

**Sri Sankara Arts and Science College**  
**Autonomous**  
**Enathur, Kanchipuram**  
**Choice Based Credit System (CBCS)**  
**Regulations for Courses on Soft Skills and Internship**  
Common to all PG Programmes

### **1. General Objectives**

Courses on Soft skills are intended to improve the communication skills and personality development of the students. They will help for the overall development of the students and will enhance the employability of the graduates. The courses are intended to bridge the gap between the skill requirements of the employer or industry and the competency of the students. The internship will enable the students to acquire practical knowledge or hands on training from a potential employer.

All PG students shall undergo courses on Soft Skills in addition to subject core and elective courses.

All Master's degree students shall undergo internship during the summer vacation of the first year.

### **2. Eligibility for the Award of the Degree**

A candidate shall be eligible for the award of the degree only if he/she has undergone the prescribed courses on Soft Skills and internship in addition to the courses prescribed by the respective Board of Studies for the subject of the Masters Degree.

For two years Master's Degree Programme, a candidate must undergo a minimum of 4 courses (4 x 2=8 credits) and a three year Master's Degree programme, a candidate must undergo a minimum of 6 courses (6 x 2 = 12 credits) from the courses on Soft skills.

A two year Master's Degree student shall undergo 4-6 weeks (2 credits internship during the summer vacation of the First year and submit a report in the beginning of third semester. The report will be evaluated in third semester and the marks forwarded to the University along with third semester internal assessment (CIA) marks. A three years Master's degree student shall undergo 6-8 weeks (3 credits) during the summer vacation of the First /Second year and submit a report after completion of the internship in the beginning of fifth semester. The report will be evaluated and the marks forwarded to the University along with fifth semester internal assessment (CIA) marks.

### 3. Examinations

Examinations for the courses on soft skills will be held along with the semester examinations of the core and elective courses.

There is no written examination for internship. A student must submit a report after completing the summer internship. The report will be evaluated by two examiners within the Department of the college/ institution.

### 4. Courses on Soft Skills and Internship and Scheme of Examination

The Courses on Soft Skills may be offered at the College/Institutional level in a fixed time slot for all students. Students of all departments must be allowed to choose any of the approved Soft Skill courses. All the courses will be offered in all semesters. If the demand for a course is less than 20 (students) in a college/institution, the course need not be offered.

The teaching of the courses on Language and Communication skills and Spoken English may be assigned to the English faculty/Department, courses on personality development by the Psychology or Management or English faculty/Department, Computer knowledge by the any competent faculty member from any Department, and the courses in foreign languages by the competent person with a degree or diploma in the concerned language. However, the Principals/Directors of the Institutions are permitted to assign competent faculty to teach the any of the soft skill courses.

A candidate shall not choose a course on Soft Skills closely related to his/her Master's degree programme. The Chairperson /Board of Studies will identify courses on Soft Skills related to the major field of study (Example: A Computer Science student will not be permitted to choose Soft Skill courses on computer).

| S.No                                  | Name of the Course             | Semester     | Instruction Hours per week | Credit | Examination Duration (hours) | Max Marks |          |
|---------------------------------------|--------------------------------|--------------|----------------------------|--------|------------------------------|-----------|----------|
|                                       |                                |              |                            |        |                              | CI A      | External |
| <b>Language and Communication</b>     |                                |              |                            |        |                              |           |          |
| 1                                     | Language and Communication     | All Semester | 3                          | 2      | 3                            | 40        | 60       |
| <b>Spoken and Presentation Skills</b> |                                |              |                            |        |                              |           |          |
| 2.                                    | Spoken and Presentation Skills | All Semester | 3                          | 2      | 3                            | 40        | 60       |

