- Dressing Etiquettes :
 - Interviews
 - Offices
 - Social Functions
- Ethical Values :
 - Importance Of Work Ethics
 - Problems In The Absence Of Work Ethics

UNIT- II: Stress and time Management

(01 hour)

- Introduction
- Stress In Today's Time
- Identifying The Stress Source
- Signs Of Stress
- Ways To Cope With Stress
- Healthier Ways To Deal With Stress
- Time Management
- Prioritize Your Work
- Smart Work
- Four Ds Of Decision Taking

Unit- III: Writing Skills

(02 Hours)

- Letter writing

- Business letters
- Application letters
- Covering letters
- Report writing
 - Academic report
 - Business report
 - Technical report
 - Technical project report
- Job Application and Resume writing

Unit- IV: Leadership Skills

(02 Hours)

- Leader : Introduction & skills
- Roles
- Responsibilities
- Vision and mission
- Empowering and delegation
- Motivating others
- Organisational skills
- Team building
- Organising and conducting meeting
- Decision making
- Giving support
- Coaching / guiding
- Mentoring and counselling
- Appraisal
- Feedback
- Handling Conflicts
- Power and politics
- Public speaking

Text Books:

1. Basic Managerial Skills by E. H. McGrath, Eastern Economy Edition, Prentice hall India.
2. Personality Development and Group Discussions by Barun K. Mitra, Oxford University Press.

3. Group Discussions and Interview Skills by Priyadarshi Patnaik , Foundation Books , Cambridge University Press.

Reference Books:

1. Stephen Covey, “Habits of Highly Effective People”, Pocket Books, ISBN139781416502494.
2. Dr. Joseph Murphy, “The Power of Your Subconscious Mind”, Maanu Graphics, ISBN-13 9789381529560.
3. The 80/20 Principal by Richard Koch, Nicholas Brealey Publishings , ISBN-13 9781857883992.
4. Time management from inside out by Julie Morgenstern, Owl Books (NY), ISBN-13 9780805075908.
5. Wonderland of Indian Manageress by Sharu Ranganekar, Vikas Publishing Houses, ISBN-13 9788125942603.
6. You can win by Shiv Khera, Macmillan, ISBN-139789350591932.
7. The Ace of Soft Skills by Attitude, Communication and Etiquette for Success: Gopaldaswamy Ramesh, Mahadevan Ramesh

PERSONALITY DEVELOPMENT PROGRAMME

SEMESTER - IV

Teaching Scheme	Credits	Examination Scheme [Marks]
PR : 02 Hrs/ Week	PR: 01	Term Work : 25 Marks

Course Objective:

The course aims to:

- To possess knowledge of the Concept of leadership

- To Understand the importance of Speaking Skills, listening skills, Presentation Skills and leadership skills..
- To get conversant with Team work, Team effectiveness, Decision making.

Course Outcome:

Students will be able to :

- Understand Leadership Developmental Mechanisms
- Understand and Implement etiquettes in workplace and in society at large.
- Work in team with team spirit.
- Utilize the techniques for Leadership styles of Indian managers.

UNIT- I:	Concept of leadership	(1/2 hours)
UNIT-II :	Theories of leadership	(1/2 hours)
UNIT-III :	Leadership styles of Indian managers.	(1/2 hours)
UNIT-IV :	Leadership ethics	(1/2 hours)
UNIT-V:	Leadership Development	(1/2 hours)
UNIT-VI:	Leadership Developmental Mechanisms	(1/2 hours)
Unit VII:	Social and Official Correspondence Official Correspondence includes:	(2 hours)

- Enquiries, Complaints and Replies; Representations
- Letters of application for jobs
- Letters to the editor and Social appeals in the form of letters/pamphlets.

Recommended Resources:

1. Bellare, Nirmala. Reading Strategies. Vols. 1 and 2. New Delhi. Oxford University Press, 1998.
2. Bhasker, W. W. S & Prabhu, N. S.: English through Reading, Vols. 1 and 2. Macmillan, 1975.
3. Blass, Laurie, Kathy Block and Hannah Friesan. Creating Meaning. Oxford: OUP, 2007.
4. Brown, Ralph: Making Business Writing Happen: A Simple and Effective Guide to Writing Well. Sydney: Allen and Unwin, 2004.
5. Buscemi, Santi and Charlotte Smith, 75 Readings Plus. Second Edition New York: McGraw-Hill, 1994.
6. Doff, Adrian and Christopher Jones .Language in Use (Intermediate and Upper Intermediate). Cambridge: CUP, 2004.

PERSONALITY DEVELOPMENT PROGRAMME

SEMESTER - V

Teaching Scheme:	Credits	Examination Scheme:	
TH: -- hr/week	Th/Tut: --	TH	In-Sem: --
02 hrs/week	PR: 01		End-Sem: --
			PR: --
			OR: --
			TW: 25

Course Objectives:

- To develop students overall personality.
- To understand and aware about importance, role and contents of soft skills through instructions, knowledge acquisition, demonstration and practice. To improve his writing and documentation skills.

