



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)
(Accredited by NBA-AICTE, New Delhi, ISO 9001:2000 Certified Institution &
Accredited by NAAC with "A" Grade)

Madagadipet, Puducherry - 605 107



SCHOOL OF ARTS AND SCIENCE

BACHELOR OF ARTS

**IN
ENGLISH**

ACADEMIC REGULATIONS 2023

(R-2023)

CURRICULUM & SYLLABUS

FOR 2023-2027 BATCH

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M. A. Seshathaj

Department	ENGLISH			Programme: B. A.			
Semester	FIRST			Course Category Code: ENG	End Semester Exam Type: TE		
Course Code	A23GET101C			Periods / Week		Credit	Maximum Marks
Course Name	GENERAL ENGLISH - I			L	T	P	C
(Common to B.A., B.SC., AND BCA Branches)				3	0	0	3
							CAM
							ESE
							TM
							100
Prerequisite	Basic part-two language,						
Course Objectives	To recognize the rhythms, metrics and other aspects of Literature						
	To read a variety of texts critically and proficiently						
	To enable the students to enjoy the flair of literature through the work of great writer						
	To make the students to know the functions of basic grammar						
	To enable them understanding the intrinsic nuances of writing in English language						
Course Outcomes	On completion of the course, the students will be able to						BT Mapping (Highest Level)
	CO1	comprehend and discuss the various facets of selected poems					K3
	CO2	analyze and interpret texts written in English					K3
	CO3	read drama with graduate-level interpretive and analytical proficiency					K3
	CO4	improve the fluency and formation of grammatically correct sentence					K3
	CO5	enhance the writing skills for specific purposes					K3
UNIT-I	POETRY					Periods: 09	
1. Rudyard Kipling – <i>IF</i>						CO1	
2. William Wordsworth – <i>Daffodils</i>							
3. Percy Bysshe Shelley – <i>Ozymandias</i>							
4. William Ernest Henley – <i>Invictus</i>							
5. Rabindranath Tagore – <i>On the Nature of Love</i>							
UNIT-II	PROSE					Periods: 09	
1. Bertrand Russell – <i>The Road to Happiness</i>						CO2	
2. Charles Lamb – <i>A Dissertation upon Roast Pig</i>							
UNIT-III	SHORT STORIES					Periods: 09	
1. Oscar Wilde – <i>The Devoted Friend</i>						CO3	
2. R. K. Narayan – <i>God and the Cobbler</i>							
UNIT-IV	DRAMA					Periods: 09	
1. H H Munro – <i>The Death Trap</i>						CO4	
2. J.M. Synge – <i>Riders to the Sea</i>							
UNIT-V	GRAMMAR AND COMPOSITION					Periods: 09	
1. Parts of Speech						CO5	
2. Subject-Verb Agreement							
3. Letter Writing							
4. Essay Writing							
Lecture Periods: 45	Tutorial Periods: 0			Practical Periods: -		Total Periods: 45	
Text Books							
1. Narayan, R.K, <i>Malgudi days</i> , Indian Thought Publication, 2019							
2. Synge John Millington, <i>Riders to the Sea</i> , Sahitya Sarowar Publisher, 2022							
3. P. C. Wren, H. Martin, <i>High School Wren and Martin English Grammar and Composition</i> , S. Chand & Company Pvt. Ltd, 2022.							
4. J.M. Synge, S.C. Narula. <i>Riders to the Sea</i> . Surjeet Publication. 2018.							
5. S.C.Gupta. <i>A Handbook for Letter Writing</i> . Arihant Publication. 2016.							
Reference Books							
1. Lamb, Charles, <i>Selected Prose</i> , Penguin Classics Publication, 2 nd Edition, 2013.							

2. S.C. Gupta, *English Grammar & Composition Very Useful for All Competitive Examinations*, Arihant Publications, 2014.
3. Saki, H. H. Munro, F. Carruthers Gould, *The Complete Works of Saki: Illustrated Edition: Novels, Short Stories, Plays, Sketches & Historical Works, including Reginald, The Chronicles of Clovis, ... The Death-Trap, The Westminster Alice* Kindle Edition, e-artnow, 2018.

