NOTIFICATION

No. 68 /2024 Dated: 24 /06/2024

Subject: Implementation of Revised Syllabus of Semester I to VI of the subjects of General Education Components of Bachelor of Vocation (B.Voc.) Courses.

It is notified for general information of all concerned that the authorities of the University have accepted to implement the revised syllabus of Semester I to VI of the subjects of General Education Components of Bachelor of Vocation (B.Voc.) Courses in the Faculty of Inter-disciplinary Studies to be implemented from the academic session 2024-2025 & onwards as mentioned below:

Sd/-
(Dr.A.M.Asanare)
Registrar
Sant Gadge Baba Amravati University

Revised Syllabus of General Education Components
Programme: Bachelor of Vocation (B.Voc.) Course

SEMESTER – I

SUBJECT CODE: 1BVCGEC1 – ENGLISH AND COMMUNICATION SKILLS – I

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: After completion of the course, Students shall be able -

1) To know about various aspects of Basic English Grammar like what is sentence and its types, parts of speech (noun, pronoun, adverb, adjective), subject- verb agreements, tenses and their types and learn ways to develop grammatical sense in their personality
2) To understand the importance and type of written communication in personal and professional environment.
3) To provide deep insight into text by enhancing their reading skills
4) To learn about Communication, Process of communication, Significance of Communication, Situational Dialogue writings which help them in practical sense in their future.

Unit	Content	Duration
Unit I	**Basic Foundation Of English:** What is Sentence and its Types (Assertive, Imperative, Interrogative, Exclamatory, Optative), Parts Of Speech (Noun, Pronoun, Adverb, Adjective), Subject- Verb Agreements, Tenses and their Types	10 Hours
Unit II	**Developing Written Communication Skills:** Office Letters (Trade inquiry, Status inquiry, General inquiry, asking for demo, Complaint letters, placing orders, seeking information etc.), Thought Development or Paragraph writing	10 Hours
Unit III	**Enhancing Reading Skills:** Reading for Comprehension (a Passage for reading along with question for understanding),Summarising the passage with suitable title	10 Hours
Unit IV	**Achieving New Techniques in Communication Skills:** What is Communication, Process of communication, Significance of Communication, Situational Dialogue writings (Introduction – self and other, injury and reply, calling for help, request and responding to request, Greeting and taking leaves) Telephonic communication.	10 Hours

List of Reference Books:

1) Advanced Skills for Communication in English: Book I Jeya Santhi.V., Dr. R. Selvam, December 2015 Publisher: New Century Book House ISBN: 978-81-2343-101-7
2) English Communication Skills-I Directorate of Distance Education Maulana Azad National Urdu University Hyderabad-32, Telangana-India https://manuu.edu.in/dde/sites/default/files/2021-12/English Communication Skills-I.pdf
3) English Language Communication Skills By Urmila Rai Himalaya Publishing House, Revised Edition 2010 ISBN : 978-93-5024-384-8 https://bawar.net/data0/books/5a1a48c05439c/pdf/English Language Communication Skills.pdf

4) A Communicative Grammar of English Third Edition Geoffrey Leech and Jan Svartvik Published 2013 by Routledge 2 Park Square, Milton Park, Abingdon, Oxon OX14 4RN 711 Third Avenue, New York, NY 10017, USA https://language2unla.files.wordpress.com/2017/09/a_communicative_grammar_of_english_leech_geoffrey.pdf
5) Aspiration, Board of editors, SGBAU, Orient BlackSwan Private Limited, ISBN 978-98-5442-557-8.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. Marks are equally distributed among all units.
Q1. Unit I: Basic Foundation of English: There shall be fill in the blanks, transformation, do as directed and choose the correct alternative type questions on prescribed portion having one mark each. (10 Marks)
Q2. Unit II: Developing Written Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)
Q3. Unit III: Enhancing Reading Skills: There shall be one unseen passage type question followed by one summarisation on prescribed portion having five marks each. (5x2= 10 Marks)

Q4. Unit IV: Achieving New Techniques in Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment
1) Class Test - 05 Marks
2) Class Assignment - 05 marks

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SUBJECT CODE: 1BVCGEC6 – ENGLISH AND COMMUNICATION SKILLS – I LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal shall be		20 Marks

Practical – Minimum 08 Practical Based on the above Syllabus.

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment
1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment
1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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SEMESTER – II

SUBJECT CODE: 2BVCGEC1 - ENGLISH AND COMMUNICATION SKILLS –II

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: After completion of the course, Students shall be able -
1) To understand various aspects of Basic English Grammar like parts of speech (verb, preposition, conjunction, interjection), correct use of punctuation marks, articles, conditional sentence and its types (zero, first, second, third), model and auxiliary verbs (can, could, may, might, must, ought to etc.)and learn ways to develop grammatical sense in their personality
2) To learn the importance and type of written communication like report writing in personal and professional environment.
3) To develop adeep insight into text by enhancing their reading skills by Scanning and Skimming a passage.

