

Semester: I 2025-26

Discipline Centric Core Course (DCC)

FEMCC44001T: Fundamentals of Emotional Intelligence

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
Course Outcome: On successful completion of the course, the students will be able to:		
<ul style="list-style-type: none">• Understand the basic concepts and theoretical foundations of Emotional Intelligence.• Identify and analyze their own emotional patterns and those of others.• Apply EI principles in personal and professional contexts to enhance interpersonal relationships.• Develop emotional regulation, empathy, and social skills for leadership and teamwork.• Integrate EI strategies in conflict resolution, decision-making, and stress management.		
SYLLABUS		
Unit-I: Introduction to Emotional Intelligence - Definition and historical background of Emotional Intelligence , Importance and relevance of EI in daily life and the workplace , Key components: Self-awareness, Self-regulation, Motivation, Empathy, Social Skills (Goleman’s Model) , Differences between IQ and EQ		
Unit-II: Self-Awareness and Emotional Regulation - Understanding emotions and emotional triggers , Emotional self-awareness and mindfulness , Techniques for managing and regulating emotions , Role of emotional regulation in decision-making and performance		
Unit-III: Empathy and Social Awareness - Concept and types of empathy , Active listening and emotional attunement , Understanding non-verbal communication , Building trust and rapport through empathy		
Unit-IV: Relationship Management and Communication - Effective interpersonal communication , Managing interpersonal conflict , Emotional influence and leadership , Team dynamics and EI in group settings		
Unit-V: Applying EI in Real Life - EI in the workplace: leadership, negotiation, and collaboration , Stress management and resilience building , Role of EI in academic and career success , Developing a personal EI improvement plan.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Daniel Goleman , Emotional Intelligence: Why It Can Matter More Than IQ2. Travis Bradberry& Jean Greaves , Emotional Intelligence 2.03. Steve Neale, Lisa Spencer-Arnell& Liz Wilson , Emotional Intelligence Coaching4. Marc Brackett , Permission to Feel5. Salovey& Mayer (Journals) , Foundational research articles on EI		

Semester: I 2025-26

Discipline Centric Core Course (DCC)

SERCC44001T : Self Awareness and Emotional Regulation

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
Course Outcome: On successful completion of the course, the students will be able to: <ul style="list-style-type: none">• Identify and recognize their emotional states and thought patterns.• Understand emotional triggers and behavioural responses.• Develop mindfulness and reflective practices for self-awareness.• Apply techniques to manage and regulate emotions effectively.• Evaluate the impact of self-regulation on interpersonal relationships and well-being.		
SYLLABUS		
Unit-I : Understanding Self-Awareness - Definition and importance of self-awareness , The Johari Window Model , Types of self-awareness: internal vs. external , Emotional literacy and recognizing one's own emotions , Role of self-awareness in personal and professional life		
Unit-II : Emotional Triggers and Thought Patterns - Identifying emotional triggers and habitual responses , The ABC Model (Activating Event–Belief–Consequence) , Cognitive distortions and emotional reactions , Role of perception and bias in emotional experiences		
Unit-III : Techniques for Enhancing Self-Awareness - Mindfulness and grounding techniques , Journaling, reflective practices, and emotional check-ins , Role of meditation, breathing, and body scans , Building habits for regular self-reflection		
Unit-IV: Emotional Regulation Strategies - Understanding emotion regulation vs. suppression , Techniques: deep breathing, reframing, visualization, positive self-talk , Delaying impulse responses and cultivating pause , Using the "STOP" technique		
Unit-V: Practical Application and Self-Improvement Plan - Case studies and real-life emotional management scenarios ,Personal emotional SWOT analysis , Creating an emotional regulation action plan , Assessment through reflective journal or role-play exercises.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Daniel Goleman , Emotional Intelligence2. Marc Brackett , Permission to Feel3. Susan David , Emotional Agility4. Travis Bradberry& Jean Greaves , Emotional Intelligence 2.05. Tara Brach , Radical Acceptance (Mindfulness and self-awareness)		

Semester: I 2025-26

Discipline Centric Core Course (DCC)

