



Skill Enhancement Courses

SEC-I

(For UG 2nd Semester)

List of Subject Based Skill Enhancement Courses under Model Curriculum (3 Credits)

SL No.	SEC
1	Data Analytics-I
2	Understanding and Managing Self
3	Yoga for Everyday Life
4	Sociology of Disaster Resilience and Recovery
5	Quantitative and Logical Thinking
6	Fermentation Technology and Industrial Enzymes
7	Mushroom Cultivation
8	Life Skill Education
9	Principles of Management
10	Renewable Energy and Energy Harvesting
11	Cosmetic and Pharmacological Chemistry
12	ଗଣନାତ୍ତ୍ୱ ଓ ଗଣନୋପାୟ
13	Visual Anthropology
14	Personality Development
15	Introduction to Statistics and Data Analysis

Data Analytics -I

Unit I: Introduction to Data Analytics

Concept of data analytics; Role of data analyst; Classification of Data- Structured, Semi-Structured, Unstructured data; Scale of measurement of data; Various Data sources, Modern Data collection Methods

Unit II: Data Visualisation and Basic Statistics

Data presentation and visualization, Types of Diagrams; Descriptive statistics like measure of central tendency, Dispersion, Skewness, Correlation etc.; Univariate, Bivariate, Multivariate analysis

Unit III: Introduction to SPSS

Different Menu's in SPSS, creating a data file, opening excel files, variables and labels, selecting cases by filtering, recoding of data, merging of files, Sorting of Cases and Variable, SPSS Output and its transfer to excel and word.

Unit IV: Exploratory Data Analysis using SPSS

Data visualization using frequency tables and charts, descriptive statistics, cross tabulations, Compare-Means, ANOVA, Independent Sample t-test, Paired Sample t-test, One-way ANOVA, chi square tests. Simple and Partial correlation; General Linear Model

Text Books

- ✓ *Brian C. Cronk (2018), How to use SPSS: A Step-By-Step Guide to Analysis and Interpretation, Tenth edition, Routledge.*
- ✓ *Nancy L. Leech et. al. (2005), SPSS for Intermediate Statistics: Use and Interpretation, Second edition, Lawrence Erlbaum Associates, Inc.*

Additional Reading

- ✓ *William E. Wagner (2015), Using IBM SPSS statistics for research methods and social science statistics, Fifth edition, SAGE Publications, Inc.*
- ✓ *IBM 2016, IBM Knowledge Center: SPSS Statistics, IBM, viewed 18 May 2016, <https://www.ibm.com/support/knowledgecenter/SSLVMB/>*

Understanding and Managing Self

UNIT I: Understanding and Exploring Self

- (i) Definition of Self; Dimensions of Self; Importance of Self-Awareness, Exploring self through Johari-Window & SWOC Analysis
- (ii) Emotional Intelligence: Meaning and Definition, Need for Emotional Intelligence, Competencies of Emotional Intelligence; Skills to develop emotional Intelligence
- (iii) Activities: Psychometric Test (Johari– Window), SWOC Analysis of self

UNIT II: Managing Self

- (i) Stress Management: What is Stress? Sources of Stress; Effect of Stress, Managing Stress: Relaxation Exercise, Yoga and Meditation; Time Management: Principles and Techniques; Being Assertive, Saying 'No'
- (ii) Improving interpersonal relationships through 'Transactional Analysis': Understanding Ego states, Transactions, Life Positions

Text Books:

- ✓ *Soft Skills: An Integrated Approach to Maximize Personality*, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India
- ✓ *Personality Development and Soft Skills*, Barun K. Mitra, Oxford Press

Reference Books:

- ✓ Trevor J. Powell, *Mental Health Handbook* (2017), 3rd Edition, Routledge
- ✓ David A. Whetten, Kim. S. Cameron, *Developing Management Skills* (2011), 8th Edition, PHI Learning Private Limited
- ✓ Daniel Goleman (1996) *Emotional Intelligence. Why it can matter more than IQ.* Bantam Doubleday Dell Publishing Group.
- ✓ Harris T. A. (1969), *I'm OK, You're OK: A Practical Guide to Transactional Analysis*, New York, Harper & Row

Yoga For Everyday Life

Introduction: Yoga an ancient practice originating in India has emerged as a beacon of hope & holistic wellbeing for millions around the globe. Beyond being a physical exercise, yoga is a way of life that touches every aspect of human life.