| <b>Personality Enrichment</b>             |                                      |              |   |   |   |    |    |
|---|--------------------------------------|--------------|---|---|---|----|----|
| 3   | Life and Managerial Skills           | All Semester | 3 | 2 | 3 | 40 | 60 |
| 4   | Managerial Skills                    | All Semester | 3 | 2 | 3 | 40 | 60 |
| <b>Computing Skills</b>                   |                                      |              |   |   |   |    |    |
| 5   | Computing Skills                     | All Semester | 3 | 2 | 3 | 40 | 60 |
| <b>Foreign Language Skills</b>            |                                      |              |   |   |   |    |    |
| 6   | French for Beginners II              | All Semester | 3 | 2 | 3 | 20 | 80 |
| 7   | German for Beginners II              | All Semester | 3 | 2 | 3 | 20 | 80 |
| <b>Translation and Communication</b>      |                                      |              |   |   |   |    |    |
| 8   | Translation and Communication        | All semester | 3 | 2 | 3 | 40 | 60 |
| <b>Contemporary Awareness</b>             |                                      |              |   |   |   |    |    |
| 9   | Contemporary Awareness               | All Semester | 3 | 2 | 3 | 40 | 60 |
| <b>Technical Writing and Presentation</b> |                                      |              |   |   |   |    |    |
| 10  | Technical Writing and Presentation** | All Semester | 3 | 3 | 3 | 40 | 60 |
| <b>Quantitative Aptitude</b>              |                                      |              |   |   |   |    |    |
| 11  | Quantitative Aptitude**              | All Semester | 3 | 3 | 3 | 40 | 60 |

Note: Papers 1, 2, 3, 4, 7, 8, 9 and 10 are treated as practical papers and classes and examinations are conducted accordingly

Paper 7 & 8 as alternate papers for Soft skill Paper Computing Skill [i.e. those who are studying M.Sc. Computer Science, M.Sc. Information Technology and M.C.A.]

\*\*Paper 9 & 10 - 3 credits will be helpful to those PG Programmes of three years who chose Soft skill in lieu of Internship.

### 5. Continuous Internal Assessment (CIA) – 20/40 marks

| S.No | Courses                            | Written Test | Oral Test | Seminar /Presentation | Assignment / Term paper | Practical |
|------|------------------------------------|--------------|-----------|-----------------------|-------------------------|-----------|
| 1    | Language and Communication Skill   | 10           | 10        | 10                    | 10                      |           |
| 2    | Spoken and Presentation Skills     |              | 20        | 10                    | 10                      |           |
| 3    | Personality Enrichment             | 10           | 10        | 10                    | 10                      |           |
| 4    | Computing skills                   |              |           |                       |                         | 40        |
| 5    | Foreign Language skills            |              | 20        | 20                    |                         |           |
| 6    | Translation and Communication      | 10           | 10        | 10                    | 10                      |           |
| 7    | Contemporary Awareness             | 10           | 10        | 10                    | 10                      |           |
| 8    | Technical Writing and Presentation | 10           | 10        | 10                    | 10                      |           |
| 9    | Quantitative Aptitude              | 10           | 10        | 10                    | 10                      |           |

### 6. Question Paper Pattern for External Examination

#### 1. Courses on Language and Communication (Paper 1) -60 marks

Practical examination – 3 hours- Paper pattern as described below

Examination (60 marks) will be conducted by one external examiner and one internal examiner:

|               | Type of Question                 | Marks |
|---------------|----------------------------------|-------|
| <b>Part A</b> | Reading skills and Comprehension | 20    |
| <b>Part B</b> | Writing skills                   | 20    |
| <b>Part C</b> | Speaking and Listening           | 20    |

#### 2. Courses on Spoken and Presentation Skill (paper 2) - 60 marks

Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner

|               | <b>Type of Question</b>   | <b>Marks</b> |
|---------------|---|--------------|
| <b>Part A</b> | <b>Any one type of presentation:</b> extempore, choosing a topic, formal presentation, presenting a report etc.,              | 20           |
| <b>Part B</b> | <b>Group Discussion:</b> Self Introduction , Asking Questions, Handling Questions, Extending the discussion, Summing up etc., | 20           |
| <b>Part C</b> | <b>Interview:</b> Knowledge of subject, Thinking on their feet,, Appropriate use of language, Body language                   | 20           |

### 3. Personality Enrichment (Papers 3) – 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

|               | <b>Type of Question</b>  | <b>Marks</b> |
|---------------|--|--------------|
| <b>Part A</b> | Record writing   | 30           |
| <b>Part B</b> | Application /Analysis<br>Synthesis /Evaluation<br>Understanding -<br>Demonstration | 30           |

### 4. Computing Skills (Papers 4) -60 Marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

|               | <b>Type of Question</b>                           | <b>Marks</b> |
|---------------|---|--------------|
| <b>Part A</b> | Record writing                                    | 10           |
| <b>Part B</b> | Practicals covering all the units of the syllabus | 50           |