Course Outcomes: On completion of the course, learner will be able to–

- Gathering information
- Organisation of material
- Writing abstract and summaries
- Visual aids
- More skills
 - Reading
 - Note making
 - Précis writing
 - Audio visual aids

Unit- IV: Seven C's Of Effective Communication

(02 Hours)

- Completeness
- Conciseness
- Concreteness
- Correctness
- Consideration
- Courtesy
- Clarity

Text Books:

1. Basics Of Communication In English : Francis Sounderaj, MacMillan India Ltd.
2. An Introduction to Professional English And Soft Skills : Das , Cambridge University Press
3. Duttet.al, “ A course in Communication Skills”, Foundation Books

Reference Books:

1. A course in Listening and Speaking Vol I &Vol II, V.Sasikumar, P. Kiranmai, Geetha Rajeevan, Cambridge University Press
2. Cambridge English For Job Hunting : ColmDownes, Cambridge University Press
3. The Complete Letter Writer :MacMillan India Ltd

4. E Writing – 21st Century Tools for Effective Communication :Booher , MacMillan India Ltd
5. Chauhan, “Soft Skills: An Integrated Approach to Maximize”, Wiley, ISBN-9788126556397
6. Mishra, “Communication Skills for Engineers”, 2e, ISBN – 9788131733844, Pearson

PERSONALITY DEVELOPMENT PROGRAMME

SEMESTER - VI

Teaching Scheme	Credits	Examination Scheme [Marks]
PR : 02 Hrs/ Week	PR: 01	Term Work : 25 Marks

Objectives of the Course

- 1) To enhance language proficiency by providing adequate exposure to reading and writing skills
- 2) To enhance the learners communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills
- 3) To help the learners recognize and operate in various styles and registers in English
- 4) To impart better writing skills by sensitizing the learners to the dynamics of effective writing
- 5) To build up the learners confidence in oral and interpersonal communication by reinforcing the basics of pronunciation

Unit 1: Basic Language Skills

(2hours)

Grammar and Usage

The ability to fill in the blanks, correct errors, choose correct forms out of alternative choices, join clauses, rewrite sentences as directed, and replace indicated sections with

single words / opposites / synonyms are to be taught.
To be assessed through paragraphs or sentences

Unit 2: Comprehension of an unseen passage

(2hours)

This should imply not only
(a) an understanding of the
passage in question but also (b) a grasp of general
language skills and issues with reference to words and
usage within the passage and (c) the power of short
independent composition based on themes and issues
raised in the passage.

Passages are to be taken from Literary / Scientific /
Technical writing as well as from the fields of Journalism / Management /Commerce
One passage is to be given. The length of the passage
should be about 250 to 300 words.

Questions framed should include those which require
recognition as well as analysis, interpretation and
evaluation. To be assessed by both objective/multiple-
choice and short-answer type tests.

Unit 3: Phonology and Stress Marking

(2hours)

This will involve training in sounds and correct
pronunciation.

Unit 4: Social and Official Correspondence

(2hours)

Official Correspondence includes:

- a. Enquiries, Complaints and Replies; Representations
- b. Letters of application for jobs
- c. Letters to the editor and Social appeals in the form of

letters/pamphlets.

Students should be acquainted with Different Parts of official correspondence and Seven Cs of communication

Unit 5: Report Writing

(2hours)

Committee reports, news paper reports and activity reports. Two topics should be given in the examination and students should attempt one out of two

- a. Articles, prepositions, conjunctions
- b. Transformation of Sentences (Simple, Compound, Complex)
- c. Tenses
- d. Subject-Verb agreement
- e. Question Tags
- f. Direct and Indirect Speech
- g. Voice

Unit 6: Reading Skills: Comprehension (unseen passage)

(2hours)

The following skills to be acquired:

- Reading with fluency and speed
- Skimming and scanning
- Identifying relevant information
- Isolating fact from opinion
- Understanding concepts and arguments
- Identifying distinctive features of language

(Passage should be of 250-350 words of Level I. The passage may be taken from literary/scientific/technical writing as well as from the fields of journalism, management and commerce.)

Unit 7: Writing Skills (Formal Correspondence): Letters

(2hours)

- a. Job Application Letter (without Resume)

- b. Statement of Purpose
- c. Request for Recommendation Letter
- d. Request for information under Right to Information Act (RTI)

Recommended Resources

1. Doughty, P. P., Thornton, J. G, Language in Use. London: Edward Arrol, 1973.
2. Freeman, Sarah: Written Communication. New Delhi: Orient Longman, 1977.
3. Glendenning, Eric H. and Beverley Holmstrom. Second edition. Study Reading: A Course
in Reading Skills for Academic Purposes. Cambridge: CUP, 2004
4. Grellet, F. Developing Reading Skills, Cambridge: Cambridge University Press, 1981.
5. Hamp-Lyons, Liz and Ben Heasley. Second edition. Study Writing: A Course in Writing Skills for Academic Purposes. Cambridge: CUP, 2006
6. Jakeman, Vanessa and Clare McDowell. Cambridge Practice Test for IELTS 1.
Cambridge:
1995.