. Course Outcome:

- It is a comprehensive system that nurtures physical health, mental clarity, emotional balance & spiritual growth.
- By embracing Yoga practitioners develop a greater appreciation for the environment & cultivate practices that promote sustainability and healthy living.

Unit-I

1. The definition & Essence of Yoga.
2. Patanjali's Astanga Yoga marga.

Learning Outcome: -

1. Understand the basic concepts of self (Body, Mind & Spirit) & enhance their selfawareness skill.
2. It demonstrate the basic skills associated with Yoga activities including strength & flexibility, balance & co-ordination.

Unit-II

1. Difference between Yoga Asana & physical exercise.
2. Importance of Yoga in daily life, Therapeutic values of Yoga & Yoga & Health.

Learning Outcome: -

1. It demonstrates on understanding on health related fitness components as well as sound nutritional practices on related to health & physical performance.
2. It explains how holistic focus of Yoga therapy encourages the integration of mind, body & spirit.

Sociology of Disaster Resilience and Recovery

Unit-I: Introduction to the concepts of Disaster, Disaster Resilience and Recovery

- Natural Disaster: Types
- Man-made Disaster: Types
- Disaster and Recovery
- Disaster vulnerability, Risk and Resilience

Unit-II: Impacts of Disaster

- Social Consequences
- Economic Consequences
- Cultural consequences
- Destruction of Ecosystem

Unit-III: Disaster Preparedness and Role of Agencies

- Meaning of Disaster Preparedness, Risk perception, Evacuation, Rehabilitation
- Agency role for Rehabilitation: Educational Institutions, Media, Government Organizations
- Disaster Rehabilitation: Local Self-Government, Anganwadi Workers, Asha Worker
- Disaster Rehabilitation: Role of SHGs and NGOs/Civil Society Organizations.

Unit-IV: Disaster Resilience and Recovery

- Meaning of Disaster Resilience and Recovery, Core elements of Disaster Resilience
- Disaster Recovery Planning Process
- Social Capital in building Resilience and ensuring Recovery
- Recovery and Resilience Mechanism and Best Practices

Text Books:

- ✓ Tierney, K. (2019). *Disasters: A Sociological Approach*. United Kingdom: Wiley.
- ✓ Pandey, Rajendra. K. (2020), *Disaster management in India*, Sage, India,
- ✓ Sinha, Prabhas Chandra (2006). (ed.) *Disaster Mitigation Preparedness Recovery and Response*, SBS, New Delhi.
- ✓ Fisher, Henry W. (1998). *Response to Disaster: Fact Versus Fiction & Its Perpetuation: The Sociology of Disasters*. New York: University Press of America, Inc.

E.Resources:

- ✓ Meaning and Classification of Disaster (Odisha State Open University)
- ✓ (<https://egyankosh.ac.in/bitstream/123456789/56103/1/B-1U-1.pdf>)
- ✓ Natural Disasters – Meaning, Types & Effects and Hydrological Disasters (Odisha State Open University) https://drive.google.com/file/d/1AtyglzYoeGMUBpxe0f5l7YOeBcu_4noU/view
- ✓ Disaster Preparedness: Role and Responsibilities of Various Agencies (Odisha State Open University) <https://www.egyankosh.ac.in/bitstream/123456789/25409/1/Unit-8.pdf>
- ✓ National Disaster Management Authority (NDMA), India – Disaster risk and resilience: An analytical study, 2019.
<https://ndmindia.mha.gov.in/images/pdf/Disaster%20Risk%20and%20Resilience%20in%20India.pdf>
- ✓ Recovery, Rehabilitation and Reconstruction, Unit 1 (Odisha State Open University)
<https://drive.google.com/file/d/1s2aJ31pkXujF2bplFoKkTSGM7pWaTRrK/view>

Quantitative & Logical Thinking

Unit –I:

Whole numbers, Integers, Rational and irrational numbers, Fractions, Square roots and Cube roots, Surds and Indices, Problems on Numbers, Divisibility; Steps of Long Division Method for Finding Square Roots.

