



**தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்**  
**Tamil Nadu Open University, Chennai**  
சென்னை – 15

தொடர் கல்விக்கானப் பள்ளி  
School of Continuing Education

தொடு சிகிச்சையில் தொழிற்கல்வி பட்டயம்  
**Vocational Diploma in Acupressure Therapist**  
**(VDAT)**

(From Academic Year 2020-2021 onwards)

பாடத்திட்ட அறிக்கை மற்றும் விரிவான பாடத்திட்டம்  
**Programme Project Report and Syllabus**

## Board of Studies [BOS] of School of Continuing Education

<b>1. Director of School-Chairman</b>		
(1)	Dr. P. Thiyagarajan	Professor & Director School of Continuing Education Tamil Nadu Open University, Chennai
<b>2. Internal Faculty Members</b>		
(1)	Er. R. Meenambigai	Assistant Professor School of Continuing Education Tamil Nadu Open University, Chennai
(2)	Dr. I. Ambeth	Assistant Professor & Regional Director i/c Madurai Regional Centre, Tamil Nadu Open University, Madurai
<b>3. Outside Experts</b>		
(1)	Dr. K. Devan	Professor & Centre Head Centre for Adult and Continuing Education, Pondicherry University, R.V. Nagar, Puducherry
(2)	Dr. V.P. Matheswaran	Professor & Head Department of Adult & Continuing Education, University of Madras, Chepauk, Chennai
(3)	Dr. S. Jayalakshmi	Assistant Professor, DDU-KAUSHAL Kendra, Bharathidasan University, Tiruchirappalli
<b>4. Industrialist</b>		
(1)	Mr.S.Vendan	Managing Director, Vendan Visual Effects, Thirvanmiyur, Chennai
(2)	Mrs.C.Rohini Chandrasekaran	Consultant, Fair Labour Associations, Tirupur, Tamil Nadu
<b>5. Alumini</b>		
(1)	Mr. R. Thiyagarajan	Junior Instructor, IIDA Community College, No.38, Bharathi Nagar Main Road, Zamin Pallavaram, Chennai
(2)	Mrs. V. Rubini	Nurse, Health Centre, Tamil Nadu Open University, Chennai
<b>6. Students on Roll</b>		
(1)	Ms.N.Saranya	Student, Nano Nagle Community College, Chennai
(2)	Mr.B.Saravanan	Student, Global Progressive Community College, Chennai

## **Vice-Chancellor Foreword**

My dear Learners, Vanakkam, I deem it a great privilege to extend a hearty welcome to you to the Vocational Diploma Programme being offered by the Tamil Nadu Open University (TNOU). I also appreciate your keen interest of know about the curriculum of the Programme, in which you shall gain an enthralling experience, and pleasurable and beneficial learning. With passing a specific act in the Tamil Nadu Legislative Assembly (TNLA) in 2002, the TNOU came into existence as a State Open University (SOU). It has been offering the socially relevant academic Programmes in diverse disciplines with due approval of the University Grants Commission (UGC) and the Distance Education Bureau (DEB), New Delhi since its inception.

This Vocational Diploma Programme is one among the approved Programmes. The Board of Studies, a statutory academic body of the University, consisting of the versatile scholars, eminent teachers including both internal and external, well acclaimed industrialists, outstanding alumni, and prospective learners as members, has designed the robust curriculum of this Programme.

The curriculum is overhauled to be more suitable to the socio-economic and scientific needs in the modern era based on the emerging trends in the discipline of State and National as well as International level and accordingly, modified to our local context. Moreover, the whole syllabi of this Programme have special focuses on promoting the learners to the modern learning environment. With a Credit System, this Programme is offered in non-semester pattern. The Self-Learning Materials that are the mainstay of pedagogy in the Open and Distance Learning (ODL) have been developed incorporating both the traditional and the modern learning tools, like web-resources, multi-media contents, text books and reference books with a view to providing ample opportunities for sharpening your knowledge in the discipline.

At this juncture, I wish to place on record my deepest appreciations and congratulations to the Chairperson and the Members of the Board of Studies concerned for having framed the curriculum of high standard. I would also like to acknowledge the Director, the Programme Coordinator and the members of staff of the respective School of Studies for their irrevocable contributions towards designing the curriculum of this Programme.