4) To recognise Communication, types of communication, advantages of communication skills, details verbal and non- verbal communication, situational dialogue writings which help them in practical sense in their future.

Unit	Content	Duration
Unit I	**Basic Foundation Of English:** Parts Of Speech (Verb, Preposition, Conjunction, Interjection), Correct use of Punctuation marks, Articles, Conditional Sentence and its types (zero, first, second, third), Modal and Auxiliary verbs (can, could, may, might, must, ought to etc.)	10 Hours
Unit II	**Developing Written Communication Skills:** Report Writing (Newspaper Report, Office Report, Scientific Report, Inventory Report),Writing Notices, Writing or Creating Advertisements	10 Hours
Unit III	**Enhancing Reading Skills:** Scanning and Skimming a passage for Comprehension (a Passage for reading along with question for understanding), Precis Writing, Converting verbal information into non-verbal or vice versa	10 Hours
Unit IV	**Achieving New Techniques in Communication Skills:** Types of communication, Advantages Of Communication skills, details verbal and non- verbal communication, Situational Dialogue writings (giving instructions, seeking information, describing daily routine, talking about current activities) Interview techniques (do's and not do's),	10 Hours

List of Reference Books:

1) English and Communication Skills, Book-I By Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla, Prescribed by NITTTR, Chandigarh Published By Abhishek Publication, 57-59, Sector17, Chandigarh
2) English Grammar, Composition and Usage by NK Aggarwal and FT Wood; Published by Macmillan Publishers India Ltd; New Delhi.
3) Business Correspondence & Report writing (4th Edition) by RC Sharma and Krishna Mohan; Published by Tata MC Graw Hills, New Delhi.
4) Business Communication Skills by Varinder Kumar, Bodh Raj & NP Manocha; Published by Kalyani Publisher, New Delhi.
5) Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
6) Inspirations, Board of Editors, Orient BlackSwan Private Limited, ISBN 978-93-5442-313-0
7) A course in English Grammar, R. N. Bakshi, Orient BlackSwan Private Limited, ISBN 978-81-250-1846-8.

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THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic Foundation of English: There shall be fill in the blanks, transformation, do as directed and choose the correct alternative type questions on prescribed portion having one mark each. (10 Marks)

Q2. Unit II: Developing Written Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Q3. Unit III: Enhancing Reading Skills: There shall be one unseen passage type question followed by one precis writing or Converting verbal information into non-verbal or vice versa on prescribed portion having five marks each. (5x2= 10 Marks)

Q4. Unit IV: Achieving New Techniques in Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

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SUBJECT CODE: 2BVCGEC6 - ENGLISH AND COMMUNICATION SKILLS –II LAB.

Max Marks External : 25 Marks

Max Marks Internal : 25 Marks
Max. Marks Practical : 50 Marks
Minimum Combine Passing of Practical External & Internal shall be 20 Marks

Practical – Minimum 08 Practical Based on above Syllabus

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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SEMESTER – III

SUBJECT CODE: 3BVCGEC1 - ENGLISH AND COMMUNICATION SKILLS–III

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Learning Outcomes: After completion of the course, Students shall be able -

1) To know and apply about various aspects of Basic English Grammar like degree and its types, change the degree, antonyms and synonyms, question tag, formation of questions, changing sentences to simple, complex, compound sentences and learn ways to develop grammatical sense in their personality
2) To understand the importance and type of written communication like writing agenda, responding to different advertisements, job applications, writing emails, creation of letterhead, sales lettersin personal and professional environment.
3) To provide deep insight into text by enhancing their reading skills by interpretation of graph, table, chart, pie, cycle, into information or vice versa, writing reviews, story development
4) To classify Communication, barriers to communication, vertical and horizontal communications in different offices etc. presentation skills which help them in practical sense in their future.

Unit	Content	Duration
Unit I	**Basic Foundation Of English:** Degree and its types, Change the degree, Antonyms and synonyms, Question tag, Formation of Questions	10 Hours
Unit II	**Developing Written Communication Skills:** Writing Agenda, Responding to different Advertisements, Job Applications, Writing Emails, Creation of Letterhead, Sales Letters,	10 Hours
Unit III	**Enhancing Reading Skills:** Interpretation of Graph, table, chart, pie, cycle, into information or vice versa, writing reviews, story development	10 Hours
Unit IV	**Achieving New Techniques in Communication Skills:** Barriers To Communication, Vertical and horizontal communications in different offices etc. Presentation Skills(preparation of 8 to 10 slides for presentation) Interview techniques (various symbols of positive and negative attitude of an interview)	10 Hours

List of Reference Books:

1) Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
2) Succeeding Through Communication by Subhash Jagota; Published by Excel Books, Delhi
3) Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
4) Effective Technical Communication By M .AshrafRizwi; Published by Tata MC Graw Hills, New Delhi.
5) Basic Communication Skills for Technology by Andrea J Rutherfoord; Published by Pearson Education, New Delhi
6) English & Communication Skills for students of Science & Engineering by SP Dhanavel; Published by Orient BlackSwan, Hyderabad.
7) Technical Communication- Principles & Practices by Meenakshi Raman & Sangeetha Sharma; Published by Oxford University Press, New Delhi.
8) Technical English by S. Devaki Reddy &Shreesh Chaudhary; Published by Macmillan Publishers India Ltd; New Delhi.
9) Practical English Usage, Michael Swan, Oxford University Press, ISBN-978-019-57989-2

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic Foundation Of English: There shall be fill in the blanks, transformation, do as directed and choose the correct alternative type questions on prescribed portion having one mark each. (10 Marks)

Q2. Unit II: Developing Written Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Q3. Unit III: Enhancing Reading Skills: There shall be one question on Interpretation of Graph, table, chart, pie, cycle, into information or vice versa, followed by another question on writing reviews, story development on prescribed portion having five marks each. (5x2= 10 Marks)

Q4. Unit IV: Achieving New Techniques in Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

SUBJECT CODE: 3BVCGEC6 - ENGLISH AND COMMUNICATION SKILLS –III LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal shall be		20 Marks

Practical – Minimum 08 Practical Based on the above Syllabus.

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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SEMESTER – IV

SUBJECT CODE: 4BVCGEC1 - ENGLISH AND COMMUNICATION SKILLS – IV

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: After completion of the course, Students shall be able -

1) To strengthen one's capacity about various aspects of Basic English Grammar like change the voice, prefixes and suffixes, one word (substitution word), direct into indirect speech or vice versa and learn ways to develop grammatical sense in their personality

2) To equip with skills in written communication like writing minutes, memos, circular, biodata, c.v., resume writingin personal and professional environment.

3) To provide deep insight into text by enhancing their reading skills by identifying missing words in the given passage, vocabulary building for better reading, identifying different parts of speech from the given passage

4) To understand aboutCommunication, presentation skills and interview techniques which help them in practical sensein their future

Unit	Content	Duration
Unit I	**Basic Foundation Of English:** Change the Voice(Assertive, Imperative), Prefixes and Suffixes, One word (Substitution word), Direct into Indirect Speech or vice versa	10 Hours
Unit II	**Developing Written Communication Skills:** Writing Minutes, Memos, Circular, Biodata, C.V., Resume writing,	10 Hours
Unit III	**Enhancing Reading Skills:** Identifying missing words in the given passage, Vocabulary Building for Better reading, Identifying different parts of speech from the given passage, Distinguishing facts, opinions, beliefs from the passage	10 Hours
Unit IV	**Achieving New Techniques in Communication Skills:** Presentation Skills (preparation of 8 to 10 slides for presentation) Interview techniques (etiquettes and behaviour at interview places, the guidelines to an interview to conduct and effective interview),	10 Hours

List of Reference Books:

1) Advanced Skills for Communication in English: Book IJeyaSanthi.V ,Dr.R.Selvam December 2015 Publisher: New Century Book House ISBN: 978-81-2343-101-7
2) A Communicative Grammar of English Third Edition Geoffrey Leech and Jan Svartvik Published 2013 by Routledge 2 Park Square, Milton Park, Abingdon, Oxon OX14 4RN 711 Third Avenue, New York, NY 10017, USA https://language2unla.files.wordpress.com/2017/09/a_communicative_grammar_of_english_leech_geoffrey.pdf
3) Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
4) Succeeding Through Communication by Subhash Jagota; Published by Excel Books, Delhi
5) Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
6) Effective Technical Communication By M .AshrafRizwi; Published by Tata MC Graw Hills, New Delhi.
7) Basic Communication Skills for Technology by Andrea J Rutherfoord; Published by Pearson Education, New Delhi
8) Intermediate English Grammar, Raymond Murphy, Cambridge Press, ISBN-13:978-81-8561-851-7.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic Foundation of English: There shall be fill in the blanks, transformation, do as directed and choose the correct alternative type questions on prescribed portion having one mark each. (10 Marks)

Q2. Unit II: Developing Written Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Q3. Unit III: Enhancing Reading Skills: There shall be one question on identifying missing words in the given passage, followed by another question on Identifying different parts of speech from the given passage, Distinguishing facts, opinions, beliefs from the passage on prescribed portion having five marks each. (5x2= 10 Marks)

Q4. Unit IV: Achieving New Techniques in Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

SUBJECT CODE: 4BVCGEC6 - ENGLISH AND COMMUNICATION SKILLS – IV LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal shall be		20 Marks

Practical – Minimum 08 Practical Based on the above Syllabus.