Unit –II:

Basic concepts, Different formulae of Percentage, Profit and Loss, Discount, Simple interest, Ratio and Proportion, Mixture, Time and Work, Pipes and Cisterns, Basic concepts of Time, Distance and Speed; relationship among them

Unit –III:

Concept of Angles, Different Polygons like triangles, rectangle, square, right-angled triangle, Pythagorean Theorem, Perimeter and Area of Triangles, Rectangles, Circles.

Unit-IV:

Analogy basing on kinds of relationships, Simple Analogy; Pattern and Series of Numbers, Letters, Figures. Coding-Decoding of Numbers, Letters, Symbols (Figures), Blood Relations. Logical Statements –Two premise argument, more than two premise argument using connectives; Venn Diagrams, Mirror Images, Problems on Cubes and Dices.

Fermentation Technology and Industrial Enzymes

Unit I

Introduction to fermentation: History and development of fermentation technology, basic requirements of fermentation, Types of fermentations: Aerobic and Anaerobic fermentation, Solid state and Submerged fermentation (Batch, Fed-Batch and continuous system), Upstream and Downstream processing.

Unit II

Isolation and preservation of industrial microorganisms, Controlling mechanism and regulation of catabolic and anabolic processes/pathways in microbial induction, carbon catabolite repression, feedback inhibition. Types of culture medium; Selective media, differential media, industrial media, carbon and nitrogen sources, use of anti-foaming agents.

Unit III

Basic function of fermenter for microbial and animal cell culture, fermenter design (Stirred tank, bubble columns, airlift) and body construction, various parts of fermenter. Biochemical process variables and their measurements; Measurement and control of pH, temperature, dissolved oxygen, aeration and agitation. Online analysis and control of process parameters and biosensors.

Unit IV

Enzymes of industrial applications, enzyme classification and nomenclature, quantification of enzyme activity and specific activity. Kinetics of enzyme catalyzed reaction (steady state kinetics). Industrial production of enzymes; Amylase and Cellulase. Industrial application of Enzyme immobilization (Calcium alginate beads, polyacrylamide beads).

Mushroom Cultivation

Unit I:

Introduction, history. Nutritional and medicinal value of edible mushrooms; Poisonous mushrooms. Types of edible mushrooms available in India - *Volvariella volvacea*, *Pleurotus citrinopileatus*, *Agaricus bisporus*.

Cultivation Technology: Infrastructure: substrates (locally available) Polythene bag, vessels, Inoculation hook, inoculation loop, low-cost stove, sieves, culture rack, mushroom unit (Thatched house) water sprayer, tray, small polythene bag.

Unit II:

Pure culture: Medium, sterilization, preparation of spawn, multiplication. Mushroom bed preparation -paddy straw, sugarcane trash, maize straw, banana leaves. Factors affecting the mushroom bed preparation - Low-cost technology, Composting technology in mushroom production.

Unit III:

Storage and nutrition: Short-term storage (Refrigeration – up to 24 hours) Long term Storage (canning,

pickles, papads), drying, storage in salt solutions. Nutrition - Proteins - amino acids, mineral elements nutrition - Carbohydrates, Crude fiber content - Vitamins.

(Practical)

Text Books:

- ✓ *B. C. Suman and V. P. Sharma. (2007). Mushroom Cultivation in India. Daya Publishing House, New Delhi.*

Reference Books:

- ✓ *Marimuthu, T. Krishnamoorthy, A.S. Sivaprakasam, K. and Jayarajan. R (1991) Oyster Mushrooms, Department of Plant Pathology, Tamil Nadu Agricultural University, Coimbatore.*
- ✓ *Swaminathan, M. (1990) Food and Nutrition. Bappco, The Bangalore Printing and Publishing Co. Ltd., No. 88, Mysore Road, Bangalore - 560018.*
- ✓ *Tewari, Pankaj Kapoor, S.C., (1988). Mushroom cultivation, Mittal Publications, Delhi.*
- ✓ *Nita Bahl (1984-1988) Hand book of Mushrooms, II Edition, Vol. I & Vol. II.*
- ✓ *Anon. (2010). The Cultivation of Mushrooms - An Outline of Mushroom Culture, Read Book Design, New Delhi*

Life Skills Education

Unit I: Introduction to Life Skills Education.