Last but not least, I register my profuse appreciation to the Director (i/c), Curriculum Development Centre (CDC), TNOU, who have compiled this comprehensive Programme Project Report (PPR) that includes the regulations and syllabi of the Programme, and also facilitated the designing in the form of e-book as well as printed book. I am immensely hopeful that your learning at TNOU shall be stupendous, gratifying, and prosperous. Wish you all success in your future endeavours!

Vice-Chancellor

# **Vocational Diploma in Acupressure Therapist (VDAT)**

## **Programme Project Report (PPR)**

**(From Academic Year-2020-2021 onwards)**

### **1. Programme's Mission & Objectives**

The main Objectives of the Vocational Diploma in Acupressure Therapist Programme is to train the learners for the health sector service industry to serve the needy people by diagnosing the relevant disorder and advising for a specific diet and also building the key competencies amongst the learner.

### **2. Relevance of the Programme with HEI's Mission and Goals**

Tamil Nadu Open University one of Mission and Goal is to encourage Skill Development to empower the human resource through Participatory Education System and accordingly the Vocational Diploma Programme has been developed. The Programme is being offered under Flexible Skill Training mode.

### **3. Instructional Design**

The Curriculum and the Syllabi are designed by covering all the aspect of Acupressure. The duration of the Programme is One Year and it will be offered both English and Tamil Medium. Faculties working in the Community Colleges will handle classes for the Vocational Diploma Programme in Acupressure Therapist. The Programme will be delivered through Community Colleges of Tamil Nadu Open University which is having required faculties and support staff. The Credits systems suggested as per UGC-ODL Regulations-2020 has been followed. Accordingly 32 Credits have been assigned for the Vocational Diploma in Acupressure Therapist. Print, Audio and Video materials also developed for the Programme.

### **4. Procedure for Admissions, Curriculum Transaction and Evaluation**

The admission for the Acupressure Therapist Programme will be carried out through on-line by Tamil Nadu Open University and the Counselling and Practical classes will be conducted through Constituent Community College and Community Colleges of Tamil Nadu Open University. The hands on training will be provided in the Community Colleges. The evaluation will be carried by Tamil Nadu Open University consists of Continuous Internal Assessment through Assignment and External Assessment through Term End Examination.

**(i).Eligibility:** Candidates who have passed in the 10<sup>th</sup> Standard Examinations or its equivalent as per Tamil Nadu Government Order No-163 dated 22-05-2008.

**(ii).Fee Structure:** Rs.4,200/- and Other Charges.

**(iii).Age:** 15 Years and above

**(iv).Duration of Programme:** 1 Year and Maximum of 3 Years

**(v).Examination System:** Examination to Vocational Diploma Programme in Acupressure Therapist is designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

**(a) Theory Examinations:** The Theory Examinations shall be of three hours duration to each Course and conducted at the end of the year. The candidates who

failing in any Course(s) will be permitted to reappear for each failed Course(s) in the subsequent examinations.

**(b) Practical Examinations:** The practical examinations (if any) shall be of three hours duration to each practical and conducted at the end of each year. The candidates who failing in any practical(s) will be permitted to reappear for each failed practical(s) in the subsequent examinations.

**(c).Assignments:** The Scheme of Evaluation Includes the Continuous Internal Assessment (Assignment for 25 Marks and attendance for 5 Marks based on percentage of Attendance i.e. 50-60% 1 Mark, 60-70% 2-Marks, 70-80% 3-Marks, 80-90% 4-Marks and Above 90 5-Mraks) and Term End Examination.

**(vi). Question Pattern for Theory Examinations**

**Max. Marks: 70**

**Time: 3 hours**

PART - A ( $3 \times 3 = 9$  marks)

Answer any THREE questions out of FIVE questions in 50 words

[All questions carry equal marks]

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

PART - B ( $3 \times 7 = 21$  marks)

Answer any THREE questions out of FIVE questions in 150 words

All questions carry equal marks

1. From Block - I
2. From Block - II
3. From Block - III
4. From Block - IV

PART - C ( $4 \times 10 = 40$  marks)

Answer any FOUR questions out of SEVEN questions in 400 words

[All questions carry equal marks]

- 1.From Block - I
- 2.From Block - II
- 3.From Block - III
- 4.From Block - IV

**(vii). Passing Minimum**

**(a).For Theory Examination**

The Candidate shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 10 marks in the Continuous Internal Assessment (CIA) and overall aggregated marks is 40 marks in both external and internal taken together.

