

From

Dr. R. Subramony,
Head & Associate Professor,
PG Dept. of English,
The Madura College,
Madurai-11.

To

The Principal,
The Madura College,
Madurai-11.

Sub: Seeking permission to conduct the add-on course "Life Skills" – reg.

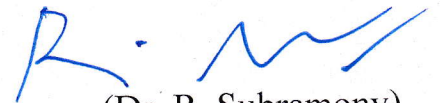
The PG Department of English has planned to conduct an add-on course titled "Life Skills" programme for all UG final year students. The syllabus will be ratified in the forthcoming Board of Studies. Hence, I request you to permit us to conduct classes from 12.04.2021 onwards.

Thanking You,

Madurai,

.0903.2021

Yours sincerely,


(Dr. R. Subramony)

Permitted : I appreciate the support of
the Dept of English in offering
this course.

Dean(tc) Sir, kindly file it & pass this
the copy of the record to me.

**THE MADURA COLLEGE (AUTONOMOUS)
MADURAI**



**DEPARTMENT OF ENGLISH
CURRICULUM FOR LIFE SKILLS**

DEPARTMENT OF ENGLISH						
Course Code	Course Title	Credits	TOTAL Hours/week	Written Test (marks)	Project (marks)	Total (marks)
	Life Skills	2	30 Hours	50	50	100

Course Objectives:

- To make the students feel comfortable in understanding, and speaking in English
- To enable the students to communicate fluently & enhance their vocabulary skills
- To develop self-esteem and inculcate leadership traits
- To enhance and build up confidence, enthusiasm and relationships
- To develop an overall winning and pleasing personality.

Unit	Course Contents	Hours
Unit I	Listening and Speaking Skills (Practice- oriented) <ul style="list-style-type: none"> • Listening to Short-Stories • Fables & Speeches of famous Personalities –retelling • Greeting / Introducing oneself, introducing a friend to another friend • Breaking off a conversation politely, leave-taking • Making and responding to inquiries /request • Expressing an opinion, agreement/ disagreement • Expressing emotions -pleasure, sorrow, regret, surprise, admiration etc. • Narrating or reporting an event. 	15 hrs.
Unit 2	Soft Skills <ul style="list-style-type: none"> • Resume Writing • Interview Skills • Group Discussion • Non-Verbal Communication 	15 hrs.

Books for Study:

- V. Syamala, 2002. *Effective English Communication for you*. Emerald Publishers, Chennai.
- Prasad P. *The Functional Aspects of Communication Skills*. New Delhi: S K Kataria & Sons, 2014. Print
- Boyer, Susan. *Understanding Spoken English a Focus on Everyday Language in Context*. Boyer Educational Resources, 2003. Print
- Sasikumar.V and P.V. Dhamija. 1993. *Spoken English: A Self-Learning Guide to Conversation Practice*. 34th Reprint. Tata McGraw-Hill. New Delhi. "Success Through Soft Skills", G. Ravindran, S.P. Benjamin Elango and L. Arockiam, ICT, 2007
- "Communication Soft Skills for Professional Excellence", F Thamburaj, Grace Publisher, First Edition, 2009.

Suggested Readings:

- Mohanraj, Jayashree, (2015). *Skill Sutras: Modern Communication and Ancient Wisdom*.
- New Delhi, Pearson. Mitra, K Barun. (2012). *Personality Development and Soft Skills*. New Delhi, OUP.

Website References:

- www.wikijob.co.uk › Interview Advice › Competencies
- www.omniagroup.com › the-7-soft-skills-you-need-to-...
- www.duolingo.com
- www.dictionary.com
- www.grammarly.com

Pedagogy:

Chalk and Talk, PPT, Group Discussion, Seminar, Puzzle, Cross Word, Word Power, Pep Talk, Quiz and Tutorial.

Hours Allotment for the add-on Course "Life Skills"

Total Hours: 36

S. No.	NAME OF THE STAFF	No. of Hours	S. No	NAME OF THE STAFF	No. of Hours
1	Dr.R.SUBRAMONY	4	6	Dr. D.BUVANESWARI	4
2	Dr. SHEELA P. KARTHICK	4	7	Dr. S.VIGNESHKUMAR	4
3	Dr. G. SIVASUBRAMANIAN	4	8	Dr. A.VENKATESH	4
4	Dr. A.CHANDRA BOSE	4	9	Prof. B. TAMILSELVI	4
5	Dr. S.SUDHA	4			

Class starts from 12.04.2021

Hours Allotment for the add-on Course "Life Skills"