- Concept, need and objectives of life skills education.
- Recommendations of WHO and UNICEF over the years.
- Four Pillars of Education - Learning to Know, Learning to Do, Learning to Be, Learning to Live Together.

Unit II: Social Skills

- Communication skill-types of communication, barriers to communication, strategies for effective communication.
- Interpersonal skills-determinants, maintaining and sustaining a relationship, conflict resolution.
- Digital literacy and social media-digital ethics and cyber security.

Unit III: Life Skills for Self-Management and Career Planning

- Self-awareness-self-concept, self-esteem, time management and empathy.
- Emotional intelligence, social intelligence and spiritual intelligence.
- Choosing a career-sources of career information, preparation of resume, interview facing and group discussion.

Unit IV: Universal Human Values

- Truth, love, compassion and non-violence.
- Constitutional values- justice and human rights.
- Understanding happiness and prosperity correctly- a critical appraisal of the current scenario.

Suggested Readings

- ✓ Dahama O.P., Bhatnagar O.P, (2005). *Education and Communication for Development (2nd Edn.)*. New Delhi: Oxford & BH Publishing Co. Pvt. Ltd.
- ✓ Hendricks, P.A. *Developing Youth Curriculum Using the Targeting Life Skills Model: Incorporating Developmentally Appropriate Learning Opportunities to Assess Impact of Life Skill Development (Iowa State Extension Publication 4H-137A, 1998)*. Ames, IA: Iowa State University.
- ✓ Konar, N. (2011). *Communication Skills for Professionals (Second Edition)*. New Delhi: PHI Learning Private Limited.
- ✓ Mangal, S.K., and Mangal, U.(2014). *Essentials of Educational Technology*, PHI Learning Pvt. Ltd. 3.
- ✓ Sampath, K, A., Panneerselvam, S.S. (2007). *Introduction to Educational Technology*. Sterling Publisher Pvt. Ltd.
- ✓ Verma, S. *Development of Life Skill-II*, Vikas Publishing House.
- ✓ <http://www.unesco.org>
- ✓ <http://www.unicef.org>
- ✓ <http://www.un.org>
- ✓ <http://www.who.int/en/>

Principles of Management

Unit I:

Nature of Management: Meaning, Definition, its nature purpose, importance & Functions, Management as Art, Science & Profession- Management as social System Concepts of management-Administration- Organization.

Evolution of Management Thought: Contribution of F.W. Taylor, Henri Fayol, Elton Mayo, Chester Barhard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of management thought) Indian Management Thought.

Unit II:

Functions of Management (Part-I) Planning - Meaning - Need & Importance, types levels—advantages & limitations, Forecasting - Need & Techniques, Decision making - Types - Process of rational decision making & techniques of decision making. Organizing - Elements of organizing & processes: Types of organizations, Delegation of authority - Need, difficulties in delegation – Decentralization.

Unit III:

Functions of Management (Part-II) Staffing - Meaning & Importance, Direction - Nature – Principles, Communication - Types & Importance, Motivation - Importance – theories, Leadership - Meaning - styles, qualities & functions of leaders. Controlling- Need, Nature, importance, Process & Techniques, Coordination - Need, Importance.

Unit IV:

Strategic Management Definition, Classes of Decisions, Levels of Decision, Strategy, Role of different Strategist, Relevance of Strategic Management and its Benefits, Strategic Management in India.