Web References

1. <https://www.englishcharity.com/of-love-by-francis-bacon-explanation/>
2. https://www.poetry-archive.com/n/the_queens_rival.html
3. <https://www.gradesaver.com/lady-windermere-fan/study-guide/summary-act-i>



M. A. Zahedi

Department	ENGLISH		Programme: B. A.				
Semester	FIRST		Course Category Code: ENG		End Semester Exam Type: TE		
Course Code	A23BET102C		Periods / Week		Credit	Maximum Marks	
Course Name	BUSINESS ENGLISH - I		L	T	P	C	CAM ESE TM
	(Common to B.Com., B.Com. CS., BBA Branches)		3	0	0	3	25 75 100
Prerequisite	Basic part-two language, Basic knowledge						
	To understand the concept, process, and importance of communication.						
	To gain knowledge about the business communication.						
	To develop skills of effective business communication - both written and oral.						
	To help students to acquaint communication skills in the business world						
	To enhance the presentation and negotiations skills of the students						
Course Outcomes	On completion of the course, the students will be able to						BT Mapping (Highest Level)
	CO1	gather the basics and importance of communication					K3
	CO2	can inculcate the basics knowledge in business communication					K3
	CO3	draft effective business writing with brevity and lucidity					K3
	CO4	acquire acquaint communication skills in the business world					K3
	CO5	present an effective oral presentation					K3
UNIT-I	INTRODUCTION TO BUSINESS COMMUNICATION				Periods: 06		
	Definition of Business Communication - Communication Process, Communication Function, and its Objectives - Essentials of Good Communication - Barriers in Communications and its steps to overcome barriers						CO1
UNIT-II	VERBAL COMMUNICATION				Periods: 06		
	Definition of Oral Communication - Principles of effective Oral Communication - Effective Techniques in Oral Communication - Scope of Oral Communication – Do's and Don'ts in Oral Communication						CO2
UNIT-III	NON-VERBAL COMMUNICATION				Periods: 06		
	Definition of Non-verbal Communication – Difference between Verbal and Non-Verbal Communication - Types of Body Language - Effective Techniques in Body Language - Colour and its meaning						CO3
UNIT-IV	BUSINESS LETTER AND EMAIL				Periods: 06		
	Layout of Business Letter - Types of Business Letter - Drafting a Business Letter - Layout and procedures of email - Drafting an Email						CO4
UNIT-V	BUSINESS WRITING				Periods: 06		
	Report Writing – Structure of Report Writing - Article Writing – Structure of Article Writing - Agenda & Minutes of Meeting - SWOT Analysis - Advertisement – Creating						CO5
Lecture Periods: 30		Tutorial Periods: 0		Practical Periods: -		Total Periods: 30	
Text Books							
1. C.S.Rayudu, <i>Media and Communication Management</i> , Himalaya Publishing House, 1st Ed, 2013.							
2. Hory Sankar Mukerjee, <i>Business Communication: Connecting at Work</i> , Oxford University Press, 1st Edition, 2016.							
3. K. K. Sinha, <i>Business Communication</i> , Galgotia Publishing, 4th Edition, 2011.							
4. S.C.Gupta. <i>A Handbook for Letter Writing</i> . Arihant Publication. 2016.							
5. R.S.Aggarwal. <i>A Modern Approach to Non-Verbal</i> . S Chand Publication. 2017.							
Reference Books							
1. Krishna Mohan, R.C. Mohan & Virendra Singh Nirban, <i>Business Correspondence and Report Writing</i> , Tata McGraw-Hill Publishing, 6th Edition, 2020.							
2. Nirmal Singh, <i>Business Communication: Principles, Methods and Techniques</i> , Deep & Deep Publications Pvt. Ltd, 1st Edition, 2008.							
3. Rajendra Pal & J. S. Korlahalli, <i>Essentials of Business Communication</i> , Sultan Chand & Sons, 3 rd Edition, 2011.							
Web References							