### 5. Courses on Foreign Languages skills (Papers 5-6) 80 marks

**Written examination – 3 hours – 80 marks**

**Question paper pattern for the Written examination:**

|               | <b>Type of Question</b>   | <b>Marks</b> | <b>Choice</b>  |
|---------------|---|--------------|--|
| <b>Part A</b> | Grammar ( <i>Definition and practical application of rules</i> )                                    | 20           | No choice<br>5 questions (one from each unit)<br>(5 x 4 marks = 20 marks)  |
| <b>Part B</b> | Culture and Civilisation, and Vocabulary ( <i>understanding and description of matter studies</i> ) | 30           | No Choice –<br>10 questions covering all cultural components presented in the units.<br>(10x2 marks = 20 marks)<br>2 questions Vocabulary required from all units (2 x 5 marks = 10 marks)<br>Total : 30 marks |
| <b>Part C</b> | Comprehensive and Expression ( <i>Synthesis and evaluation of matter studies</i> )                  | 30           | Either-or type 3 questions from all units (3 x 10 marks=30 marks)  |

#### 6. Courses on Translation and Communication - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

|               | <b>Type of Question</b>                                    | <b>Marks</b> |
|---------------|--|--------------|
| <b>Part A</b> | <b>Translation:</b> Translating a Passage – Spoken skills  | 20           |
| <b>Part B</b> | <b>Translation:</b> Translating a Passage – Writing Skills | 20           |
| <b>Part C</b> | <b>Oral Test</b>   | 20           |

#### 7. Courses on Contemporary Awareness - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

|               | <b>Type of Question</b>  | <b>Marks</b> |
|---------------|--|--------------|
| <b>Part A</b> | Record writing   | 30           |
| <b>Part B</b> | Application /Analysis<br>Synthesis /Evaluation<br>Understanding -<br>Demonstration | 30           |

#### 8. Courses on Technical Writing and Presentation - 60 marks

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

|               | <b>Type of Question</b> | <b>Marks</b> |
|---------------|-------------------------|--------------|
| <b>Part A</b> | Record writing          | 30           |
| <b>Part B</b> | Oral Test               | 30           |

**9. Courses on Quantitative Aptitude - 60 marks**

**Practical Examination - 3 hours – paper pattern as described below will be conducted by one external examiner and one internal examiner**

|               | <b>Type of Question</b> | <b>Marks</b> |
|---------------|-------------------------|--------------|
| <b>Part A</b> | Record writing          | 20           |
| <b>Part B</b> | Written Test            | 20           |
| <b>Part C</b> | Oral Test               | 20           |

**7. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTER:**

- (i) Candidates shall register their name for the First Semester Examination after the admission in the P.G. courses.
- (ii) Candidates shall be permitted to proceed, from the First Semester up to Final Semester irrespective of their failure in any of the Semester examinations subject to the condition that the candidates should register for all the arrear subjects of earlier semesters along with current (subsequent) semester subjects.
- (iii) Candidates shall be eligible to go to subsequent semester, only if they earn, sufficient attendance as prescribed therefor by the Syndicate from time to time.
- (iv) Provided in the case of candidate earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstance such as medical grounds. Such candidates who shall produce Medical Certificate issued by the Authorised Medical Attendant (AMA), duly certified by the Principal of the College, shall be permitted to proceed to the next semester and to complete the course of study. Such candidate shall have to repeat the missed semester by

rejoining after completion of final semester of the course, after paying the fee for the break of study as prescribed by the University from time to time.

#### **8. PASSING MINIMUM:**

- a) There shall be no Passing Minimum for Internal.
- b) For External Examination, Passing Minimum shall be of 50% (Fifty Percentage) of the maximum marks prescribed for the paper for each Paper/Practical/Project and Viva-voce.
- c) In the aggregate (External + Internal) the passing minimum shall be of 50%.
- d) Grading shall be based on overall marks obtained (Internal + External).

#### **9. CLASSIFICATION OF SUCCESSFUL CANDIDATES:**

There will be separate grading, weighted grade point average and classification (First and Second Class) for the Courses on Soft Skills and internship combined together.