RBMCC44001T: Relationship Building Management

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
Course Outcome: On successful completion of the course, the students will be able to: <ul style="list-style-type: none">• Explain the importance of relationship building and Emotional Intelligence in professional and personal life.• Demonstrate communication skills to build trust and rapport.• Apply emotional intelligence to resolve conflicts and foster collaboration.• Build and sustain relationships in diverse and digital work environments.• Analyze case studies to identify best practices in relationship management.		
SYLLABUS		
Unit-I: Introduction to Relationship Building and EI - Definition and scope of Relationship Building Management , Importance of relationships in personal growth and organizational success , Role of Emotional Intelligence (EI) in effective relationships , Components of EI: Self-awareness, self-regulation, motivation, empathy, and social skills.		
Unit-II: Interpersonal Communication and Trust Building - Principles of interpersonal communication, Active listening, non-verbal communication, feedback. Building trust and credibility, Overcoming communication barrier.		
Unit-III: Conflict Resolution and Collaboration - Understanding conflict in relationships, Emotional regulation in conflict situations , Negotiation and collaboration strategies , Building win-win relationships.		
Unit-IV: Relationship Building in Teams and Organizations - Networking and rapport building , Leadership and team dynamics , Cross-cultural relationships , Role of digital tools and virtual communication in relationship management		
Unit-V : Applied Emotional Intelligence and Case Studies - Applying EI in professional and customer-facing contexts , Techniques to maintain long-term relationships , Ethical considerations in relationship building , Case studies on successful relationship management using EI.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Goleman, Daniel , Emotional Intelligence: Why It Can Matter More Than IQ, Bantam Books.2. Dale Carnegie, How to Win Friends and Influence People, Simon & Schuster.3. Bradberry, Travis & Greaves, Jean , Emotional Intelligence 2.0, TalentSmart.4. Covey, Stephen R., The 7 Habits of Highly Effective People, Free Press.5. Keith Ferrazzi , Never Eat Alone: And Other Secrets to Success, One Relationship at a Time, Currency.		

Semester: I 2025-26

Ability Enhancement Compulsory Course (AECC)

ENGAC44001T : General English

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
4 Credits	4 Hours	60 Hours
Course Outcome: On successful completion of the course, the students will be able to:		
<ul style="list-style-type: none">• Students will gain a comprehensive understanding of basic sounds of English and identify key literary forms.• Students will Interpret and appreciate selected poetic and literary texts by Shakespeare, Tagore, and R.K. Narayan, demonstrating a grasp of theme, tone, and literary techniques.• Students will apply knowledge of English grammar structures such as form classes, articles, prepositions, modal auxiliaries, and the use of prefixes, suffixes, and connectives in context..• Students will explore the concept of Using appropriate tenses, voice (active/passive), and speech (direct/indirect) so as to learn English effectively.• Students will compose formal and informal letters, reports, and job applications with clarity, correct structure, and suitable vocabulary.		
SYLLABUS		
Unit-I: The Sounds of English: Consonants, Monophthongs, and Diphthongs. An Acquaintance with Literary Forms:- Elegy, Ballad, and Sonnet, Figures of Speech:- Simile, Metaphor, Personification, and Irony.		
Unit-II: Poetry: William Shakespeare – All the World is a stage. Rabindranath Tagore – Where the Mind is without Fear. Act Play/Novel: R. K. Narayan – Vendor of Sweets.		
Unit-III: Introduction to Form Classes, Tenses and its uses. Articles, Preposition and Modal auxiliaries.		
Unit-IV: Active and Passive Voice, Direct and Indirect Speech, Prefixes and Suffixes, Connectives.		
Unit-V: English Writing Skills: Formal Letters & Informal Letters, Application for Job / Job Letter , Report Writing,		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. W.H. Hudson., "An Introduction to Literary Forms"2. R.K. Narayan , "The Vendor of Sweets"3. David Kennedy , "English Verse:4. P.C. Wren & H. Martin. , An Introduction" "High School English Grammar and Composition"5. M.A. Yadugiri & Geetha Rajeevan "Effective English Communication".		

