

**RAJAGIRI SCHOOL OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)**

B.TECH. DEGREE PROGRAMME

**FIRST SEMESTER
(2020 ADMISSIONS)**

100908/EN100E	LIFE SKILLS
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SYLLABUS

Rajagiri Valley, Kakkanad,
Kochi 682 039, Kerala, INDIA
www.rajagiritech.ac.in

COURSE CODE	COURSE NAME	L	T	P	CREDIT	YEAR OF INTRODUCTION
100908/EN100E	LIFE SKILLS	2	0	2	-	2020

- 1. Preamble:** Life skills are those competencies that provide the means for an individual to be resourceful and positive while taking on life's vicissitudes. Development of one's personality by being aware of the self, connecting with others, reflecting on the abstract and the concrete, leading and generating change, and staying rooted in time-tested values and principles is being aimed at. This course is designed to enhance the employability and maximize the potential of the students by introducing them to the principles that underlie personal and professional success, and help them acquire the skills needed to apply these principles in their lives and careers.
- 2. Prerequisite:** None
- 3. Syllabus**

Module 1

Overview of Life Skills: Meaning and significance of life skills, Life skills identified by WHO: Self-awareness, Empathy, Critical thinking, Creative thinking, Decision making, problem solving, Effective communication, interpersonal relationship, coping with stress, coping with emotion.

Life skills for professionals: positive thinking, right attitude, attention to detail, having the big picture, learning skills, research skills, perseverance, setting goals and achieving them, helping others, leadership, motivation, self-motivation, and motivating others, personality development, IQ, EQ, and SQ

Module 2

Self-awareness: definition, need for self-awareness; Coping With Stress and Emotions, Human Values, tools and techniques of SA: questionnaires, journaling, reflective questions, meditation, mindfulness, psychometric tests, feedback.

Stress Management: Stress, reasons and effects, identifying stress, stress diaries, the four A's of stress management, techniques, Approaches: action-oriented, emotion-oriented, acceptance-oriented, resilience, Gratitude Training,

Coping with emotions: Identifying and managing emotions, harmful ways of dealing with emotions, PATH method and relaxation techniques.

Morals, Values and Ethics: Integrity, Civic Virtue, Respect for Others, Living Peacefully. Caring, Sharing, Honesty, Courage, Valuing Time, Time management, Cooperation, Commitment, Empathy, Self-Confidence, Character, Spirituality, Avoiding Procrastination, Sense of Engineering Ethics.

Module 3

21st century skills: Creativity, Critical Thinking, Collaboration, Problem Solving, Decision Making, Need for Creativity in the 21st century, Imagination, Intuition, Experience, Sources of Creativity, Lateral Thinking, Myths of creativity, Critical thinking Vs Creative thinking, Functions of Left Brain & Right brain, Convergent & Divergent Thinking, Critical reading & Multiple Intelligence.

Steps in problem solving: Problem Solving Techniques, Six Thinking Hats, Mind Mapping, Forced Connections. Analytical Thinking, Numeric, symbolic, and graphic reasoning. Scientific temperament and Logical thinking

Module 4

Group and Team Dynamics: Introduction to Groups: Composition, formation, Cycle, thinking, Clarifying expectations, Problem Solving, Consensus, Dynamics techniques, Group vs Team, Team Dynamics, Virtual Teams. Managing team performance and managing conflicts, Intrapreneurship.

Module 5

Leadership: Leadership framework, entrepreneurial and moral leadership, vision, cultural dimensions. Growing as a leader, turnaround leadership, managing diverse stakeholders, crisis management. Types of Leadership, Traits, Styles, VUCA Leadership, Levels of Leadership, Transactional vs Transformational Leaders, Leadership Grid, Effective Leaders.

4. Text Books

Nil

5. Reference Books

1. Shiv Khera, “You Can Win” , Macmillan Books, New York, 2003.
 2. Barun K. Mitra, “Personality Development & Soft Skills”, Oxford Publishers, Third impression,2017.
 3. ICT Academy of Kerala, "Life Skills for Engineers", McGraw Hill Education (India) Private Ltd.,2016.
 4. Caruso, D. R. and Salovey P, “The Emotionally Intelligent Manager: How to Develop and Use the Four Key Emotional Skills of Leadership”, John Wiley & Sons, 2004.
 5. Kalyana, “Soft Skill for Managers”; First Edition; Wiley Publishing Ltd, 2015.
 6. Larry James, “The First Book of Life Skills”; First Edition, Embassy Books, 2016.
- 6. Course Outcomes:** After the completion of the course the student will be able to
- CO1: Define and Identify different life skills required in personal and professional life
- CO2: Develop an awareness of the self and apply well-defined techniques to cope with emotions and stress.
- CO3: Explain the basic mechanics of effective communication and demonstrate these through presentations.
- CO4: Take part in group discussions
- CO5: Use appropriate thinking and problem solving techniques to solve new problems
- CO6: Understand the basics of teamwork and leadership

7. Mapping of course outcomes with program outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1						2		1	2	2	1	3
CO2						1			3			2
CO3						1			1	3		
CO4										3		1

CO5		3	2	1								
CO6						1			3			

8. Assessment Pattern (marginal changes can be made according to the question paper pattern):

Learning Objectives	Continuous Internal Evaluation (CIE)		End Semester Examination (ESE out of 50)
	Internal Examination 1 (25)	Internal Examination 2 (25)	
Remember	7.5	7.5	15
Understand	10	10	20
Apply	7.5	7.5	15
Analyse			
Evaluate	0	0	0

9. Mark Distribution

Total	CIE				ESE
	Attendance	Internal Examination	Assignment/Quiz/Course Project	Total	
100	10	25 (Average of two scores)	15	50	50

10. End Semester Examination Pattern

There will be two parts: Part A and Part B. Part A contains 5 questions with 1 question from each module, having 5 marks for each question. Students should answer all questions.

Part B contains a Case study followed by 5 questions, having 5 marks for each question. Students should answer all questions.