Candidates who secured not less than 60% of aggregate marks (CIA + External) in the whole examination shall be declared to have passed the examination in the First Class.

All other successful candidates shall be declared to have passed in Second Class. Candidates who obtain 75% of the marks in the aggregate (CIA + External) shall be deemed to have passed the examination in First Class with Distinction, provided they pass all the examinations (theory papers, practicals, project and viva-voce) prescribed for the course in the First appearance.

#### **10. GRADING SYSTEM:**

As followed in the other Post-graduate degree papers.

#### **11. RANKING:**

Candidates who pass all the examinations of the courses on Soft skills & internship in the FIRST APPEARANCE ITSELF ALONE are eligible for Ranking / Distinction.

Provided in the case of candidates who pass all the examinations prescribed for the Soft skills courses with a break in the First Appearance due to the reasons as furnished in the Regulations under "Requirements for Proceeding to subsequent Semester" are only eligible for Classification.

#### **12. APPEARANCE FOR IMPROVEMENT:**

Candidates who have passed in a theory paper / papers are allowed to appear again for theory paper / papers only once in order to improve his/her marks, by paying the fee

prescribed from time to time. Such candidates are allowed to improve within a maximum period of 10 semesters counting from his/her first semester of his/her admission. If candidate improve his marks, then his improved marks will be taken into consideration for the award of Classification only. Such improved marks will not be counted for the award of Prizes / Medals, Rank and Distinction. If the candidate does not show improvement in the marks, his previous marks will be taken into consideration.

No candidate will be allowed to improve marks in the Practicals, Project, Viva-voce, Field work.

## Syllabus

### 1. Essentials of Language and Communication – I

#### Objectives:

- To develop English language skills.
- To enhance grammatical skills to ensure accuracy of communication.
- To communicate effectively and appropriately in real-life situations.
- To develop reading and writing techniques.

**Unit I** : Recap of language skills – vocabulary, phrase, clause, sentence

**Unit II** : Fluency Building–word match, reading aloud, recognition of attributes, parts of speech in Listening and Reading, listening–reading comprehension

**Unit III** : Principles of Communication – Communication as coding and decoding – signs and symbols – verbal and non-verbal symbols – language AND communication; language VS Communication – media/channels for communication

**Unit IV** : Types of communication – functional, situational, verbal and non- verbal, interpersonal, group, interactive, public, mass line, dyadic – with illustrations

**Unit V** : LSRW in Communication – Listening active vs passive (Talk less, listen more); Speaking – speech vs enunciation (Mind your tone); Reading – Focus on the structure not on the theme alone; Writing – Precise, not only précis writing

#### Recommended Texts

Monippally, Mattukutty. M. *Business Communication Strategies*. 11<sup>th</sup> Reprint. New Delhi: Tata McGraw-Hill, 2001.

Sasikumar. V and P.V. Dhamiji. *Spoken English: A Self-Learning Guide to Conversation Practice*. 34<sup>th</sup> Reprint. New Delhi: Tata McGraw-Hill, 1993.

Swets, Paul. W. *The Arts of Talking So That People Will Listen: Getting Through to Family, Friends and Business Associates*. New York: Prentice Hall Press, 1983.

Hewings, Martin. *Advanced English Grammar. A Self-Study Reference and Practice Book for South Asian Students*. Reprint 2003. New Delhi: Cambridge University Press, 1999.

Lewis, Norman. *Word Power Made Easy*. Pocket Books, 1991.

Hall and Shephard. *The Anti-Grammar Grammar Book: Discovery Activities for Grammar Teaching*. Longman

[www.tatamcgrawhill.com/digital\\_solutions/monippally](http://www.tatamcgrawhill.com/digital_solutions/monippally)

[www.dictionary.cambridge.org](http://www.dictionary.cambridge.org)

[www.wordsmith.org](http://www.wordsmith.org)

## 2. Spoken and Presentation Skills – Advanced Level

### Objectives:

- Coach students to identify, classify and apply relevant skill sets.
- Illustrate role of skills in real-life work situations with case studies, role play, etc.
- Translate performance of skills into efficient habits.
- Enable students to perceive cultural codes involved in presentation and design language performance accordingly.