For the Core Courses such as Communication Skills and Life Coping Skills, the passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
10	30	25	70	40	100

**(b).For Practical Examination**

The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks out of 100 marks in the University examination and the practical record notebook taken together is required to Pass the examination. There is no passing minimum for record notebook. However submission of record notebook/ Field visit/ Industrial Visit report is a must.

**Note:** *In case, if a learner failed to secure 40 per cent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.*

**(c).Classification of Successful Candidate:** Candidates who pass all the Courses and who secure 60 per cent and above in the aggregate of marks will be placed in the First Class. Those securing 50 per cent and above but below 60 per cent in the aggregate will be placed in the Second Class. Those securing 40 per cent and above but below 50 per cent in the aggregate will be placed in the Third Class.

**(d). Pattern of Question Paper for Practical Examinations**

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

**(e).Awarding of Marks for Practical examinations.**

Total Marks: 100 (Practical 70 Marks + Record 30 Marks)

**(f). Project(if any)-** Choose a Specialized Field Required to be attached.

- i) Project
- ii) Industrial Training
- iii) Case Study etc.

The work will be based upon the study of field based report.

**5. Delivery of Programme**

Vocational Diploma Programme in Acupressure Therapist will be offered through Community College/ Constituent Community Colleges. The Assistant Professors/Associate Professors/ Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert are eligible to handle Academic Counselling in TNOU for Diploma Programmes.

**6. Financial Assistance**

Scholarships for SC/ST category are available as per the norms of the State Government of Tamil Nadu. Complete Admission fee waiver for the Physically Challenged/ Differently abled persons.

## **7. Policy of Programme Delivery**

The Academic Calendar for the Programme will be available for the learners to track down the chronological events/ happenings. The Counselling schedule will be uploaded in the TNOU website and the same will be intimated to the students through SMS.

## **8. Requirement of the laboratory support and Library Resources**

Lab Facilities are made available in Industries, Constituent Community Colleges and Community Colleges of Tamil Nadu Open University as per requirement as given in the National Skill Development Corporation(NSDC), Qualification Pack(QP). Practical Manual developed by the Tamil Nadu Open University will be supplied to the Students apart from Self Learning Materials. Library Books are available at the Headquarters, Regional Centres and Constituent Community Colleges and Community Colleges of TNOU.

## **9. Ranking**

The University Rank shall be offered for the toppers (First Rankers) in the University Examination having passed their examinations in the first appearance within the prescribed duration of the respective programme. Absence from an examination shall not be taken as an attempt.

The top scorers in the University Rank Examination would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows

- a) There is no Rank if the learner strength of concerned programme is below Fifty.
- b) The learners strength of the programme concerned will be indicated in the Rank Certificate.
- c) The first Rank holder (gold medallist) will be eligible to get the rank certificate in the university convocation ceremony.

## **10. Cancellation of Admission**

Admission is liable to be cancelled at any stage on the following grounds.

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules & Regulations.

## **11. Refund**

If found ineligible later on, admission will be cancelled and claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the University.

## **12. Cost Estimate of the Programme and the Provisions**

The cost estimate for development, delivery and maintenance of the Vocational Diploma in Vehicle Mechanic Programme is provided in the following Table.

S.No	Details	Amount in (Rs.)
1	Programme Development, Delivery and Maintenance (Expenditure)	8,56,618
2	Programme Fee Charged for 1 Year (Income)	4700
3	Examination Fee Charged for 1 Year (Income)	1125
4	Examination Expenses Per Student for 1 Year (Expenditure)	900

### 13. Quality Assurance Mechanism and Expected Programme Outcomes

Tamil Nadu Open University, Centre for Internal Quality Assurance (CIQA) will monitor the delivering aspect of Constituent Community Colleges and community Colleges of TNOU for maintaining quality. Feedback will be collected from the Learners and success story if any will also be shared with learners. After completion of Acupressure Therapist Programme, Learner will acquire the Core Skills, Generic Skills and Professional Skills components and will be employed in the relevant Industry.

