

Course Title	Credit	Minimum weeks per Week (15 hours)
Business English-2	02	<b>Course Category: AEC</b>
Unit-1	Text: A collection of short stories Name of the Text: Prism: An Anthology of Short Stories Section II - A Taste of India (Cambridge University Press) 1. A Shadow by R. K. Narayan 2. The Weed by Amrita Pritam 3. Arjun by Mahashweta Devi (text-based short questions may be asked)	
Unit-2	Business Writing: A). Structure/Format/Layout of a business letter <ul style="list-style-type: none"> <li>• Regular parts- (Letterhead, Date, Inside Address, Salutation, Body of the Letter, Complimentary Close, Signature)</li> <li>• Occasional parts-(Reference No., Attention line, Carbon copy notation, Identification initials, Enclosures)</li> <li>• Essentials of good business writing - Correctness, Conciseness, Clarity, Courtesy, Completeness and 'You' Attitude (Consideration) A). Business Writing related to Inquiry and Replies to Inquiries.</li> </ul>	
References:		

### Structure of Course Examination

Evaluation for each course shall be done by a Continuous and Comprehensive Evaluation (CCE) by the concerned course teacher as well as by an end semester examination and will be consolidated at the end of the course. The components for continuous internal assessment are:

#### **Internal Evaluation System**

<b>Internal Tests</b>	<b>15 Marks</b>
Class participation / Case analysis and presentation/ assignment, tutorials/ slip tests (announced/ surprised), quizzes etc.	<b>10 Marks</b>
<b>Total</b>	<b>25 Marks</b>

Component, the end semester examination, which will be a written-type examination of at least 2:00 hours duration. , would also form an integral



component to the evaluation. The ratio of marks to be allotted to Continuous and Comprehensive Evaluation (CCE) and to end semester examination is 50 : 50.

Question No.	Unit	Type of Questions	Marks
1	1	Essay question with choice OR Short Notes	10
2	2	Essay question with choice OR Short Notes	10
3	All	Objective Type Questions/ Definitions/ Fill in the blanks/ Short questions/ True- False/ Match A with B	05



<b>Course Title</b>	<b>Credit</b>	<b>Minimum weeks per Week (15 hours)</b>
Life skills-2	02	<b>Course Category: AEC</b>
Unit-1	Group and Team Dynamics: Introduction to Groups: Composition, formation, Cycle, thinking, Clarifying expectations, Problem Solving, Consensus, Dynamics techniques, Group vs Team, Team Dynamics, Virtual Teams. Managing team performance and managing conflicts, Intrapreneurship.	
Unit-2	Leadership: Leadership framework, entrepreneurial and moral leadership, vision, cultural dimensions. Growing as a leader, turnaround leadership, managing diverse stakeholders, crisis management. Types of Leadership, Traits, Styles, VUCA Leadership, Levels of Leadership, Transactional vs Transformational Leaders, Leadership Grid, Effective Leaders.	
<b>References:</b>	<ol style="list-style-type: none"> <li>1. Shiv Khera, "You Can Win" , Macmillan Books, New York, 2003.</li> <li>2. Barun K. Mitra, "Personality Development &amp; Soft Skills", Oxford Publishers, Third impression,2017.</li> <li>3. ICT Academy of Kerala, "Life Skills for Engineers", McGraw Hill Education (India) Private Ltd.,2016.</li> </ol>	

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Course Title	Credit	Minimum weeks per Week (15 hours)
Learning Strategies	02	Course Category: AEC
Unit-1	<ul style="list-style-type: none"> <li>● Fundamentals of Paraphrasing and Summarizing</li> <li>● Inference Strategy</li> <li>● Paraphrasing Strategy</li> <li>● Self-Questioning Strategy</li> <li>● Visual Imagery Strategy</li> <li>● Word Identification Strategy</li> </ul>	
Unit-2	<ul style="list-style-type: none"> <li>● Error Monitoring Strategy</li> <li>● Inspect Strategy</li> <li>● Cooperative Thinking Strategies</li> </ul>	
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Course Title	Credit	Minimum weeks per Week (15 hours)
Functional Communication-1	02	Course Category: AEC
Unit-1	<p><b>Introduction to Functional Communication</b></p> <ul style="list-style-type: none"> <li>● Understanding functional communication</li> <li>● Importance of context in communication</li> <li>● <b>Basic communication models</b></li> </ul> <p><b>Interpersonal Communication Skills</b></p> <ul style="list-style-type: none"> <li>● Greeting and introducing</li> <li>● Making small talk</li> <li>● <b>Expressing opinions and preferences</b></li> </ul> <p><b>Professional Communication</b></p> <ul style="list-style-type: none"> <li>● Writing professional emails and letters</li> <li>● Conducting and participating in meetings</li> <li>● Telephone etiquette</li> </ul> <p><b>Social Communication</b></p> <ul style="list-style-type: none"> <li>● Engaging in social conversations</li> <li>● Handling invitations and making arrangements</li> <li>● Apologizing and making complaints</li> </ul>	
Unit-2	<p><b>Listening Skills</b></p> <ul style="list-style-type: none"> <li>● Active listening techniques</li> <li>● Listening for specific information</li> <li>● Note-taking strategies</li> </ul> <p><b>Public Speaking and Presentations</b></p> <ul style="list-style-type: none"> <li>● Preparing and organizing content</li> <li>● Delivering speeches and presentations</li> <li>● Using visual aids effectively</li> </ul> <p><b>Writing Skills</b></p> <ul style="list-style-type: none"> <li>● Structuring paragraphs and essays</li> <li>● Writing reports and summaries</li> <li>● Editing and proofreading</li> </ul>	
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<b>Course Title</b>	<b>Credit</b>	<b>Minimum weeks per Week (15 hours)</b>
Social Media and Blog Writing	02	<b>Course Category: AEC</b>
Unit-1	<b>Introduction to Social Media</b> Social Media Today Features Overview Understanding the algorithms and strategies of Social media	
Unit-2	<b>Importance of Blogging</b> Introduction to blogging Choosing the right blog platform Storytelling strategies Understanding evergreen content Creating paid content	
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Course Title	Credit	Minimum weeks per Week (15 hours)
Human Rights	02	Course Category: VAC
Unit-1	<b>Introduction to Human Rights</b> <ol style="list-style-type: none"> <li>1. Evolution &amp; Concepts of Human Rights</li> <li>2. Correlation between Rights and Duties</li> <li>3. Theories related to Human Rights</li> <li>4. Different aspects of Human Rights</li> <li>5. Education of Human Rights</li> </ol>	
Unit-2	<b>International Aspects of Human Rights</b> <ol style="list-style-type: none"> <li>1. International bodies governing Human Rights</li> <li>2. Role of United Nations</li> <li>3. Universal Declaration of Human Rights, 1948</li> <li>4. International convention on Human Rights</li> <li>5. Nature of the International Instruments</li> <li>6. States responsibilities under International Instruments</li> </ol>	
References:	Dr. S. K. Kapoor: International Law & Human Rights Prof. Shaehi K. Sharma: Protection & Promotion of Human Rights in India	

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- Total Marks of University assessment are 25 : MCQ (1 marks each question)