1. <https://www.wix.com/encyclopedia/definition/oral-communication>
2. <https://writingcenter.unc.edu/tips-and-tools/business-letters/>
3. <https://www.thebalancecareers.com/communication-skills-list-2063779>

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M. A. Zahedi

Department	ENGLISH			Programme: B. A.				
Semester	FIRST			Course Category Code: DSC		End Semester Exam Type: TE		
Course Code	A23ENT101D			Periods / Week		Credit	Maximum Marks	
Course Name	SOCIAL HISTORY OF ENGLISH LITERATURE			L	T	P	C	CAM ESE TM
				3	1	0	4	25 75 100
Prerequisite	General newspaper reading							
Course Objectives	To introduce the facts and events in the social history of England							
	To read and understand the important social issues covered in the syllabus							
	To classify the events in a chronological order and associate the historical influence							
	To analyze and associate the causes and effects of the multiple incidents							
	To comprehend the social background of England in order							
Course Outcomes	On completion of the course, the students will be able to							BT Mapping (Highest Level)
	CO1	identify the facts and events in the social history of England						K3
	CO2	understand the important social issues covered in the syllabus						K3
	CO3	classify the events in a chronological order and associate the historical influence						K3
	CO4	analyze and associate the causes and effects of the multiple incidents						K3
	CO5	comprehend the social background of England in chronological order						K3
UNIT-I							Periods: 12	
	1. Introduction to Old English Period (Anglo-Saxon -Normal Period) 2. Middle English Period Wars: 100 Years of War & War of Roses (Excerpts) 3. The Renaissance 4. The Religion of England							CO1
UNIT-II							Periods: 12	
	1. The Reformation 2. The Civil War and its Social Significance 3. Colonial Expansion 4. Puritanism							CO2
UNIT-III							Periods: 12	
	1. Restoration England 2. The Origin and Growth of Political Parties in England 3. Age of Queen Anne 4. The Agrarian Revolution 5. The Industrial Revolution							CO3
UNIT-IV							Periods: 12	
	1. The Methodist Movement 2. Other Humanitarian Movements 3. The War of American Independence 4. Effects of French Revolution							CO4
UNIT-V							Periods: 12	
	1. The Victorian Age 2. The Reform Bills 3. The World Wars 4. Life in the Sixties 5. England in the Twenty-first Century							CO5




Lecture Periods: 60	Tutorial Periods: 0	Practical Periods: -	Total Periods: 60
Text Books			
1. Albert, Albert, <i>History of English Literature</i> , Oxford University Press, 2017.			
2. Ashok, Padmaja, <i>The Social History of England</i> , Orient Black Swan Pub, 2 nd Edition, 2016.			
3. John Carter, John McRae, <i>The Routledge History of Literature in English</i> , Taylor & Francis Publication, 3 rd Edition, 2016.			
4. Sanders, Andrew. <i>Short Oxford History of English Literature</i> . Oxford Publication. 2005.			
5. H.G.Wells. <i>A Short History of the World</i> . Fingerprint Publication. 2015.			
Reference Books			
1. Hudson, Henry William, <i>An Outline History of English Literature</i> , Rupa Publication, 2015.			
2. Long, J, William, <i>English Literature: Its History and Its Significance For the Life of the English speaking World</i> , Rupa Publication, 2015.			
3. W. H. Hudson, <i>An Outline History of English Literature</i> , Maple Press, 2012.			
Web References			
1. https://www.britannica.com/topic/Church-of-England			
2. https://www.britannica.com/topic/Western-colonialism/European-expansion-since-1763			
3. https://www.parliament.uk/about/living-heritage/evolutionofparliament/parliamentaryauthority/revolution/overview/whigstories/			

