

**SOFT SKILLS DEVELOPMENT COURSE &
ABILITY ENHANCEMENT COMPULSORY COURSES
(AECC) SYLLABI**

(For the students admitted from 2023 onwards)



JAMAL MOHAMED COLLEGE (AUTONOMOUS)
Accredited with A++ Grade by NAAC (4th Cycle) with CGPA 3.69 out of 4.0
(Affiliated to Bharathidasan University)
TIRUCHIRAPPALLI – 620 020

**SOFT SKILLS DEVELOPMENT COURSE &
ABILITY ENHANCEMENT COMPULSORY COURSES**

Sem	Course Code	Course Category	Course Title	Ins. Hrs/ Week	Credit	Marks		Total
						CIA	ESE	
I	23UCN1AE1	AECC - I	Value Education	2	2	-	100	100
II	23UCN2SS	Soft Skills Development	Soft Skills Development	2	2	-	100	100
III	23UCN3AE2	AECC - II	Environmental Studies	2	2	-	100	100
IV	23UCN6AE3	AECC - III	Gender Studies	1	1	-	100	100

Semester	Course Code	Course Category	Hours/ Week	Credit	Marks for Evaluation		
					CIA	ESE	Total
I	23UCN1AE1 / 23BCN1AE1	Ability Enhancement Compulsory Course-I	2	2	-	100	100
Course Title		Value Education for Men					

SYLLABUS		
Unit	Contents	Hours
I	VALUES IN LIFE: Purpose and philosophy of life – Need for values –five fold moral culture. Values: truth, loyalty, integrity, humility, trustworthy, considerate, not being greedy, clean habits, punctuality, kindness, gratitude, patience, respect and character building.	6
II	PERSONAL WELLBEING: Social responsibility - taming a healthy mind and body – personal hygiene - Balanced diet – meditation – yoga - positive thinking – introspection - a passion for Nature- Win-win strategy.	6
III	ROLE OF MEN IN FAMILY: As a responsible student – committed employee - loyal husband - dedicated father – fatherhood- sacrificing human – considerate true friend.	6
IV	MAN A SOCIAL BEING: A friendly neighbour - living a life with definite motives – emotions and moral desire- uncompromising will power- puberty-secondary sexual characters- marriage: Purpose – marital life- Harmony with spouse- fidelity towards spouse.	6
V	PROFESSIONAL VALUES: More of a giver than a taker - being compassionate – patriotism - respecting culture - dependence on God – avoiding worry-professional ethics.	6

Hours of Teaching: 5 Hours and Hours of Activity: 25 Hours

Textbook(s):
1. Value Education for health, Happiness and harmony, the world community service centre, Vethathri Publications
2. N. Venkataiah, Value Education, APH Publishing Corporation, New Delhi, 1998
3. K.R. Lakshminarayanan and M. Umamageshwari, Value Education, Nalnilam Publication, Chennai.
Web References:
1. https://www.slideshare.net/humandakakayilongranger/values-education-35866000
2. https://www.ananda.org/blog/5-secrets-to-a-harmonious-marriage/
3. https://www.un.org/esa/socdev/family/docs/men-in-families

Activity:

- Assignment on Values (not less than 20 Pages)
- Multiple Choice Questions and Quiz
- Elocution - (Manners and good Habits for 3 to 5 minutes)
- Field Visit
- Debating - Current issues
- Essay writing : Proper use of e-gadgets, Ethics, Cyber ethics, Social media, etc.,
- Case Study / Album Making / Poster Presentation / Documentary- Celebrating National Days, Drug abuse & illicit trafficking, Independence Day, Secularism, Teachers Day, National Youth Awakening Day, Father's Day / Mother's Day and etc.,

EVALUATION COMPONENT: TOTAL: 100 MARKS**Component I :**

Documentary (or) Poster Presentation (or) Elocution - 25 marks

Component II:

Quiz (or) Multiple choice questions Test - 25 marks

Component III:

Album Making (or) Case Study on a topic (or) Field visit - 25 marks

Component IV:

Assignment (or) Essay Writing (or) Debating - 25 marks

Course Coordinator: Dr. M. Purushothaman

Semester	Course Code	Course Category	Hours/ Week	Credit	Marks for Evaluation		
					CIA	ESE	Total
I	23UCN1AE1 / 23BCN1AE1	Ability Enhancement Compulsory Course-I	2	2	-	100	100
Course Title		Value Education for Women					