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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SEMESTER – V

SUBJECT CODE: 5BVCGEC1 - ENGLISH AND COMMUNICATION SKILLS – V

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Expected Learning Outcomes: After completion of the course, Students shall be able -

1) To gain basic knowledge of English Grammar like change the voice, direct into indirect speech or vice versa, conversion of a sentence into simple, compound complex sentences and learn ways to develop grammatical sense in their personality
2) To understand the importance and type of written communication like job application along with resume or c.v., office reports in personal and professional environment.
3) To provide deep insight into text by enhancing their reading skills by paragraph development, unseen passage for comprehension, short notes on current affairs
4) To learn about Communication, presentation skills and discussing current trends and topics which help them in practical sense in their future

Unit	Content	Duration
Unit I	**Basic Foundation Of English:** Change the Voice (All Types), Changing sentences to Simple, Complex, Compound sentences, The Infinitives, Participles, The Gerund forms, Noun Phrase, Noun Clause, Adjective Phrase, Adjective Clause.	10 Hours
Unit II	**Developing Written Communication Skills:** Informal Letters, (Letters of Invitation, Congratulation, Apology, Appreciation and responses to such letters) Office reports (investigating reports, departmental reports, product-use reports, survey reports etc.)	10 Hours
Unit III	**Enhancing Reading Skills:** Paragraph Development, Unseen passage for comprehension, Short Notes on Current Affairs	10 Hours
Unit IV	**Achieving New Techniques in Communication Skills:** Discussing Current trends and topics with friends/ teachers/ colleagues/ parents etc., benefits of communication- oral and written, difference between them, Presentation Skills (preparation of 8 to 10 slides for presentation	10 Hours

List of Reference Books:

1) English Language Communication Skills By Urmila Rai Himalaya Publishing House, Revised Edition 2010 ISBN : 978-93-5024-384-8 https://bawar.net/data0/books/5a1a48c05439c/pdf/English Language Communication Skills.pdf
2) A Communicative Grammar of English Third Edition Geoffrey Leech and Jan Svartvik Published 2013 by Routledge 2 Park Square, Milton Park, Abingdon, Oxon OX14 4RN 711 Third Avenue, New York, NY 10017, USA https://language2unla.files.wordpress.com/2017/09/a_communicative_grammar_of_english_leech_geoffrey.pdf
3) English Grammar, Composition and Usage by NK Aggarwal and FT Wood; Published by Macmillan Publishers India Ltd; New Delhi.
4) Business Correspondence & Report writing (4th Edition) by RC Sharma and Krishna Mohan; Published by Tata MC Graw Hills, New Delhi.
5) Advanced Technical Communication, by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
6) Communication Skills for Engineer & Scientist by Sangeeta Sharma & Binod Mishra; Published by PHI Learning Pvt. Ltd; New Delhi.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic Foundation of English: There shall be fill in the blanks, transformation, do as directed and choose the correct alternative type questions on prescribed portion having one mark each. (10 Marks)

Q2. Unit II : Developing Written Communication Skills There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)
Q3. Unit III: Enhancing Reading Skills: There shall be one question on Paragraph Development or Unseen passage for comprehension followed by another question on Short Notes on Current Affairs on prescribed portion having five marks each. (5x2= 10 Marks)
Q4. Unit IV: Achieving New Techniques in Communication Skills: There shall be at least two descriptive type questions with internal alternative on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment
1) Class Test - 05 Marks
2) Class Assignment - 05 marks

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SUBJECT CODE: 5BVCGEC5 - ENGLISH AND COMMUNICATION SKILLS – V LAB.

Max Marks External : 25 Marks

Max Marks Internal : 25 Marks
Max. Marks Practical : 50 Marks
Minimum Combine Passing of Practical External & Internal shall be 20 Marks

Practical – Minimum 08 Practical Based on the above Syllabus.

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment
1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment
1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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Course Code: 1BVCGEC2 - APPLIED COMPUTER SKILLS – I

Time: 2 Hours
Max. Marks Theory Marks : 40 Marks
Max. Marks Internal Assessment : 10 Marks
Minimum combined passing of Theory External and Internal shall be 20 Marks

Course Outcomes: On completion of course, the students will be able -
1. To study the fundamental of Computer
2. To study the Programming Technology Concept
3. To study Python Programming Language
4. To work on Word Processing.

Unit	Content	Duration
UNIT-I	**Fundamental of Computer:** Definition**,** Evolution of Computers, Characteristics of Computer Generation, Types & Application of Digital Computer. **Computer Organization:** Block Diagram of Computer, Input unit, Output unit. CPU: Memory Unit, Arithmetic logic Unit (ALU), Control Unit(CU) Types of Software, System software, Application software	10 Hours
UNIT-II	**Programming Technology:**algorithm, flowchart, types programming languages, programming process: program design, coding, compilation & execution, testing & debugging, documentation	07 Hours

UNIT-III	**Python: Introduction to** Python, features of python, how start python, data types, keywords, variables, operators, comments, python syntax, IO Functions in python, formatting of the Output, Padding & Truncating, Formatting numbers , Input functions, control statements(if, for, while), break, continue, pass, Iterator, Lists, Lists function and methods, Tuples, python dictionary, functions in python: keywords arg, default arguments, passing arguments to a functions, variable length argument, recursion function, lambada function, global & local variable,. Modules.	15 Hours
UNIT-IV	**Word Processing [MS-WORD 2013-2016]** Concept of Word Processing, Scree Components: Quick Access Toolbar, Ribbon, working with documents, creating a new file, editing text document, inserting, Deleting, Cut, Copy, Paste, Paste option, Clipboard, Undo, Redo, Format Painter	10 Hours