Semester: I 2025-26

Skill Enhancement Course (SEC)

TMGSC44001T :Time Management

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
3 Credits	3 Hours	45 Hours
Course Outcome: On successful completion of the course, the students will be able to:		
<ul style="list-style-type: none">• Understand the value of time and the consequences of poor time management.• Analyze their current time usage and identify time-wasting behaviors.• Use planning, prioritization, and scheduling tools effectively.• Develop a personalized time management strategy aligned with goals.• Apply time management techniques to increase productivity and reduce stress.		
SYLLABUS		
Unit-I: Introduction to Time Management - Importance and benefits of time management , Time as a limited and non-renewable resource , Identifying symptoms and causes of poor time management , Myths about multitasking and productivity.		
Unit-II: Time Analysis and Goal Setting - Time log analysis , Distinguishing urgent vs. important tasks , SMART goal setting (Specific, Measurable, Achievable, Relevant, Time-bound) , Aligning time with values and priorities.		
Unit-III: Planning and Prioritization Tools - To-do lists vs. priority lists , Weekly/daily planning templates , Time-blocking and calendar management , Task batching, Pomodoro Technique, and 80/20 Rule (Pareto Principle).		
Unit-IV: Overcoming Time Wasters - Identifying internal (procrastination, perfectionism) and external (interruptions, distractions) time wasters , Strategies to overcome procrastination , Managing digital distractions and setting boundaries , Delegation and saying "no" effectively.		
Unit-V: Building a Time Management System - Creating a personalized time management routine , Habit stacking and productivity rituals , Stress management through effective time use , Review and adjustment strategies.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Brian Tracy , Eat That Frog!2. Stephen R. Covey , The 7 Habits of Highly Effective People3. Laura Vanderkam , 168 Hours: You Have More Time Than You Think4. David Allen , Getting Things Done (GTD)5. Cal Newport , Deep Work6. James Clear , Atomic Habits (for time management through habit formation)		

Semester: II 2025-26

Discipline Centric Core Course (DCC)

AEICC44002T: Applied Emotional Intelligence

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
Course Outcome: On successful completion of the course, the students will be able to: <ul style="list-style-type: none">• Apply emotional intelligence principles in personal and professional settings.• Demonstrate the ability to manage emotions under pressure and in conflict situations.• Use EI skills to build effective teams, resolve conflicts, and lead with empathy.• Evaluate and improve emotional competencies through real-life simulations.• Integrate EI tools and techniques into workplace decision-making, negotiation, and leadership strategies.		
SYLLABUS		
Unit-I: Practical Dimensions of Emotional Intelligence - Revisiting EI models: Goleman, Bar-On, Mayer-Salovey , Translating EI theory into practice , Role of EI in enhancing performance, adaptability, and self-motivation , Self-assessment of current emotional competencies.		
Unit-II: Emotion Management in Stress and Conflict - Understanding emotional triggers and behavioral responses , Emotional regulation during high-pressure situations, Conflict resolution and negotiation with EI , Strategies for emotional resilience and bounce-back.		
Unit-III: EI in Leadership and Team Building - Emotionally intelligent leadership styles , EI and group dynamics , Empathy and active listening in leadership , Leading through influence, not authority.		
Unit-IV: EI in Workplace Relationships and Communication - Enhancing interpersonal relationships through EI , Managing diversity and cultural sensitivity , Giving and receiving feedback with emotional tact , Case studies: EI in customer service, HR, education, and sales.		
Unit-V: Tools and Techniques for Applied EI - Mindfulness, reflection, journaling, and self-monitoring , Emotional agility and growth mindset , Developing a personal Emotional Intelligence Improvement Plan , Role-plays, peer feedback, and simulation exercises.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Daniel Goleman , Working with Emotional Intelligence2. Travis Bradberry & Jean Greaves , Emotional Intelligence 2.03. Marc Brackett , Permission to Feel4. Susan David , Emotional Agility5. David Caruso & Peter Salovey , The Emotionally Intelligent Manager		

Semester: II 2025-26

Discipline Centric Core Course (DCC)