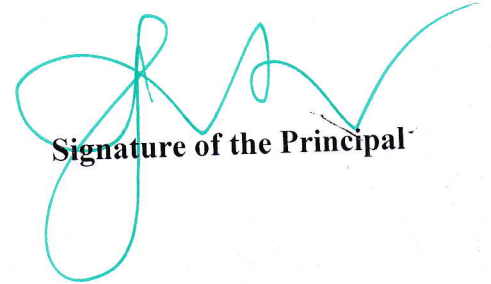
Class starts from 12.04.2021/ TIME: 3.00pm TO 4.00pm

Total Hours: 36

S. No.	Course Teache	No. of Hours	DATE	Course Teacher
1	Dr. R.SUBRAMONY	2/2	12/04/21 15/04/21	Dr.Sheela P.Karthick
2	Dr. SHEELA P. KARTHICK	2/2	16/04/21 17/04/21	Dr.R.Subramony
3	Dr. G. SIVASUBRAMANIAN	2/2	19/04/21 20/04/21	Dr.A.Chandra Bose
4	Dr. A.CHANDRA BOSE	2/2	21/04/21 22/04/21	Dr.G.Sivasuramanian
5	Dr. S.SUDHA	2/2	23/04/21 24/04/21	Dr.A.Chandra Bose
6	Dr. D.BUVANESWARI	2/2	26/04/21 27/04/21	Dr.S.Sudha
7	Dr. A.VIGNESHKUMAR	2/2	28/04/21 29/04/21	Dr.D.Buvaneswari
8	Dr. S.VENKATESH	2/2	30/04/21 03/05/21	Dr.A.Vignesh Kumar
9	Prof. B. TAMILSELVI	2/2	04/05/21 05/05/21	Dr.S.Venkatesh
10	Prof. B. TAMILSELVI	2	06/05/21	



Signature of the Head



Signature of the Principal

CERTIFICATE COURSE ON LIFE SKILLS - 2020 - 2021

DURATION: 3 MONTHS

TOTAL HOURS: 30 HRS

COURSE OBJECTIVES:

- To develop understanding into the fundamentals of life skills.
- To describe genesis of concept of life skill education.
- To identify the pillars of education and life skills.

UNIT- 1- CONCEPT OF LIFE SKILLS

- a) Introducing life skills
- b) Life skills, survival skills and livelihood skills
- c) Models of life skill.

UNIT- II- SELF- MANAGEMENT

- a) Empathy
- b) Self-awareness, self-concept, self-esteem
- c) Expressing emotions
- d) Inculcating positive emotions.

UNIT- III- STRESS MANAGEMENT

- a) Defining stress
- b) Types of stress
- c) Signs and symptoms of stress
- d) Strategies to manage stress

UNIT- IV- SOCIAL SKILLS

- a) Communication skills - Barriers in communication strategy for effective communication
- b) Group and team dynamic thinking
- c) Problem solving
- d) Managing team performance and managing conflict
- e) Personal etiquettes

UNIT- V- LEADERSHIP

- a) Leadership framework
- b) Growing as a leader
- c) Crisis management
- d) Effective leaders.

FEES: RS. 100/- COURSE DESIGNER:

1. MS. R. KALYANI

Sem	Course Type	Course Code	Course Title	Credits	Hours	CIA	EX	Total
	Certificate Course		Life Skills	2	30	50	50	100

Course Objectives:

- > To develop understanding into the fundamentals of life skills.
- > To describe genesis of concept of life skill education.
- > To identify the pillars of education and life skills.

Unit	Course Contents	Hours
1	CONCEPT OF LIFE SKILLS a) Introducing life skills b) Life skills, survival skills and livelihood skills c) Models of life skill.	6 hrs
2	SELF-MANAGEMENT a) Empathy b) Self-awareness, self-concept, self-esteem c) Expressing emotions d) Inculcating positive emotions.	6 hrs
3	STRESS MANAGEMENT a) Defining stress b) Types of stress c) Signs and symptoms of stress d) Strategies to manage stress	6 hrs
4	SOCIAL SKILLS a) Communication skills - Barriers in communication strategy for effective communication b) Group and team dynamic thinking c) Problem solving d) Managing team performance and managing conflict e) Personal etiquettes	6 hrs
5	LEADERSHIP a) Leadership framework b) Growing as a leader c) Crisis management d) Effective leaders.	6 hrs

Textbook:

1. Hasson, Gill. "Brilliant Communication Skills". Pearson Education, 2012.
2. Hughes, Shirley. "Professional Presentation: A Guide to the Preparation and Delivery of Successful Business Presentation". McGraw-Hill, 1990.

1. Adair, John. "Effective Communication". Pan MacMillan Ltd, 2003.
2. Collins, Patrick. "Speak with Power and Confidence". Sterling, 2009.
3. Love, Nicholas. "Pathfinder: How to Choose or Change Your Career for a Lifetime of satisfaction or Success". Touchstone Books, 2012.
4. Raman, Meenakshi and Sangeeta Sharma. Technical Communication: Principles and Practice". Second Edition. Oxford University Press, 2011.

