MCA

Course Code	Course Title	Total Credits
MCA CT 308	**Employability Skill Training-Phase 2**	1

Course Objectives

- Develop ways to extend and improve interpersonal skills, negotiating skills, leadership skills, creativity and conflict management skills.
- Enable students to appreciate the role of body language and voice tone in effective communication.
- Evaluate students 'thinking skills and how he/she controls the conversation through listening attentively and then having the perseverance to mould it towards his/her own direction.
- Equip students to effectively tackle the interview process, leaving a positive impression with the prospective employer.
- Familiarize students with interview questions and interview etiquette.
- Help students enhance their Technical skills on an interview basis.

Module No.	Title & Contents	No. of Sessions
1	**Interpersonal Communication And Leadership** Interpersonal Communication, Concept of Leadership, Types, Six Styles of Leadership, Qualities of Leadership, Functioning of Leadership - Goal Setting, Rising to Your Potential, Coordinating, Decision making, Interacting, Negotiating, Time Management, Change Management and Mentoring. Accountability, Public Speaking & Presentation Skills. **Activity: Team Game**	3
2	**Effective Technical Communication** **Fundamentals**: Importance and Need, Technical Communication Skills, Organisation in Technical Communication, Styles in Technical Communication. **Speaking Strategies**: Strategies for Good Conversation, Improving Listening Comprehension, Improving Fluency and Self-expression – Articulation, Pronunciation, Voice Quality, Accent and Intonation. Body Language – Eye Contact, Facial Expression, Gestures, Posture and Body Movements. **Activity: Exercises on Listening and Speaking**	2

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3	**Group Discussion** Nature, Characteristics of Successful GD, Group Discussion Strategies, Techniques for Individual Contribution, Group Interaction Strategies, Practice Case Studies. **Activity: Group wise GD Training**	10
4	**Individual And Group Interview** Characteristics of Interviews, Pre-Interview Preparation Techniques, Projecting a Positive Image, Answering Strategies. Types of Questions, Frequently Asked HR Questions **Activity: Sample interview** **Topics Covering On Technical:** C Language, Operating Systems, Data Structures, C++, Microprocessors, DBMS, Networking, Java Basics, Core Java, Advanced Java, PHP, Python, SQL and other relevant topics.	15
5	**Activity: Mock Interview** Individual & Group Interview Sessions	10

50 % of the syllabus is meant for online/ activity mode

Textbooks and Reference

1. Bharathi, T., Hariprasad, M. ed., Prakasam, V., *Personality Development and Communicative English*,Hyderabad, Neelkamal Publications Pvt. Ltd.,.
2. Rizvi, Ashraf M., *Effective Technical Communication*, New Delhi, Tata McGraw Hill EducationPrivate Limited.
3. https://www.indiabix.com/interview/
4. https://www.campusgate.co.in/
5. https://www.sawaal.com/technical-questions-and-answers.html

Learning Outcomes

- Understand all aspects of communication and its effect on giving and receiving information.
- Identify his/her analytical and lateral thinking, constructive argument capabilities, clarity of thoughtsand capability to hold a discussion with a group.
- Understand the purpose of professional interviews.
- Articulate the importance of self-preparation.
- Students are able to practice their interviewing skills in an environment similar to an actual interview.

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Course Code	Course Title	Total Credits
MCA CT 108	**Employability Skill Training-Phase 1**	1

Course Objectives

- Enable students to identify their strengths and weaknesses.
- Measure each student's numerical ability, problem solving and mathematical skills.
- Enhance aptitude and reasoning ability of students that will make them capable of securing a job with any recruiter.
- Guide students in Resume making.

Module No.	Title & Contents	No. of Sessions
1	**Motivation And Goal Setting** Motivation, Assertiveness, Career Exploration and Life Planning, Goal Setting, Time Management, Stress Management. **Activity:** Must Read *(Institution option possible)* 1. Karmayogi: A Biography of E. Sreedharan by M. S. Ashokan 2. The 7 Habits of Highly Effective People – Stephen R. Covey 3. The Leader Who Had No Title - Robin Sharma	2
2	**Arithmetical And Verbal Reasoning Ability:** Problems on Numbers, Problems on Ages, Percentage, Ratio and Proportion, Time and Work, Time and Distance, Problems on Trains, Boats and Streams, Alligation or Mixture, Area, Average, Races and Games of Skill, Calendar, Clocks, Banker's Discount, Decimal Fractions, Heights and Distance, Odd Man Out and Series. Types of verbal reasoning, Analogy, Series Completion, Coding and Decoding, Blood Relation, Puzzle Tests, Direction Sense Test, Venn Diagrams, Logical Sequence of Words, Syllogism, Cause and Effect, Dice, Cube and Cuboid, Seating Arrangement. **Activity:** Company wise sample Questions, Mock Test on Each Topic.	30