SYLLABUS		
Unit	Contents	Hours
I	VALUES IN LIFE: Purpose and philosophy of life – Need for values –five fold moral culture - Imbibing values: truth, loyalty, integrity, humility, trustworthy, considerate, not being greedy, clean habits, punctuality, kindness, gratitude, patience, respect and character building.	6
II	FAMILY: Nuclear – cluster – significance - social functions - changing trend - role of women in family - obedient daughter - purposeful youth- dedicated wife - caring mother.	6
III	PUBERTY: Need of knowledge of menstruation- menstrual symptoms – handling – menstrual disorder - maintaining good personal hygiene - motherhood- Stages of pregnancy- post pregnancy care.	6
IV	MARRIAGE: Types of marriage - purpose of marriage- love and infatuation – need for marital preparation - pre and post marital counselling - conflicts in marital life - divorce single parenthood.	6
V	HARMONY WITH SPOUSE: Husband and wife relationship - fidelity towards spouse-relationship among the family members. Tenets of bride for healthy family – kindness, respect, patience, care, love.	6

Hours of Teaching: 5 hours and Hours of Activity : 25 hours

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Web References:
1. https://www.slideshare.net/humandakakayilongranger/values-education-35866000
2. https://www.ananda.org/blog/5-secrets-to-a-harmonious-marriage/
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Course Coordinator: Dr. M. Purushothaman

Semester	Course Code	Course Category	Hours/ Week	Credit	Marks for Evaluation		
					CIA	ESE	Total
II	23UCN2SS	Soft Skills Development	2	2	-	100	100
Course Title		Soft Skills Development					

SYLLABUS		
Unit	Contents	Hours
I	Communication Skills: Verbal and Non - Verbal communication - The active vocabulary - Conversational Etiquette - KOPPACT syndrome	6
II	Emotional Skills: Emotional Intelligence - The five steps to Emotional Quotient - Self- Awareness and Regulation - Empathy - Social Intelligence - stress management - coping with failures	6
III	Functional Skills: Using the tools of communicatory and emotional skills - Resume writing - Preparation of Curriculum Vitae - interview skills - Acing the interview - Group dynamics - Mock interviews and Group discussions	6
IV	Interpersonal Skills: Synergising relationships - SWOT analysis - SOAR analysis - The social skills - Time Management - Decision making - problem solving -prioritising and Implementation	6
V	Personality Skills: Leadership skills - Attributes and Attitudes - Social leader Vs The Boss - critical and creative thinking	6

Essential Career Skills Programme:

SYLLABUS		
Unit	Content	Online Hours
I	Articulation: Familiarizing Tongue Muscles – Phonic sounds: Vowels, consonants, and diphthongs– Facial movements – Mouth movements	4
II	Basic Grammar and Usage: Verbs: Regular, Irregular, Tenses, Subject-Verb Agreement	4
III	Advanced Grammar and Usage: Modals, Do-Support, Participles – Nouns – Copula – Prepositions of Time – Preposition of Duration – Adjectives – Adverbs –Combining sentences – Order of Adjectives	4
IV	Fluency: Reduction – Pausing in lists and sentences – Reading Rate – Palatalization – Time Reduction –Linkage with Consonants	4
V	Word Stress: Pitch – Duration, Assessment	4

Description	Hours
Offline:	
Teaching	5
Activity	25
Online	20
Total	50

Textbook(s): Soft Skills Development
1. Social intelligence: The new science of human relationships - Daniel Goleman; 2006.
2. Body Language in the workplace - Allan and Barbara Pease; 2011.
3. Student's Hand Book: Skill Genie - Higher education department, Government of Andhra Pradesh.

Web References:
1. https://nptel.ac.in/courses/109105110
Reference Book: Essential Career Skills Programme
1. Workshop on Facets of English Language – Ramesh Rao 2. Facets of English Language – Ramesh Rao; 2016

EVALUATION CRITERIA

Soft Skills Development - 100 Marks

S.No	Evaluation Criteria	Hours
1	Work Book (Each unit carries 10 marks)	50
2	Examination	50
Total		100

1. Teacher who handles the subject will award 50 marks for work book based on the performance of the student.
2. On the day of examination the examiners (Internal & External) will jointly award themarks for the following categories:
 - Self-Introduction - 20 Marks
 - Resume - 10 Marks
 - Mock Interview - 20 Marks

To assess the self-introduction, Examiners are advised to watch the video presentation submitted by the students. If they failed to submit the video presentation, the Examiners may direct the student to introduce himself orally and a maximum 10 marks only will be awarded.