Website References:

- <http://networketiquette.net/>
- http://users3.ev1.net/~pamthompson/body_language.htm

COURSE DESIGNER: MS. R. KALYANI

BOARD OF STUDIES

(ENGLISH)

(online Mode : 22.04.2021 : 10 Am.)

The Department of English convened a 'Board of Studies' meet on 22nd April 2021 through online mode to discuss the following agenda

PANEL

1. Dr. R. UMA : University nominee
Associate Professor, SN College,
Madurai
2. Dr. R. VASUKI : Subject Expert, HoD English,
M.S. University.
3. Dr. V. L. JAIPAL : Subject Expert, HoD, St. Joseph's
College, Trichy.
4. Mrs. RAJALAKSHMI : Industrial Representative,
TIME Institute, Madurai
5. Mrs. S. POONGOTHAI : Alumnus, HoD English,
KLNC Arts / Science

AGENDA

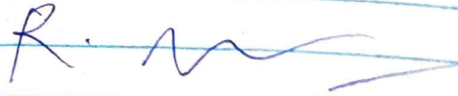
1. WELCOME / INVOCATION
2. CONFIRMING MINUTES OF PREVIOUS MEETING
3. DISCUSSION ON STUDENTS' FEED BACK
4. BUSINESS RESOLUTIONS

RESOLUTIONS

1. Resolved to ratify the syllabus of Part II English for I year UG as prescribed by TANSHU. from the AY 2020-21

2. Resolved to pass the curriculum for Part II English

3. Resolved to pass the revised/new curriculum for I year M.A. students from ~~2021~~ 2021-2022 as prescribed by TANSCHHE.
4. Resolved To pass the curriculum for II BA English as prescribed by TANSCHHE from 2021-22.
5. Resolved to introduce 'Add-on' courses in the second year programme for B.A. English.
6. Resolved To ratify add on course for III year UG Students from 2021-2022.
7. Resolved to introduce 'Self Study' courses for UG and PG from 2021-2022. (For Advanced Learners)
8. Resolved to pass the syllabus and curriculum of certificate courses for students from 2021-22.
9. Resolved to ratify the syllabus and curriculum of certificate courses for students from 2021-22.
10. Resolved to ratify the nature of course, rationale and activities having direct bearing on the nature of course offered to I B.A. English for students who joined from the Academic year 2020-21.


(DR. R. SUBRAMONY)

chairman, BOS, ENGLISH



THE STATE COLLEGE OF TECHNICAL EDUCATION - 2021

DEPARTMENT OF ENGLISH

ADMISSION NOTICE: UNDER THE COURSE OF ENGLISH - 2021-22

The Department of English (DE) will be admitting the candidates under the course of First Year under the following conditions:

- 1. Candidates must be possessing English
- 2. Candidates must be 17th Year.

CLASS OBJECTIVES

- To develop communication skills in the form of listening, speaking, reading and writing.
- To train students in English to use in real life situations.
- To train the students in the use of grammar to providing them with exposure and training.
- To develop understanding on the development of the skills.
- To develop general concepts of the skills.
- To develop the ability of students and the skills.

CONDITIONS

- Classes will be held after the college hours.
- Course fee Rs. 100 per month.

Students must have signed the name in person through the written request (letter) signed by the parents to the Department of English (DE) on or before 31 March 2021.

ADMISSIONS - 100 @ 1000000

- 50 @ 1000000
- 50 @ 1000000

[Signature]

Coordinator
Department of English (DE)

Head of Institution

Director

THE MADURA COLLEGE (AUTONOMOUS), MADURAI- 625001

DEPARTMENT OF ENGLISH (SF)

CERTIFICATE COURSE ON LIFE SKILLS

MARK STATEMENT

Serial No	Roll Number	Name of the student	Internal	External	Total
1	2018 Eng 010	M. Jeevitha	39	44	83
2	2018 Eng 011	K. Kamaleshwari	35	40	75
3	2018 Eng 022	S. Neeraja	40	41	81
4	2018 Eng 037	S.Soundarya	35	39	74
5	2018 Eng 40	G.K. Sushmitha	34	37	71
6	2018 Eng 041	S. Swetha	40	42	82
7	2018 Eng 043	J.Vaishnavi	40	42	82
8	2018 Eng 046	S.Yogalakshmi	34	40	74
9	2019 Eng 004	R..Aswini	38	39	77
10	2019 Eng 045	S.Yaamini	34	39	73
11	2020 BBI 041	N.Nivedha	34	37	71
12	2018 Eng 007	P.Gayathiri	34	39	73
13	2018 Eng 042	Uma Maheshwari	32	39	71