

Minor Elective Paper For U.G. Students PROBLEM SOLVING AND CREATIVE THINKING

(Credits : 04)

Course Objective:

To enable the students:

- Understand the process of problem solving and creative thinking.
- Facilitation and enhancement of skills required for decision-making.

Course Contents:**Module I: Thinking as a tool for Problem Solving**

(12 Hours)

- What is thinking: The Mind/Brain/Behavior
- Critical Thinking and Learning:
 - Making Predictions and Reasoning
 - Memory and Critical Thinking
 - Emotions and Critical Thinking
- Thinking skills

Module II: Hindrances to Problem Solving Process

(12 Hours)

- Perception
- Expression
- Emotion
- Intellect
- Work environment

Module III: Problem Solving

(12 Hours)

- Recognizing and Defining a problem
- Analyzing the problem (potential causes)
- Developing possible alternatives
- Evaluating Solutions
- Resolution of problem
- Implementation
- Barriers to problem solving:
 - Perception
 - Expression
 - Emotion
 - Intellect
 - Work environment

Module IV: Plan of Action

(12 Hour)

- Construction of POA
- Monitoring
- Reviewing and analyzing the outcome

Module V: Creative Thinking

(12 Hours)

- Definition and meaning of creativity
- The nature of creative thinking
 - Convergent and Divergent thinking
 - Idea generation and evaluation (Brain Storming)
 - Image generation and evaluation
 - Debating
- The six-phase model of Creative Thinking: ICEDIP model

Suggested Readings:

- Michael Steven: How to be a better problem solver, Kogan Page, New Delhi, 1999
- Geoff Petty: How to be better at creativity; Kogan Page, New Delhi, 1999
- Richard Y. Chang and P. Keith, Kelly: Wheeler Publishing, New Delhi, 1998.
- Phil Lowe Koge Page: Creativity and Problem Solving, New Delhi, 1996
- J William Pfeiffer (ed.) Theories and Models in Applied Behavioural Science, Vol 3, Management (1996); Pfeiffer & Company
- Bensley, Alan D.: Critical Thinking in Psychology – A Unified Skills Approach, (1998), Brooks/Cole Publishing Company.

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Year 2

Minor Elective Paper For U.G. Students

PERSONAL AND PROFESSIONAL EXCELLENCE

(Credits: 4)

Course Objective:

- Importance of Personal and Professional excellence
- Inculcating the components of excellence

Course Contents:

Module I: Components of Excellence

(12 Hours)

- Personal Excellence:
 - Identifying long-term choices and goals
 - Uncovering the talent, strength & style
- Analyzing choke points in your personal processes by analysis in area of placements, events, seminars, conference, extracurricular activities, projects etc.

Module II: Managing Personal Effectiveness

(12 Hours)

- Setting goals to maintain focus
- Dimensions of personal effectiveness (self disclosure, openness to feedback and perceptiveness)
- Integration of personal and organizational vision for effectiveness
- A healthy balance of work and play
- Managing Stress creatively and productively

Module III: Personal Success Strategy

(12 Hours)

- Time management
- Handling criticism and interruptions
- Managing difficult people
- Mapping and evaluating the situations
- Identifying long-term goals

Module IV: Personal Positive Growth

(12 Hours)

- Understanding & Developing positive emotions
- Positive approach towards future
- Resilience during loss and challenge

Module V: Professional Success

(12 Hours)

- Building independence & interdependence
- Reducing resistance to change
- Continued reflection (Placements, events, seminars, conferences, projects extracurricular Activities etc.)

Suggested Readings:

- Bates, A. P. and Julian, J.: Sociology - Understanding Social Behaviour
- Dressler, David and Cans, Donald: The Study of Human Interaction
- Raman, A.T. (2003) Knowledge Management: A Resource Book. Excel Books, Delhi.
- Kamalavijayan, D. (2005). Information and Knowledge Management. Macmillan India Ltd. Delhi
- Robbins O.B. Stephen; Organizational Behaviour

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