

IC-105 Communication Skills

Max. Marks : 50

Min. Marks : 17

Unit No.	Topics
Unit 1	Fundamentals of Communication (OHP & PPP): Definitions, importance, forms of communication, process of communication, channels, barriers and strategies to overcome barriers of communication. Listening (PPP): Def, Importance, Benefits, barriers, approaches, be a better listener, exercises and cases.
Unit 2	Advance Communication: Why communication? Art of communication, V3 communication, Key elements of IP communication, Quizzes, exercises and cases / incidents for practice.
Unit 3	Group Discussions:(PPP) Definitions, importance, process, points to be borne in mind while participating, Dos and Don'ts. Practice- if time permits or to be covered in PDP. Interview (PPP) Types of Interviews, Points to be borne in mind as an interviewer or an Interviewee, commonly asked questions, Dos and Don'ts. Practice- if time permits or to be covered in PDP.
Unit 4	Transactional Analysis: (PPP) Transactional analysis, Johari Window, FIRO-B (PPP) Written Communication: Cover letter, Report writing, documentation, business correspondence, preparation of manuals and project reports, Drafting emails.
Unit 5	Negotiation Skill: Basic principles, Building understanding, process of negotiation, essentials of negotiations. Contemporary Communication Styles, technology enabled communication

1. Text Book :

Chturvedi, P.D. and Chaturvedi Mukesh (2004), "Business Communication" Pearson Education, Singapore Pvt. Ltd.

2. Reference books :

1. Business Communication by ICMR, Feb 2001.
2. Toropov Brandon (2000), "Last Minute Interview Tips", Jaico Publishing House, Mumbai.
3. Heller Robert (1998), "Essential DK Managers: Communication Clearly", Dorling Kindersley, London.

Activ

BCA – 505: Human Values and Professional Ethics

Max. Marks: 40

Min Marks: 13

Course Objectives: The objective of the course is to disseminate the theory and practice of moral code of conduct and familiarize the students with the concepts of "right" and "virtuous" in individual, social and professional context.

Course Outcomes: It is expected that after completion of the course, students will able to

- 1) Understand ethical philosophies, principles, models that directly and indirectly affect business.
- 2) Learn the importance of the ethics and moral values.

Unit I

Human Values; Types, Features and Classification Sources of Value System Values across Cultures.

Unit II

Morality Norms, Beliefs, Attitude Moral Norms, Moral Values Moral Standards

Unit III

Professional Ethics; Nature, Characteristics and Needs Ethics V/s Morals and Values Ethico-Moral Action Ethical Codes, Ethical Practices

Unit IV

Nature and Dimensions of Attitude Components of Attitude Attitude Formation Functions of Attitude Changing Attitude

Unit V

Moral Values and Character-Building Character; Meaning, Important Components of Character Character Development.

Text Books:

- 1) Beteille Andre (1991), Society and Politics in India, Athlone Press, Latest edition
- 2) Chakraborty S. K. (1999), Values and Ethics for Organizations, oxford university press, Latest edition

PART A: Introduction			
Program: UG Level		Class: I Year	Year: 2021-22 Session: 2021-22 onwards
Subject: Foundation Course (English)			
1.	Course Code	X1-FCHBIT	
2.	Course Title	English Language and Indian Culture	
3.	Course Type (Core Course/Elective/Generic Elective/ Vocational)	Foundation Course	
4.	Pre-Requisite (if any)	To study this course, a student should have basic knowledge of English language. This course will be studied by all the students of UG level under the Foundation Course category.	
5.	Course Learning Outcomes (CLO)	Through this course the students will be able to: 1. Prepare for various competitive exams by developing their English language competence. 2. Promote their comprehension skills by being exposed to a variety of texts and their interpretations. 3. Build and enhance their vocabulary. 4. Develop their communication skills by strengthening grammar and usages. 5. Inculcate values which make them aware of national heritage and environmental issues, making them responsible citizens.	
6.	Credit Value	2 Credit	
7.	Total Marks	Max. Marks: 50	Min. Pass Marks:17
PART B: Content of the Course			
Total No. of Lectures-Tutorials- Practical (in hours per week): L-T-P			
Total No. of Lectures:			
Unit	Topics		No. of Lectures
I	Reading, Writing and Interpretation Skills: 1. Where The Mind is Without Fear– Rabindranath Tagore [Key Word: Patriotism] 2. National Education – M. K. Gandhi [Key Word: Edification] 3. The Axe- R.K Narayan [Key Word: Environment] 4. The Wonder That Was India- A.L Basham (an excerpt) [Key Word: Indianness] 5. Preface to the Mahabharata C. Rajagopalachari [Key Word: Indian Mythology]		05
II	Comprehension Skill: Unseen Passage followed by Multiple choice questions		05
III	Basic Language Skills 1: Vocabulary Building: Suffix, Prefix, Synonyms, Antonyms, Homophones, Homonyms and One-word substitution. 2: Basic Grammar: Noun, Pronoun, Adjective, Verb, Adverb, Prepositions, Articles,		05

Time and Tense																							
PART C: Learning Resources																							
Textbooks, Reference Books, Other Resources																							
Suggested Readings																							
Essential English Grammar – Raymond Murphy, Cambridge University Press. ▪ Practical English Grammar Exercises 1- A. J. Thomson & A. V. Martinet, Oxford India. ▪ Practical English Usage - Michael Swan, Oxford ▪ English Grammar in Use – Raymond Murphy, Cambridge University Press.																							
<table border="1"> <tr> <th colspan="4">Part D: Assessment and Evaluation</th></tr> <tr> <td>Max Marks: 50</td><td>Min Marks: 17</td><td>University Exam (UE)</td><td>Total: 50</td></tr> <tr> <td colspan="4">U.E. Time 2 Hours</td></tr> </table> <table border="1"> <tr> <td></td><td>External Assessment (UE)</td><td>Time: 2 Hours</td><td></td></tr> <tr> <td></td><td>Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark</td><td></td><td></td></tr> </table>				Part D: Assessment and Evaluation				Max Marks: 50	Min Marks: 17	University Exam (UE)	Total: 50	U.E. Time 2 Hours					External Assessment (UE)	Time: 2 Hours			Fifty Multiple Choice /Objective/True-False type questions to be asked. Each question carries one mark		
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A.S. Kushwah
21.5.21