### 14. Legal Issues

Any issue of conflict shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.

### 15. Programme Structure of Vocational Diploma in Acupressure Therapist

S.No	Course Code	Course Title	Credits	Marks Distribution		
				Internal	External	Total
1	VDAT-11X	Fundamentals of Acupressure	4	30	70	100
2	VDAT-12X	Meridians of Acupressure	4	30	70	100
3	VDAT-13X	Human Anatomy and Physiology	4	30	70	100
4	VDAT-P11X	Fundamentals of Acupressure (Practical)	4	30	70	100
5	VDAT-P12X	Meridians of Acupressure (Practical)	4	30	70	100
6	LCS-1X	Life Coping Skills	6	30	70	100
7	CNS-1X	Communication Skills	6	30	70	100
<b>Total</b>			<b>32</b>	<b>210</b>	<b>490</b>	<b>700</b>

**\*CIA-Continuous Internal Assessment (Internal): TEE-Term End Exam (External)**



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**Name of the Programme– Vocational Diploma in Acupressure Therapist -  
Syllabus (Flexible Skill Training Mode)**

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**Course Title** : **Fundamentals of Acupressure**  
**Course Code** : **VDAT-11X**  
**Course Credit** : **4**

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**Course Objectives**

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While studying the **Fundamentals of Acupressure**, the student shall be able to:

- Explain about the History and Basic Knowledge of Acupressure
  - Describe the Theories of Acupressure
  - Explain about treatment techniques of Acupressure
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**Course Outcomes**

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After completion of the **Fundamentals of Acupressure**, the student will be able to:

- Describe the Theories of Acupressure
  - State the Effects of Acupressure
  - Demonstrate Anatomical Measurements
  - Understand the about Needling & their Effects.
- 

**Block-1: Basics of Acupressure**

**Unit-1: Introduction to Acupressure**

Introduction of Acupressure/Acupuncture - History of Acupressure - Learning Basic Knowledge of Acupressure/Acupuncture

**Unit-2: Theories of Acupressure**

Theories of Acupressure/ Acupuncture – Learning how Acupressure / Acupuncture works

**Block-2: Acupressure Effects**

**Unit-3: Needles Effects**

Effects of Acupressure/Acupuncture - Understanding Needles - Understanding Needling about & their Effects

**Unit-4: Needle Types and Techniques**

Anatomical Measurements - Types of Needles - Knowing about needles - Needling techniques

**Block-3: Methods of Treatment**

**Unit-5: Diagnosis**

Diagnosis Methods - Understanding various methods of Diagnosis - Pulse Reading.

**Unit-6: Treatment**

Treatment Techniques - Applying Needling - Moxibustion Techniques and Treatment.



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**Name of the Programme– Vocational Diploma in Acupressure Therapist -  
Syllabus (Flexible Skill Training Mode)**

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<b>Course Title</b>	<b>:</b>	<b>Meridians of Acupressure</b>
<b>Course Code</b>	<b>:</b>	<b>VDAT-12X</b>
<b>Course Credit</b>	<b>:</b>	<b>4</b>

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**Course Objectives**

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While studying the **Meridians of Acupressure**, the student shall be able to:

- Explain about the Fire and Air Element
  - Describe the Earth and Water Element
  - Know about the Extra Channels
- 

**Course Outcomes**

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After completion of the **Course Meridians of Acupressure**, the student will be able to:

- Describe the various Element
  - State the Extra Channels
  - Understand the Identification of points
- 

**Block-1: Fire and Earth Element**

**Unit-1: Fire Element**

Locate the path of Heart, Small Intestine, Pericardium - Triple Warmer Meridians, their Polarity - Identification of Points and their clinical uses.

**Unit-2: Earth Element**

Locate the path of Spleen - Stomach Meridians, their Polarity Location of Channels - Identification of Points.

**Block-2: Air and Water Element**

**Unit-3: Air Element**

Locate the path of Lungs - Large Intestine Meridians, their Polarity Location of Channels - Identification of Points.