List of Recommended Books:

1. Computer Fundamental and operating system-I by Dr. S. K. Pande and Dr. Saurabh A. Ghogare - Prashant Publication
2. Computer fundamentals - P.K. Sinha
3. Fundamentals of Computer -V. Rajaraman
4. Computer Fundamental by-P.K.Sinha
5. The Complete Reference Python, by Martin C. Brown, Mc. Grow Hill education.
6. Microsoft office 365 for beginners 2023, 8 in 1, Leonard J Ledger, Microsoft.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. The marks are equally distributed among all units.

Q1. - Unit I: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q2. - Unit II: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q3. - Unit III: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q4. - Unit IV: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

Course Code: 1BVCGEC7 - APPLIED COMPUTER SKILLS – I LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal Shall be		20 Marks

Practical – Practical Based on above syllabus (conduct at least 15 practical)

1. Write a program to perform simple mathematical formula
2. Write a program to illustrate the use of If statement
3. Write a program to illustrate the use of nested If statement
4. Write a program to illustrate the use of for statement
5. write a program to illustrate the use of while statement
6. Write a program to illustrate the use of list.
7. Write a program to illustrate the use of Dictionary
8. Write a program to illustrate the use of tuple.
9. Write a program to illustrate the use of function.
10. Write a program to illustrate the use of Lambda function.
11. Write a program to illustrate the use of recursion.
12. Create a simple document using MS-Word.
13. Create a simple document using Tables MS-Word.
14. Create a simple document using bullets and numbers MS-Word.
15. Create a simple document using image, clipart, template MS-Word.

[**Note**: Practical shall not be limited to above list]

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. Practical performance = 10 Marks
2. Viva by external = 15 Marks

Internal Assessment

1. Practical record = 10 marks
2. Viva by internal = 15 marks

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SUBJECT CODE: 2BVCGEC2 - APPLIED COMPUTER SKILLS – II

Time: 2 Hours

Max. Marks Theory Marks : 40 Marks
Max. Marks Internal Assessment : 10 Marks
Minimum combined passing of Theory External and Internal shall be 20 Marks

Course Outcomes: On completion of course, the students will be able -

1. To study the use of internet
2. To design the Webpage
3. To study the Fundamental of Networking
4. To work on Ms-Excel and Ms- Power Point.

Unit	Content	Duration
UNIT-I	**Internet:** Introduction, Applications of Internet, Types of Internet Connection: wired and wireless Internet protocol-TCP/IP,FTP, HTTP, URL, e-mail, www, web browser, search engine	08 Hours
UNIT-II	**Web Page Designing (HTML)** HTML: History of Markup Languages, Introduction to HTML, Structure of HTMLDocument,Tags: <HTML>, <HEAD>, <TITLE>, <BODY>, Heading tags, <P>, ,<HR>,<B>,<I>,<U>.<EM>,<PRE>,<BIG>,<SMALL>,<STRONG>,<STRIKE>, <SUB>,<SUP>,<A>, <LINK>, <IMG>, <MARQUEE>, <BLOCKQUOTE>, Table tags and its attributes, List tags and its Attributes ,<FONT> tags.	12 Hours
UNIT-III	**Fundamental of Networking** Introduction to Networking: Introduction, Need of computer communication network, Types of network-LAN, MAN, WAN and Internet. Topology: Ring, Bus, Star & Mesh.	08 Hours
UNIT-IV	**Ms-Excel:** Create Excel sheet, cut, copy, paste, insert sheet, delete sheet, formula bar, entering data, setting worksheet, working with basic Excel Functions, insert images, creating basic charts in Excel, editing charts. printing worksheets. **Ms-Power Point:** Setting Up PowerPoint Environment, creating slides and applying themes, Working with bullets and numbering, Working with Hyperlinks and Sounds, Using Smart Art and Tables, Animation and Slide Transition, Using slide Master, Slide show option, Proofing and Printing.	15 Hours

List of Recommended Books:

1. Computer Fundamental by-P.K.Sinha
2. Microsoft office 365 for beginners 2023, 8 in 1, Leonard J Ledger, Microsoft.
3. HTML Complete BPB publication.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. The marks are equally distributed among all units.