Text Books:

- ✓ *Essential of Management by Horold Koontz & Iteinz Weibrich, McGraw-Hills International. Essential of Business Administration by K. Aswathapa, Himalaya Publishing House.*

Reference Books:

- ✓ *Principles & Practice of Management by L.M. Prasad, Sultan Chand & Sons pub.*
- ✓ *Principles of Management by Tripathi & Reddy, Tata McGraw Hill*

Renewable Energy and Energy Harvesting

Unit I

Fossil fuels and Alternate Sources of energy: Fossil fuels and Nuclear Energy, their limitation, need of renewable energy, non-conventional energy sources. An overview of developments in Offshore Wind Energy, Tidal Energy, Wave energy systems, Ocean Thermal Energy Conversion, solar energy, biomass, biochemical conversion, biogas generation, geothermal energy tidal energy, Hydroelectricity.

Unit II

Solar energy: Solar energy, its importance, storage of solar energy, solar pond, non-convective solar pond, applications of solar pond and solar energy, solar water heater, flat plate collector, solar distillation, solar cooker, solar green houses, solar cell, absorption air conditioning. Need and characteristics of photovoltaic (PV) systems, PV models and equivalent circuits, and sun tracking systems.

Unit III

Wind Energy harvesting: Fundamentals of Wind energy, Wind Turbines and different electrical machines in wind turbines, Power electronic interfaces, and grid interconnection topologies. Piezoelectric Energy harvesting: Introduction, Physics and characteristics of piezoelectric effect, materials and mathematical description of piezoelectricity, Piezoelectric parameters and modeling piezoelectric generators, Piezoelectric energy harvesting applications, Human power.

Unit IV

Electromagnetic Energy Harvesting: Linear generators, physics mathematical models, recent applications 42 Carbon captured technologies, cell, batteries, power consumption Environmental issues and Renewable sources of energy, sustainability.

Reference Books:

- ✓ *Non-conventional energy sources* - G.D Rai - Khanna Publishers, New Delhi
 - ✓ *Solar energy* - M P Agarwal - S Chand and Co. Ltd.
 - ✓ *Solar energy* - Suhas P Sukhative Tata McGraw - Hill Publishing Company Ltd.
 - ✓ Godfrey Boyle, "Renewable Energy, Power for a sustainable future", 2004, OxfordUniversity Press, in association with The Open University.
 - ✓ Dr. P Jayakumar, *Solar Energy: Resource Assesment Handbook*, 2009
 - ✓ J.Balfour, M.Shaw and S. Jarosek, *Photovoltaics*, Lawrence J Goodrich (USA).
- http://en.wikipedia.org/wiki/Renewable_energy

Cosmetic and pharmacological chemistry

Unit-I

Chemistry of Cosmetics : A general study including preparation and uses of the following: Hair dye, hair spray, shampoo, suntan lotions, face powder, lipsticks, talcum powder, nail enamel, creams (cold, vanishing and shaving creams), antiperspirants and artificial flavours.

Unit- II

Chemistry of Perfumes : Essential oils and their importance in cosmetic industries with reference to Eugenol, Geranial, sandalwood oil, eucalyptus, rose oil, 2-phenyl ethyl alcohol, Jasmine, Civet one, Mascon.

Unit-III

Drugs & Pharmaceuticals-I : Drug discovery, design and development; Basic Retrosynthetic approach. Synthesis of the representative drugs of the following classes: analgesics agents, antipyretic agents, anti- inflammatory agents (Aspirin, paracetamol, ibuprofen)

Unit-IV

Drugs & Pharmaceuticals - II : Synthesis of the representative drugs of the following classes: Antibiotics (Chloramphenicol); antibacterial and antifungal agents (Sulphonamides; Sulphacetamide, Trimethoprim); antiviral agents (Acyclovir), Central Nervous System agents (Phenobarbital, Diazepam), Cardiovascular (Glycerol triturate), antilaprosy (Daps one), HIV-AIDS related drugs (AZT-Zidovudine).

Aerobic and anaerobic fermentation. Production of (i) Ethyl alcohol and citric acid, (ii) Antibiotics; Penicillin, Cephalosporin, Chloromycetin and Streptomycin, (iii) Lysine, Glutamic acid, Vitamin B2, Vitamin B12 and Vitamin C.

