

HAJEE KARUTHA ROWTHER HOWDIA COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University, Madurai.)

Re-Accredited with A++ Grade by NAAC (3rd Cycle)

Uthamapalayam - 625 533.



DEPARTMENT OF ENGLISH

MASTER OF ARTS - ENGLISH

PART IV-SYLLABUS

Choice Based Credit System – CBCS

(As per TANSCHÉ)

With

Outcome Based Education (OBE)

(Academic Year 2023 -2025)

Semester - II

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part – IV	23PENSE21	Communication Skills	2	25	75	100	2

Semester - III

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part – IV	23PENSE31	Leader Ship Skills	3	25	75	100	2
	23PENIS31	Internship/ Industrial Activity	-	-	-	-	2

Semester - IV

Course Category	Course Code	Course Title	Hrs	CIAE	TEE	Max Marks	Credits
Part – IV	23PENSE41	Employability Skills	4	25	75	100	2

Reference Books	
1.	Asha Kaul. Effective Business Communication
2.	S.K. Mandel. Effective Communication and Public Speaking
Web Resources	
1.	www.researchgate.net
2.	https://business.tutsplus.com/tutorials/effective-public-speaking-skills-techniques-cms-308048
3.	https://wikieducator.org/INTRODUCTION_TO_COMMUNICATION
4.	https://akpsi.org/what-is-oral-communication/
5.	https://www.northeastern.edu/graduate/blog/what-is-corporate-communications/

Mapping with Programme Outcomes:

CO /PO	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO10
CO 1	3	3	3	3	3	3	3	2	3	2
CO 2	2	3	3	3	2	3	3	2	2	2
CO 3	3	3	3	2	3	3	3	2	3	2
CO 4	3	3	3	3	3	3	3	2	2	2
CO 5	3	2	3	3	3	3	3	2	2	3

Strong-3

Medium-2

Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strong-3

Medium-2

Low-1

Course Code	Course Title	Category	Credits	Hours	Marks		
					CIAE	TEE	Total
23PENSE31	LEADERSHIP SKILLS	SEC	2	3	25	75	100

Learning Objectives		
L1	To introduce the students to all aspects of leadership and organizations.	
L2	Enable them to master Soft Skills.	
L3	Help them improve their body language and Non – Verbal Communication Skills.	
L4	To make them become good leaders.	
L5	Teach them organizational behavior Conflict management, strategy and entrepreneurship,	
UNIT	Contents	No. of Hours
I	INTRODUCTION 1. Role of a Leader 2. Leadership Development and Behavior 3. Trust, Integrity and Ethics Personality and Leadership	9
II	SELF-ASSESSMENT 1. Work/Life Balance 2. Leader/Follower Relationship making/Leading change	9
III	LEADERSHIP SKILLS 1. Time Management (The Priority Matrix-Minimizing Distractions-Avoiding Procrastination- Action Planning) 2. Delegation Skills (Successful Delegation-Barriers to delegation-The who and how of delegating – The SMART acronym)	9
IV	NEGOTIATION SKILLS 1. Definition of negotiation 2. Types of negotiation 3. Stages of negotiation	9
V	CONFLICT RESOLUTION 1. Reasons for conflict 2. Consequences of conflict 3. Resolution Strategies	9
	Total	45
Course Outcomes		Knowledge Level
CO	On completion of this course, students will	
1	Demonstrate an understanding of leadership qualities	K1,K2,K3,K4,K5
2	Identify the different aspects of leadership.	K1,K2,K3,K4,K5
3	Exhibit their mastery in body language and Non Verbal Communication	K1,K2,K3,K4,K5,K6
4	Master negotiation skills	K1,K2,K3,K4,K5,K6
5	Will be able to analyses organizational behavior, conflicts and entrepreneurship skills	K1,K2,K3,K4,K5,K6
Textbooks		
1.	Maxwell, John. Developing the Leader Within You. New Delhi, Three ESS Publication	

2.	Maxwell , John. The 21 Irrefutable Laws of Leadership Dana Daniel. Conflict Resolution
Reference Books	
1.	Schiffman, Stephen. Negotiation Techniques (That Really Work)
2.	<i>Open Journal of Leadership - SCIRP ISSN Print:2167-7743 ISSN Online: 2167 - 7751 Journal of Leadership & Organizational Studies (JLOS).</i>
Web Resources	
1.	https://www.skillsyouneed.com/leadership-skills
2.	https://www.mindtools.com/Leadership Skills
3.	https://www.techtarget.com/searchcio/definition/leadership-skills?amp=1
4.	https://www.skillsyouneed.com/leadership-skills.html
5.	https://haiilo.com/blog/what-are-the-top-leadership-skills-that-make-a-great-leader/

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CO 3	3	3	3	2	3	3	3	2
CO 4	3	3	3	3	3	3	3	2
CO 5	3	2	3	3	3	3	3	2

Strong-3 Medium-2 Low-1

Level of Correlation between PSO's and CO's

CO /PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	2	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strong-3 Medium-2 Low-1

Reference Books	
1.	Soft Skills & Employability Skills by Sabina Pillai & Agna Fernandez. Cambridge University Press.
Web Resources	
1.	https://cbseacademic.nic.in/web_material/ Curriculum 21/publication /secondary/Employability_Skills10.pdf
2.	https://leverageedu.com/blog/behavioural-skills/
3.	https://in.indeed.com/career-advice/career-development/professional-skills
4.	https://www.countryliving.com/life/g15915245/social-etiquette/

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