M. A. Zehra

Department	ENGLISH		Programme: B. A.			End Semester Exam Type:				
Semester	FIRST		Course Category Code: DSC		TE					
Course Code	A23ENT102D		Periods / Week		Credit	Maximum Marks				
Course Name	BRITISH LITERATURE – I (LITERATURE OF RENAISSANCE)		L	T	P	C	CAM	ESE	TM	
			3	1	0	4	25	75	100	
Prerequisite	Newspaper reading,									
Course Objectives	To Introduce Renaissance Age in detail									
	To read a variety of Renaissance texts critically and proficiently									
	To enable the students to enjoy the flair of literature through the work of great writer									
	To make the students to know the themes and motifs of Renaissance Age									
	To understand the salient features of Early Renaissance and Elizabethan Poems and Drama									
Course Outcomes	On completion of the course, the students will be able to							BT Mapping (Highest Level)		
	CO1	comprehend and discuss Renaissance Age in detail							K4	
	CO2	analyze and interpret the Renaissance texts critically							K4	
	CO3	enjoy reading and comprehend the nuances of literature through the works of great writer							K4	
	CO4	analyze and understand the themes and motifs of Renaissance Age							K4	
	CO5	understand the salient features of early Renaissance and Elizabethan poems and drama							K4	
UNIT-I	RENAISSANCE PROSES					Periods: 11				
	1. Francis Bacon – <i>Of Studies, Of Ambition, Of Travel</i>									
	CO1									
UNIT-II	EARLY RENAISSANCE POEMS					Periods: 12				
	1. Geoffrey Chaucer – <i>To Rosemounde : A Balade</i>									
	2. Petrarch – <i>If No Love is, O God, What Fele I So ?</i>									
	3. Sir Thomas Wyatt – <i>Avising The Bright Beams</i>									
	4. Henry Howard – <i>Alas! So All Things Now Do Hold Their Peace</i>									
	5. Chidiok Tichborne – <i>Elegy</i>									
	CO2									
UNIT-III	ELIZABETHAN AND JACOBAN POEMS					Periods: 12				
	1. Edmund Spenser – <i>Amoretti LXVIII : Most Glorious Lord of Life</i>									
	2. Philip Sidney – <i>Loving the Truth</i>									
	3. Ben Johnson – <i>On My First Son</i>									
	4. Robert Herrick – <i>To the Virgins, To Make Much of Time</i>									
	5. John Donne – <i>A Valediction: Forbidding Mourning</i>									
	6. Richard Lovelace – <i>To Lucasta, On Going to the War</i>									
	CO3									
UNIT-IV	ELIZABETHAN DRAMA					Periods: 12				
	1. Christopher Marlowe – <i>Doctor Faustus</i>									
	CO4									
UNIT-V	JACOBAN DRAMA					Periods: 12				
	1. John Webster – <i>The Duchess of Malfi</i>									
	CO5									
Lecture Periods: 60		Tutorial Periods: 0		Practical Periods: -		Total Periods: 60				
Text Books										
1. Bacon, Francis, <i>The Essays</i> , The Peacock Book Publication, 2021.										
2. Christopher, Marlowe, <i>Doctor Faustus</i> , Oxford University Press, 1997.										
3. Kyd, Thomas, <i>The Duchess of Malfi</i> , The Bloomsbury Publication, 2015.										
4. Sanders, Andrew. <i>Short Oxford History of English Literature</i> . Oxford Publication. 2005.										

5. H.G.Wells. *A Short History of the World*. Fingerprint Publication. 2015.

Reference Books

1. Albert, Albert, *History of English Literature*, Oxford University Press, 2017.
2. John Carter, John McRae, *The Routledge History of Literature in English*, Taylor & Francis Publication, 3rd Edition, 2016.
3. Raghunathan, Harriet, *Renaissance Poets: A Selection*, Worldview Publication, 2021.