**Unit I:** General Language Knowledge and Presentation – STAR strategy – MOM plan

**Unit II:** Special Language Knowledge and Presentation –tone, humour, poise – listener/speaker sensitivity and articulation.

**Unit III:** General Communication Skills for Presentation – content matching and language matching for specific audience – etiquette, clarity – delivery – use and abuse of hitech aids.

**Unit IV:** Professional Communication Skills for Presentation – technical presentations – too much or too little use of technology – Turn taking – Effective not offensive or defensive handling of questions

**Unit V:** Social Communication Skills for Presentation – socializing – ice breakers; small talk – dialogue, debate, discussion – selling, advertising and persuading – overcoming shyness, hesitation – understanding cultural codes.

### Practicals:

**Unit 1:** Case Studies

**Units 2,3,4 and 5 :** Role play and record work – combination of print, audio and video, where possible.

### Recommended Texts

Cathcart, Robert. S. and Larry A. Samovar. *Small Group Communication: A Reader*. 5<sup>th</sup> Edition. Iowa: Wm. C. Brown Publishers, 1970.

Tamblyn, Doni and Sharyn Weiss. *The Big Book of Humorous Training Games*. 2004 Edition. New Delhi: Tata McGraw-Hill, 2000.

Andrews, Sudhir. *How to Succeed at Interviews*. 21<sup>st</sup> Reprint. New Delhi: Tata McGraw-Hill, 1988.

Monippally, Matthukutty. M. *Business Communication Strategies*. 11<sup>th</sup> Reprint. New Delhi: Tata McGraw-Hill, 2001.

Lucas, Stephen. *Art of Public Speaking*. New Delhi: Tata McGraw-Hill, 2001.

Pillai, Radhakrishnan, *Spoken English for you*. Chennai: Emerald Publishers, 2006.

### 3. Life and Managerial Skills

#### Objectives:

- To help students understand the mechanism of stress - particularly the negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs

#### Unit I- Stress Management

Definitions and manifestations of stress

Stress coping ability and stress inoculation training

Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger

Dealing with crisis and disasters.

#### Unit II- Social Skills and Conflict Management Skills

Component of Social Skills, effective ways of dealing with people.

Types of conflict (intrapersonal, intra group and inter group conflicts)

Basic concepts, cues, signals, symbols and secrets of body language

Significance of body language in communication and assertiveness training

Conflict stimulation and conflict resolution techniques for effective conflict management

#### Unit III- Interpersonal Skills

Concept of team in work situation, promotion of team spirit, characteristics of team player.

Awareness of ones own leadership style and performance.

Nurturing leadership qualities.

Emotional intelligence and leadership effectiveness- self awareness, self management, self motivation, empathy and social skills

Negotiation skills- preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation

#### Unit IV- Time Management

Time wasters- Procrastination

Time management personality profile

Time management tips and strategies

Advantages of time management

#### Unit V- Towards Empowerment

Stimulating innovation and change- coping with “temporariness”

Network culture

Power tactics and power in groups (coalitions)

Managerial empowerment and entrepreneurship

Prevention of moral dwarfism – Moral and social code of conduct, ethics and other values, social concerns.

Altruism (prosocial behavior/ helping behavior)

Spirituality (clarifications with regard to spirituality)- strong sense of purpose- trust and respect- humanistic practices- toleration of fellow human beings expressions.

### **Practical Training**

Relaxation exercises- Western (Autogenic Relaxation) and Indian techniques (Shavasana)

Role- play, Social skills workshop

Transactional Analysis

### **References**

1.Swaminathan. V.D &Kaliappan.K.V. *Psychology for Effective Living*.

Chennai: The Madras Psychology Society, 2001.

2.Robbins, S.B. *Organizational Behavior*. New Delhi: Prentice Hall of India, 2005.

3.Smith, B. *Body Language*. Delhi: Rohan Book Company, 2004.

4.Hurlock, E.B. *Personality Development*, 28<sup>th</sup> Reprint. New Delhi: Tata Mc

Graw Hill. 2006.

### 3. MANAGERIAL SKILLS

#### Objectives

- To help students to understand the mechanism of stress particularly negative emotions such as anxiety, anger and depression for effective management.
- To introduce the basic concepts of body language for conflict management.
- To give inputs on some of the important interpersonal skills such as group decision-making, negotiation and leadership skills.
- To make students learn and practice the steps involved in time management.
- To impart training for empowerment thereby encouraging the students to become successful entrepreneurs.