**Unit-4: Water Element**

Locate the path of Kidney/Urinary Bladder Meridians, their Polarity - Location of Channels and Identification of Points.

**Block-3: Wood Element****Unit-5: Wood Element**

Locate the path of Liver and Gall Bladder Meridians, their Polarity - Location of Channels and Identification of Points.

**Unit-6: Extra Channels**

Locate the path of Ren & Du Channels - Extraordinary Points - Location of Channels and Identification of Points.



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**Name of the Programme– Vocational Diploma in Acupressure Therapist -  
Syllabus (Flexible Skill Training Mode)**

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**Course Title** : **Human Anatomy and Physiology**  
**Course Code** : **VDAT-13X**  
**Course Credit** : **4**

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**Course Objectives**

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While studying the **Human Anatomy and Physiology**, the student shall be able to:

- Explain about the inner organs of Human Body
  - Describe the Muscular System.
  - Understand the Nervous system
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**Course Outcomes**

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After completion of the **Human Anatomy and Physiology**, the student will be able to:

- Describe the origin of modern cookery
  - State the aims and objectives of cooking food
  - Demonstrate various ingredient preparation methods
  - Understand the hierarchy of chefs and other in the kitchen
- 

**Block-1: Muscular System**

**Unit-1: Human Body**

Introduction of Anatomy & Physiology - To know inner organs of Human Body

**Unit-2: Skeletal Systems**

Anatomy and Physiology of Skeletal systems - Muscular System - To learn and understand the skeletal system - Muscular System

**Block-2: Circulatory System**

**Unit-3: Digestive system**

Anatomy and Physiology of Digestive system - Circulatory system - To learn and understand the Digestive system

**Unit-4: Pulmonary system**

Anatomy and Physiology of Pulmonary system - Excretory system - To learn and understand the Pulmonary system

**Block-3: Nervous System****Unit-5: Endocrine System**

Anatomy and Physiology of Nervous system - Endocrine System - To learn and understand the Nervous system - Endocrine System

**Unit-6: Lymphatic system**

Anatomy and Physiology of Lymphatic system - Sense organs - To learn and understand the Lymphatic system - Sense organs



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**Name of the Programme– Vocational Diploma in Acupressure Therapist -  
Syllabus (Flexible Skill Training Mode)**

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<b>Course Title</b>	<b>:</b>	<b>Fundamentals of Acupressure(Practical)</b>
<b>Course Code</b>	<b>:</b>	<b>VDAT-P11X</b>
<b>Course Credit</b>	<b>:</b>	<b>4</b>

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1. Learning Basic Knowledge of Acupressure/Acupuncture and how it works
2. Types of Needles and Needling Techniques
3. Understanding various methods of Diagnosis
4. Applying Needling and Moxibustion Techniques & Treatment
5. Identification of Points and their clinical uses.
6. To locate the path of Spleen and Stomach Meridians, their Polarity Location of Channels and Identification of Points.
7. To locate the path of Lungs and Large Intestine Meridians.
8. To locate the path of Kidney and Urinary Bladder Meridians.
9. To locate the path of Liver and Gall Bladder Meridians.
10. Extra Channels - To locate the path of Ren & Du Channels.



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**Name of the Programme– Vocational Diploma in Acupressure Therapist -  
Syllabus (Flexible Skill Training Mode)**

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<b>Course Title</b>	<b>:</b>	<b>Meridians of Acupressure(Practical)</b>
<b>Course Code</b>	<b>:</b>	<b>VDAT-P12X</b>
<b>Course Credit</b>	<b>:</b>	<b>4</b>

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1. Fire Element - To locate the path of Heart, Small Intestine, Pericardium and Triple Warmer Meridians, their Polarity, Identification of Points and their clinical uses.
2. Earth Element - To locate the path of Spleen and Stomach Meridians, their Polarity Location of Channels and Identification of Points.
3. Air Element - To locate the path of Lungs and Large Intestine Meridians, their Polarity Location of Channels and Identification of Points.
4. Water Element - To locate the path of Kidney/Urinary Bladder Meridians, their Polarity Location of Channels and Identification of Points.
5. Wood Element - To locate the path of Liver and Gall Bladder Meridians, their Polarity Location of Channels and Identification of Points.
6. Extra Channels - To locate the path of Ren & Du Channels. Extraordinary Points. Location of Channels and Identification of Points.