Q1. - Unit I: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q2. - Unit II: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q3. - Unit III: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q4. - Unit IV: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

SUBJECT CODE: 2BVCGEC7 - APPLIED COMPUTER SKILLS – II LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal Shall be		20 Marks

Practical – Practical Based on above syllabus (conduct at least 15 practical)

1. Create HTML document of your Bio-data.
2. Create HTML document using Heading Tags.
3. Create HTML document using <P>, <HR> and
 Tags.
4. Create HTML document using <B>, <I> ,<U> , <EM> and <PRE> Tags.
5. Create HTML document using <BIG>, <SMALL> ,<STRONG> and <STRIKE> Tags.
6. Create HTML document using <SUB> and <SUP> Tags.
7. Create HTML document to insert a link using <A> and <LINK> Tags.
8. Create HTML document to insert a image using <IMG> Tag.
9. Create HTML document using <MARQUEE> and <BLOCKQUOTE> Tags.
10. Create HTML document to insert a Table using <TABLE> Tag with all attributes.
11. Create HTML document to prepared the lists using <LI> Tag with all attributes.
12. Create a simple worksheet using MS-Excel.
13. Create a worksheet using MS-Excel.
14. Create a worksheet to implement different formulas using MS-Excel.
15. Create a worksheet to implement different types of charts using MS-Excel.
16. Create a powerpoint presentation by inserting charts, images, word art, tables in MS-Power-point.

[**Note**: Practical shall not be limited to above list]

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. Practical performance = 10 Marks
2. Viva by external = 15 Marks

Internal Assessment

1. Practical record = 10 marks
2. Viva by internal = 15 marks

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SUBJECT CODE: 3BVCGEC2 - APPLIED COMPUTER SKILLS-III

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: On completion of course, the students will be able -

1. To Study the basic concept of E-commerce
2. To Study the network Infrastructure for E-Commerce
3. To Study the Basic concept of DBMS
4. To work with Ms-Access, create and maintain database.
5. To Study the fundamental of Digital Marketing.

Unit	Content	Duration
UNIT-I	**Introduction**: What is E-Commerce, Forces behind E-Commerce Industry Framework, Inter Organizational E-Commerce Intra Organizational E-Commerce, and Consumer, to Business Electronic Commerce, Architectural framework	10 Hours
UNIT-II	**Network Infrastructure for E-Commerce**: Introduction, Market forces behind I Way, Component of I way, **Access Equipment:** Hub, Switch, Bridge, Router, NIC Global Information Distribution Network, Broadband Telecommunication.	10 Hours
UNIT-III	**Introduction Data Base system**, Characteristic, File system Vs Database system, User of database system, DBMS Architecture., Key: Primary and Foreign key **Ms-Access:** create database, design view**,** data types,datasheet view, insert record, delete record, update record, sort, filter, table design, print database**.**	15 Hours
UNIT-IV	**Fundamentals of Digital Marketing**, Traditional Marketing Vs Digital Marketing, what is Social Media Marketing, Necessity of Social media Marketing, Introduction to SEO, How Search engine works	10 Hours

List of Recommended Books:

1. "E-Commerce", by Dr.S.A.Ghogare et al- Dnyanpath Publication.
2. "Microsoft office 365 for beginners 2023", 8 in 1, Leonard J Ledger, Microsoft.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each unit having 10 marks. marks are equally distributed among all units.

Q1. - Unit I: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q2. - Unit II: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q3. - Unit III: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Q4. - Unit IV: There shall be four descriptive type questions out of which students have to solve at least Two descriptive type questions. **(5*2=10 marks)**

Internal Assessment:

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

SUBJECT CODE: 3BVCGEC7 - APPLIED COMPUTER SKILLS – III LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal Shall be		20 Marks

Practical – Practical Based on above syllabus (conduct at least 15 practical)

1. Create a simple database using MS-Access.
2. Create a simple database design view using MS-Access.
3. Create a database and sort records, filter records using MS-Access.
4. Create a database using table design view using MS-Access.
5. Create a database and insert, delete, update records and print database using MS-Access.

[**Note**: Practical shall not be limited to above list]

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. Practical performance = 10 Marks
2. Viva by external = 15 Marks

Internal Assessment

1. Practical record = 10 marks
2. Viva by internal = 15 marks

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SEMESTER – IV

SUBJECT CODE: 4BVCGEC2 - SOFT SKILLS DEVELOPMENT – I

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: After completion of the course, Students shall be able -

1) To know about various aspects of soft skills and learn ways to develop personality
2) To understand the importance and type of communication in personal and professional environment.
3) To provide insight into much needed technical and non-technical qualities in career planning like Time Management.
4) To learn about Leadership, team building, decision making and stress management
5) To conduct self SWOC analysis and set career goals.