Web References

1. <https://www.poetryfoundation.org/poems/45187/amoretti-lxviii-most-glorious-lord-of-life>
2. <https://www.poetryfoundation.org/poems/44658/to-lucasta-going-to-the-wars>
3. <https://www.poetryfoundation.org/poems/46546/to-the-virgins-to-make-much-of-time>

M. A. Zahedi

Department	ENGLISH			Programme: B. A.			
Semester	FIRST			Course Category Code: IDC	End Semester Exam Type: TE		
Course Code	A23END101D			Periods / Week		Credit	Maximum Marks
Course Name	HISTORY OF INDIAN LITERATURE			L	T	P	C
				3	1	0	4
							25
							75
							100
Prerequisite	General Journal reading and Newspaper reading						
Course Objectives	To Introduce the facts and events in the history of India						
	To read and understand the important social issues covered in the syllabus						
	To classify the events in a chronological order and associate the historical influence						
	To analyse and associate the causes and effects of the multiple incidents						
	To comprehend the historical background of India in order						
Course Outcomes	On completion of the course, the students will be able to						BT Mapping (Highest Level)
	CO1	identify the facts and events in the history of India					K3
	CO2	understand the important writer' writings covered in the syllabus					K3
	CO3	classify the events in a chronological order and associate the historical influence					K3
	CO4	analyze and associate the causes and effects of the multiple historical incidents					K3
	CO5	comprehend the historical background of India in chronological order					K3
UNIT-I	INTRODUCTION				Periods: 11		
	1. Extent and Significance of Indian Literature						
	2. The Chronology of Indian Literature						
	3. Lord Macaulay's Minute						
UNIT-II	INDIAN LITERATURE – THE BEGINNING TO 1857				Periods: 12		
	1. The Literary Landscape: The Nature and Scope of Indian Literature						
	2. The Pagoda Tree: From the Beginning to 1857 (<i>Introduction</i>)						
UNIT-III	AN INTRODUCTION TO VEDIC AND EPIC POETRY				Periods: 12		
	1. Introduction to Vedic Literature and Upanishads						
	2. The Beginning of Epic Poetry in India						
UNIT-IV	PRE-INDEPENDENCE WRITINGS AND WRITERS				Periods: 12		
	Raja Rammohan Roy, Behramji Malabari, Govardhanram Tripathi, Toru Dutt, Rudyard Kipling, Cornelia Sorabji, Jawaharlal Nehru, Sarojini Naidu						
UNIT-V	POST-INDEPENDENCE WRITINGS AND WRITERS				Periods: 12		
	Jim Corbett, Mulk Raj Anand, A.K.Ramanujan, V.S. Naipaul, Shashi Deshpande, Salman Rushdie, Amitav Gosh, Arundhati Roy						
Lecture Periods: 60	Tutorial Periods: 0		Practical Periods: -		Total Periods: 60		
Text Books							
1. Winternitz. M, <i>A History of Indian Literature</i> , University of Calcutta, Vol 2, 1927.							
2. Naik. M.K, <i>A History of Indian English Literature</i> , Sahitya Akademi, 2009.							
3. Arvind Krishna Mehrotra, <i>An Illustrated History Of Indian Literature In English</i> , Permanent Black Publication, 2019.							
4. K. Makeswari. <i>Indian Writing in English</i> . Mahaveer Publication. 2023.							
5. Dodiya, Jaydipsinh. <i>Contemporary Indian Writing in English</i> . Atlantic Publication. 2023.							
Reference Books							
1. Aravind Krishna Mehrotra, <i>Concise History of Indian Literature in English</i> , Orient Blackswan Publication, 2018.							
2. Maurice Winternitz. V.S. Sharma, <i>A history of Indian Literature</i> , Motilal Banarsidass Publisher, 2015.							
3. Bijay Kumar Das, <i>Postmodern Indian English Literature</i> , Atlantic Publication, 2022.							
Web References							
1. https://www.vedantu.com/biography/r-k-narayan-biography							