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**Life Coping Skills (LCS-1X) and Communication Skills (CNS-1X)-  
Core Course for all Vocational Diploma Programmes**

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Life Coping Skills and Communication Skills have been included to help the students to understand the meaning of life and to understand the meaning of relationship and how we communicate in every day life.

**Examination System:** Examination to Life Coping Skills and Communication Skills are designed to maintain quality of standard. Theory will be conducted by the University in the identified Examination Centres. For the Assignment students may be permitted to write with the help of books/materials for each Course, which will be evaluated by the Evaluators appointed by the University.

**Assignment (Internal):** Assignment carries 30 marks, consists of descriptive type of questions for each Course (3 X 10 = 30 Marks). Learners are expected to write 10-15 pages for each assignment. Submission of Assignment is compulsory.

**Theory Examination (External):** Students shall normally be allowed to appear for Theory Examination by completing Practical and Assignment. The Term-End Examination shall carry Section- A, Section- B and Section- C

Section-A	Three out of Five Short Answer Questions [Each 3- Marks]	3 X 3 = 9 Marks
Section-B	Three out of Five Long Answer Questions [Each 7- Marks]	3 X 7 = 21 Marks
Section-C	Four out of Seven Essay questions of which one will be Multiple Choice Question [Each 10-marks]	4 X 10 = 40 Marks
<b>Total</b>		<b>70 Marks</b>

**Passing Minimum:** The passing minimum is 35 percent in the internal and external/ theory examination taken together for successful completion of each course.



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**Name of the Course – Life Coping Skills - Syllabus (Flexible Skill Training Mode)**

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**Course Title : Life Coping Skills**

**Course Code : LCS-1X**

**Course Credit : 6**

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**(1).Life Coping Skills** : The main objectives of the Life Coping skills is to understand the meaning of life and its challenges, provide skills and knowledge needed to cope with life's problems and challenges, develop a positive attitude, train to be successful and useful citizens through positive thinking, cope with criticism, failure, anger, loneliness, physical and verbal abuse, improve self-esteem, manage time and stress, develop one's personality to its full potential, help the students to become team players, develop personal skills and to provide skill problems solving and decision making.

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**Block- 1-Self Skills**

**Unit-1: Self Skill – I**

Meaning and Process of Coping- Restructuring the Life Story - External and Internal Influences in One's Life - Messages: Positive and Negative - Life Illustrations - Self Esteem - Self Concept - Self Acceptance - Self Actualisation- Personality Development

**Unit-2: Self Skill – II**

Positive Thinking - Goal Setting - Problem Solving - Decision Making

**Block- 2: Social and Leadership Skills**

**Unit-3: Social Skills**

Social Skills- Motivation- De-motivating Factor- Meaning and Attitude to Success- Time Management -The Management of Time is the Management of Life - How to gain an extra mile every day- Tips for Time Management - Stress Management

#### **Unit-4: Leadership Skills**

Emergence of a Leader -Characteristics of Leadership -Various kinds of Leaders -  
What should Leader do- The Moulding of a Leader - Characteristics of a Successful  
Leader- Team Work - What is it like work in a Team- What is Team Learning

#### **Unit-5: Coping Skills – I**

What is Shyness- How to Overcome Shyness- Tips to Overcome Shyness - Coping  
with Loneliness-Finding Ways to Change the Feelings of Loneliness-Overcoming  
Loneliness - Tips to Overcome Loneliness- Coping with Depression - Coping with  
Fear- Coping with Anger and Verbal Abuse -Verbal Abuse- Coping with Failure -  
Coping with Criticism

#### **Unit-6: Coping Skills – II**

Coping with HIV – AIDS- Coping with Alcoholism - Tobacco and Smoking - Coping  
with Substance Abuse

### **Block -4: Managerial and Entrepreneur Skills**

#### **Unit-7: Managerial Skills**

Coping with Conflict- Conflict can be Constructive or Destructive- Constructive  
Nature of Conflicts- What are the Strategies for Managing Conflicts- Tactics of  
Conflict Management- Coping with Change- Twelve Steps to Implement Change

#### **Unit-8: Entrepreneur Skills**

Career Guidance - Career Planning- Preparation for Employment- Looking for  
Opportunities - Preparation for the Interview - Work Environment - Thriving in  
Today's Work Environment .