CMCCC44002T: Conflict Management and Collaboration

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
Course Outcome: On successful completion of the course, the students will be able to: <ul style="list-style-type: none">• Understand the nature, types, and sources of conflict in personal and professional environments.• Apply emotional intelligence to manage and resolve conflict constructively.• Identify and use different conflict resolution styles effectively.• Enhance collaboration skills through effective communication and relationship building.• Develop strategies for maintaining long-term collaboration in teams and organizations.		
SYLLABUS		
Unit-I: Introduction to Conflict - Definition and characteristics and Types. Interpersonal, intrapersonal, team, organizational. Sources of conflict: communication gaps, personality clashes, value differences. Positive vs. negative conflict		
Unit-II: Conflict Resolution Strategies - Thomas-Kilmann Conflict Mode Instrument (TKI): 5 conflict styles , When to use avoidance, accommodation, competition, collaboration, and compromise , Win-win vs. win-lose approaches , Real-world case analysis.		
Unit-III: Emotional Intelligence in Conflict Management - Role of self-awareness and empathy in managing conflict, Managing emotional triggers during disagreements. Using emotional regulation and active listening		
Unit-IV: Building and Sustaining Collaboration - Key principles of collaboration: trust, shared goals, openness. Communication techniques for effective collaboration. Group decision-making and consensus-building. Managing diverse teams and cross-functional collaboration.		
Unit-V: Tools for Conflict Management & Collaborative Success - Mediation and negotiation basics , Feedback frameworks (e.g., SBI – Situation–Behavior–Impact) , Conflict prevention techniques , Designing team charters and collaboration agreements.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Daniel Goleman , Working with Emotional Intelligence2. Travis Bradberry & Jean Greaves , Emotional Intelligence 2.03. Marc Brackett , Permission to Feel4. Susan David , Emotional Agility5. David Caruso & Peter Salovey , The Emotionally Intelligent Manager		

Semester: II 2025-26

Discipline Centric Core Course (DCC)

CSECC44002T: Cultural Sensitivity and Emotional Intelligence

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
6 Credits	6 Hours	90 Hours
Course Outcome: On successful completion of the course, the students will be able to: <ul style="list-style-type: none">• Understand the role of culture in shaping emotions, communication, and behavior.• Demonstrate cultural sensitivity through emotionally intelligent responses.• Analyze and manage cultural misunderstandings and biases.• Apply EI skills to build inclusive, respectful relationships in multicultural environments.• Adapt behaviour and communication styles to diverse cultural contexts.		
SYLLABUS		
Unit-I: Introduction to Culture and Emotional Intelligence - Definition of culture and cultural frameworks. What is cultural sensitivity? , Intersections between EI and cross-cultural communication. Impact of cultural background on emotional expression and perception		
Unit-II: Emotional Intelligence Across Cultures - Universal emotions vs. culturally influenced emotions , EI competencies (self-awareness, empathy, social skills) in multicultural settings , Understanding non-verbal cues across cultures , Emotional display rules and cultural norms		
Unit-III: Cultural Awareness and Bias Management - Stereotypes, assumptions, and unconscious bias , Ethnocentrism vs. cultural relativism , Using EI to recognize and reduce bias , Techniques for open-minded listening and observation		
Unit-IV: Communication and Relationship Building Across Cultures - Verbal and non-verbal communication styles across cultures , Empathy and perspective-taking in multicultural teams , Cross-cultural conflict resolution and negotiation using EI , Case studies: miscommunication due to cultural insensitivity		
Unit-V: Building a Time Management System - Creating a personalized time management routine , Habit stacking and productivity rituals , Stress management through effective time use , Review and adjustment strategies.		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. Brian Tracy , Eat That Frog!2. Stephen R. Covey , The 7 Habits of Highly Effective People3. Laura Vanderkam , 168 Hours: You Have More Time Than You Think4. David Allen , Getting Things Done (GTD)5. Cal Newport , Deep Work		

Semester: II 2025-26

Ability Enhancement Compulsory Course (AECC)