#### Unit I- Stress management

Definitions and Manifestations of stress.

Stress coping ability and stress inoculation training.

Management of various forms of fear (examination fear, stage fear or public speaking anxiety), depression and anger.

#### Unit II- Conflict Management skills

Types of conflict (intrapersonal, Intra group and inter group conflicts).

Basic concepts, cues, signals, symbols and secrets of body language.

Significance of body language in communication and assertiveness training.

Conflict stimulation and conflict resolution techniques for effective management.

#### Unit III- Interpersonal Skills

Group decision making (strengths and weaknesses).

Developing characteristics of charismatic and transformational leadership.

Emotional intelligence and leadership effectiveness- self awareness, self management, self motivation, empathy and social skills.

Negotiation skills- preparation and planning, definition of ground rules, clarification and justification, bargaining and problem solving, closure and implementation.

#### Unit IV- Time Management

Time wasters- Procrastination.

Time management personality profile.

Time management tips and strategies.

Advantages of time management.

#### Unit V- Towards Empowerment

Stimulating innovation and change- coping with “temporariness”.

Network culture.

Power tactics and power in groups (coalitions).

Managerial empowerment and entrepreneurship.

Prevention of moral dwarfism especially terrorism.

Altruism (prosocial behaviour/helping behaviour).

Spirituality (clarifications with regard to spirituality)- strong sense of purpose- trust and respect- humanistic practices- toleration of fellow human beings expressions.

**Practical Training**

Relaxation exercises- Western (Autogenic Relaxation) and Indian techniques (Shavasana).  
Role-play. Transactional Analysis.

**References**

1. Swaminathan. V.D & Kaliappan. K.V. *Psychology for Effective Living*. Chennai: The Madras Psychology Society, 2001.
2. Robbins, S.B. *Organizational Behaviour*. New Delhi: Prentice Hall of India, 2005.
3. Smith, B. *Body Language*. Delhi: Rohan Book Company, 2004.
4. Hurlock, E.B. *Personality Development*, 28th Reprint. New Delhi: Tata McGraw Hill, 2006.

## 5. Computing Skills

### Objectives:

- To impart training for students in Microsoft Office which has different components like MS Word, MS Excel, MS Access, Power point etc.
- It provides essential skills for the user to get adapted to any work environment.

**Unit I:** *Word Processing* – Formatting – Paragraph and character styles, templates and wizards, table and contents and indexes, cross referencing; Tables and Columns – creating manipulating and formatting; Mail Merge, Labels and Envelopes.

**Unit II:** *Spreadsheets* – Workbook, Building, Modifying, navigating; worksheet- Autofiull, copying and moving cells, inserting and deleting rows, printing; Formulas and functions- Troubleshooting formulas, Functions and its forms like database, financial, logical, reference , mathematical and statistical – Databases – Creating, sorting, filtering and linking.

**Unit III:** *Presentations* – Power point – exploring, creating and editing slides, inserting tables and charts- special effects- Clip Art, creating and drawing shapes, inserting multimedia content – presentations – planning, animation, handouts, slideshow..

**Unit IV:** *Databases* – Access – Components, creating a database and project, import and exporting, customizing; Tables- creating and setting fields; Queries –Types, creating, wizard- Reports- creating and layout.

**Unit V:** *Information Management* – Outlook – Starting, closing, contacts, tool bars, file management; email-reading, composing, responding, attachments, signature, junk mail; tasks- screen, sorting, creating, deleting, assigning, updating; scheduling- calendar.

Note: All units need an approach through practical exposure.

### References:

1. Mansfield, Ron. *Working in Microsoft Offic*, Tata McGraw Hill, 2007.
2. Davis, Guy Hart. *Microsoft Excel 2007*, Tata McGraw Hill, 2007.

### Examination:

1. Internal assessment could be based on Theory and/or practicals.
2. End semester is based on practicals.

## 6. French – Beginner Level - II

**Duration:** 15 weeks per semester , 2 Hours per week – on a single day (Total=30 hours)

**Prerequisites:** Basic knowledge of French Language (Level I only)

**Objectives:**

This course continues from the Level I in permitting the students to develop further their language and communication skills in French a widely used European language. The learners will improve their stock of vocabulary and will acquire more structures that will serve to put them more at ease when using French in the classroom and outside.