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**Name of the Course – Communication Skills - Syllabus (Flexible Skill Training Mode)**

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<b>Course Title</b>	<b>:</b>	<b>Communication Skills</b>
<b>Course Code</b>	<b>:</b>	<b>CNS-1X</b>
<b>Course Credit</b>	<b>:</b>	<b>6</b>

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**(2).Communication Skills:** The main objectives of the Communication Skills is to introduce to the students the process and kinds of communication, train the students to code and decode communication effectively, explain the various interpersonal skills required to interact with others and make the students understand the meaning of relationship and how we communicate in every day life.

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**Block -1: Communication**

**Unit-1: Introduction to Communication**

Communication concept- Process of Communication- Elements of Communication- Types of Messages- Types of Communication- Speech- Different Types of Verbal Communication-Effective Communication-Interpersonal Communication- Communication as Skilled Behaviour-Social Skills Model- Social Skills Model to Interpersonal Communication-Implications of the Approach-Components of Interpersonal Skills-Characteristics of a Good Conversation-Hints for Inter-Personal Relation-Ship

**Unit-2: Effective Communication**

Definition of Effective Communication- Common Forms of Communication- The Positive Value of Good Communication- Guidelines for Effective Communication- Review Questions- Three Principles of Communication- Communication Strategies

**Block- 2:Situational and Behavioural Communication**

**Unit-3: Situational Language**

Greeting and Introducing- Inviting Someone and Making Requests- Offering Help and Seeking Permission- Asking for Advice and Expressing Gratitude-Asking whether Someone Remembers- Persuading, Complimenting and Congratulating- Expressing Sympathy- Complaining and Apologising- Making Suggestions and Warning Someone- Asking for Excuse and Ending a Conversation- Asking for

Information and Someone's Opinion- Asking if someone is sure and to Say Something Again- Checking that you have understood- Asking whether someone knows- Asking About Possibility and Preference- Requesting Someone- Asking if someone Agrees- Asking if someone is Obligated to do something- Some Useful Expressions- Different Models of Situational Conversations

#### **Unit-4: Behavioural Communication**

Effective Criticism Made Easy: Basic Rules for Delivering-Negative Feedback to Others- Before Delivering to Negative Feedback- While Delivering Negative Feedback- After Delivering Negative Feedback

### **Block -3: Types and Modes of Communication**

#### **Unit-5: Modes of Communication**

Group Discussion- Importance of Group Testing- Factors that Contribute to Group-Worthiness- Guidelines for Group Discussion- Factors that Matter in a Group Discussion- Important Parameters in Group Discussion- Types of Groups- Speech-Speech Distractions- Five ways to make your Audience Sit Up- Successful Public Speaking- Drafting a Speech- Major Pitfalls in Public Speaking- Body Language-The Constituents of Body Language

#### **Unit-6: Leadership and Team Communication**

Definition of a Leadership- Types of Leadership- Shared Leadership- Ten Principles for Leadership Communication- Styles of Leadership- Team Communication-Achieving Effectiveness through Team Communication- The Components of Communication- Characteristics of Highly Cohesive Teams

### **Block- 4: Interview Skills and English Language**

#### **Unit-7: Interview Skills**

Interview Defined- Kinds of Interviews- Preparation for a Job Interview- Telephonic Interview- Preparation for a Telephonic Interview- Speaking to Foreigners- Success in Interview-Ten Most Frequently Asked Questions- Inter Whew- Inter Phew

#### **Unit-8: English as Spoken and Written Language**

Simple Sentence- Word Order- Modals- Passive Voice- Letter Writing-An Informal Letter-Formal Letter-Personal Letters- Official Letters- Paragraph Writing- Essay Writing- Types of Essay- Prose Comprehension- Poetry Comprehension- Precise Writing- Dialogues.