2. <https://theprint.in/theprint-profile/behramji-malabari-parsi-activist-who-fought-widowhood-child-marriage-in-hindu-society/959488/>
3. https://www.indianetzone.com/7/indian_epic_poetry.htm

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M. A. Zehra

Department	ENGLISH		Programme: B. A.						
Semester	FIRST		Course Category Code: SEC			End Semester Exam Type:			
Course Code	A23ENSA01C		Periods / Week			Credit	Maximum Marks		
			L	T	P	C	CAM	ESE	TM
Course Name	COMMUNICATION SKILLS		0	0	4	2	100	0	100
Prerequisite	Part-two language and basic communication skills								
Course Objectives	To improve the skill of rapid reading and communicate efficiently								
	To decode and impart speaking skills with confidence								
	To train students in analyzing articles and Newspaper								
	To enhance the sense of social responsibility and accountability of the students								
	To expound the significance in Managerial skills								
Course Outcomes	On completion of the course, the students will be able to						BT Mapping (Highest Level)		
	CO1	understand the pattern to communicate effectively						K3	
	CO2	impart Speaking skills with self-confidence						K3	
	CO3	enhance their strategies in analyzing articles and Newspaper						K3	
	CO4	the sense of social responsibility and accountability of the students						K3	
	CO5	expertise in Managerial skills						K3	
UNIT-I	COMMUNICATION SKILLS - SPEAKING					Periods: 06			
1. Aspects of speaking 2. Process of effective Speech 3. Techniques for effectual Presentation								CO1	
UNIT-II	SELF-MANAGEMENT SKILLS					Periods: 06			
1. Time Management 2. Stress Management 3. Emotional Management								CO2	
UNIT-III	COMMUNICATION SKILLS - READING					Periods: 06			
1. Article analysis 2. Comprehension 3. Skimming and Scanning								CO3	
UNIT-IV	SOCIAL SKILLS					Periods: 06			
1. Leadership 2. Teamwork 3. Decision making								CO4	
UNIT-V	PUBLIC SPEAKING AND PRESENTATION					Periods: 06			
1. Rules and Techniques for Public Speaking 2. Practice session (both, Public Speaking and Presentation)								CO5	
Lecture Periods: -		Tutorial Periods: -		Practical Periods: 30		Total Periods: 30			
Text Books									
1. Barun K. Mitra, <i>Personality Development and Soft skills</i> , Oxford University Press, 2 nd Edition, 2016. 2. Syamala, V, <i>Effective English Communication for you</i> , Chennai: Emerald Publisher, 1 st Edition, 2002. 3. Sanjay Kumar & PusphLata. <i>Communication Skills</i> , Oxford University Press, 2 nd Edition, 2015. 4. Sabina Pillai, Agna Fernandez, <i>Soft Skills and Employability Skills</i> , Cambridge University Press, 2017. 5. Jeff Butterfield, <i>Soft Skills for Everyone</i> , Cengage India Private Limited, 2 nd Edition, 2020									
Reference Books									
1. Murphy, John J, <i>Pulling Together: 10 Rules for High-Performance Teamwork</i> , Simple Truth Publication, 1 st Edition, 2010. 2. Balasubramanian, T, <i>A Textbook of English Phonetics for Indian Students</i> , Trinity Press, 1 st Ed, 1981. 3. Sardana, C.K, <i>The Challenge of Public Relations</i> , New Delhi: Harnand Publication, 1 st Edition,									




1995.