Dr. A.S. Kushwah
Chairman BOS Jiwaji University, Gwalior

A.S. Kushwah
31/05/21
प्राचार्य
शा.एस.एल.पी. स्नातकोत्तर महाविद्यालय
मुरार, ग्वालियर

आधार पाठ्यक्रम: प्रथम प्रश्न पत्र -- हिन्दी भाषा

(भाग-ए) परिचय			
	कार्यक्रम : यूजी लेवल प्रमाण-पत्र	कक्षा : बी.ए. / बी.कॉम / बी.एससी. / बी.एच.एससी. / बी.सी.ए / बी.बी.ए (प्रथम वर्ष)	वर्ष 2021 मंत्र 2021 2022
	विषय :-	आधार पाठ्यक्रम	
1	कोर्स कोड:	X1-FCEAIT	
2	कोर्स का शीर्षक:	भाषा और संस्कृति	
3	कोर्स का प्रकार	आधार पाठ्यक्रम	
4	कोर्स अपेक्षित	कक्षा 12वीं उत्तीर्ण किसी भी विषय समूह से।	
5	कोर्स अधिगम उपलब्धि (लर्निंग आउटकम) (CLO)	1. उत्कृष्ट साहित्यिक पाठों के अध्ययन से रुचि का विकास करना। 2. सांस्कृतिक चेतना और राष्ट्रीय भावना का विकास करना। 3. भाषा-ज्ञान। 4. सामान्य शब्दावली और विशेष शब्दावली के अध्ययन द्वारा भाषा एवं संस्कृति बोध का विकास करना 5. विशिष्ट शब्दावली (बीज शब्द / की वर्ड) से परिचित करवाते हुए बोध के स्तर को विकसित करना। 6. प्रतियोगी परीक्षाओं हेतु तैयार करना।	
6	क्रेडिट मान	02 क्रेडिट	
7	कुल अंक	50 अंक	
8	उत्तीर्ण अंक	17 अंक	

७/१८२१

(भाग - बी) कोर्स सागथ्री		
व्याख्यान की कुल संख्या : वर्ष में अधिकतम 15 घंटे		
यूनिट	विषय	व्याख्यान की संख्या
इकाई- एक	1. मैथिलीशरण गुप्त: परिचय पाठ: मातृभूमि (कविता) 2. प्रेमचन्द: परिचय पाठ: शतरंज के खिलाडी (कहानी) 3. व्यंग्य: शरद जोशी-जीप पर सवार इल्लियाँ	5 घण्टे
इकाई- दो	1. वैचारिक-भारतीय भाषाओं में राम 2. आचार्य रामचन्द्र शुक्ल: परिचय पाठ: उत्साह (भावमूलक निबन्ध) 3. रामधारी सिंह दिनकर: परिचय पाठ: भारत एक है (संस्कृति) 4. आदिशंकराचार्य-जीवन व दर्शन	5 घण्टे
इकाई- तीन	1. पर्यायवाची शब्द; विलोम शब्द; अनेक शब्द के लिए एक शब्द (हिन्दी व्याकरण) 2. संधि और उसके प्रकार (हिन्दी व्याकरण) 3. बीज शब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण।	5 घण्टे
सार बिन्दु (की वर्ड)/ टैग		
सर्च करे:		
मैथिलीशरण गुप्त:	मैथिलीशरण गुप्त की कविता मातृभूमि	
प्रेमचंद	प्रेमचंद शतरंज के खिलाडी	
रामधारी सिंह दिनकर	भारत एक है रामधारी सिंह दिनकर	

9/11/21

आचार्य रामचन्द्र शुक्ल	उत्साह निबन्ध रामचन्द्र शुक्ल
स्वामी विवेकानन्द	शिकारी व्याख्यान
धर्म क्या है	
अद्वैत	
भाषा विकास	
भाषा परिभाषा	
अवधारणा का अर्थ एवं परिभाषा	
उदासीकरण की विशेषता	
पर्यायवाची शब्द	
दिलोम शब्द	
अनेक शब्द के लिए एक शब्द	
सधि	

	(भाग सी)
	अनुशंसित अध्ययन संसाधन
	पाठ्य पुस्तकें, सन्दर्भ पुस्तकें, अन्य संसाधन
1	प्रेमचन्द- मानसरोवर, खण्ड:3
2	आचार्य रामचन्द्र शुक्ल- चिन्तामणि, भाग 1
3	डॉ. वासुदेव नन्दन प्रसाद: आधुनिक हिन्दी व्याकरण और रचना, भारती भवन, ठाकुर बाड़ी रोड, पटना, बिहार
4	डॉ. राजेश्वर चतुर्वेदी, हिन्दी व्याकरण- उपकार प्रकाशन, आगरा उ.प्र.
5	
6	हिन्दी ज्ञान कोश
7	इन्टर नेट सामग्री- टैग में उल्लेखित

	(भाग डी)
	निरंक

प्रो. प्रेमचन्द्र शुक्ल
 हिन्दी अध्यापक संस्थान
 वि. वि. वि. उत्तरांचल (म.उ.)