PERSONALITY DEVELOPMENT PROGRAMME

SEMESTER - VII

Teaching Scheme:	Credits	Examination Scheme:
Practical :2 Hours/Week	01	Term Work : 25 Marks

UNIT- II: Business Correspondence

(02 Hour)

- Definition
- Importance of business letter
- Types of business letter
- Essential features of business of letter
- Planning a letter
- Process of a letter
- Types of letter
- Email communication
- Memo and reports
- Employment communication
- Notice
- Agenda
- Minutes of a Meeting
- Brochures

Unit- III: (A) Tele Etiquettes

(02 Hours)

- Receiving calls
- Transferring calls
- Making outgoing calls

(B) Speaking skills

- Public speaking
- Presentation skills
- Group Discussion
 - Characteristics of GD
 - Subject knowledge
 - Oral and leadership skills
 - Team management skills and
 - Individual contribution

- Consistency
- Importance of speaking effectively
- Speech process
- Style
- Message
- Audience
- Feedback

Unit- IV: Conversation and oral skills

(02 Hours)

- Fluency and self expression
- Body language
- Phonetics and spoken English
- Speaking technique
- Word – stress
- Types of tones
- Pronunciation

Text Books :

1. Meenakshi Raman, Sangeeta Sharma, “Technical Communication – Principles and practice”, Oxford
2. Kishna Mohan, “Developing Communications Skills”, MacMillan Publishers, 2nd Edition
3. M.S. Rao, “ Strategies for improving your business communication”, SPD

Reference Books :

1. Rutherford A. J., “ Communication skills for Technical Communication”, Pearson Education
2. Murphy, “ Essential English Grammar”, Cambridge
3. Peter Roach, “ English Phonetics and Phonology”, 4th Edition, Cambridge
4. Lynch, “ listening”, Cambridge

5. Malcom Goodale, “ Professional Presentations”, Cambridge
6. Ham-Lyons & Heasley, “Writing”, 2nd Edition, Cambridge
7. “Idioms and proverbs are fun”, Wilco books(author)

SEMESTER - VIII

Teaching Scheme	Credits	Examination Scheme [Marks]
PR : 02 Hrs/ Week	PR: 01	Term Work : 25 Marks

Objectives of the Course

- 1) To enhance language proficiency by providing adequate exposure to reading and writing skills
- 2) To enhance the learners communication skills by giving adequate exposure in reading, writing, listening and speaking skills and the related sub-skills
- 3) To help the learners recognize and operate in various styles and registers in English
- 4) To impart better writing skills by sensitizing the learners to the dynamics of effective writing
- 5) To build up the learners confidence in oral and interpersonal communication by reinforcing the basics of pronunciation

Unit 1: Creative Writing

This unit attempts to cover those aspects of writing that go beyond the boundaries of technical or professional forms of writing and encourage the learner to explore the artistic and imaginative elements of writing.

- Story writing
- Dialogue writing

Unit 2: Group Discussions

Unit 3: Mock Interviews

Unit 4: Fundamentals of Grammar

1. Debates / Speeches
2. Book / Film Reviews
3. Picture Composition

Unit 5: Writing Skills: Essay

- a. Expository
- b. Persuasive
- c. Analytical
- d. Reflective/Descriptive

Unit 6: Basic Language Skills: Vocabulary building

;

- Antonyms, Synonyms
- Suffixes, Prefixes, Root words
- Homophones, homonyms
- Collocation
- Changing the Class of Words

Unit 7: Editing and Summarization:

a) Editing:

- Heading/ Headlines/ Title/Use of Capital Letters
- Punctuation: full stop, comma, colon, semi-colon, dash, ellipsis, exclamation and questionmarks
- Spelling
- Substitution of words
- Use of link words and other cohesive devices
- Removing repetitive or redundant elements

b) Summarization

The following skills to be acquired:

- Discern the main/central idea of the passage
- Identify the supporting ideas
- Eliminate irrelevant or extraneous information
- Integrate the relevant ideas in a precise and coherent manner

Unit 8: Writing Skills: e mails

- Inquiry
- Invitation
- Thank you
- Request for permission
- Sponsorship

Grammar skills

1. Tenses
2. Passive Voice
3. Indirect Speech
4. Conditional Sentences
5. Modal Verbs

Unit 9: Report Writing

- Eye-witness Report
- Activity Report
- Newspaper Report

Recommended Resources;

1. Narayanaswami, V. R. Organised Writing, Book 2. New Delhi: Orient Longman.
2. Reading & Thinking in English, Four volumes, (vol. 1 for the lowest level, vol. 4 for the highest level). The British Council Oxford University Press, 1979-1981.
3. Sasikumar, V., Kiranmai Dutt and Geetha Rajeevan. A Course in Listening and Speaking I & II. New Delhi: Foundation Books, Cambridge House, 2006.
4. Savage, Alice, et al. Effective Academic Writing. Oxford: OUP, 2005.
5. Widdowson, H. G.: English in Focus. English for Social Sciences. Oxford University Press.