Unit	Content	Duration
Unit I	**Basic of Soft Skills I:** What is Soft Skills?(i) Definition of Soft skills ii)Need of soft skills iii) Nature and scope of soft skills iv)Acquiring and Advantages of soft skills, v) Difference between Soft Skills and Hard Skills), SWOT Analysis, (Strength, Weakness, Opportunities, Threats Analysis) its need and importance, Goal Setting- types of Goals etc.	10 Hours
Unit II	**Developing Soft Skills I:** Time Management, (Concept of time, techniques of time managements)Personality Development(Tips for enhancing one's personality, Types of personality, Knowing Yourself, Positive Thinking Project Management,	10 Hours
Unit III	**Enhancing Soft Skills I:** Team work Skill, Team building , Leadership Skills (Importance of leadership skills and Effective leadership) Interpersonal Skills: Understanding the importance of teamwork, Conflict resolution, and Building positive relationships with team members, Etiquettes and Manners Personal grooming aspects, Office and workplace manners, Meeting etiquette. Professional ethics- Meaning and features.	10 Hours
Unit IV	**Achieving New Soft Skills I:** Motivation,(Self-esteem, self-motivation, self-management technique, Self-confidence)Communication Skills in organisation (horizontal Communication, Vertical Communication, Inter-personal communication, Relationships with colleagues) Listening Skills	10 Hours

List of Reference Books:

1. Allan, Pease; Body Language- How to read others' thoughts by their gesture, Manjul Publishing House Pvt. Ltd, New Delhi, 2014.
2. Anand Gangly – Group Discussions for Admissions & Jobs (Pustak Mahal)
3. Business Communication, Shalini Kalia, Shailja Agrawal, Wiley India
4. Communication and Corporate Etiquette, by Gitangshu Adhikary, Notion Press, Mumbai.
5. Communication and Etiquette for Success. Pearson Education India, Noida, U.P.
6. Cornerstone: Developing Soft Skills, Sherfield, Pearson India

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each UNIT having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic of Soft Skills I: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2=10 Marks)

Q2. Unit II: Developing Soft Skills I: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2= 10 Marks)

Q3. Unit III: Enhancing Soft Skills: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2=10 Marks)

Q4. Unit IV: Achieving New Soft Skills: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

SUBJECT CODE: 4BVCGEC7 - SOFT SKILLS DEVELOPMENT – I LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal shall be		20 Marks

Practical – Minimum 08 Practical Based on above Syllabus

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

4. PPT Presentation = 10 Marks
5. Practical record = 05 Marks
6. Personal Interview by external = 10 Marks

Internal Assessment

4. PPT Presentation = 10 Marks
5. Practical record = 05 Marks
6. Personal Interview by Internal = 10 Marks

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SEMESTER – V

SUBJECT CODE: 5BVCGEC2 - SOFT SKILLS DEVELOPMENT- II

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Marks
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: After completion of the course, Students shall be able -

1) To understand and know the applied knowledge about various aspects of presentation and learn ways to develop personality
2) To strengthen the communication by understanding the importance and type of communication in personal and professional environment.
3) To provide insight into much needed technical and non-technical qualities in career planning like Group Discussion,
4) To study different techniques about Interview Skills, decision making and stress management.

Unit	Content	Duration
Unit I	**Basic of Soft Skills I:** Introduction to Presentation (Role of presentation, Purpose of presentation, Types of presentation, Time management during presentation, Drawing audience attention & their active participation, Brainstorming sessions &feedback, Preparation of presentation, Collate information, Language and choice of words, voice modulation, Organizing ideas, Aids, Preparing slides etc)	10 Hours
Unit II	**Developing Soft Skills I:** Non Verbal Communication (Body Language, Importance of body language, Forms of body language, Parts of body language, Body language in building interpersonal & industrial relationships, Advantages of perfect body language)	10 Hours
Unit III	**Enhancing Soft Skills I:** Group Discussion: (What is group discussion? Why are group discussions held? Preparation for a group discussion, Skills for effective participation, Traits tested in a group discussion, Initiating a group discussion, Non-verbal communication in group discussion, Types of group discussions, Importance of group Discussion)	10 Hours
Unit IV	**Achieving New Soft Skills I:** Interview Skills(Interviewing in the 21st century, Developing an Interview Strategy, Taking Care of the Details in interview, practicing for the Interview, During the Interview, types of Interviews, Traditional Interviews, Basic interview skills, Stages of an interview, Parameters for scoring in an interview- Salutation, Voice clarity, Handling rejections and failure- ways to handle. Resume preparation, Types of resumes and Points to consider for effective resume writing.	10 Hours

List of Recommended Books:

1. Effective Communication Skills by Dr. Kul Bhushan Kumar andR.S. Salaria, Khanna Book Publishing co.(p)LTD, New Delhi,2018. ISBN-978-93-82609-9
2. Gopalaswamy Ramesh, The ACE of Soft Skills: Attitude,
3. Gopalaswamy Ramesh, The ACE of Soft Skills: Attitude,Communication and Etiquette for Success. Pearson Education India,Noida, U.P.
4. http://inspirebusinesssolutions.com/blog/5-main-components-of-emotionalintelligence
5. http://www.readysetpresent.com/images/products/powerpointcontent/PDFpreviews/EmotionalIntelligenceModernSampleFinal.pdf
6. Lesikar, Raymond V. and Marie E. Flatley.Basic Business Communication.New Delhi: Tata McGraw-Hill, 2005.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each UNIT having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic of Soft Skills II: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2=10 Marks)

Q2. Unit II: Developing Soft Skills II: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2= 10 Marks)
Q3. Unit III: Enhancing soft Skills II: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2=10 Marks)
Q4. Unit IV: Achieving new soft Skills II: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment
1) Class Test - 05 Marks
2) Class Assignment - 05 marks

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SUBJECT CODE: 5BVCGEC6 - SOFT SKILLS DEVELOPMENT- II LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal shall be		20 Marks

Practical – Minimum 08 Practical Based on above Syllabus.