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3	**Data Interpretation & Logical Reasoning** Tabulation, Bar Graphs, Pie Charts, Line Graphs. **Activity:** Company wise sample Questions, Mock Test on Each Topic.	3
4	**ENGLISH APTITUDE** Fill in the blanks, Comprehension, Phrases and Sentences, Sequencing, Basic Grammar, Synonyms and Antonyms, technical Vocabulary, Common Errors. **Activity:** Practice Sets.	3
5	**RESUME PREPARATION** Resume Tips, Cover Letter, Sample Resume, Help for making a perfect Resume, Job Application Letters, E-mail messages. **Activity: Individual Resume Evaluation**	2

Note : 50% of the syllabus is intended to cover in online / activity mode

Text Book & References

1. Rizvi, Ashraf M., *Effective Technical Communication*, New Delhi, Tata McGraw Hill EducationPrivate Limited.
2. Aggarwal, R. S., *Quantitative Aptitude for Competitive Examinations*, New Delhi, S. Chand andCompany Pvt. Ltd.
3. Aggarwal, R. S., *Modern Approach to Verbal n Nonverbal Reasoning*, New Delhi, S. Chand andCompany Pvt. Ltd.
4. https://www.campusgate.co.in/
5. http://www.allindiaexams.in/reasoning/verbal-reasoning-questions-answers
6. https://www.sawaal.com/aptitude-reasoning-questions-and-answers.html
7. https://www.indiabix.com/logical-reasoning/questions-and-an swers/

Learning Outcomes

By successfully completing this course, students will be able to

- Do self-assessment of strengths and weaknesses; identify what is lacking for a better personalityand improve on it.
- Solve Quantitative, Verbal and Logical Reasoning and Comprehension problems in IT recruitmentdrives and other competitive exams.
- Organize and write an effective Cover Letter and Resume.

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PSY6 CRT17 MANAGING BEHAVIOR IN ORGANIZATION

Teaching Hours:4/week

Credit :4

Objectives:

To familiarize and learn concept of human organizations and behavior in organizations.

To introduce topics like Leadership, Motivation, Power, Conflict, Negotiation in organizations and to learn strategies to Manage organizations more effectively.

Module1: Organizational Decision Making:

Definition, Nature of decision making: decision characteristics, types of decisions. Decision making process, Problems in decision making process: misunderstanding a situation, rushing the decision Making process.Improving decision making process: Improving the roles of individual, structured group decision making process.Techniques of decision making. Models of Individual decision making: Classical, Behavioral decision making models, Individual decision making process.

References

Singh, K. (2013). *Organizational Behaviour*. India: Dorling Kindersley Pvt. Ltd. Pp. 329-347.

Luthans, F. (1997).*Organizational Behaviour*. (7th ed). New York: McGraw Hill International. Pp. 532-547

Module 2: Power conflict and negotiation:

Definition, bases of power, power tactics, Indian perspectives on power. Power in action.

Conflict: Conflict: conflict process , Sources, Types, Functionality and Dysfunctionality of Conflict, Classification of Conflict Intra Individual, Interpersonal, Intergroup and Organizational, Resolution of Conflict, Meaning and Types of Grievance and Process of Grievance Handling. Negotiation- Process, types, Johari window.

Empowerment and Participation - The nature of empowerment and participation, How participation works, Programs for participation, Important considerations in participation.

Assertive Behaviour - Interpersonal Orientations, Facilitating smooth relations, Stroking.

References

Singh, K. (2013). *Organizational Behaviour*.India: Dorling Kindersley Pvt. Ltd.,Pp. 377-393.

Hellriegel& Slocum.(2004).*Organizational Behaviour*. Singapore: ThompsonSouth-Western publishers, Pp. 225-244.

Module 3: Organizational culture:

What is organizational culture: definition, Concept, Characteristics, Elements of Culture, Implications of Organizational culture, Process of Organizational culture, cultural typologies, Strong vs. Weak cultures, culture vs. formalization, Organizational culture vs. National culture What do cultures do? Culture's functions, culture as a liability.

Creating and sustaining culture: How a culture Begins, Keeping a culture Alive.

How employees learn culture: Rituals, Material symbols, language.

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References
Singh, K. (2013). *Organizational Behaviour.*India: Dorling Kindersley Pvt. Ltd.,Pp. 399-416.
Robbins, S. P., Judge, T. A., &Sanghi, S. (2009). *Organizational Behaviour.*Dorling Kindersley Pvt. Ltd.,Pp. 600-623.

Module 4: Managing Organizational Change and Development:
Concept, forces of change, managing planned change, Changing structure, changingtechnology, changing the physical setting, changing people.
Resistance to change: Individual resistance, organizational resistance, overcoming resistance to change, the politics of change.
Approaches to managing organizational change: Lewin's three-step Model Organizational Development: OD values, OD interventions. Key issues of management change: Innovation, Creating a Learning organization.