Text Books

- ✓ *A handbook of Industrial Organic Chemistry by Samuel P Sadtler, JB Lippincott company.*
- ✓ *Handbook Industrial Chemistry by Mohammad Farhat Ali Khan, First edition*
- ✓ *Industrial Chemistry, E. Stocchi: Vol -I, Ellis Horwood Ltd. UK.*

Reference Books:

- ✓ *Industrial Chemistry, Sharma, B.K. & Gaur, Goel Publishing House, Meerut (1996)*
- ✓ *Introduction to Medicinal Chemistry, G.L. Patrick: Oxford University Press, UK.*
- ✓ *Medicinal and Pharmaceutical Chemistry, Hakishan, V.K. Kapoor: Vallabh Prakashan, Pitampura, New Delhi.*
- ✓ *Principles of Medicinal Chemistry, William O. Foye, Thomas L., Lemke, David A. William:*
- ✓ *B.I. Waverly Pvt. Ltd. New Delhi.*
- ✓ *Industrial Microbiology, 3rd Edition, JR Casida L.E. (2015 New Age International (P) Limited Publishers, New Delhi, India.*
- ✓ *Industrial Microbiology: An Introduction. 1st Edition, Waites M.J., Morgan N.L., Rockey J.S. and Higton G. (2001) Blackwell Science, London, UK.*
- ✓ *Microbiology. 5th Edition, Pelczar M.J., Chan E.C.S. and Krieg N.R. (2003) Tata McGraw- Hill Publishing Company Limited, New Delhi*

ଗଣମାଧ୍ୟମ ଓ ଗଣଯୋଗାଯୋଗ

Unit-I:

ଗଣମାଧ୍ୟମ ଓ ତାର ପ୍ରକାରଭେଦ

Unit-II:

ଗଣମାଧ୍ୟମର ସାମାଜିକ ଦାୟିତ୍ୱବୋଧ

Unit-III:

ଗଣଯୋଗାଯୋଗର ସଂଜ୍ଞା, ସ୍ୱରୂପ ଓ ଉପାଦେୟତା

ସହାୟକ ଗ୍ରନ୍ଥସୂଚୀ (Book of references):

୧. ସମ୍ବାଦ ପତ୍ର ଓ ଗଣମାଧ୍ୟମ – ମୃଣାଳ ଚାଟାର୍ଜୀ, ଶେଫାଳୀ କମ୍ପ୍ୟୁଟିକେସନ, ଢେଙ୍କାନାଳ
୨. ଗଣମାଧ୍ୟମ ଓ ଗଣଯୋଗାଯୋଗ – ଶିଶିର ବେହେରା, ପ୍ରେକ୍ଷ୍ୟ ପବ୍ଲିକେଶନ, କଟକ
୩. ଯୋଗାଯୋଗର ଭାଷା ଓଡ଼ିଆ – ଓଡ଼ିଆ ଭାଷା ପ୍ରତିଷ୍ଠାନ , ଭୁବନେଶ୍ୱର
୪. ଯୋଗାଯୋଗ ମୂଳକ ମାତୃଭାଷା – ବିରଞ୍ଚି ନାରାୟଣ ସାମଲ , ସତ୍ୟ ନାରାୟଣ ବୁକ୍ ଷ୍ଟୋର, କଟକ

Visual Anthropology

UNIT-1- Introduction to visual anthropology, concepts and definitions, meaning and scope of visual anthropology, History of visual anthropology. Documentary Films, Feature Films, and Ethnographic Films. Interpretation of Films in terms of Violence, Patriarchy, and Gender.

UNIT-II- Theory and representation; Anthropology and Images: A Theoretical Analysis & Representation: Politics and Aesthetics Visual Anthropology and its Applications. Anthropology of Arts and Aesthetics.

UNIT-III- Ethnographic Photography and Film. origin of ethnographic photography and film. Methods of photography in ethnographic research. Exhibition and ethnographic image making. Return, recognition and contemporary anthropology.

UNIT-IV- Visual Anthropology in India: Perspectives and Applications, Ethnographic and Feature Films in India: Anthropological Structural Analysis; Filming in the field of Anthropology.