Mock Interview Marks Distribution – 20 Marks

Attitude (self-interest, Confidence etc.) (4 Marks)	Physical appearance including dresscode (4 Marks)	Communication Skills (6 Marks)	Answering questions asked from the resume and work book (6 Marks)
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Essential Career Skills Programme - 100 Marks (Online Assessment)

The evaluation pattern of the Soft Skills Development Course offered in the second semester of the UG program. Both the Soft Skills Development Course and the Essential Career Skills Program will be evaluated at the end of the second semester, with each course being assessed for 100 marks. These marks will be converted to 50 marks each, resulting in 100 marks. Each course will carry 1 credit, amounting to a combined total of 2 credits for both courses.

S.No	Evaluation Criteria	Hours
1	Word Stress	25
2	Fluency	25
3	Grammar	25
4	Pronunciation	25
Total		100

Course Coordinators: Dr. Y. Parvas Sharif & Dr. M. Mohamed Anwar

Semester	Course Code	Course Category	Hours / Week	Credit	Marks for Evaluation		
					CIA	ESE	Total
III	23UCN3AE2	AECC - II	2	2	-	100	100
Course Title		Environmental Studies					

Unit	Contents	Hours
I	The multidisciplinary nature of environmental studies Definition, scope, importance, awareness and its consequences on the planet.	6
II	Ecosystems: Definition, structure and function of ecosystem; Energy flow in an ecosystem: food chain, food web and ecological succession. Case studies of the following ecosystems: a) Forest ecosystem b) Grassland ecosystem c) Desert ecosystem d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)	6
III	Natural Resources: Renewable and Non-renewable Resources: Land Resources and land use change; Land degradation, soil erosion and desertification. Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations. Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state). Heating of earth and circulation of air; air mass formation and precipitation. Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies. renewable energy resources significance of wind, solar, hydal, tidal, waves, ocean thermal energy and geothermal energy.	6
IV	Biodiversity and Conservation: Levels of biological diversity: genetic, species and ecosystem diversity; Biogeography zones of India; Biodiversity patterns biodiversity hot spots. mega-biodiversity nation; Endangered and endemic species of India. Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: <i>In situ</i> and <i>Ex situ</i> conservation of biodiversity. Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and Informational value.	6
V	Environmental Pollution & Conservation: Environmental pollution: types, causes, effects and controls; Air, water, soil, chemical and noise pollution Waste to wealth - Energy from waste, value added products from waste, fly ash utilization and disposal of garbage, solid waste management in urban and rural areas, Swachh Bharat Abhiyan, recent advances in solid waste management, modern techniques in rain water harvesting and utilization.	6

Text books:

1. Asthana DK and Meera A, Environmental studies, 2nd Edition, Chand and Company Pvt Ltd, New Delhi, India, 2012.
2. Arumugam N and Kumaresan V, Environmental studies, 4th Edition, Saras Publication, Nagercoil, Tamil Nadu, India, 2014.

Activity – I:

1. Assignments – Titles on Environmental awareness to be identified by teachers from the following (scripts not less than 20 pages)
2. Elocution – (Speech on “Environment beauty is the fundamental duty” of citizen of the country for 3 to 5 minutes)
3. Environment issues – TV, Newspaper, Radio and Medias messages – Discussion ∞ Case Studies/Field Visit/Highlighting Day today environmental issues seen or heard
4. Debating/Report Submission – Regarding environment issues in the study period Activity II
5. Environmental awareness through charts, displays, models and video documentation.

