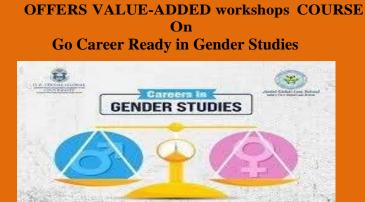


ABOUT THE DEPARTMENT

The Department of Women Studies at the University was established in 1989. The Department is playing an interventionist role by initiating the gender perspective in many domains in the generation of knowledge in the field of policy and practice. The activities of the Department or Designed and channeled throw the following major trust areas like Teaching, Training, Research, Publication, Field Action, Documentation, Advocacy, Seminars/ Workshops/Symposia /Networking Clustering and Monitoring. The Department has published a number of edited book articles Monograph research reports survey reports evaluation study reports and soon.



Summary of the content

Gain essential life skills and interpersonal excellence for personal and professional success in this gender studies course. Develop strong communication and problem-solving abilities while nurturing emotional intelligence and social connections.

Duration: 01.09.2022 to 29.09.2022

Objectives

- 1. To empower individuals with essential life skills and interpersonal excellence for personal and professional growth.
- 2. To enhance participants' communication and social graces, including body language, greetings, and personal grooming

Outcomes

- 1. Learners will acquire knowledge and tools to make impactful first impressions through improved body language, grooming, and etiquette.
- 2. Learners will demonstrate enhanced selfdiscipline, self-confidence, and critical thinking abilities for better problem-solving and personal growth.

Head of the Department Prof. K. Manimekalai Professor and Head, Chairperson Department of Women's Studies, Alagappa University, Karaikudi – 630 003, Tamil Nadu, India. 04565 - 224615, 223230

Value-added course

Cours Code:		Go Career Ready in Gender Studies	Hours 6	
object	tives		I	
1.	. To prepare the students to understand the career opportunities for women and men and gocareer ready.			
2.	To un	derstand the fair distribution of unpaid and paid work among women and men and	getintroduced to	
		operate Etiquettes.		
		o explore the interpersonal skills and essential life skills to navigate in the digital andcorporate world		
		epare the students to take up careers in the corporate sector and NGOs		
Modu		Body Language: Social Graces – First Impression – Greetings and Introdu	iction toPersona	
		Hygiene & Sanitation- Personal Hygiene – Professional and Personal Image		
		- Personal Grooming – Etiquettes: Dressing Etiquettes - Dress codes.		
		Management – Procrastination – SWOT Analysis		
Modu		Occasion -Telephone Etiquettes – Taking & Making Calls, Do's and		
	t	elephones - Email Etiquettes- Sending effective Emails, Form and ton	e of messages,	
	1	Replying to messages, Organizing different parts of the Email- Self-		
		Discipline- Build Self Confidence and Self Esteem – Time		
Modu		Problem-Solving Skills: Critical Thinking – Decision Making – Stress Mana		
		Management – Conflict Management – Procrastination – Time Managemen		
Modu		nterpersonal Skills: Emotional Intelligence Self Awareness, Self-Regulation	,	
N / - J		Empathy, Sympathy, Motivation-Social.	Commission	
vioau		Psychology – Social Thinking, Social Influence, Social Behavior- Business	Communication	
		- Conversations that are engaging, , Giving and Receiving Compliments, Avoiding bad conversational habits, Courteousness and thoug	thtfulnessat	
		vorkplace, Apologizing, Appreciations	sintumessat	
Modu		Essential Life Skills: Financial Planning – Cash Flow Management, Awares	ness on savings	
		and investments- Social Responsibility –Health and Environment- Health ar		
		Awareness on General Heath and Food Habits. Healthy eating & Healthy L		
		ifestyle.	-	
Outco				
	1. To equip individuals with essential life skills, effective communication, and interpersonal			
 abilities. Students will develop a strong understanding of body language, personal grooming, and professional etiquette. They will gain valuable insights into time management, problem-solving, and stress management techniques. They emphasizes emotional intelligence, social awareness, and responsible behaviourtow 			1	
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			ourtowards	
health, environment, and financial planning.		ourtowards		
		p well-rounded individuals capable of excelling in personal and professional	l spheresof life.	
		nd Textbooks	1	
		ills – Enhancing Employability: Connecting Campus with Corporate" byM	S Rao	
		ationally Speaking – by Alan Garner		
		Varghese, 2003, Employment of Women in the unorganized manufacturing	sector,	
		ty Book House Private limited, Jaipur.	,	
3 Sc	oundra	apandian (ed), 2000, Women Entrepreneurship- Issues and Challenges, Ash	nish Publising	
Ho	ouse N	lew Delhi Related	-	
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