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment
1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment
1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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SEMESTER – VI

SUBJECT CODE: 6BVCGEC2 - SOFT SKILLS DEVELOPMENT- III

Time: 2 Hours

Max. Marks Theory Marks	:	40 Marks
Max. Marks Internal Assessment	:	10 Mark
Minimum combined passing of Theory External and Internal shall be		20 Marks

Course Outcomes: After completion of the course, Students shall be able -

1. To acknowledge and understand about various aspects of Corporate Culture and learn ways of Professionalism
2. To learn the importance and type of Stress Management in personal and professional environment and how to reduce stress in life.
3. To provide insight into much needed technical and non-technical qualities in career planning like Importance of employees, their evaluation, evaluation chart, motivating employee etc.
4. To understand the role of Emotional Intelligence, managing your state of mind, being proactive and adaptability to change.

Unit	Content	Duration
Unit I	**Basic of Soft Skills I:** Corporate Culture (Definition and Meaning, Professionalism at the workplace, Youthfulness and its role in professional growth, Dynamism and its contribution towards success, "The concept of being Goal-Oriented, how to be a team player	10 Hours
Unit II	**Developing Soft Skills I:** Stress Management (Objectives, Introduction, Concept, Nature and Dimensions of Stress) Stress: Its Effects, Causes and Ways of Coping, What is pressure and what is stress, The three stages of burnout Recognizing your own stressors, Personality types and reactions to stress, How your beliefs and perceptions causes stress, Developing a strategy for stress management. Self-management, Managing Change, Relaxation techniques, Assertiveness skills, Stress and Faith Healing, Relaxation BY Music, Exercise, yoga and meditation	10 Hours

Unit III	**Enhancing Soft Skills I:** Importance employees in organisation, their evaluation, evaluation chart, motivating employee, employee evaluation- it importance, technique and ways or types etc.	10 Hours
Unit IV	**Achieving New Soft Skills I:** The role of Emotional Intelligence, managing your state of mind, Being proactive. Emphatic Listening. Developing a WIN-WIN attitude, Using the right style- Situational leadership, Win- Win attitude, adaptability to change,	10 Hours

List of Recommended Books:

1. Communication and Corporate Etiquette, by Gitangshu Adhikary, Notion Press, Mumbai.
2. Communication and Etiquette for Success. Pearson Education India, Noida, U.P.
3. Gopalaswamy Ramesh, The ACE of Soft Skills: Attitude, Communication and Etiquette for Success. Pearson Education India, Noida, U.P.
4. Neogy Jayant, Success in Interview, Unicorn Books Pvt. Ltd., DaryaGanj, New Delhi.
5. Personality Development and Soft Skills, Barun K. Mitra, Oxford Press
6. Seema Gupta, Soft Skills- Interpersonal & Intrapersonal Skills development, V & S Publishers, New Delhi.
7. Seven habits of highly effective peoples by Stephen Covey, Simon & Schuster; India Only edition (21 November 2013), ISBN-10:1471131823
8. Soft Skills - Enhancing Employability, M. S. Rao, I. K. International
9. Soft Skills by Ajay R. Tengse, Orient BlackSwanPvt .Ltd Hyderabad, India.2015, ISBN-978- 81-250-5879-3.

THEORY PAPER PATTERN / DISTRIBUTION OF MARKS:

There shall be one question on each UNIT having 10 marks. Marks are equally distributed among all units.

Q1. Unit I: Basic of Soft Skills III: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2=10 Marks)

Q2. Unit II : Developing Soft Skills III: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2= 10 Marks)

Q3. Unit III: Enhancing soft Skills III: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2=10 Marks)

Q4. Unit IV: Achieving New soft Skills III: Students shall have to answer two questions out of four middle length questions or short notes etc. on prescribed portion having five marks each. (5x2= 10 Marks)

Internal Assessment

1) Class Test - 05 Marks
2) Class Assignment - 05 marks

SUBJECT CODE: 6BVCGEC6 - SOFT SKILLS DEVELOPMENT- III LAB.

Max Marks External	:	25 Marks
Max Marks Internal	:	25 Marks
Max. Marks Practical	:	50 Marks
Minimum Combine Passing of Practical External & Internal shall be		20 Marks

Practical – Minimum 08 Practical Based on the above Syllabus

ASSESSMENT / DISTRIBUTION OF MARKS:

External Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by external = 10 Marks

Internal Assessment

1. PPT Presentation = 10 Marks
2. Practical record = 05 Marks
3. Personal Interview by Internal = 10 Marks

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