UNIT-V – (Project)

Suggested Readings

1. Banks M. and Ruby J. (2011). Made do Be Seen. Perspecitves on the History of Visual Anthropology. University of Chicago Press
2. Ch. 1, "Reading Pictures," pp. 1-12 [From: Banks, Marcus. 2001. Visual Methods in Social Research. London: Sage.]
3. David MacDougall Transcultural Cinema, (Princeton, 1999)
4. Ember C.R. et al (2011). Anthropology. New Delhi: Dorling Kinderslay.
5. Grimshaw A. and Ravetz A. (2009). Observational Cinema. Anthropology, Film, and the Exploration of Social Life. Indiana University Press
6. Henley P. (2010). The Adventure of the Real. Jean Rouch and the Craft of ethnographic Cinema. Chiacago University Press
7. Marcus Banks and Howard Morphy, 1998, Rethinking Visual Anthropology
8. Pink S. (2010). Doing Sensory Ethnography. Sage Publications
9. Ruby, Jay. 1996. "Visual Anthropology." In Encyclopedia of Cultural Anthropology, David Levinson and Melvin Ember, editors. New York: Henry Holt and Company, vol. 4: 1345- 1351.
10. Schneider A. and Wright C. (2010) Between Art and Anthropology: Contemporary Ethnographic Practice. Berg Publishers

Personality Development

UNIT -I

Personality Development, Decision Making and Communication: Personality Development - Concept; Skills and Value orientation of personality development; stages of personality development; factors affecting personality development; personality traits; Concepts Creativity: Attitudes and Etiquettes.

UNIT -II

Managing Self - Mind and Motivation, Managing Self - Mind, Body and Soul;. Conflict - meaning, reasons and consequences. Conflict Resolution: Need and various approaches and institutions

Text Books:

- ✓ Adair, John (2009); *Effective Communication (Revised Edition)*, Pan MacMillan: London
- ✓ Ajmani, J C (2012); *Good English: Getting it Right*, Rupa Publications: New Delhi
- ✓ Andrews, Sudhir (1988); *How to Succeed at Interviews (21st Reprint)*, Tata McGraw Hill: New Delhi
- ✓ Becker, Ethan F. and Wortmann, Jon (2009); *Mastering Communication at Work: How to Lead, Manage, and Influence?* McGraw Hill: New Delhi

Reference Books:

- ✓ Heller, Robert (2002); *Effective Leadership*, D K Publishing: New Delhi
- ✓ Hurlock, E. B. (2006); *Personality Development (28th Reprint)*, Tata McGraw Hill: New Delhi
- ✓ Khan, S R (2014); *Personality Development*, Ramesh Publishing House: Delhi
- ✓ Mile, D. J. (2004); *Power of Positive Thinking*, Rohan Book Company: Delhi
- ✓ Prasad, H. M. (2001); *How to Prepare for Group Discussion and Interview*, Tata McGraw Hill: New Delhi

Introduction to Statistics and Data Analysis

Unit 1: Introduction to Statistics

Meaning and Definition of Statistics, Importance and Limitations of Statistics;
Classification and Tabulation of Data;
Graphic and Diagrammatic Presentation of Data

Unit II: Measures of Central Tendency:

Mean, Median, Mode, G.M, H.M, and Comparison between A.M, G.M, and H.M.

Unit III: Measures of Dispersion:

Range, Quartile Deviation, Mean Deviation, Standard Deviation, and Coefficient of Variation

Unit IV: Introduction to Data Analysis:

Data Analysis: Definition and importance in Real Life Application in Business Economics and Mathematics

Type of Data: Quantitative (Number) and Qualitative Data, Structured vs Unstructured Data.

Sampling: Types of Probability and Non-Probability Sampling

Stage of Data Analysis: Data Collection, Data Cleaning (removing errors), Data Summarization.

Books Recommended:

1. S.C. Gupta and V.K. Kapoor: Fundamentals of Mathematical Statistics, Twelfth Edition
2. An Introduction to Statistical Methods and Data Analysis: (R. Lyman ott, Michel Longnecker)
3. S.C. Gupta and V.K. Kapoor: Fundamentals of Applied Statistics, Sultan Chand and Sons.

Reference Books:

1. Hogg, R.V. and Craig, A.L. (1978): Introduction to Mathematical Statistics, MacMillan, New York