References
Singh, K. (2013). *Organizational Behaviour.* India: Dorling Kindersley Pvt. Ltd. Pp. 425-460.
Luthans, F. (1997).*Organizational Behaviour.* (7th ed). New York: McGraw Hill International. Pp.592-610

Module 5: Organizational Stress:
Work place stress: Meaning of Job Stress-Definition Burnout, Background of stress.
Causes of Stress: Individual, Group, Organizational, Extra organizational Stress.
Effect of Job Stress: Physical, Psychological, Behavioral problems.Coping Strategies: Individual, organizational.
Employee counseling, Types of counseling.

References
Singh, K. (2013). *Organizational Behaviour.* India: Dorling Kindersley Pvt. Ltd. Pp. 181-198.
Luthans, F. (1997).*Organizational Behaviour.* (7th ed). New York: McGraw Hill International. Pp. 194-207.

Module 6: Social Responsibility and Ethics:
Nature of social responsibility: Law and social responsibility, Historical perspectives, social responsibility organizational stake holders. Diverging Views on social responsibility. The nature of Managerial Ethics: Sources of ethics, moral development, Managerial ethics. Ethical and unethical managerial Behavior: Ethical standard and Managerial dilemma.
Ethics and Ethical behavior in Organization: Sexual harassment, pay and promotion discrimination, Employee privacy issue.

References
Sinha, J. B. P. (2008). *Cultural and Organizational Behavior.* New Delhi: Sage
Steers, R. M. (1991).*Introduction to Organizational Behavior.* New York: Harper Collins.

Activity based assignments and seminars -Assignments and seminars only on related topics so as to enable students to apply principles and theories studied to analyze phenomena relating to day to day aspect of behavior.

References

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Credit :4

CHOICE BASED CORE COURSES

Teaching Hours:3/week

PY6CB01 THEORY AND PRACTICE OF COUNSELLING

Objectives:

To understand the process and technique of counselling
To differentiate the various approaches to counselling
To be aware of the assumptions and issues of counselling applications

Module 1: Introduction to Counselling
Definition of counselling, Counselling, Psychotherapy and Guidance as related fields.Counselling as a helping relationship. Scope of counselling, Goals of counselling, Counselling ethics.
Ref:Rao, N.&Sahajpal, P. Pp.26 -65

Module 2: Counselling Process
Stages of counselling process, Variables affecting counselling process: Counsellor Characteristics and skills; counselee characteristics. Core conditions of helping relationship; empathy, unconditional positive regard and congruence.
Ref: Rao, N &Sahajpal, P. Pp. 84-113, Jones, R.N. Pp. 32 – 35

Module 3: Approaches and techniques of Counselling
Briefly explain the view of human nature, Role of counsellors, Goals and strengths and limitations of: Freud, Person centred counselling, Existential counselling and Gestalt counselling, -Techniques: Psychoanalysis(brief), client entered therapy, existential therapy, T.A.
Ref: Gladding, S. T. Pp. 186- 218
Rao, N. &Sahajpal, P.Pp.218-223.

Module 4: Cognitive Behavioural approaches and techniques
Briefly explain the view of human nature, Role of counsellors, Goals and strengths and limitations of: behavioural approach, cognitive approach, techniques: behavioural modification, systematic desensitization, social skill training, and cognitive therapy: REBT, Reality, CBT
REF:Ref: Gladding, S. T. Pp. 186- 218

Module 5: Indian approaches in Counselling
Indian approach of Yoga and meditation in counselling, type of yogic practices, stages of raja yoga, Indian model of healthy personality, Relaxation techniques: JPMR, hypnosis
Rao,n.&Sahajpal,p.

Module 6: Special areas in Counselling
Counselling and rehabilitation of differently abled persons; categories under differently abled, counseling weaker section and minorities; psychological barriers, diagnosis and intervention.counselling for alcohol and substance abusers; role of counselors, rehabilitation and counseling legal offenders and victims of abuse and crisis intervention counseling.
Ref: Rao, N. &Sahajpal, P. pp. 317-327,334-335,339-350

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Note-Activity based assignments and seminars

Assignments and seminars only on related topics so as to enable students to apply principles and theories studied to analyze phenomena relating to day to day aspect of behavior

References

Gladding, S.T. (2009). *Counselling: A comprehensive profession*(6th ed.). New Delhi: Pearson India.

Jones, R.N. (2012). *Basic counseling skills –A Helper's Manual*; 3rd ed. Sage south Asia ed.

Rao, N. &Sahajpal, P. Pp. 317-327, 334-335, 339-350

Rao,S.N. &Sahajpal P.(2013).*Counselling and Guidance*

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