Celebrating Nationally Important Environmental DaysNational Science Day – 28th FebruaryWorld wild life Day – 3rd MarchInternational forest Day – 21st MarchWorld Water Day – 22nd MarchWorld Meteorological Day – 23rd MarchWorld Health Day – 7th AprilWorld Heritage Day – 18th AprilEarth / Planet Day – 22nd AprilPlants Day – 26th MayEnvironment Day – 5th June Activity III Discipline specific activities**EVALUATION COMPONENT:**

Component I: (25 Marks) Document (or) Poster presentation or Elocution

Component II: (25 Marks) Album making (or) case study on a topic (or) field visit

Component III: (25 Marks) Essay writing (or) Assignment submission

Component IV: (25 Marks) Quiz (or) multiple choice question test

Course Outcomes**Course Outcomes:** Upon successful completion of this course, the student will be able to:

CO No.	CO Statement	Cognitive Level (K-level)
CO1	To understand the multi-disciplinary nature of environmental studies and its importance	K1
CO2	To obtain knowledge on different types of ecosystem	K2
CO3	To acquire knowledge on Renewable and non-renewable resources, energy conservation	K3
CO4	To understand biodiversity conservation	K4
CO5	To analysis impact of pollution and conversion waste to products	K5

Relationship Matrix:

Course Outcomes (COs)	Programme Outcomes (POs)					Programme Specific Outcomes (PSOs)					Mean Score of COs
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5	
CO1	02	02	02	02	02	03	03	03	03	03	2.5
CO2	02	03	03	02	03	03	03	03	03	03	2.8
CO3	02	03	03	03	03	03	03	03	03	03	2.9
CO4	02	02	03	03	03	03	03	03	03	03	2.8
CO5	02	03	03	03	03	03	03	02	03	03	2.8
Mean Overall Score											2.7
Correlation											High

Mean Overall Score	Correlation
< 1.5	Low
≥ 1.5 and < 2.5	Medium
≥ 2.5	High

Course Coordinator: Dr. B. Balaguru

Semester	Course Code	Course Category	Hours/Week	Credit	Marks for Evaluation		
					CIA	ESE	Total
VI	23UCN6AE3	AECC - III	1	1	-	100	100
Course Title		Gender Studies					

SYLLABUS		
Unit	Contents	Hours
I	Gender Gender: Definition, concepts and relevance; gender vs sex – Gender process, internalization and socialization process, Masculinity vs Femininity, Social Institutions family, Class, Education Instructions, religions, caste, culture, inclusiveness of LGBTQI.	3
II	Evolution of Gender Awareness Gender sensitivity, gender disparities, discrimination practices, Gender inequality in family, society, labour market - organized, unorganized; Feminist thought, Women's Movement - abroad and India.	3
III	International Conventions and Covenants UN conventions, various international women's conferences convention on all the forms of discriminations of Women (CEDAW), Declaration of Human Rights, Social right, political right, economical right.	3
IV	Women's rights in India Enactment of laws regarding gender discrimination - abolition of child marriage, enactment of widow remarriage, Women's Rights are Human Rights - Women's rights in Indian constitution: anti-dowry, PNDA act, Domestic works, POCSO, abortion act. Sexual harassment at workplace.	3
V	Analysis of Gender Inequality Gender Roles and Stereotypes, Patriarchy and its impact on Society, Gender Pay Gap, Intersectionality, Gender-Based Violence, Access to Education and Employment, Political Representation, Health Inequities.	3

Hours of Teaching: 05 hours and Hours of Activity: 10 hours

Textbooks:
1. Sujata Sen, Gender Studies - Pearson Education, First edition, 2012.
2. N. Manimekalai and S. Suba, Gender Studies, Publication Division, Bharathidasan University, Tiruchirappalli, 2011.
3. Kamla Bhasin, Understanding Gender, Kali for Women, 2000.
4. J. Lorber, Gender and Power, Westview Press, 2005.
5. Rebecca Solnit, Men Explain Things to Me, Haymarket Books, 2023.
Web Resources:
1. https://onlinecourses.swayam2.ac.in/arp19_ap54/preview

Activity: I

- Documentary / Poster presentation
- Elocution- (Speech on gender discrimination for 3 to 5 minutes)
- Case Studies / Highlighting day-to-day issues
- Debating / Report Submission – Gender inequality

Activity: II

- Quiz / MCQ on Gender studies

Activity: III

- Album making– regarding gender related issues

Activity: IV

- Essay writing / Assignment

Evaluation Components: Total: 100 marks

Component I:

Documentary (or) Poster Presentation (or) Elocution - 25 Marks

Component II:

Quiz (or) MCQ -25 marks

Component III:

Album Making (or) Case study on a topic (or) Field Visit - 25 Marks

Component IV:

Essay Writing (or) Assignment (Minimum 10 pages) - 25 Marks

Course Coordinator: Dr. K. Loganathan