**Course Content:**

**Unit I**

Les amis de Caroline : Les nationalités; utiliser les articles  
Les articles définis; le pluriel :masculin et féminin

**Unit II**

*Quel jour est- il?:* Les jours de la semaine ; Répondre aux questions  
Verbe : ‘aller’

**Unit III**

*La famille de Manuel:* Exprimer la préférence  
Les verbes : ‘aimer’ et ‘parler’

**Unit IV**

*Les vacances:* Raconter un événement; Les mois de l’année  
Revision des verbes étudiés

**Unit V**

*Le drapeau de mon pays :* décrire la couleur d’un objet  
Le féminin et le pluriel des couleurs

**Text Book:**

RANJIT, Mahitha & SINGH, Monica, *Apprenons le français-I*, Saraswathi House Pvt Ltd, New Delhi (revised edition) 2008 Leçons 6-1

**Recommended Reading:**

QUINTON-POISSON, Sylvie et al : *FESTIVAL-I*, CLE International, Paris, 2005

MERIEUX, Régine et al : *CONNEXIONS -1*, Didier, Paris, 2004

CAPELLE, Guy, MENAND, Robert : *TAXI-I*, Hachette, Paris, 2003

GIRARDET, Jacky, PECHEUR, Jacques : *CAMPUS -I*, CLE International, Paris, 2002

BAYLON, Christian et al : *FORUM-I*, Hachette, Paris, 2000

**Websites:** [www.fle.fr](http://www.fle.fr) ; [www.bonjourdefrance.com](http://www.bonjourdefrance.com); [www.polarfle.com](http://www.polarfle.com)

## 7. German Beginners Level - II

**Duration:** 15 Weeks – 5 Units 2 Hours per week on a single day.

**Prerequisites:** German for Beginners Level 1 or its equivalent.

**Objectives:** To provide learners with rudimentary knowledge of the German language  
To reinforce the knowledge acquired at level 1.

### Unit I - Leisure Activities

**Grammar:**

Prepositions in and zu - Ins Kino , ins Theater - In die Disko -  
Zum Bahnhof, Zur Schule

**Vocab:**

Words pertaining to leisure activities

### Unit II - Family

**Grammar:**

Possessive pronouns in Nominative and Accusative

**Vocab:**

Family Members - Relationships

### Unit III - Human body and Health

**Grammar:**

Sollen

**Vocab:**

Illnesses - Parts of the human Body

### Unit IV – Finding your way around

**Grammar:**

Imperativ

**Vocab:**

Important places (of visit) in a city

### Unit V - Travel - Modes of Transport

**Grammar:**

Perfekt, Praeteritum of Sein and Haben

**Vocab:**

Words / Terms related to travel (in die Berge, etc.,)

**Text Books**

TANGRAM AKTUELL NIVEAUSTUFE A1/1 Themen Level 1

Websites [www.german.about.com](http://www.german.about.com)

[www.deutschewelle.com](http://www.deutschewelle.com)

[www.youtube.com](http://www.youtube.com)

## 8. Translation and Communication

### Objectives:

To introduce the techniques of translation

To understand the nuances of communication processes through translation

**Unit-I** Introduction to Communication Processes, Stages and Skills

**Unit-II** Written Communication: Types, Tools and Skills

**Unit-III** Communicating through Translation: Principles and Strategies

**Unit-IV** Translation Types, Methods and Practices

**Unit-V** Translation Exercises: corporate and official letters, product fliers  
and manuals and general notices/posters.

### Reference Books:

1. Newmark, Peter. *A Textbook of Translation*, Prentice Hall International, 1987.
2. Baker, Mona. *Course book on Translation*, Routledge, 1992.
3. Robinson, Douglas. *Becoming a Translator*, Routledge, 2003.

## **9. Contemporary Awareness**

### **Objectives:**

The course would focus on enhancing analytical abilities and facilitate general awareness of a variety of subjects, which will have relevance for a career

### **Unit I**

Recent Developments in Science and Technology with a focus on transformational discoveries and current understanding of theories and concepts including development in Space, Telecommunication, and Computers.