Web References

1. <https://blog.dce.harvard.edu/professional-development/10-tips-improving-your-public-speaking-skills>
2. <https://corporatefinanceinstitute.com/resources/careers/soft-skills/management-skills/>
3. <https://zety.com/blog/how-to-introduce-yourself>



M. A. Zekri

Department	ENGLISH		Programme: B. A.						
Semester	FIRST		Course Category Code: SEC			End Semester Exam Type -			
Course Code	A23ENSA02C		Periods / Week			Credit	Maximum Marks		
			L	T	P	C	CAM	ESE	TM
Course Name	SOFT SKILLS		0	0	4	2	100	0	100
Prerequisite	Journal reading and Newspaper reading								
Course Objectives	To train students in Soft skills in order to enable them to be professionally competent								
	To facilitate the students for Goal setting and Goal Achieving skills								
	To enrich the sense of social responsibility and accountability of the students								
	To help the students to train them for Stress Management and Time Management								
	To train the students to work with team environment and Creative thinking								
Course Outcomes	On completion of the course, the students will be able to								BT Mapping (Highest Level)
	CO1	enhance the Soft skills and compete professionally							K3
	CO2	achieve Goal setting and Goal Achieving skills							K3
	CO3	improve their social responsibility and accountability skills							K3
	CO4	enrich Stress Management and Time Management							K3
	CO5	demonstrate the quality of a Team ship and Creative thinking							K3
UNIT-I	POSITIVE ATTITUDE					Periods: 06			
Skills-Personal Skills: Knowing Oneself/Self-Discovery - Confidence Building - Defining Strengths of Attitude - formation of attitudes - psychological factors - the power of positive attitude - the benefits of positive attitude – developing positive attitude - negative attitude – the causes of negative attitude - the consequences of negative attitude - how to change negative attitude									CO1
UNIT-II	GOAL SETTING					Periods: 06			
Introduction - importance of goal setting - goal definition - types of goals - what exactly goal setting - why people don't set goals - how to choose the right goals - SMART GOALS - Career goals - benefits of career goal setting - goal setting tips									CO2
UNIT-III	STRESS AND TIME MANAGEMENT					Periods: 06			
Definition of Stress management - types of stress - causes of stress - stress management and reduction techniques - Definition of Time management - Setting goals, planning – prioritizing - setting deadlines - multi-tasking - practicing self-discipline - overcoming procrastination									CO3
UNIT-IV	TEAMWORK SKILLS					Periods: 06			
Communication as Social Construction - Dynamics of professional Group communication - Group and Team - Team Building Process - Managing conflict and appreciating/respecting differences - Decision making & effective negotiation - Types of teams - Understanding, Identity and nurturing sensitivity (in terms of gender, orientation, language)									CO4
UNIT-V	PROBLEM SOLVING THROUGH CREATIVE THINKING					Periods: 06			
Thinking Creatively - Improving Perceptions - Creative thinking as an essential skill - Techniques of creative thinking (such as brainstorming, lateral thinking, mind mapping, rich pictures, role play) - Practical problem solving through creative thinking - Case Study									CO5
Lecture Periods: -			Tutorial Periods: -			Practical Periods: 30		Total Periods: 30	
Text Books									

1. Sabina Pillai, Agna Fernandez, *Soft Skills and Employability Skills*, Cambridge University Press, 2017.
2. Jeff Butterfield, *Soft Skills for Everyone*, Cengage India Private Limited, 2nd Edition, 2020.
3. Alex K, *Soft Skills*, S Chand & Company, 1st Edition, 2014.
4. R.S.Aggarwal. *A Modern Approach to Non-Verbal*. S Chand Publication. 2017.
5. K. K. Sinha, *Business Communication*, Galgotia Publishing, 4th Edition, 2011.

Reference Books

1. Barun Mitra, *Personality Development and Soft Skills 2*, Oxford University Press, 2016.
2. Prashant Sharma, *Soft Skills 3rd Edition: Personality Development for Life Success*, BPB Publications, 2021.
3. Ghosh, B.N, *Managing Soft Skills for Personality Development*, Tata McGraw Education Publication, 1st Edition, 2012.

Web References

1. <https://www.mindtools.com/a5ykiuq/personal-goal-setting>
2. <https://www.healthlinkbc.ca/health-topics/stress-management-managing-your-time>
3. <https://www.herzing.edu/blog/7-important-teamwork-skills-you-need-school-and-your-career>

M. A. Zehra