HINAC44002T : General Hindi

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
4 Credits	4 Hours	60 Hours
Course Outcome: On successful completion of the course, the students will be able to:		
<ul style="list-style-type: none">पाठ्यक्रम पूर्ण करने के पश्चात विद्यार्थी इनमें सक्षम होंगे— भाषा और उसकी उत्पत्ति के मूल सिद्धांतों अवधारणाओं से परिचित हो भाषिक परिवर्तनों को समझने में सक्षम होगा।हिन्दी भाषा की उत्पत्ति, व्याकरणिक विशेषता तथा उसके विकास क्रम को समझ सकेगा।वर्णों के भेदों व उच्चारण स्थानों का ज्ञान प्राप्त कर लेखन व उच्चारण में शुद्धता लायेगा।प्रभावी संप्रेषण का महत्व समझने के साथ-साथ विद्यार्थी रोजगार के विभिन्न क्षेत्रों हेतु लेखन, वाचन, पाठन में भी सक्षम होगा।विभिन्न प्रकार के पत्र लेखन शैलियों से परिचित हो उसका उपयोग करेगा।		
SYLLABUS		
Unit-I: भाषा की परिभाषा, प्रकृति एवंविविध रूप। हिन्दीभाषा की विशेषताएँ।		
Unit-II: संज्ञा, सर्वनाम, विशेषण, क्रिया, विभक्ति एवंअव्यय। हिन्दी की वर्णव्यवस्था।		
Unit-III: संधि, समास, उपसर्ग, प्रत्यय।		
Unit-IV: भाषासंप्रेषण के चरण—श्रवण, अभिव्यक्ति, वाचनतथालेखन। हिन्दीवाक्य रचनाएँ वाक्य औरउपवाक्य, वाक्य भेद।		
Unit-V: भावार्थऔरव्याख्या, पत्र लेखन—प्रार्थना पत्र, आवेदन पत्र, शिकायती पत्र, अभिनंदन पत्र, व्यावसायिक पत्र।		
SUGGESTED BOOKS		
<ul style="list-style-type: none">कामता प्रसाद गुरु, हिन्दी व्याकरणभोलानाथ तिवारीमानक, हिन्दी का स्वरूपकैलाश चन्द भाटिया, तुमन सिंह, संक्षेपण और पल्लवनभोलानाथ तिवारी, विजय कुलश्रेष्ठ, पत्र व्यवहार निर्देशिकाहरदेव बाहरी, राजकाज में हिन्दीहरदेव बाहरी, व्यावहारिक हिन्दी व्याकरण एवं रचना		

Semester: II 2025-26

Skill Enhancement Course (SEC)

COSSC44002T: Communication Skills

(20 CIA + 80 EoSE. = Max. Marks: 100)

Course Credits	No. of Teaching Hours Per Week	Total No. of Teaching Hours
3 Credits	3 Hours	45 Hours
Course Outcome: On successful completion of the course, the students will be able to:		
<ul style="list-style-type: none">• Understand the importance of effective communication in personal and professional settings• Develop strong verbal and non-verbal communication skills• Write clear and concise business messages• Present ideas confidently and effectively• Build rapport and relationships through effective communication		
SYLLABUS		
Unit-I: Fundamentals of Communication : Definition, Nature, Scope and Objectives of Communication . Process and Elements of Communication. Types of Communication.		
Unit-II: Channels of communication : Formal, Informal/Grapevine. Non – Verbal Communication – Body language/Kinesics, Para language, sign language/ Visual and audio elements. Barriers to Communication .		
Unit-III: Memory Management : Memory and Retention Techniques. Mind Mapping, Reading Skills .		
Unit-IV: Writing for Business: Features of Good Writing. Writing Emails, Letters, .Notice, Memo and Circular.		
Unit-V: Listening Skills : Importance of Listening, Types of Listening , Barriers to Listening and overcoming them		
SUGGESTED BOOKS		
<ol style="list-style-type: none">1. John Adair , "Effective Communication"2. LeenaSen , "Communication Skills"3. Meenakshi Raman and Prakash Singh , "Business Communication"4. Dale Carnegie , "The Art of Public Speaking"5. N.K. Sharma , "Communication Skills for Professionals"		