### **Unit II**

Contemporary Events of National Importance, Demography, Human Resource and related issues. Behavioral, and Social Welfare issues and problems, Law, Enforcement issues, human rights, corruption in public life, communal harmony etc.

Internal Security and related issues, Environmental issues, ecological preservation, The Role of national institutions

### **Unit III**

International Affairs: Working of various International Institutions/Organizations- important events in world affairs – International Treaties – Perspectives of Leading statesmen and Policies affecting large number of nations, Nuclear Policies

### **Unit IV**

Indian Polity and Economy – Economic Data, Economic Reforms – Specific Programs of the Central and State governments towards development –

Government bodies which are planning, distributing and regulating finances, economic and trade issues, Foreign Trade, the role and functioning of international monetary

Organizations like I.M.F., World Bank, W.T.O.etc.

### **Unit V**

Geography of India and the World – Geographical facts, location of specific institutions and places, features of Indian agricultural and natural resources.

Essay themes: Economic Issues, Social evils and solutions, Violence, Health Issues,

Global Problems

### **Reference:**

*Manorama Year Book*, 2016.

*Competition Success Review*, 2016.

## 10. Technical Writing and Presentation

### Objectives:

- To teach oral and written skills in English with illustrations and examples drawn from project reports, paper presentations and published papers in scientific journals.
- The grammar exercises are not taught in a rule-based manner but through observation and use in specific contexts.
- Emphasis is placed on teaching how to present the same findings orally and in writing.

### Unit I Reinforcement of Language Skills

[Correcting common errors] – Verbosity – How to avoid unnecessary jargon – Words and Usage – List of “aura” words, - Synonyms and Antonyms – Phrasing, Tense, Voice, Prepositions, Punctuation - Type of technical reports – creating specs, lab manuals, worksheets.

### Unit II Organization of Ideas

Preparing a Basic plan – Structuring the ideas, collecting the relevant materials

Creating Outlines – Headings of Sections, Topic Sentences.

Reviewing Sentences and Rewriting Paragraphs - Revising Drafts

### Unit III Contents of a Report [Some Basic Research Methodology]

Cover and title page - Table of Contents - List of Tables and Figures -Preface, Foreword, Acknowledgement – Abstract – Introduction - Body (in Sections and Subsections) – Results - Conclusions and Recommendations – Appendices - References

### Unit IV Format [Both physical and stylistic]

Margins – Headings – Indentation- Pagination - Type face and fonts – Abbreviations – Symbols – Layouts - Proofreading Symbols

### Unit V Presentation of the Report

Difference between Oral Presentations and Written Reports (Even when the material is the same) - How to give a good presentation? - Proper use of technological aids - Discussion skills

### Recommended Texts:

E Handouts of Rensselaer Polytechnic, USA.[necessary permission has to be obtained by the course instructor for classroom use] [www.rpi.edu](http://www.rpi.edu)

Gupta, Ruby and Anugrah Rohini Lall. Basic Technical Communication. Cambridge University Press, 2009.

Hoover, Hardy. Essentials for the Scientific and Technical Writer.1970; Rpt. New York: Dover Publications, Inc., 1980

Kirkman, John. Good Style for Scientific and Engineering Writing. London: Pitman Publishing Ltd., 1980.

## 11. Quantitative Aptitude

### Objectives:

To understand the problems in attempting quantitative aptitude questions in competitive exams and to rectify them.

To enhance analytical abilities

### Unit-I

Divisibility – HCF and LCM – Decimal Fractions – Square roots and Cube Roots – Surds and Indices.

### Unit-II

Averages – Percentage – profit and loss - Ratio and Proposition – Partnership – Alligation and mixture.

### Unit-III

Time and work – Pipes and Cistern – Time and Distance – Boats and Streams.

### Unit-IV

Simple Interest – Compound Interest – Stocks and Shares – True Discount –Banker's discount.

### Unit-V

Logarithms – Area – Volume and surface Areas – Heights and Distances – Data Interpretation: Tabulation – Bar Graphs – Pie Charts – Line Graphs.

### References:

Govind Prasad Singh and Rakesh Kumar. *Text Book of Quickest Mathematics*.

KiranPrakashan, 2012.

Aggarwal, R.S. *Quantitative Aptitude*. New Delhi: S. Chand & Company, 2012.